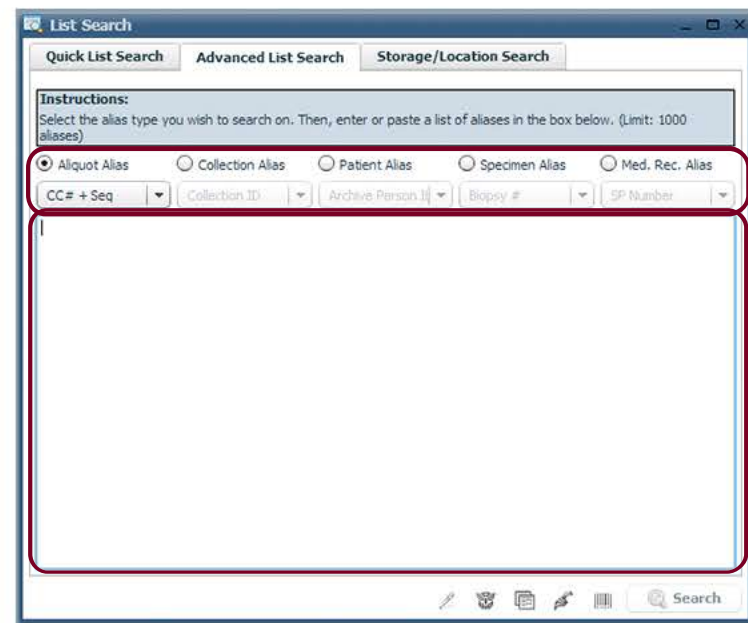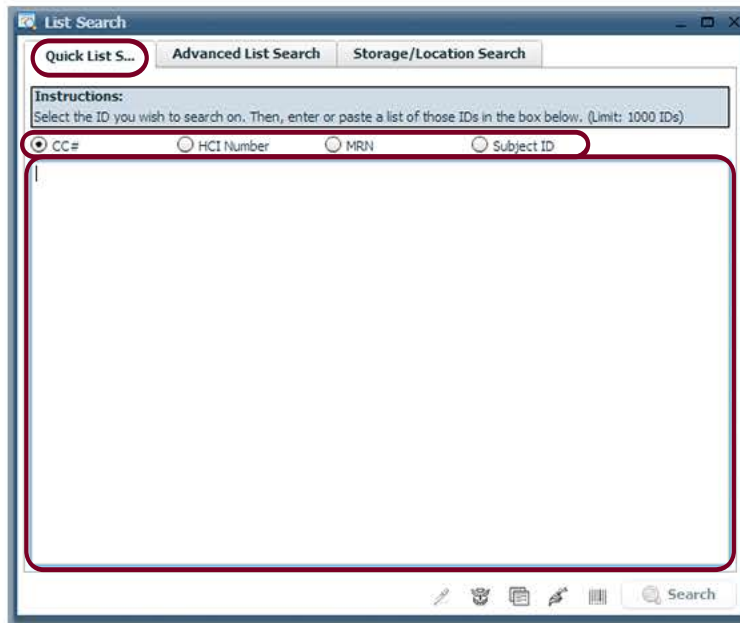# itBioPath

HOW-TO

Performing a Batch Disbursement
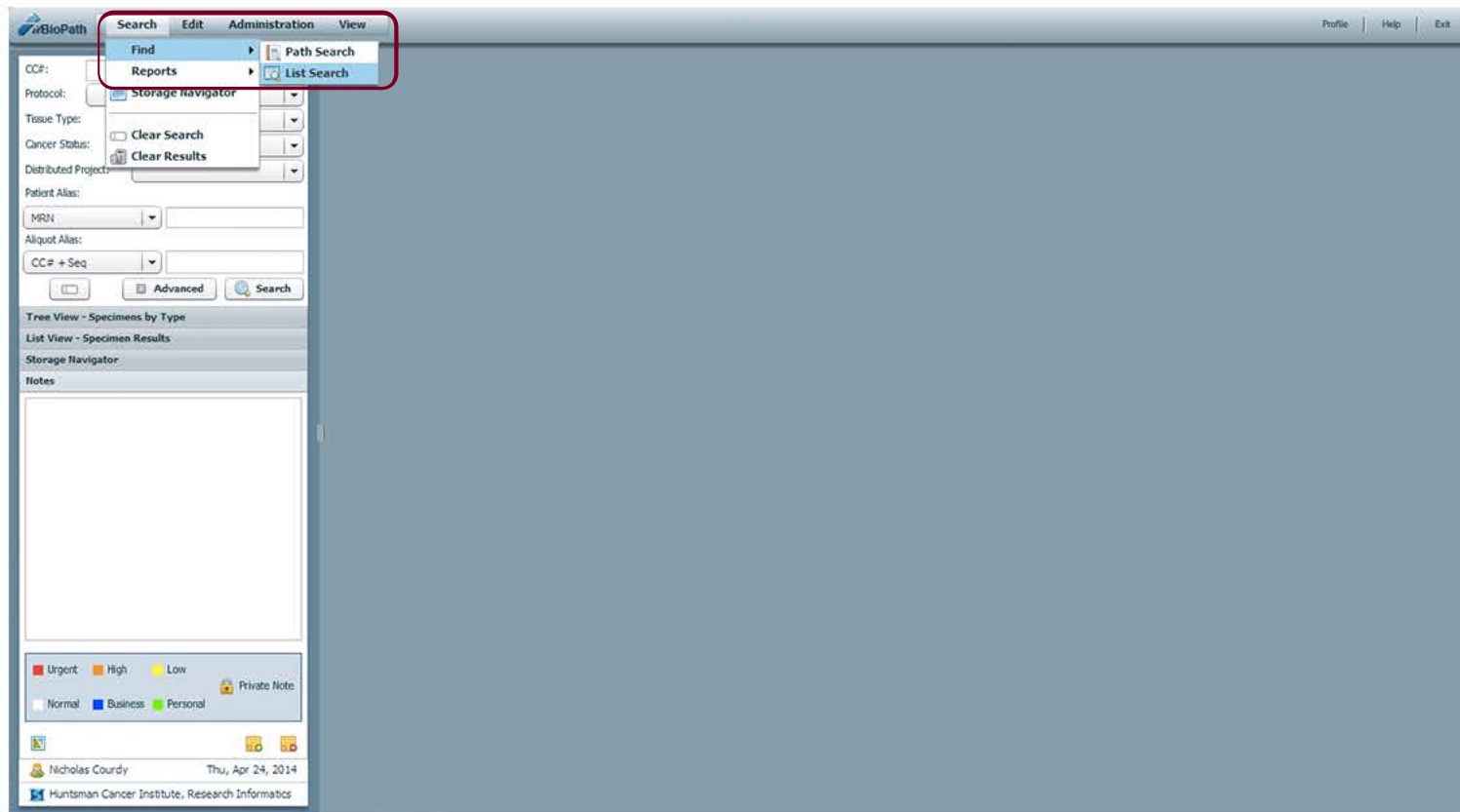
The first method for searching data in itBioPath for a batch process is the List Search. Navigate to Search > Find > List Search. A new window will open.

List Search

Quick List S... | Advanced List Search | Storage/Location Search

Instructions:
Select the ID you wish to search on. Then, enter or paste a list of those IDs in the box below. (Limit: 1000 IDs)

○ CC#   ○ HCI Number   ○ MRN   ○ Subject ID

Search

List Search

Quick List Search | Advanced List Search | Storage/Location Search

Instructions:
Select the alias type you wish to search on. Then, enter or paste a list of aliases in the box below. (Limit: 1000 aliases)

○ Aliquot Alias   ○ Collection Alias   ○ Patient Alias   ○ Specimen Alias   ○ Med. Rec. Alias

CC# + Seq ▾ | Collection ID ▾ | Archive Person ID ▾ | Biopsy # ▾ | SP Number ▾

Search

The list search window has 3 tabs. The 'Quick List Search' and 'Advanced List Search' allow you to choose from multiple selections and enter the specific identifiers in the text field. Once the information is entered and complete, click on the eye dropper icon 🖋 to start a batch disbursement with the information entered.
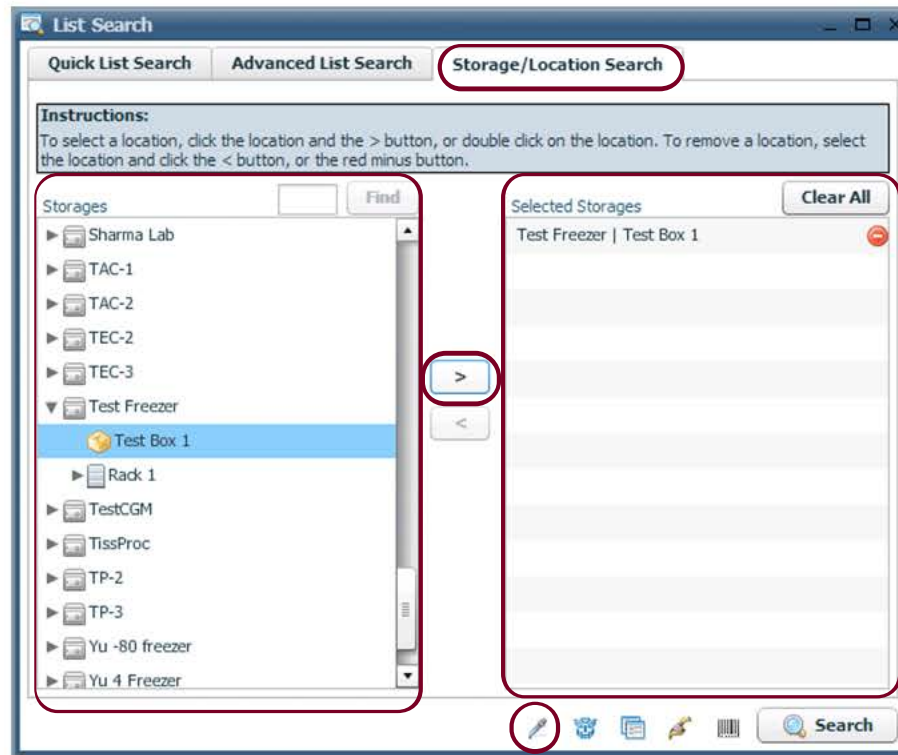
The third tab on the List Search window is the 'Storage/Location Search'. Within this tab you can search by a box or boxes in various freezers. Find the specific box ready for disbursement and click the arrow icon to move it into the 'Selected Storage' column. When all the boxes have been moved, click on the icon to start a batch disbursement with the specimens in the boxes selected.

The second method for searching data in itBioPath for a batch process is the Basic/Advanced search on the Dashboard. After a search is conducted and information is retrieved, navigate to Edit > Batch > Batch Disbursement. In this example a search by Patient MRN was conducted. itBioPath found the specimens associated to the patient, and now a disbursement of these specimens can be initiated.
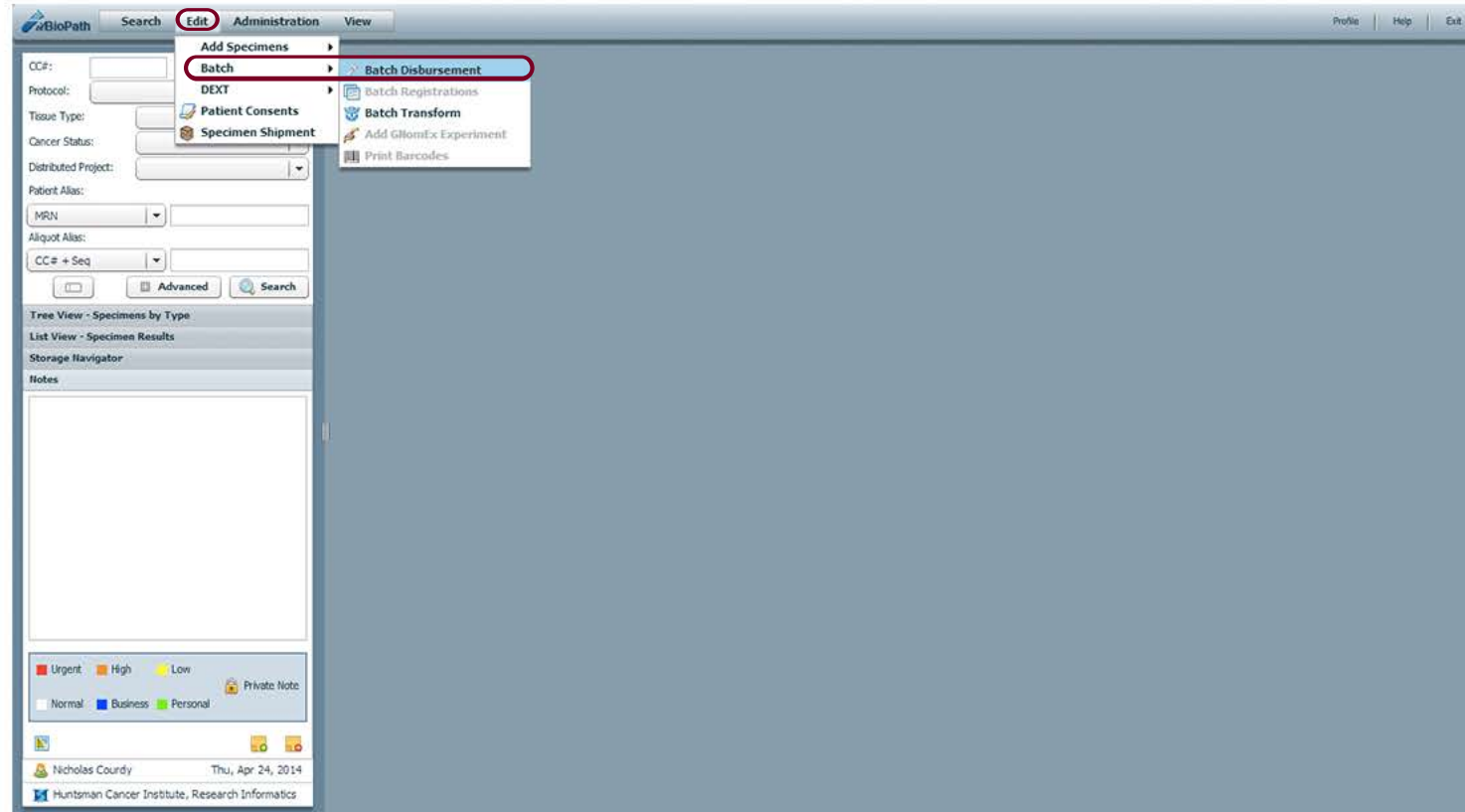
The third method for searching data in itBioPath for a batch process is a Batch ID. This method can only be used if a search has not already been conducted in itBioPath.
If itBioPath is blank, navigate to Edit > Batch > Batch Disbursement.
A new window will open.

In the bottom left of the 'Batch Disbursement' window enter a Batch ID to load specimens. A Batch ID is a specimen alias that can be assigned to multiple specimens. Available aliquots for disbursement will appear. *This window will look similar if disbursing using the List Search or Dashboard search methods. When the Aliquots have been loaded click 'Next'.

The next step determines what sequences will be disbursed. There needs to be a Project associated to the disbursement and any consents must be verified. Include what Lab the specimens are from and where they are going to. When all the information is correct click 'Disburse New/Ship'. A new window will open.

The 'Shipment Detail' window will open. In this window include the address of where the aliquots will be shipped. Double check that all aliquots being sent are included in the disbursement. They will appear in the 'Specimen Aliquots box. When the information is correct click 'Update'.
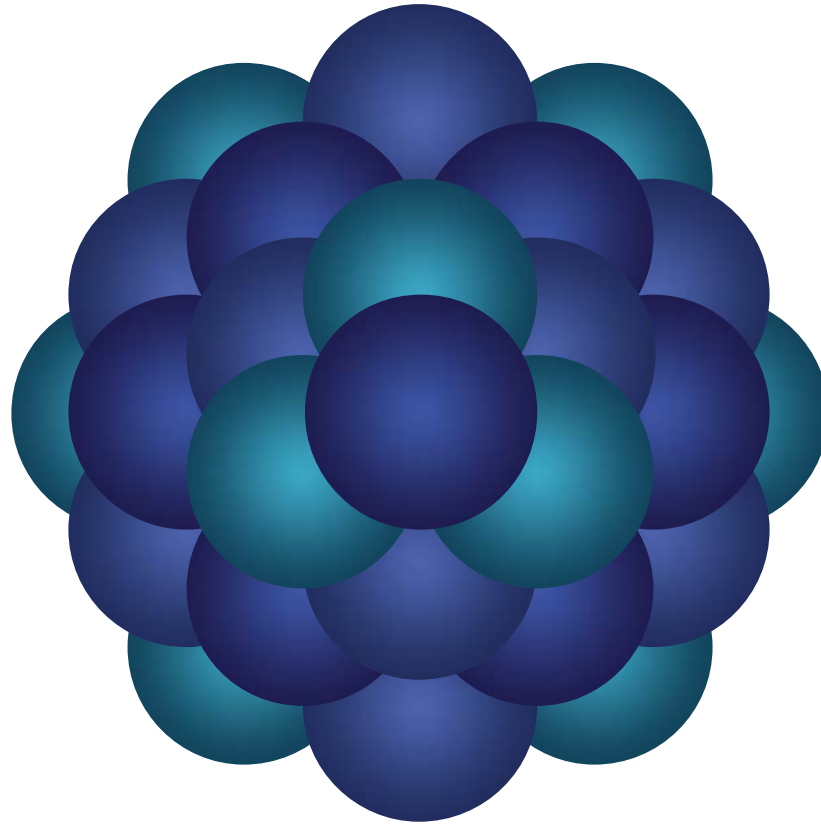
Questions?

Email 'Informatics - itBioPath Support' email group