Removing Samples from BioTracer

1.   Background

This is an SOP for use in the University of Sheffield Medical School biorepository. The software used by the facility for logging and tracking all samples stored and accessed is BioTracer – CloudLIMS.

Link: https://app.cloudlims.com/CloudLIMSAppUniversityofSheffield/Login.jsp

2.   Procedure

Steps in the following procedure can be performed once logged into the BioTracer online portal.

Copy and paste either the biorepository numbers or the bank numbers of the samples that need removing into word.

Add a comma at the end of each number except the bottom one.
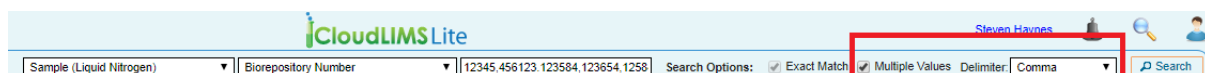
Login to Biotracer.

Use the search function depicted by a magnifying glass in the top left hand corner.

From the first drop down box select the sample type you are removing.

From the second drop down box select Biorepository Number or bank number depending on what you are using.

Copy and Paste the biorepository numbers/bank numbers from the word document into the third box.

Ensure that the multiple values box is checked and that the delimiter chosen is comma.

Click search.

This will provide you with a list of samples matching your search criteria.

Select all samples on this list and click the cart icon this will produce a pop up box, in the pop up box select create new and name your new cart (using the days date i.e. 220917).

Click save, all samples are now added to a new cart ready for removing from the system.

On the top menu bar select the package and shipment module.

From this select package type drop down menu, select outgoing.

Using the green cross select a new package for shipment.

This will produce a pop up box

Change package status to 'shipped'.

In the remarks box comment on what the package is, and why they are being removed (i.e. samples removed from liquid nitrogen week 17-22nd September 2017).

Choose the associated cart, click on the magnifying glass and choose the cart you have created above.

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Click save (only click save once even if it appears to be doing nothing).

The shipment will have been added to the list and your samples are now removed from the system.

3. Associated Documents

	Document	Document Reference
1	Uploading Samples to Biotracer	BIO:SOP:37
2		
3		
4		
5		
6		
7		