



BSI WEB USER GUIDE

Using BSI Web to input and withdraw samples

BSI Web User Guide - Version 1.0

Prepared by Fisher BioServices IT

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LOGIN ACCESS TO BSI WEB

To obtain access to the BSI Web, please print the Source Code Access form. This form must be completed and signed by the source code owner granting access to anyone they would like to have access to withdraw, input and/or view data for their source code(s).

Fax the form back to the NCI – Frederick Central Repository Services. (fax number is on the form). Following a receipt of the fax, a username and password will be emailed to the approved parties.

- [Source Code Access Form](#)

LOGGING INTO BSI WEB

- Log in to BSI Web using the following link:

<https://web.bsi-ii.com>

- Click 'YES' at the Security Alert window
- Enter assigned username and password

Note: Ensure that database is 'CENREP'.

- Click 'Login' to log into the system

UPDATING YOUR USER PROFILE

- For first time logins, the User Profile page will be displayed and you will be able to complete the following tasks:
 - ❖ Update your user profile- i.e. Address, email, phone number etc.
 - ❖ Change your password
 - ❖ Select default Source Code: refers to the source code most commonly worked with. This is useful for those who work with multiple source codes
 - ❖ Select default storage temp: refers to the temperature samples brought to the repository should be stored - either -80, -20, LN2 Vapor etc
 - ❖ Select Destination ID: refers to the address requested samples will be shipped to. Select recipient code from list (if you have one). You may also select "PICKUP" if you will go to the repository to pick up requested samples.
- Click 'Submit Changes'

Note: You may Click 'User Profile' to update your user profile information and change your password at any time.

SEARCHING FOR SPECIMENS

- Click on 'Specimens' link in the left hand column to search for specimens
- On the Specimens Search page, click on 'Add a search field' and select desired search criteria
 - ❖ Select a field to search on from drop down list - Source Code, BSI ID, Sample ID, Date Received, etc.
 - ❖ Searching on date fields: Add date field from 'Add a search field' drop down list. If unsure of the specific date to search on, select 'Is Between' and enter dates as 09/01/06 – 09/11/06. See Image below:



- ❖ Use the (-) to remove criteria and the (+) to add more criteria to the selected search field
 - ❖ Click 'Add a search field' to add a new field to search on
 - ❖ Use drop down box beside the field being searched on to narrow the search criteria (filter)
- Click 'Count' to display the number of records that search results will generate
 - Click 'Search' to view search results on computer screen
 - Click 'Export' to export search results to excel spreadsheet



- At the file download window, save the file to the desired location (i.e., desktop)
- Open the file to view data

Note: header takes one row

REQUISITIONS (WITHDRAWALS) MODULE

To submit a new requisition means that the repository is storing samples that you wish to withdraw, and the Requisitions page is your way of communicating to the repository which samples you wish withdrawn, and to where you wish them sent, or that you will be coming to pick them up.

You can also search for information on submitted requisitions and view the status/progress of pending requisitions.

SEARCHING FOR A REQUISITION

- Click on 'Requisitions' Link on the left hand column
- To search for a requisition, select 'Add a search field'

Note: Default search is 'authorized by' *your username*. This searches the database for all requisitions submitted by you.

- Select a field to search on from the drop down list. Search by Source Code, BSI ID, Sample ID, etc.
 - ❖ Use the (-) to remove criteria and the (+) to add more criteria to the selected search field
 - ❖ Click 'Add a search field' to add a new field to search on
 - ❖ Use drop down box beside the field being searched on to narrow the search criteria (filter)
- Click 'Count' to display the number of records that search results will generate
- Click 'Search' to view search results on computer screen
- Click 'Export' to export search results to excel spreadsheet
- At the file download window, save the file to the desired location (i.e., desktop)
- Open the file and verify search results

Note: header takes one row

CREATING A NEW REQUISITION (Withdrawals)

- Click on the 'Requisitions' Link on the left hand column
- Click 'New' to create a new requisition
 - ❖ Repository = Fisher BioServices
 - ❖ Requisition Priority = Select normal, high, or low
 - ❖ Source Code = Select appropriate source code from drop down list
 - ❖ Investigators = automatically populates with the name of the selected source code owner (cannot type in this field)
 - ❖ Instructions: This field is already displays the following information: "Withdrawal Request, Destination = TBD. Please type in correct shipping address and other special instructions. If you are withdrawing less than 10 samples, you may type the sample numbers and quantities in the Instruction box. For example: C123456, 2 vials etc.
 - ❖ Manifest: If withdrawing more than 10 samples, create an excel spreadsheet with the sample number and quantity. Attach spreadsheet to the requisition by clicking the Browse button and navigating to the location where the excel spreadsheet was saved.
- At the 'Send Notification To' window, click the repository where your samples are stored OR if unsure of the correct repository leave at the default repository (Building 434).
- Click 'Submit Requisition'
- A 'Shipment Information' box will pop up, click the 'PRINT PAGE' button to print a copy of the Requisition information. Sign and date the copy for your records. Fax or hand carry Requisition information page to the repository.
- **Please note that signatures are no longer required.**

INCOMING SHIPMENTS (INPUTS) MODULE

To submit a new incoming shipment means that you have samples that you wish the repository to store for you, and the Incoming Shipments page is your way of communicating to the repository that samples will be sent to the repository soon.

You may also search for information on already submitted shipments and view the status/progress of shipments.

SEARCHING FOR INCOMING SHIPMENTS

- Click on the 'Incoming Shipments' Link on the left hand column
- To search for an incoming shipment, select 'Add a search field'
- Select a field to search on from the drop down list. Search by Source Code, BSI ID, Sample ID, etc.
 - ❖ Use the (-) to remove criteria and the (+) to add more criteria to the selected search field
 - ❖ Click 'Add a search field' to add a new field to search on
 - ❖ Use drop down box beside the field being searched on to narrow the search criteria (filter)
- Click 'Count' to display the number of records that search results will generate
- Click 'Search' to view search results on computer screen
- Click 'Export' to export search results to excel spreadsheet
- At the file download window, save the file to the desired location (i.e., desktop). Open file and verify search results. See Image below:



Search Incoming Shipments

Add a search field

Created By ls - +

Source Code ls - +

Displaying results 1 - 9 of 9

CREATING A NEW INCOMING SHIPMENT (Inputs)

- Click on 'Incoming Shipments' Link on the left hand column
- Click 'New' link (right below Incoming Shipments link) to create a new incoming shipment
 - ❖ Repository ID = Fisher BioServices
 - ❖ Shipment Type: refers to the manner in which samples will be shipped to the repository. Select from the drop down menu (dry ice, ice pack, ambient, wet ice, LN)
 - ❖ Internal ID = leave this field blank
 - ❖ Select/Type the correct 'Storage Temp' (i.e., -80C, LN, -20C, +4C)
 - ❖ Select 'Courier' type from drop down list
 - ❖ Enter 'Tracking ID' if known
 - ❖ Enter 'Date Shipped'. This field is required
 - ❖ Estimated Specimens: Enter the number of vials shipped. Must be a number. For example: Enter 20 instead of 20 vials
 - ❖ Estimated Package Count: Enter the number of containers you are shipping.
 - ❖ Enter 'Notes' if any. If you are shipping less than or equal to 10 samples, you may type in all pertinent sample information in the 'Notes' field. For example C123456, 2 vials, 1.0ML, Description etc.
 - ❖ Enter (hand key or cut and paste from existing document) up to 10 vials to be shipped in the 'Instructions' box
 - ❖ If shipping more than 10 samples, create an excel spreadsheet containing all the pertinent sample information.



❖ At the 'Manifest' window, click 'Browse'; to retrieve and attach the excel spreadsheet to the Incoming Shipment.

- At the 'Send Notification To' window, click the repository where your samples are stored OR if unsure of the correct repository leave at the default repository (Building 434).
- Click 'Submit Shipment'. Confirmation page will be displayed showing Incoming Shipment number.
- Click on 'Print Page' to print Incoming Shipment page for your records.

See Image below:

New Incoming Shipment Properties

Repos Id:	Fisher BioServices	▼
Shipment Type:	Ice Packs	▼
Source Code:	IFY01	▼
Internal Id:	Project 555	
Storage Temp:	-80	
Courier:	UPS	▼
Tracking Id:	1Z11234567890	
Date Shipped:	11/02/2006	This field is required.
Estimated Specimens:	81	
Expected Package Count:	1	
Notes:	An excel spreadsheet with sample information is attached.	
Manifest:	C:\samples.xls	<input type="button" value="Browse..."/> Example
Send Notification To:	Site Manager Bldg 434-Nitrogen	▼

REPORTS MODULE

- Click 'Reports' in the left hand column
- Withdrawal Report for a Source Code: Click on this link to view a list of withdrawal activity for your source code.

OR

- Sample Description Report for a Source Code: Click on this link to view a list of samples that are available for your source codes. Among other things, this report list the sample number, number of vials received and the number of vials available for each sample number.
- Select source code from the 'Source Code' drop down list
- Output Format: Select 'Comma Delimited File' from the drop down list to save or view report in a comma delimited excel file. Select 'HTML Table' to view your results on the computer screen.
- Click on 'Run Report'

See Image below:

Withdrawal Report for a Source Code

This report produces a listing of vials which were withdrawn for each sample in a specified source code.

Source Code: 

Output Format: 

STRUCTURES MODULE

- This module contains structure for tables used in the database

TEMPLATES

There are three excel templates for inputting and withdrawing samples via the BSI website. These templates may be saved to the computer and re-used for Incoming Shipments (inputs) or Requisitions (withdrawals).

INPUT TEMPLATES

- [CenRep ID Input Template](#): Use this template if you have the old CenRep ID numbers.
- [BSI ID Input Template](#): Use this template if you have the new BSI ID numbers.

WITHDRAWAL TEMPLATE

- [CenRep ID Withdrawal Template](#): Use this template to request samples if you have the old CenRep ID numbers

If needed, Fisher BioServices will work with you to create a customized template that contains fields for all the data that you want to store in the repository database.



TECHNICAL SUPPORT

- Contact IMS: IMS provides technical support for the system on an as-needed basis.
- E-mail your question to bsifedback@imsweb.com
- Telephone (301) 628-1BSI (274) between 9AM - 5PM EST
- Fill out the Feedback form and press the 'Submit Feedback' button

OR

Contact Fisher BioServices IT by phone: 301-694-5911 or by email: lfy.Ozumba@thermofisher.com