



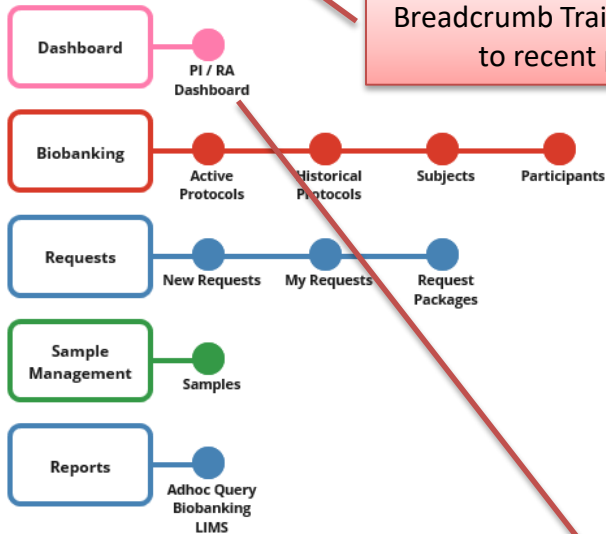
LabVantage User Manual:

- Registering Subjects
- Enrolling Subjects on an IRB Protocol
- Documenting Consent

Navigating the Database



Add Subject / Subject List / LIMS Menu



Breadcrumb Trail – takes you back to recent prior pages

Click on any of the tramstops to access that page



Change password Or Log off

The PI/RA Dashboard provides you with an overview of your IRB protocols

The screenshot displays the LABVANTAGE interface with several components:

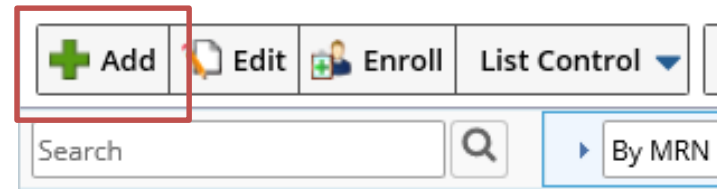
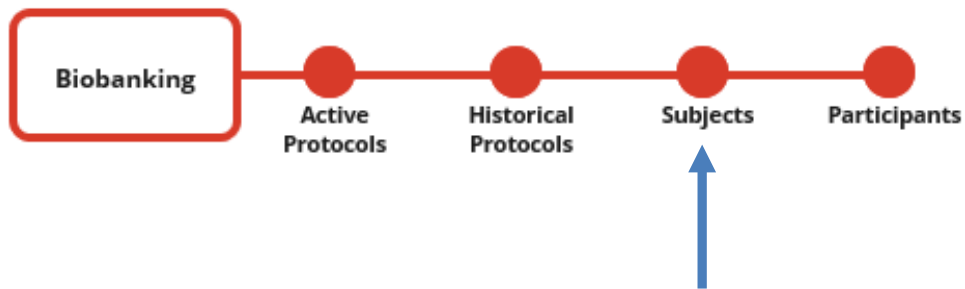
- Parameters:** IRB: Test123, n=90
- Historical Samples Chart:** Received between 04/16/2015 and 07/15/2015. Shows a bar chart for DNA and Whole Blood.
- Active Samples Chart:** Received between 04/16/2015 and 07/15/2015. Shows a bar chart for DNA and Whole Blood.
- IRB Samples:** A large red circle representing the IRB sample.
- Sample List:** A table with columns: Sample, Subject, MRN, EXPI, LIMS, Name, Participant, External Participant Status, Sample Custodian, Custodian, Protocol. It lists samples in 'Storage Status: Deposited' and 'Storage Status: In Circulation'.

Overview

- Patient information and documentation of consent must be entered in LabVantage before samples reach the HTRC
- In order to enter patient information and document consent, you must complete three steps:
 1. Register your subject
 - Enter patient data (name, MRN, etc) into the database
 2. Enroll subject onto a IRB protocol
 - Connect patient data with an IRB protocol
 3. Document consent
 - Provide a record of consent in the database for a specific IRB protocol

Registering a Subject

- Go to the subjects page
- Select add



Registering a Subject

- Enter subject's information
- Yellow fields are mandatory
- Select save

> LIMS Menu / Subject List / Add Subject

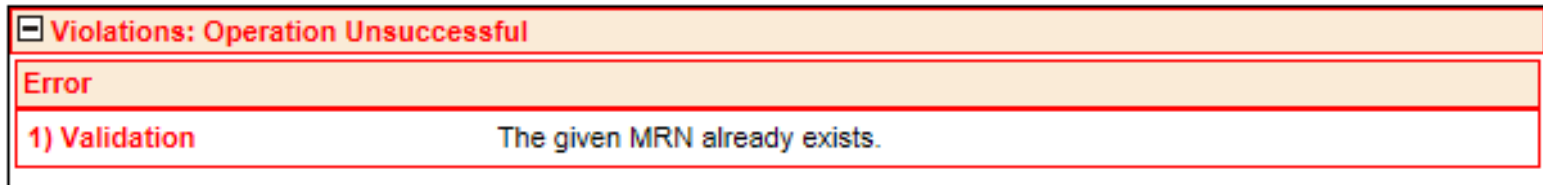
Save Add Another Return Other Tasks

^ Subject

Subject Id *	(Auto)	First Name *	
Middle Name		Last Name *	
Date of Death		MRN# *	
Gender			
Race			
Ethnicity			
Date of Birth		Age	
Notes			

Registering a Subject

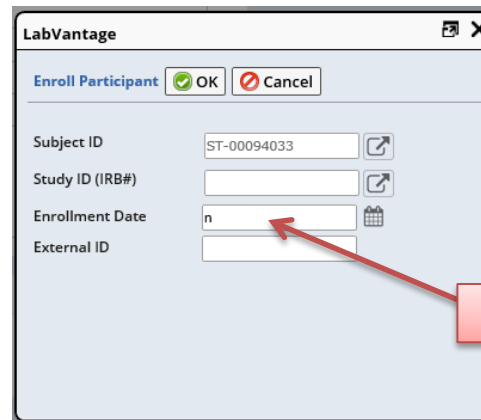
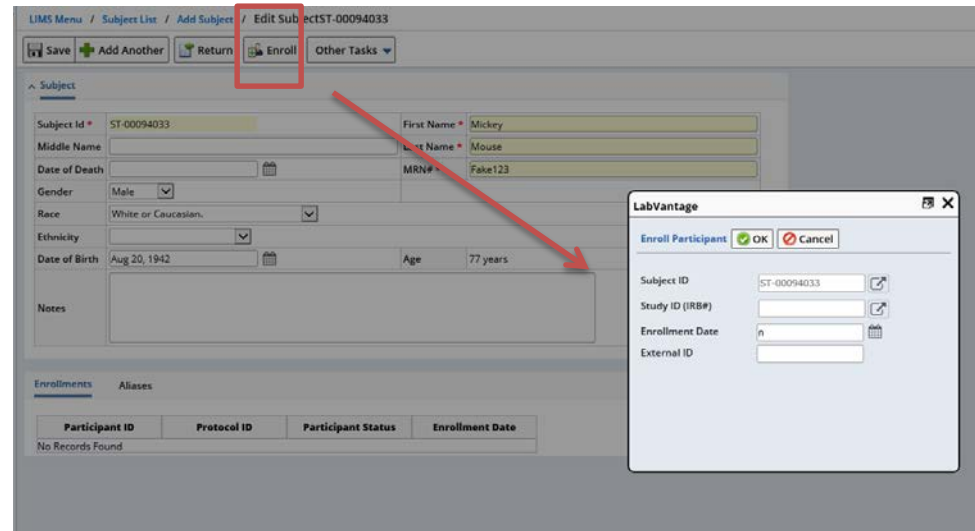
- If the subject is already registered in LabVantage, you will see an error message:



- LabVantage requires a unique MRN for each subject, reducing the chance of duplicating subject entries
- If the patient is already registered as a subject in LabVantage, you can move on to the enrollment steps

Enrolling a Subject

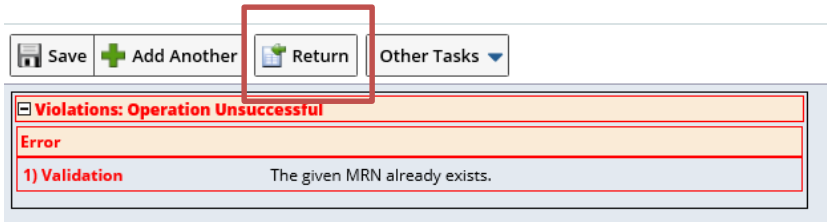
- After registering a subject in LabVantage, the next step is to enroll the subject in an IRB protocol
- If a new subject was entered into LabVantage, the enroll option will appear once save is selected
- Otherwise, click enroll to add the subject to an IRB protocol
- Search for the appropriate IRB number and enter the enrollment date
- Entering external ID is optional, but can be helpful in searching for patients/samples at a later date.
- Select OK



Typing "n" will enter today's date

Enrolling a Subject

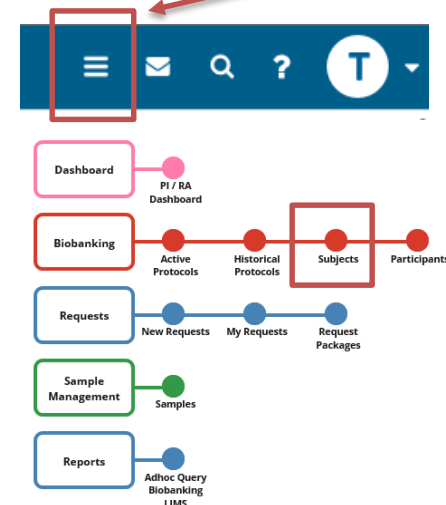
- If the subject was already registered in LabVantage, return to the subject list page by selecting “Return”



- It is also possible to return to the subject list page by using your breadcrumb trail



- Or by returning to the LIMS menu



Enrolling a Subject

- From the subject list page, use the search options to find the subject of interest
- For simple searches, use the Search by Query option
- For more complex searches, use the Adhoc Search option

The screenshot shows the 'LIMS Menu / Subject List' interface. At the top, there is a navigation bar with buttons for 'Add', 'Edit', 'Enroll', 'List Control', 'Search', 'Enter Consent', and 'Private'. Below this is a search section with a search box, a magnifying glass icon, and a dropdown menu set to 'Search By Query'. A red box labeled 'Adhoc Search' has an arrow pointing to the 'Search' button. Another red box labeled 'Search by Query' has an arrow pointing to the 'Search By Query' dropdown menu. Below the search section is a table with columns for 'Subject', 'Full Name', and 'MRN'. The table contains 8 rows of subject data. A red arrow also points from the 'Search by Query' box to the first row of the table.

Subject	Full Name	MRN
<input type="checkbox"/> ST-00013812	First Name TestLast	1
<input type="checkbox"/> ST-00014032	TT Test	
<input type="checkbox"/> ST-00014448	VladTest2 VladTest2	
<input type="checkbox"/> ST-00015627	Test1 Test	
<input type="checkbox"/> ST-00016978	VladTest VladTest	
<input type="checkbox"/> ST-00018390	108942 Stest	
<input type="checkbox"/> ST-00026966	Test Test33	
<input type="checkbox"/> ST-00044095	Test5 Test	

Enrolling a Subject

- Search by Query and Results


LIMS Menu / Subject List

Buttons: Add, Edit, Enroll, List Control, Search, Enter Consent

Search: [0 selected] 1 - 1 of 1

Group By: MRN #

Subject	Full Name
<input type="checkbox"/>	Race : None (1)

For example, to search for the subject with a MRN of T987654, select MRN# from the search by query options and enter T987654 in the MRN# field. Select the magnifying glass . The search was successful and the subject with MRN of T987654 was retrieved below.

LIMS Menu / Subject List

Buttons: Add, Edit, Enroll, List Control, Search, Enter Consent, Privacy, Other Tasks

Search: [0 selected] 1 - 1 of 1

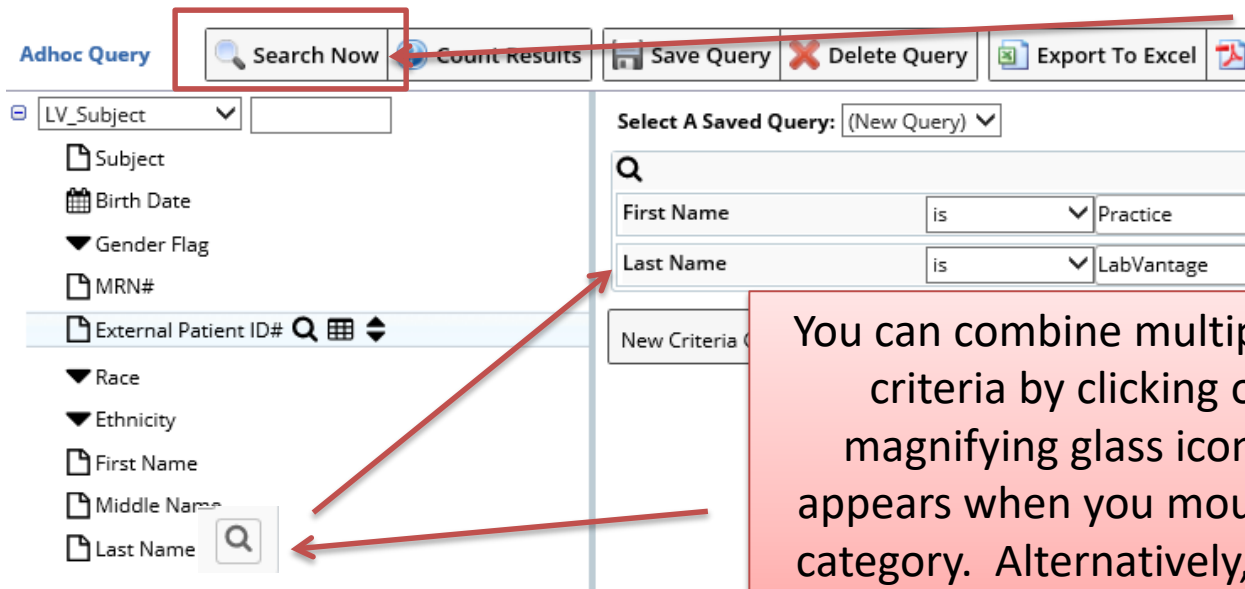
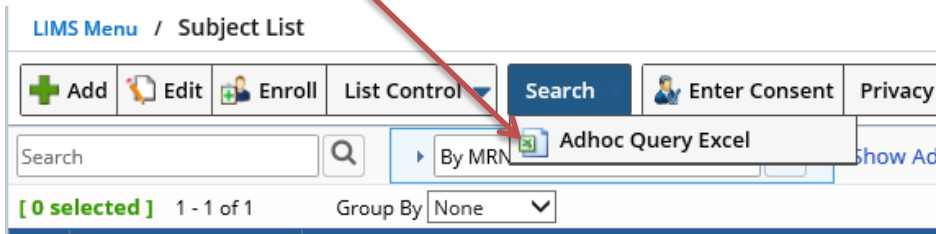
Group By: Race :

Subject	Full Name	MRN#	Gender
<input type="checkbox"/> ST-00094035	Practice LabVantage	T987654	Female

To enroll this subject, check the box next to the subject ID and select enroll. Go through the steps of enrolling the subject

Enrolling a Subject

- Adhoc Search (under the Search button)



Just fill out your search criteria and select search now

You can combine multiple search criteria by clicking on the magnifying glass icon which appears when you mouse over a category. Alternatively, click and drag the category to the right side.

Enrolling a Subject

- Adhoc Search Results

Rows returned. Ad hoc query took:0.093 seconds
[0 selected] 1 Total Group By [None]

<input type="checkbox"/>	s_subjectid ^
<input type="checkbox"/>	ST-00094035

The search was successful and the subject ID was retrieved

LIMS Menu / Subject List

Copy and paste this subject ID into the main LabVantage page (Subject List page) in the search bar underneath the "Add" button, then click the magnifying glass.

LIMS Menu / Subject List

Search By Que

[0 selected] 1 - 1 of 1 Group By [None]

<input type="checkbox"/>	Subject ^	Full Name
<input type="checkbox"/>	ST-00094035	Practice LabVantage

To enroll the subject, check the box next to the subject ID and select enroll. Go through the steps of enrolling the subject

Enrolling a Subject & Documenting Consent

- At this point, the subject's information has successfully been entered and they have been enrolled in an IRB protocol
- Once the subject is enrolled in an IRB protocol, they are considered a participant of that IRB protocol
- The next step is documenting consent
- Remember: this step must be completed in order for the HTRC to collect and process biospecimens for that participant!

Documenting Consent

- Immediately after enrolling a subject, the consent tab will appear
- You must select yes/no and the date that consent was signed
- Select save
- Selecting save will populate your name in the consent captured field

Dashboard ▾ Biobanking ▾ Requests ▾ Sample Management ▾ Tests ▾ Storage ▾ Packages ▾ Reports ▾

LIMS Menu / Subject List / Edit Participant

Save Return

Participant Subject

Participant	P-00077748	External Participant ID	ABC123!
Protocol ID (IRB#) *	98Testing	Enrollment Date *	08/22/2019 1:24 PM
Status	Enrolled	Consent Status	

Consent(s) Samples Attachments

Manage Consent Notes

Consent Description	Consented	Consented On	Consent Captured By
<input type="checkbox"/> 98Testing Consent	<input checked="" type="checkbox"/>		

Dashboard ▾ Biobanking ▾ Requests ▾ Sample Management ▾ Tests ▾ Storage ▾ Packages ▾ Reports ▾

LIMS Menu / Subject List / Edit Participant

Save Return

Message

Information

1) Save Operation Successful

Participant Subject

Participant	P-00077748	External Participant ID	ABC123!
Protocol ID (IRB#) *	98Testing	Enrollment Date *	08/22/2019 1:24 PM
Status	Enrolled	Consent Status	

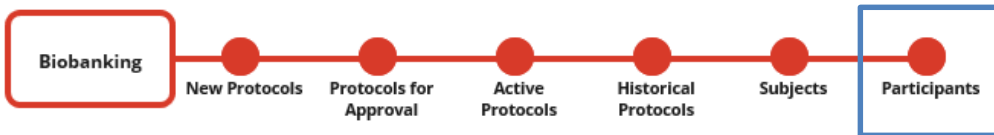
Consent(s) Samples Attachments

Manage Consent Notes

Consent Description	Consented	Consented On	Consent Captured By
<input type="checkbox"/> 98Testing Consent	<input checked="" type="checkbox"/> Yes	8/22/19	Mary Jo Fekete

Documenting Consent

- Alternately, you can document consent by going to the participant tram stop



- Use the search options to find the participant of interest
- For simple searches, use the search by query option
- For more complex searches, use the adhoc search option

Subject List / LIMS Menu / Edit Participant / Participant List

Edit List Control View as Excel Withdraw Complete Lifecycle Search Other Tasks

Search Search By Query Show Advanced Search

[0 selected] 1 - 5 of 5 Group By None

	Participant	Consent(s)	MRN#	Last Name	Subject Name	First Name
<input type="checkbox"/>	P-00077747		Fake127	Mouse		Mickey
<input type="checkbox"/>	P-00077743			TTest	14032	TT

Search by Query

Adhoc Search

Documenting Consent

- Search by Query and Results

LIMS Menu / Participant List

Edit List Control View as Excel Withdraw Complete Lifecycle Search


Search [0 selected] 0 - 0 of 0

Group By MRN#

No rows found

ByMRN# T987654

Show Advanced Search



For example, to search for the subject with a MRN of T987654, select MRN# from the search by query options and enter T987654 in the MRN# field. Select the magnifying glass . The search was successful and the subject with MRN of T987654 was retrieved below.

LIMS Menu / Participant List

Edit List Control View as Excel Withdraw Complete Lifecycle

Search [0 selected] 1 - 1 of 1

Group By None

	Participant	Consent(s)	MRN#	Last Name	Subject Name
<input type="checkbox"/>	 P-00077748		T987654	LabVantage	

To document consent, click the box next to the participant ID, and then select edit. Selecting edit will bring up the participant details. From this page, enter consent information

Documenting Consent

- Adhoc Search (under the Search button)

LIMS Menu / Edit Participant / Participant List

Edit List Control View as Excel Withdraw Complete Lifecycle Search Other Tasks

Search Search By Query Show Adva Adhoc Query Excel

Adhoc Query Search Now Count Results Save Query Delete Query Export To Excel

LV_Participant

Sstudy Subject Birth Date Gender Flag MRN# External Patient ID# Race Ethnicity First Name Middle Name Last Name Externalparticipant

Select A Saved Query: (New Query)

Meet All Any

First Name	is	Practice
Last Name	is	LabVantage

New Criteria Group

Just fill out your search criteria and select search now

You can combine multiple search criteria by clicking on the magnifying glass icon which appears when you mouse over a category. Alternatively, click and drag the category to the right side.

Documenting Consent

- Adhoc Search Results

1 Rows returned. Ad hoc query took:0.125 seconds
[0 selected] 1 Total Group By None

<input type="checkbox"/>	s_participantid ^
<input type="checkbox"/>	P-00077748

The search was successful and the participant ID was retrieved

Copy and paste the Participant ID into the main LabVantage page (Participant List page) in the search bar underneath the “Edit” button, then click the magnifying glass.

To document consent, click the box next to the participant ID, and then select edit. Selecting edit will bring up the participant details. From this page, enter consent information

LIMS Menu / Participant List

Edit List Control View as Excel Withdraw Complete Lifecycle

00077748 Search

[0 selected] 1 - 1 of 1 Group By Status :

<input type="checkbox"/>	Participant	Consent(s)	MRN#	Last Name	Subject Name
<input type="checkbox"/>	Status : Enrolled (1)				
<input type="checkbox"/>	P-00077748		T987654	LabVantage	

Review

- In order for biospecimens to be collected and processed in the HTRC, the following steps must occur:
 1. You must have an active service application with the HTRC. If you do not, contact tissuebank@bsd.uchicago.edu
 2. For body fluids:
 - Register the subject, enroll in the appropriate IRB protocol, and document consent prior to the sample's arrival in Room P-524
 - Email tissuebank@bsd.uchicago.edu at least 24 hours in advance of the specimen's arrival
 - Include contact information, IRB #, patient name, patient MRN, specimen type, and the anticipated date/time of arrival
 3. For tissue:
 - Register the subject, enroll in the appropriate IRB protocol, and document consent by 4PM the day before the surgical procedure
 - For last minute cases, email tissuebank@bsd.uchicago.edu and page 7325
 - Include contact information, IRB #, patient name, patient MRN, specimen type, and the anticipated date/time of arrival