



Laboratory Testing Management® (LTM™) User Guide

Shipping samples – Rearranging boxes

If you are using this guide along with the [Shipping samples](#) user guide, this picks up after Step 7.

1. If you want to modify how the samples are packed from those suggested by LTM, you would do this on the **BOXES** step. In the example shown here, you can see in the **Shipping Boxes** section (1), some samples are being shipped at ambient temperature, and some are shipped frozen. Looking at the information in the **Shipping Conditions** section (2), you can see that all the sample types in the ambient box can also be shipped frozen and the samples in the frozen box **must** be kept frozen. In this case, it is possible to ship them together in a single box with all samples shipped frozen.

The screenshot shows the LTM interface for Sample Shipment 1829. It features a navigation bar with tabs for CATALOG, SUPPLIES, ORDERS, SAMPLE SHIPMENTS, FACILITIES, USERS, and ANALYTICS. The main content area is divided into two sections:

Shipping Conditions (2): A table showing sample types and their shipping options. The table has columns for SAMPLE TYPE, #, SPECIAL INSTRUCTIONS, IDEAL SHIPPING, ALTERNATE SHIPPING, and STORAGE CONDITIONS. The 'IDEAL SHIPPING' column shows 'Ambient' for Body/Fur Swab, Feces, HemaTIP, and Oral Swab, and 'Frozen' for Lung Tissue. The 'ALTERNATE SHIPPING' column shows 'Refrigerated' and 'Frozen' for the ambient samples, and 'None' for Lung Tissue. The 'STORAGE CONDITIONS' column shows 'Ambient (20°C)' for ambient samples, '4 °C' for HemaTIP, and '-20 °C' for Lung Tissue.

Shipping Boxes (2 pending configuration) (1): A table showing the current shipping configuration. The table has columns for SHIPPING CONDITIONS, VOLUME, WEIGHT, DRY ICE WEIGHT, SAMPLE TYPES, and #. The 'Ambient' box contains Body/Fur Swab, Feces, HemaTIP, and Oral Swab. The 'Frozen' box contains Lung Tissue. The 'Frozen' box is highlighted with a red circle and a blue arrow pointing to the 'Frozen' options in the Shipping Conditions table.

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2. To do so, you would first remove one of the boxes by clicking **Remove**. It doesn't matter which one, as you can change the shipping conditions when you configure the rest of the box information, but here we will remove the Ambient box.

Shipping Boxes (2 pending configuration) Add new box

You have 2 shipping boxes in your shipment.

SHIPPING CONDITIONS	SERVICE	WEIGHT	DRY ICE WEIGHT	SAMPLE TYPES	#	
Ambient			n/d	Body/Fur Swab	16	Configure ⚠
				Feces	16	Remove
				HemaTIP	40	
				Oral Swab	16	
Frozen			n/d	Lung Tissue	2	Configure ⚠ Remove

Continue

And then click the **OK** button to confirm you really want to remove the box.

Are you sure you want to delete?

OK Cancel

3. The samples that were in the Ambient box can now be added into the Frozen box by clicking **Configure**.

Shipping Boxes (1 pending configuration) Add new box

You have 1 shipping box in your shipment.

SHIPPING CONDITIONS	SERVICE	WEIGHT	DRY ICE WEIGHT	SAMPLE TYPES	#	
Frozen			n/d	Lung Tissue	2	Configure ⚠ Remove

Continue

4. A pop-up window will open, where you can specify and/or modify box information.

The screenshot shows a pop-up window with a close button (X) in the top right corner. The window contains the following fields and controls:

- Shipping Conditions: A dropdown menu with "Frozen" selected and a red asterisk to the right.
- Service: A dropdown menu with "-" selected and a red asterisk to the right.
- Weight: A text input field with "KG" selected in a dropdown menu and a red asterisk to the right.
- Refrigerant: A dropdown menu with "-" selected and a red asterisk to the right.
- Below these fields is a dropdown menu with "(Sample type)" selected and a "+ Add" button to its right.
- A table with two columns: "SAMPLE TYPE" and "NUMBER".
- The table contains one row: "Lung Tissue" with the number "2" in the "NUMBER" column. A red asterisk is to the right of the number, and a "Remove" button with an 'X' icon is to the right of the asterisk.
- Below the table is a text area with the prompt: "Please record any important package content information not already captured."
- At the bottom of the window is a blue "Save" button.

5. Select a sample type from the drop-down (1) and click **Add** (2)

Shipping Conditions: Frozen *

Service: - *

Weight: KG *

Refrigerant: - *

Body/Fur Swab **1** + Add

SAMPLE TYPE	NUMBER
Lung Tissue	2 * Remove

Please record any important package content information not already captured.

Save

- Repeat for each sample type you want to add. Once you have added all the appropriate sample types, enter in the number of samples for each one (1). If you forget exactly what you have for sample counts and types, you can always check the **Shipping Conditions** section (2), where everything is listed out for you.

As necessary, select or modify the remaining box information (3) and then click **Save** (4).

Related Orders: 2019001953 ✕ Remove
2019001954 ✕ Remove

Shipping Date: today

1. CARRIER 2. SENDER 3. BOXES 4. PRINT DOCUMENTS

Shipping Conditions

Sample types are arranged by ideal shipping condition

SAMPLE TYPE	#	SPECIAL INSTRUCTIONS
Body/Fur Swab	16	
Feces	16	
HemaTIP	40	
Oral Swab	16	
Lung Tissue	2	Keep Frozen

Shipping Boxes (1 pending configuration)

You have 1 shipping box in your shipment.

SHIPPING CONDITIONS	SERVICE
Frozen	

Please select a sample type *

Shipping Conditions: Frozen ✕

Service: - ✕

Weight: *KG ✕

Refrigerant: - ✕

SAMPLE TYPE	NUMBER	Remove
Lung Tissue	2	✕ Remove
Body/Fur Swab		✕ Remove
Feces		✕ Remove
HemaTIP		✕ Remove
Oral Swab		✕ Remove

Please record any important package content information not already captured.

Save

STORAGE CONDITIONS

Ambient (20°C)
Ambient (20°C)
4 °C
Ambient (20°C)
-20 °C

AMPLE TYPES

SAMPLE TYPE	#	Configure	Remove
Lung Tissue	2	⚙️ Configure ⚠️	✕ Remove

Continue

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7. If, instead of consolidating all your samples into fewer boxes, you need to add boxes, you would also do that here by clicking the **Add new box** button.

SHIPPING CONDITIONS	SERVICE	WEIGHT	DRY ICE WEIGHT	SAMPLE TYPES	#
Frozen	Next Day (Air)	4.00 LB	3.50 LB	Body/Fur Swab	16
				Feces	16
				HemaTIP	40
				Lung Tissue	2
				Oral Swab	16

A pop-up will open and you can enter in all the box information, as usual.

If you are moving samples from an existing box to this new one, be sure to also adjust the number of samples and samples types for the box(es) from which they were moved. This will be sure the sample type counts are correct for the shipment.

Once the samples are arranged in boxes the way you want to ship them, you can continue with the remaining steps to generate your label(s) and shipping manifest.

If you are using this guide along with the [Shipping samples](#) user guide, continue with Step 8.