



Laboratory Testing Management® (LTM™) User Guide

Uploading sample information

When submitting samples for testing, and you have a lot of samples, or a lot of associated information, it may make sense to manage this information in Excel. Luckily, you can easily upload this information from Excel to the Order samples page in LTM, and avoid unnecessary typing (or repeatedly having to copy/paste) and reduce errors.

Uploading sample information is done on the Samples tab in an order: either on the Samples step in the Order Wizard, or on the Samples tab of an order that has already been created.

NOTE: For an existing order, you may first need to click the gray **Edit Samples** button to put the page in edit mode.

The screenshot shows the LTM web application interface. At the top, there is a navigation bar with the LTM logo and the text 'Laboratory Testing Management'. The user is logged in as 'Ms. Charlene Ruisseau'. The main content area shows the 'ORDERS' section for Order #2017000053, which is 'Scheduled'. Below this, there is a breadcrumb trail 'Orders > Order #2017000053' and a series of tabs: 1. DETAILS, 2. ROUTING LIST, 3. ATTACHMENTS, 4. TESTS, 5. ATTRIBUTES, 6. SAMPLE SETS, 7. SAMPLES (selected), 8. TEST SELECTIONS, 9. SAMPLE TYPE SELECTIONS, 10. BILLING, 12. WELLPLATES. The 'Samples' tab is active, displaying a table with the following data:

#	CODE	SAMPLE SET	SPECIES	COLONY	SEX	DOB
1	n/d	Default	Non-Human Primate (NHP)	NHPF 200 Macaque Non-Human Primate (NHP) (100973)	n/d	n/d
2	n/d	Default	Non-Human Primate (NHP)	NHPF 201 Macaque Non-Human Primate (NHP) (100974)	n/d	n/d
3	n/d	Default	Non-Human Primate (NHP)	NHPF 202 Macaque Non-Human Primate (NHP) (100975)	n/d	n/d

An 'Edit Samples' button is located in the top right corner of the table area, highlighted with a red circle.

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1. On the **Samples** tab in your order, or the **Samples** step in the Order Wizard, click the gray **Import Samples** button, just above the sample grid, on the left.

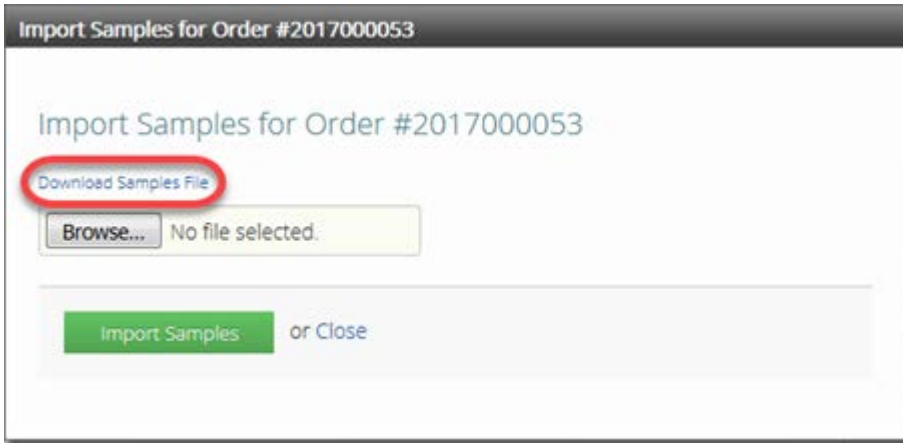
The screenshot shows the LTM Laboratory Testing Management interface. At the top, the LTM logo and navigation tabs (CATALOG, ORDERS, FACILITIES, USERS, ANALYTICS) are visible. The user is logged in as Ms. Charlene Ruisseau. The main header displays 'Order #2017000053 Samples' and 'Other Configurations'. Below this is a progress bar with steps: 1. ORDER DETAILS, 2. TESTS, 3. SAMPLES (active), 4. TEST SELECTIONS, 5. SAMPLE TYPE SELECTIONS, 6. BILLING, 7. CONFIRMATION.

The 'SAMPLES' section includes filters for 'Colony' (No Colony, Multiple Colonies, Single Colony) and 'Species' (Multiple Species, Single Species: Non-Human Primate (NHP)). An 'Import Samples' button is circled in red. Below the filters is a table with 21 records (1 to 10 shown):

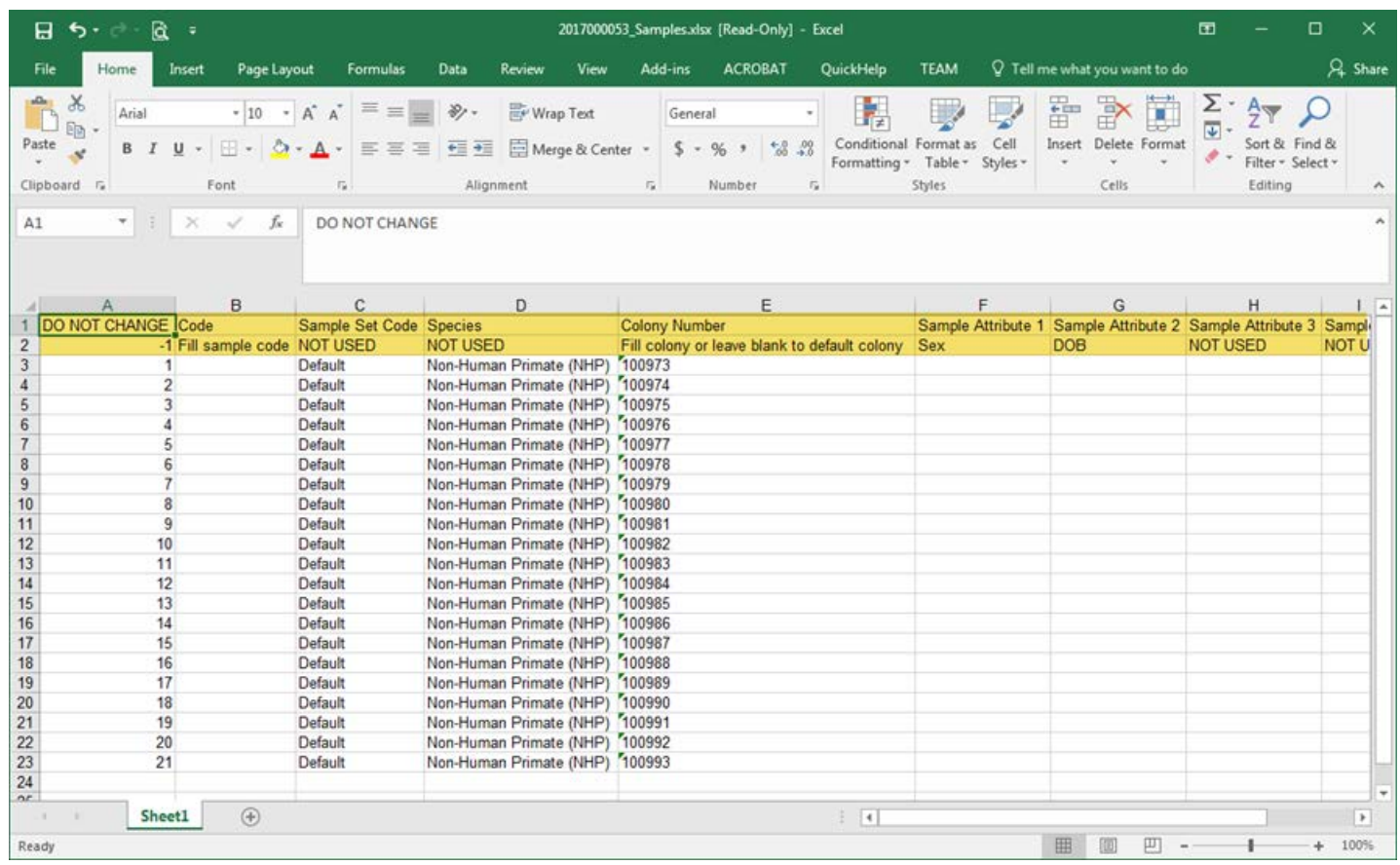
#	CODE	COLONY	SEX	DOB	Actions
1	Sample Code	NHPF 200 Macaque Non-Human Primate (NHP) (100973)	Sample Sex	Sample DOB	Actions
2	Sample Code	NHPF 201 Macaque Non-Human Primate (NHP) (100974)	Sample Sex	Sample DOB	Actions
3	Sample Code	NHPF 202 Macaque Non-Human Primate (NHP) (100975)	Sample Sex	Sample DOB	Actions
4	Sample Code	NHPF 203 Macaque Non-Human Primate (NHP) (100976)	Sample Sex	Sample DOB	Actions
5	Sample Code	NHPF 204 Macaque Non-Human Primate (NHP) (100977)	Sample Sex	Sample DOB	Actions
6	Sample Code	NHPF 205 Macaque Non-Human Primate (NHP) (100978)	Sample Sex	Sample DOB	Actions
7	Sample Code	NHPF 206 Macaque Non-Human Primate (NHP) (100979)	Sample Sex	Sample DOB	Actions
8	Sample Code	NHPF 207 Macaque Non-Human Primate (NHP) (100980)	Sample Sex	Sample DOB	Actions
9	Sample Code	NHPF 208 Macaque Non-Human Primate (NHP) (100981)	Sample Sex	Sample DOB	Actions
10	Sample Code	NHPF 209 Macaque Non-Human Primate (NHP) (100982)	Sample Sex	Sample DOB	Actions

BASIC RESEARCH DISCOVERY SAFETY ASSESSMENT CLINICAL SUPPORT MANUFACTURING SUPPORT

- This will open the **Import Samples** pop-up. To download the template, click the **Download Samples File** link. This will export the current order sample information for the order. Once the template is downloaded, you can copy/paste your sample information and it will be properly formatted for uploading.



3. Here is the what the Excel template file looks like for the example order. In all cases, do not change anything on the top two rows (highlighted in yellow).



4. Here is how the Excel template fields correspond to the sample information on the order Samples page in LTM.

Column in Excel template	Information Specified in LTM	Comments
A	Sample ID	The number the lab uses to identify your samples
B	Sample Code	Your internal identifier (optional)
C	Sample Set Code	Used to group together samples— not often used but can be accessed/edited via the Sample Sets tab in an existing order, or the Advanced Configurations button in the Order Wizard
D	Species	Sample species for the order—if multiple species are submitted, this would be listed to the right of the Colony column in the order
E	Colony Number	Auto-assigned number for your colonies, if you are tracking them in LTM. If you are not, a default number is used.
F through K	Sample Attribute fields	Column header for sample information—up to six can be used (all optional). These are accessed/edited on the Attributes tab in the order, or by clicking the Advanced Configurations button in the Order Wizard.

The screenshot shows the LTM web interface for Order #2017000053. The 'Samples' section is active, displaying a table with columns for #, CODE, COLONY, SEX, and DOB. Red callout boxes are placed over the interface to identify fields: 'A' is a checkbox, 'B' is the 'Sample Code' input field, 'C' is the order ID '2017000053', 'D' is the 'Single Species' dropdown menu, 'E' is the 'Colony' dropdown menu, 'F' is the 'Sample Sex' input field, and 'K' is the 'Sample DOB' input field. A red arrow points from 'F' to 'K'. The interface also shows navigation tabs and a 'Show Samples' button.

5. For this order, I will just be adding samples codes and the sex of the animals.

	A	B	C	D	E	F	G	H	I
1	DO NOT CHANGE	Code	Sample Set Code	Species	Colony Number	Sample Attribute 1	Sample Attribute 2	Sample Attribute 3	Sample Attribute 4
2		-1 Fill sample code	NOT USED	NOT USED	Fill colony or leave blank to default colony	Sex	DOB	NOT USED	NOT USED
3		1 50870 51928	Default	Non-Human Primate (NHP)	100973	F			
4		2 65162 41507	Default	Non-Human Primate (NHP)	100974	F			
5		3 94383 68756	Default	Non-Human Primate (NHP)	100975	F			
6		4 75159 59381	Default	Non-Human Primate (NHP)	100976	M			
7		5 33123 62656	Default	Non-Human Primate (NHP)	100977	M			
8		6 58030 59820	Default	Non-Human Primate (NHP)	100978	F			
9		7 35551 21546	Default	Non-Human Primate (NHP)	100979	F			
10		8 38521 49503	Default	Non-Human Primate (NHP)	100980	F			
11		9 34749 34187	Default	Non-Human Primate (NHP)	100981	F			
12		10 59525 32607	Default	Non-Human Primate (NHP)	100982	M			
13		11 49460 39401	Default	Non-Human Primate (NHP)	100983	M			
14		12 99856 34758	Default	Non-Human Primate (NHP)	100984	F			
15		13 67725 02851	Default	Non-Human Primate (NHP)	100985	M			
16		14 53024 32426	Default	Non-Human Primate (NHP)	100986	M			
17		15 32673 23917	Default	Non-Human Primate (NHP)	100987	M			
18		16 56925 44152	Default	Non-Human Primate (NHP)	100988	M			
19		17 63363 54696	Default	Non-Human Primate (NHP)	100989	F			
20		18 50342 86651	Default	Non-Human Primate (NHP)	100990	F			
21		19 66421 63394	Default	Non-Human Primate (NHP)	100991	F			
22		20 82135 45474	Default	Non-Human Primate (NHP)	100992	M			
23		21 37217 03928	Default	Non-Human Primate (NHP)	100993	F			
24		22 37217 45474	Default	Non-Human Primate (NHP)	100993	F			

- Once you are done editing the Excel sheet and have saved it locally (to your computer or a network drive), go back to the **Samples** page in the order and click the **Import Samples** button again. This time, you will click the **Browse** button, find and select the saved Excel file, and click the green **Import Samples** button.



- Voilà! Your sample information should now be filled in on this page. Click the **Save** button below the grid to save the uploaded information.

FAQs

Do I need to add my samples in before downloading the template?

Some people find it easier to add the number of samples and select colonies (if using) before downloading the template. However, you can download it with just the single sample that is added automatically in the Order Wizard. Just add a line, incrementing the Sample ID as you go until you have the number of samples you want. Add the number of samples you want, select the colonies then download template and copy-paste data

Do I need to download a new template each time?

No, you can save one and modify for uploading into future orders.

What happens if I upload for fewer samples/more samples than in the order?

If you modify the sheet to have fewer/more samples than are in the order, the order will be updated to the number of samples (and associated information) in the template.

I am tracking colonies in LTM. Is there any way to look up my colony numbers to copy/paste into the template, so I don't have to search and select for each sample in my orders?

Yes, on the **Customer Details** page, you can print the Excel *Colony List* report. This will give you a list of all your colonies, as they exist in LTM, including the **colony numbers**

