

# SAMPLES

## Site Training

Version 1.0

27 Nov 2023

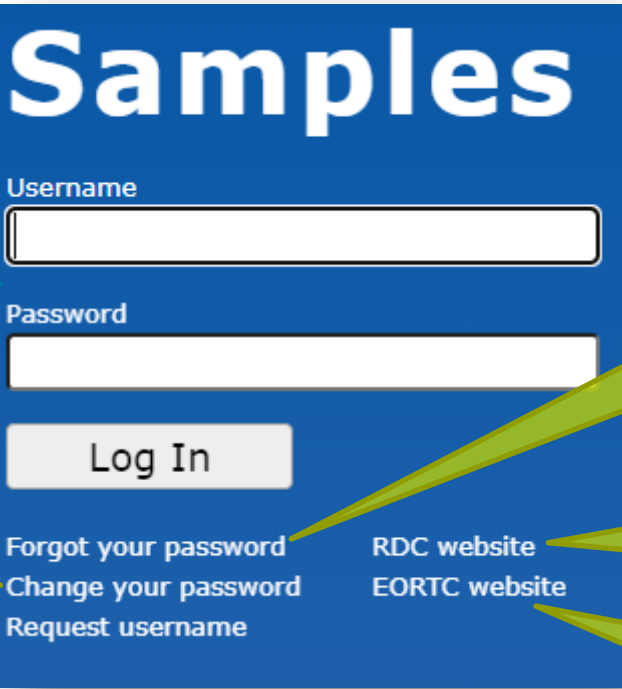
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# What is SAMPLES?

- SAMPLES is an EORTC web based application used in clinical studies for participating sites to:
  - register the collected human biological material(s) and complete the associated case report form(s), if applicable;
  - track the material collection;
  - virtually transfer the material to the central lab for confirmation of receipt at the time of effective shipment.

# How to login?



**Enter your ORTA\* username and password\*\***

**Opens the password changing screen**

**Opens the EORTC account request form**

**An automatic e-mail will be sent to you allowing you to **reset** your password**

**Shortcut to the remote data capturing system login page**

**Shortcut to the EORTC homepage**

**Samples**

Username

Password

Log In

Forgot your password  
Change your password  
Request username

RDC website  
EORTC website

\*On-line Randomized Trials Access (**ORTA**) credentials are sent as automatic e-mail message from Randlog@eortc.org to your inbox (or spam folder).

\*\*First time login will prompt you to **immediately** change your password; afterwards, you are asked to update **every 3 months**. Do **not** use accents in your password.

# How to navigate within SAMPLES? (1)

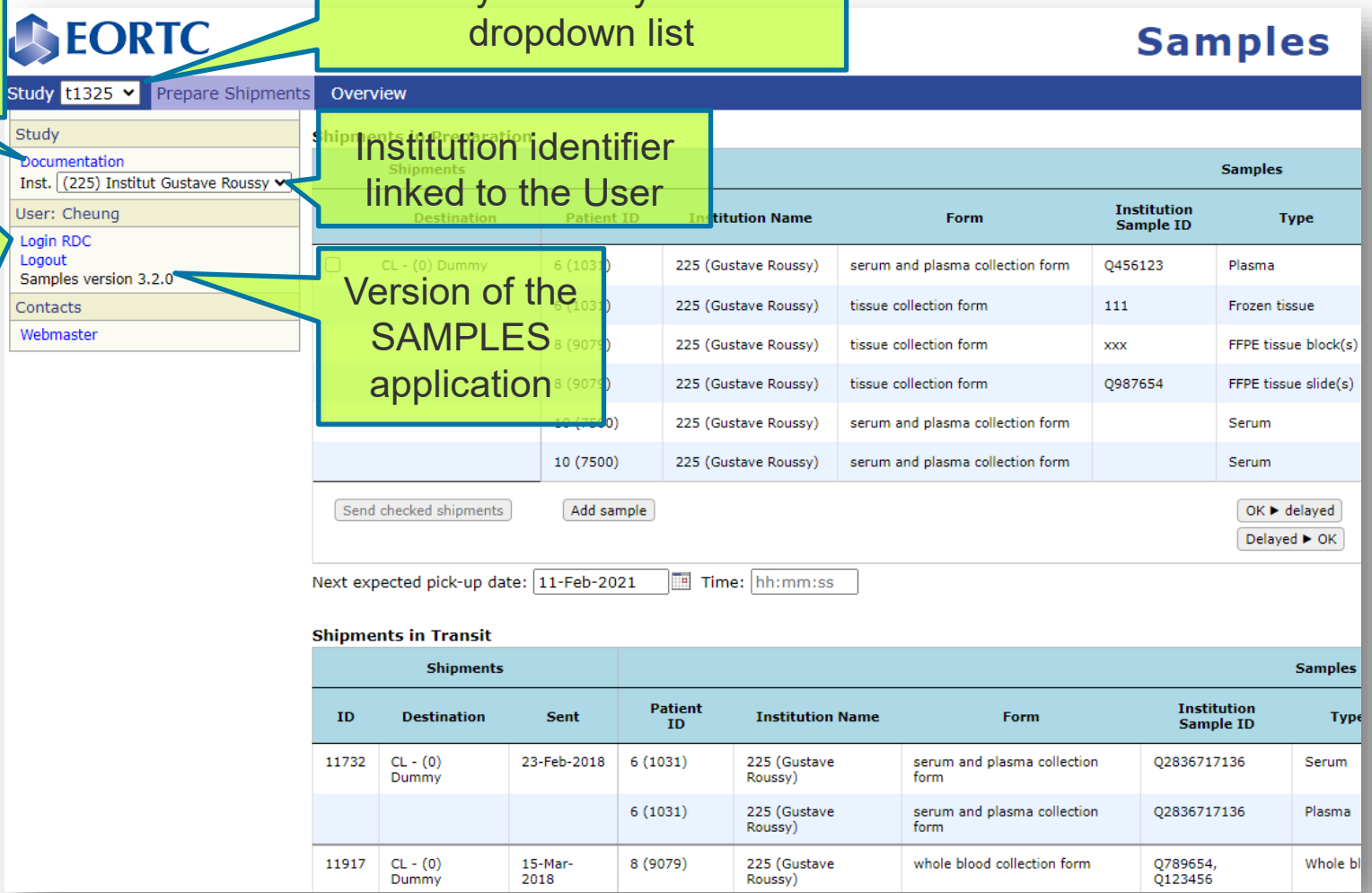
Pop-up screen showing StudyWebDoc

Direct link to the remote data capturing system

Select your study from the dropdown list

Institution identifier linked to the User

Version of the SAMPLES application



The screenshot shows the EORTC Samples application interface. At the top left, the EORTC logo is displayed. The main header area includes a 'Study' dropdown menu currently set to 't1325', and navigation tabs for 'Prepare Shipments' and 'Overview'. A sidebar on the left contains a 'StudyWebDoc' pop-up menu with options like 'Documentation', 'Inst. (225) Institut Gustave Roussy', 'User: Cheung', 'Login RDC', 'Logout', 'Samples version 3.2.0', 'Contacts', and 'Webmaster'. The main content area features a table titled 'Samples' with columns: 'Destination', 'Patient ID', 'Institution Name', 'Form', 'Institution Sample ID', and 'Type'. The table contains several rows of sample data. Below the table are buttons for 'Send checked shipments' and 'Add sample', along with status indicators 'OK ► delayed' and 'Delayed ► OK'. At the bottom, there is a field for 'Next expected pick-up date' set to '11-Feb-2021' and a 'Time' field set to 'hh:mm:ss'. A second table titled 'Shipments in Transit' is located at the bottom of the page, with columns: 'ID', 'Destination', 'Sent', 'Patient ID', 'Institution Name', 'Form', 'Institution Sample ID', and 'Type'.

Samples					
Destination	Patient ID	Institution Name	Form	Institution Sample ID	Type
CL - (0) Dummy	6 (1031)	225 (Gustave Roussy)	serum and plasma collection form	Q456123	Plasma
CL - (0) Dummy	6 (1031)	225 (Gustave Roussy)	tissue collection form	111	Frozen tissue
CL - (0) Dummy	8 (9079)	225 (Gustave Roussy)	tissue collection form	xxx	FFPE tissue block(s)
CL - (0) Dummy	8 (9079)	225 (Gustave Roussy)	tissue collection form	Q987654	FFPE tissue slide(s)
CL - (0) Dummy	10 (7500)	225 (Gustave Roussy)	serum and plasma collection form		Serum
CL - (0) Dummy	10 (7500)	225 (Gustave Roussy)	serum and plasma collection form		Serum

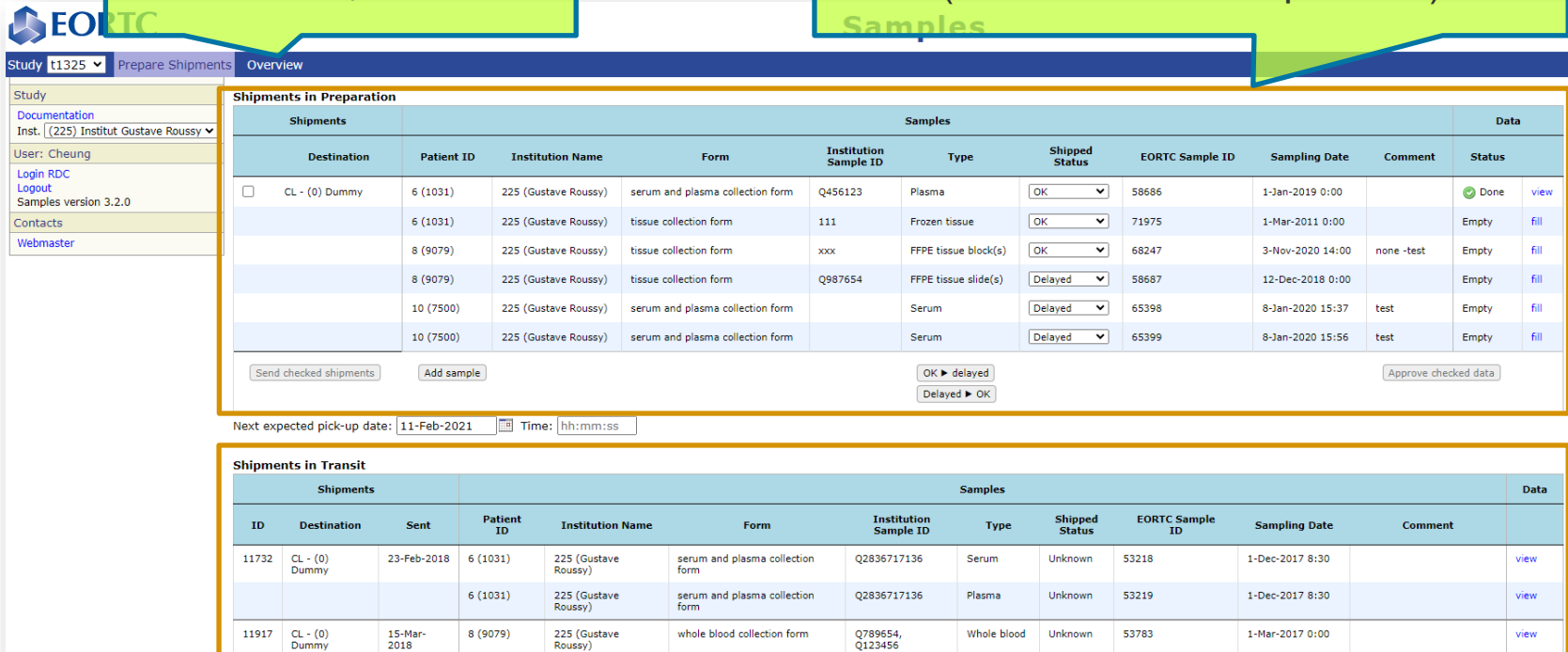
  

Shipments in Transit							
ID	Destination	Sent	Patient ID	Institution Name	Form	Institution Sample ID	Type
11732	CL - (0) Dummy	23-Feb-2018	6 (1031)	225 (Gustave Roussy)	serum and plasma collection form	Q2836717136	Serum
			6 (1031)	225 (Gustave Roussy)	serum and plasma collection form	Q2836717136	Plasma
11917	CL - (0) Dummy	15-Mar-2018	8 (9079)	225 (Gustave Roussy)	whole blood collection form	Q789654, Q123456	Whole blood

# How to navigate within SAMPLES? (2)

Listing all registered material by the site

Section allowing to register samples ("Add sample"), complete case report forms ("Fill") and virtually ship samples ("Send checked shipments")



The screenshot shows the EORTC Samples management interface. The top navigation bar includes 'Study 11325', 'Prepare Shipments', and 'Overview'. A left sidebar contains links for 'Study', 'Documentation', 'Inst. (225) Institut Gustave Roussy', 'User: Cheung', 'Login RDC', 'Logout', 'Samples version 3.2.0', 'Contacts', and 'Webmaster'. The main content area is divided into two sections: 'Shipments in Preparation' and 'Shipments in Transit'.

**Shipments in Preparation**

Shipments		Samples								Data
Destination	Patient ID	Institution Name	Form	Institution Sample ID	Type	Shipped Status	EORTC Sample ID	Sampling Date	Comment	Status
<input type="checkbox"/> CL - (0) Dummy	6 (1031)	225 (Gustave Roussy)	serum and plasma collection form	Q456123	Plasma	OK	58686	1-Jan-2019 0:00		Done <a href="#">view</a>
	6 (1031)	225 (Gustave Roussy)	tissue collection form	111	Frozen tissue	OK	71975	1-Mar-2011 0:00		Empty <a href="#">fill</a>
	8 (9079)	225 (Gustave Roussy)	tissue collection form	xxx	FFPE tissue block(s)	OK	68247	3-Nov-2020 14:00	none -test	Empty <a href="#">fill</a>
	8 (9079)	225 (Gustave Roussy)	tissue collection form	Q987654	FFPE tissue slide(s)	Delayed	58687	12-Dec-2018 0:00		Empty <a href="#">fill</a>
	10 (7500)	225 (Gustave Roussy)	serum and plasma collection form		Serum	Delayed	65398	8-Jan-2020 15:37	test	Empty <a href="#">fill</a>
	10 (7500)	225 (Gustave Roussy)	serum and plasma collection form		Serum	Delayed	65399	8-Jan-2020 15:56	test	Empty <a href="#">fill</a>

Buttons:

Next expected pick-up date: 11-Feb-2021 Time: hh:mm:ss

**Shipments in Transit**

Shipments			Samples								Data	
ID	Destination	Sent	Patient ID	Institution Name	Form	Institution Sample ID	Type	Shipped Status	EORTC Sample ID	Sampling Date	Comment	
11732	CL - (0) Dummy	23-Feb-2018	6 (1031)	225 (Gustave Roussy)	serum and plasma collection form	Q2836717136	Serum	Unknown	53218	1-Dec-2017 8:30		<a href="#">view</a>
			6 (1031)	225 (Gustave Roussy)	serum and plasma collection form	Q2836717136	Plasma	Unknown	53219	1-Dec-2017 8:30		<a href="#">view</a>
11917	CL - (0) Dummy	15-Mar-2018	8 (9079)	225 (Gustave Roussy)	whole blood collection form	Q789654, Q123456	Whole blood	Unknown	53783	1-Mar-2017 0:00		<a href="#">view</a>

Section showing the samples that have been virtually shipped awaiting receipt by lab or biobank.

# Contact

- Refer to study protocol and guidelines for study-specific instructions on sample handling and completion of SAMPLES.
- Contact the EORTC study team for your study-specific and technical questions related to SAMPLES.