

NexGen BSI Engage

<https://engage.bsisystems.com/nexgen/login/?redir=/nexgen/>

NexGen BSI Engage Users Guide

<https://www.imsusersupport.com/bsi/bsi-basics/accessing-bsi/bsi-engage>

Instructions for Creating New Shipments and Requisitions

Shipments

Shipments are used for **inbound** delivery of specimens to NexGen.

Creating a New Shipment

1. Select the **New Shipment (+)** button on the left side menu.
2. Fill in shipment properties
 - **Repos ID** -> NEXGEN
 - **Shipment Type** -> *Ambient, Wet Ice, Ice Packs, Dry Ice, or LN2 Vapor*
 - **Study ID** -> Client Name
 - **Storage Temp** -> LN Vapor OR -80
 - **Center** -> Client Name
 - **Courier** -> *FedEx, NexGen Courier, UPS, UPSP, Local Courier, World Courier*
 - **Tracking ID** -> Insert Courier Tracking #
 - **Date Shipped** -> Date the package is being shipped

Note: make sure to fill in any required fields, which are marked with an asterisk and shown in red. Custom errors are also shown in red. Warnings will be displayed in blue.

3. Upload an excel .csv manifest to the shipment, by selecting the **Browse** button and choosing the file to upload.

The Excel manifest **must** include the following vial property headers and information:

- **Row** -> Alphabetical orientation of the specimen inside the box
 - **Col** -> Numerical Orientation of the specimen inside the box
 - **Current Label** -> The physical label code on each vial
 - **Material Type** -> Type of specimen that is being stored in the vial
 - **Volume** -> Total amount of specimen being stored in the vial
 - **Volume Unit** -> Unit of Measurement
4. Select the **Submit Shipment** button.

Requisitions

- Specimen Processing
- Aliquoting
- Vial Relabeling
- Vial Destruction
- Outbound Shipment Preparation
- RTI (Return to Inventory- if a vial that has been shipped to another location previously or stored in a temporary freezer needs to be returned to the main inventory)

Creating a New Requisition

1. From the Specimens button on the left side menu add specimens to your Cart
 2. Once the specimens are added to your cart, click the **New Requisition (+)** button on the left side menu.
 3. Fill in requisition properties
 - **Access Level** -> Anyone at my Institution
 - **Req Priority** -> High, Normal, Low
 - **Repository** -> NEXGEN
 - **Instructions:** Include a detailed description; specimens can be pulled to:
 - Aliquot, measure, relabel, ship outside of the biorepository, return to inventory, destroy, audit, and other services as needed.
- Note:** If instructions are unclear, or information is missing, a NexGen team member will reach out to the individual who submitted the requisition for further clarification by email, the requisition will be on hold/cannot begin until all information needed is received.
4. Select “Include specimens from cart” check box
 5. Select the **Submit Requisition** button or Save Requisition for later.