THE UNIVERSITY OF TEXAS

MD Anderson
Cancer Center

Making Cancer History®

BIMS Template Creation

Training Guide for New Users

BIMS Template Creation

- The first steps to creating a template is to gain access to BIMS. This can be done by having access granted to you by the Protocol Administrators of the protocol.
  - Firstly, the Protocol Administrators should request permission on behalf of the employee through OneAccess.
  - Secondly, the Protocol Administrator should add the employee in the Personnel tab of the protocol in the Administrator Module.
- Then on the BIMS main page under the "Resource Administration" tab is the "Collection Request Template" module.

Template Module

- Using the drop-down menu, choose your protocol from the available protocols at the top of the screen.

- Once your protocol has been chosen, click "Add New" this will allow for the creation of a new template.

- Please note that multiple templates can be created to accommodate your protocol's needs.

Important Template Information

- There are several portions of this template that are recommended to be filled out here as it will save time when placing requests.
  - Template Name
  - Requesting Investigator
  - Processing
  - ITB Assistance*
  - Tissue Type
  - Special Instructions
  - Contact for Pick Up
- The name of the template can be anything that will help identify its purpose.

*Explained further on next slide

Important Template Information (cont.)

Requesting Investigator: The requesting investigator is either the PI (Principal Investigator) or the physician in charge of the study.
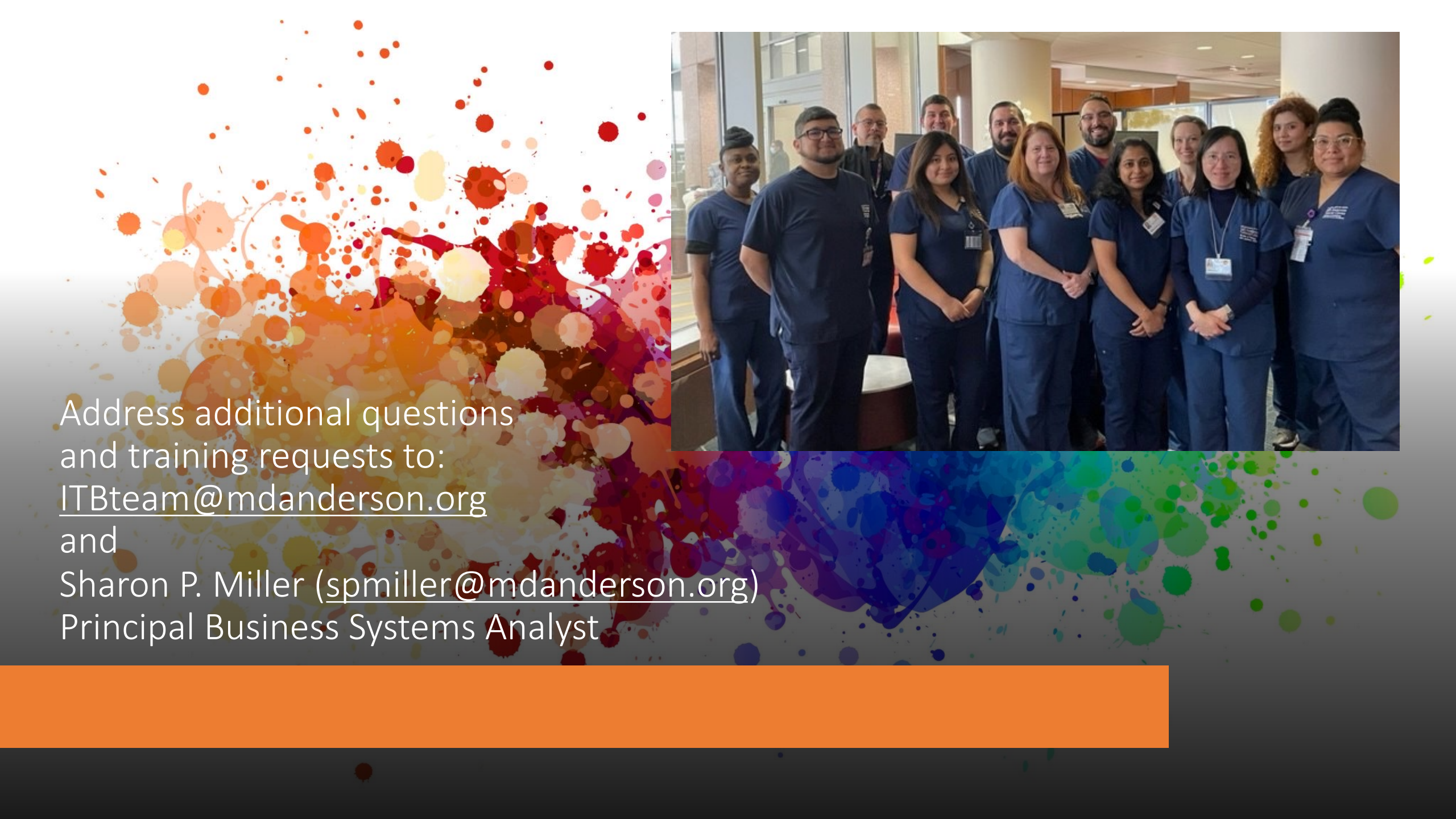
Processing: Depending on the specifications of your lab manual, please check the box of the processing methods needed for this collection.

ITB Assistance: If ITB will be required to assist in the collection of the tissue (IR/clinic collections, non-surgical) then this box should be marked.

Tissue Type: The type of tissue collected will depend on the specifics of your protocol's lab manual: tumor, normal, metastasis or other(blood, saliva, stool, etc.)

Special Instructions: These are the collection instructions for ITB describing how you would like ITB to process your tissue. This is depending on your protocol's lab manual, should you need assistance in how to format this section please feel free to contact the ITB.

Contact for Pick Up: This section is the primary person ITB will contact for questions, comments, or email alerts when the sample is ready for distribution.

Address additional questions and training requests to:
ITBteam@mdanderson.org
and
Sharon P. Miller (spmiller@mdanderson.org)
Principal Business Systems Analyst