

DAISY LAB

E. Clinic Visit Data Entry

1. Data entry of clinic samples is done the same day of the clinic visits. Before any data entry is done, the “Clinic Visit and Sample Tracking” sheet needs to be completed, i.e. all box numbers and space numbers of samples are filled out.
2. Logon to the internet, go to web address: <https://www2.uchsc.edu/bdc/Daisy/Login.asp>
3. Login to the database and go to the **Subject Data** button
4. Find the subject’s record by entering the first four letters of the last name or by entering the subject ID number. Select the **Clinic Visit** tab and go to the bottom of the record and click on the **Add a New Clinic Visit** to access a blank clinic visit record.
5. Complete all blank fields and number of samples collected for each sample type. Copy information directly from the original Clinic Visit Form. Click **Save and Continue** before proceeding. Double check that you have entered the LABID correctly.
6. Click on the **Serum/QC** tab to enter serum samples and QC samples. For all sample data entry, each sample is assigned a unique “Sample Number” regardless of whether it is sent out or stored. The ID and Date of Visit are entered automatically and cannot be changed.
 - Under the word **Serum**, the first sample is reserved for the BDC antibody testing sample-do not enter any box or space for the first sample. For all additional serum samples, enter the box number, space number and volume (in ul).
 - Under **Serum Sent**, the sample will auto fill, if you have checked the BDC box on the Visit Data page. If the volume is less than 1000ul, fill in the volume and the date the sample will be received by the BDC lab (Tuesday of each week, usually).
 - For **QCs**, enter the box and space number. The QC amounts are pre-set, but if not enough serum was collected for all QC samples, change the volume to reflect what has actually been collected.
 - Click the **Save Changes** button to save all entered information.
7. Click on the **Plasma/BC** tab to enter plasma and buffy coat sample information. If you have correctly indicated the number of samples collected on the Visit Data page, then the appropriate number of sample lines should be available for data entry. Enter the box number, space number and volume for each sample. The Buffy Coat volume is pre-set to 500ul and does not need to be changed.
8. Click on the **Saliva/Viral/WB** tab to enter saliva samples, viral cultures and whole blood samples.
 - For **Saliva** samples, enter the box number, sample number and volume (for up to three samples).
 - For **Viral** samples, enter the box number and row (A thru F). The volume is pre-set for 3000ul-do not change.
 - **WB** or whole blood samples are usually obtained on the first clinic visit. If a subject has not been HLA typed, two whole blood samples are collected: a 500ul sample is sent to Roche and an additional 1250ul sample is stored locally. If a sample will be sent to Roche, the Roche box should have been checked on the Visit Data page and the corresponding fields will be available for data entry on this sample collection page. For whole blood stored, enter the box number, space number and volume. For

- whole blood sent to Roche, enter volume sent, destination and date sent. If these WB samples are collected, fields will be available to enter a stored whole blood sample use the third table in the window to enter the sample number, box number, space number and volume. This sample will be stored in the next DAISY Roche box and subject ID, date of visit and subjects initials should be entered in the corresponding Excel spreadsheet.
9. Click on the **IVY** tab to enter urine samples, IVY plasma samples and red blood cells (if YES for IVY protocol).
 - For **Urine** samples, enter the Collection Method by choosing Cotton ball or Direct from the drop-down menu. Then enter the box number, space number and volume for up to four samples. The first three volumes are pre-set but change them to indicate the actual volume collected per the lab cheat sheet (these volumes have changed periodically).
 - Enter all other IVY plasma samples the same way as the DAISY plasma samples. Note that if there are any volumes less or greater than the fixed volumes on the screen the correct amount should be entered.
 - **RBC** samples should be entered in the same manner with up to 1x 1250ul collected.
 9. Click the 'Samples Sent' button to enter the samples that will be going to other labs for testing.
 - In the first line the LABID will be automatically entered, tab to 'Samp Type' and select sample type is it serum, plasma, etc. Then if a sufficient amount of serum was obtained for testing all antibodies for both DAISY and CEDAR click 'Yes' under each one except for 'HLA' and 'IgG' and then the following Monday's date.
 - To enter samples sent to BDC for DNA testing select 'DNA/BDC' under 'Samp Type' then click 'No' for all the columns except for the 'HLA' column where a 'YES' needs to be entered, and the date of the visit.
 - To enter samples sent to ROCHE, select 'Whole Blood' under 'Samp Type' then click 'No' for all the columns except for the 'HLA' column where a 'Yes' needs to be selected and the date of the visit under 'Date Sent'.
 10. After all data is entered, place a check mark along with your initials at top of the 'Clinic Visit and Sample Tracking' sheet
 11. Enter "Symptoms" and "24-hour Vitamin" info from the back of the Clinic Visit Sheet
 12. Enter any other forms in the chart that are complete: Tanner Form, New Consents, Positive Illness Forms, Call Record (Annual Interview).
 13. Chart is ready for editing. Place it in the Records Room in the basket.
 14. After chart is edited, it can be filed by the subject ID number.

If you make any mistakes during data entry when entering the ID, Date of Visit, or LABID and you don't realize it right away, these mistakes are complicated to fix. Please notify the data management team to make the correction.