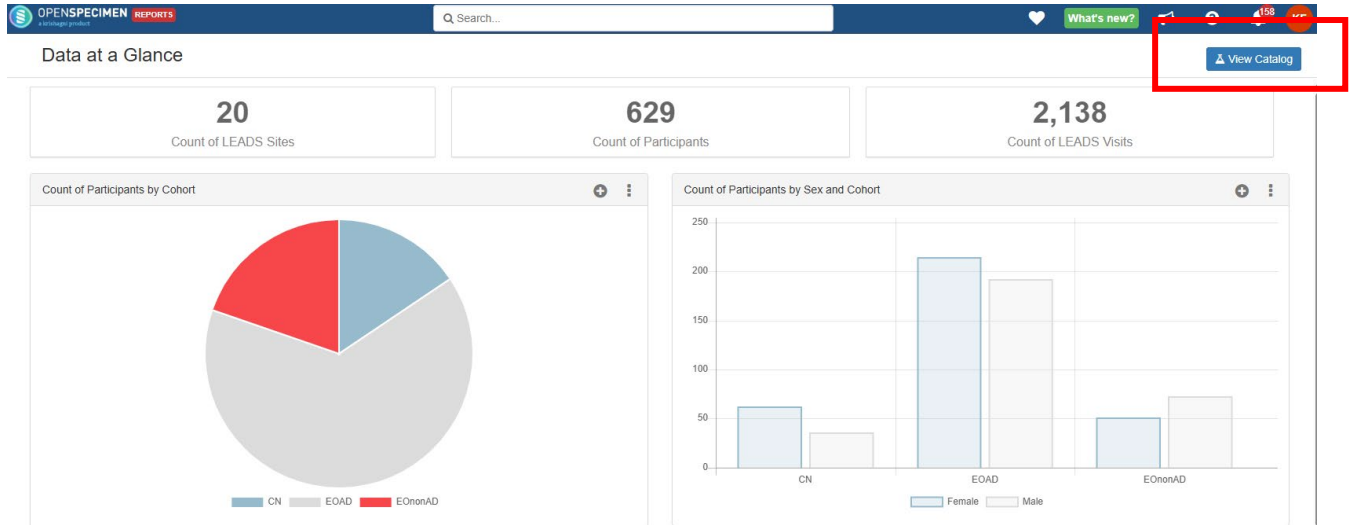


OpenSpecimen Study Catalog Instructions

1. When the **Data at a Glance** page loads, navigate to the top right side of the screen and click on the blue “View Catalog” button.



2. The study Catalog Dashboard should appear listing filters along the left side of the screen and a blue “Cart” button along the top.

The screenshot shows the 'LEADS Catalog' page. On the left, a blue-bordered box highlights the 'Filters' section, which includes expandable options for Sex, Race, Ethnicity, Specimen Type, Cohort, APOE Value 1, APOE Value 2, Age at Collection, and Event Code. The main content area displays '40,536 items' and a message: 'Add at least one filter to view catalog items...'. A red arrow points to a 'Cart 0' button in the top right corner.

3. At least one filter will need to be selected for any specimens to appear on the screen. To see all samples, select all options in a filter.

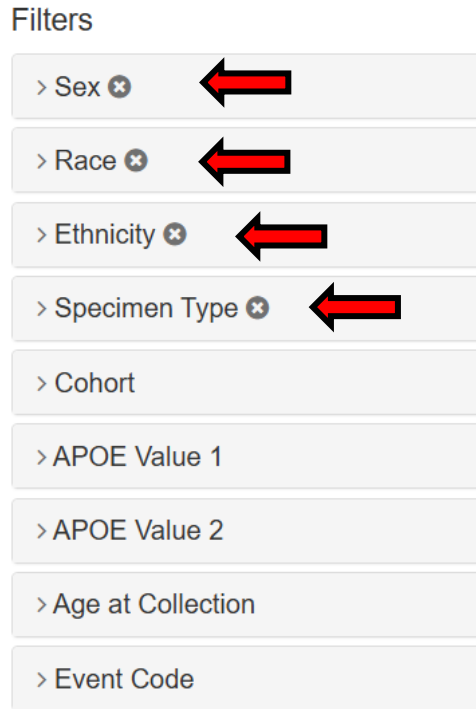
4. Once a filter is chosen, a list of specimens will appear based on the criteria chosen in the filter with these default columns displayed:

- a. **External Subject ID** – Deidentified subject identifier
- b. **Sex** – Biological sex listed for the participant
- c. **Race**-Participant’s race
- d. **Ethnicity**-Participant’s ethnicity
- e. **Specimen Type** – Type of biospecimen collected from the subject
- f. **Cohort**-Diagnostic group; CN=Cognitively Normal; EOAD=Early Onset Alzheimer’s Disease; EOnonAD=Early-onset non-Alzheimer’s Disease
- g. **APOE Value 1**-Allele 1 of APOE genotype
- h. **APOE Value 2**-Allele 2 of APOE genotype
- i. **Age at Collection**-Participant’s age at the time of sample collection
- j. **Event Code**-Visit name in which the participant’s samples were collected. First part of the code indicates the month of the visit (i.e. 0=Baseline, 12M=12 months, etc.) and second part of the code indicates if the visit was a blood or CSF collection event.
- k. **Specimen Count** – Number of available specimens of a specific Specimen Type for the subject

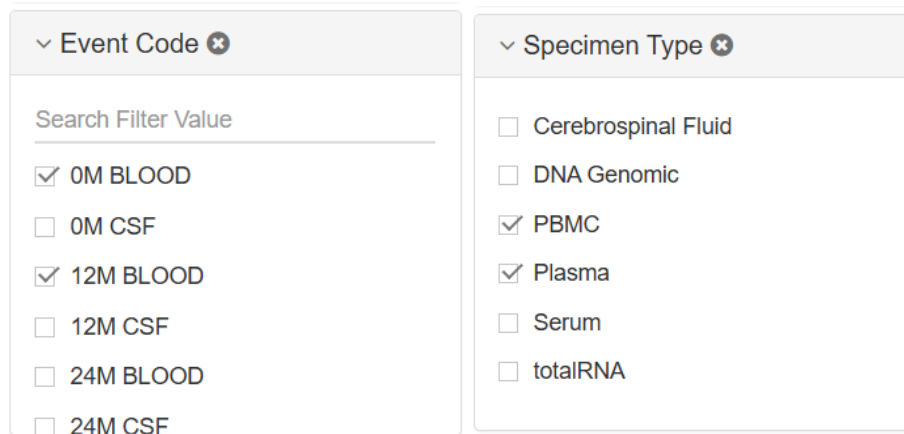
The screenshot shows the OPENSPECIMEN REPORTS interface. At the top, there is a search bar and navigation icons. Below the header, the 'LEADS Catalog' section displays a table of 21,283 items. On the left, there are filter buttons for Sex, Race, Ethnicity, Specimen Type, and Cohort. The table has columns for Ethnicity, APOE Value 1, APOE Value 2, Cohort, Age at Collection, Event Code, Specimen Type, and Specimen Count. The table content is as follows:

Ethnicity	APOE Value 1	APOE Value 2	Cohort	Age at Collection	Event Code	Specimen Type	Specimen Count
Not Hispan...	E3	E3	EOAD	56	0M BLOOD	DNA Genomic	2
Not Hispan...	E3	E3	EOAD	56	0M BLOOD	PBMC	6
Not Hispan...	E3	E3	EOAD	56	0M BLOOD	Plasma	6
Not Hispan...	E3	E3	EOAD	56	0M BLOOD	Serum	7
Not Hispan...	E3	E3	EOAD	56	0M BLOOD	totalRNA	5

5. The small “x” next to each filter name indicates that a filter for that column has been chosen.
- a. To remove all selected options in a specific filter, clicking on this “x” will wipe the filter clean and display all options.



6. As each filter is selected, the list of specimens will update to match the chosen filter criteria.
7. Multiple options can be selected in each filter, such as Baseline (0M) and 12 Month (12M) visits or Plasma and PBMCs.



- Any of the displayed columns can be removed by clicking on the “Column” drop down button along the top of the screen and removing the check from the box next to the column that needs to be removed.
- Click on the green “Done” button when finished selecting the columns to remove.

581 items

Select All Columns Cart 0 Dashboard

External Subject ID	Sex	Race	Ethnicity	APOE Value 1	APOE Value 2	Cohort	Age at Collection	
<input type="checkbox"/>	LDS0100297	Female	Black or Af...	Not Hispan...		EOAD	62	
<input type="checkbox"/>	LDS0100297	Female	Black or Af...	Not Hispan...		EOAD	62	
<input type="checkbox"/>	LDS0100297	Female	Black or Af...	Not Hispan...		EOAD	63	
<input type="checkbox"/>	LDS0100297	Female	Black or Af...	Not Hispan...		EOAD	63	
<input type="checkbox"/>	LDS0100349	Female	Black or Af...	Not Hispan...		EN	63	
<input type="checkbox"/>	LDS0100349	Female	Black or Af...	Not Hispan...		EN	63	
<input type="checkbox"/>	LDS0180552	Female	Black or Af...	Not Hispan...		EOAD	60	
<input type="checkbox"/>	LDS0180552	Female	Black or Af...	Not Hispan...		EOAD	60	
<input type="checkbox"/>	LDS0180552	Female	Black or Af...	Not Hispan...		EOAD	62	
<input type="checkbox"/>	LDS0180552	Female	Black or Af...	Not Hispan...		EOAD	62	
<input type="checkbox"/>	LDS0360437	Female	Black or Af...	Not Hispan...		EN	55	
<input type="checkbox"/>	LDS0360437	Female	Black or Af...	Not Hispan...	E3	E3	CN	55
<input type="checkbox"/>	LDS0360556	Female	Black or Af...	Not Hispan...	E3	E3	EOnonAD	65

Search Column

- External Subject ID
- Sex
- Race
- Ethnicity
- APOE Value 1
- APOE Value 2
- Cohort
- Age at Collection
- Event Code
- Specimen Type

Done Cancel

- When ready to choose specific specimens for a request, this can be done by clicking anywhere in the row of the specimen so that it highlights a pale-yellow color and enters a check mark into the box on the far-left side of the row.

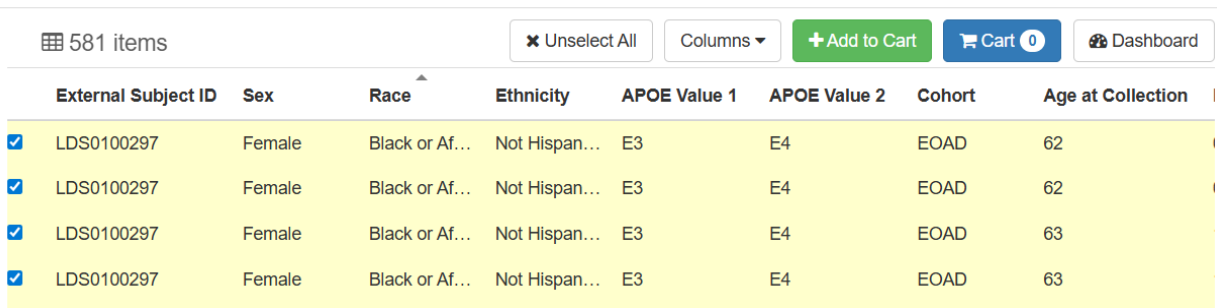
581 items

Select All Unselect All Columns Add to Cart Cart 0 Dashboard

External Subject ID	Sex	Race	Ethnicity	APOE Value 1	APOE Value 2	Cohort	Age at Collection	
<input checked="" type="checkbox"/>	LDS0100297	Female	Black or Af...	Not Hispan...	E3	E4	EOAD	62
<input type="checkbox"/>	LDS0100297	Female	Black or Af...	Not Hispan...	E3	E4	EOAD	62
<input checked="" type="checkbox"/>	LDS0100297	Female	Black or Af...	Not Hispan...	E3	E4	EOAD	63
<input type="checkbox"/>	LDS0100297	Female	Black or Af...	Not Hispan...	E3	E4	EOAD	63

- Note the sum in the corner is the sum of the total of the sample count and is not the count of the sample rows.

12. If all the listed specimens are requested, clicking on the “Select All” button will automatically check all the specimens displayed.

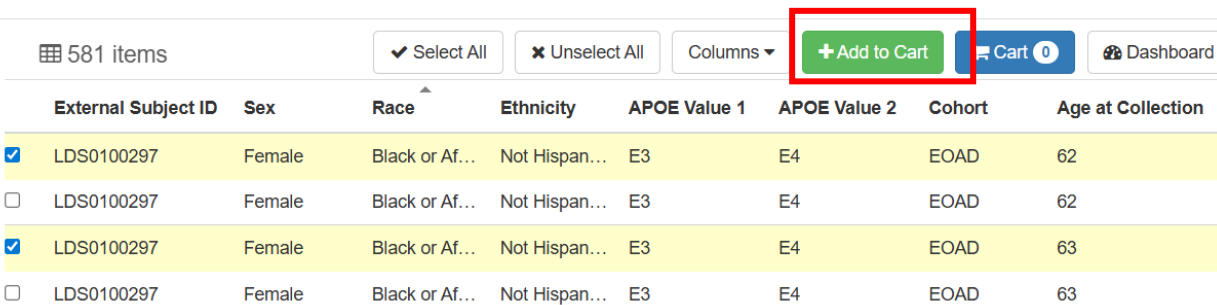


581 items

Unselect All Columns + Add to Cart Cart 0 Dashboard

External Subject ID	Sex	Race	Ethnicity	APOE Value 1	APOE Value 2	Cohort	Age at Collection	
<input checked="" type="checkbox"/>	LDS0100297	Female	Black or Af...	Not Hispan...	E3	E4	EOAD	62
<input checked="" type="checkbox"/>	LDS0100297	Female	Black or Af...	Not Hispan...	E3	E4	EOAD	62
<input checked="" type="checkbox"/>	LDS0100297	Female	Black or Af...	Not Hispan...	E3	E4	EOAD	63
<input checked="" type="checkbox"/>	LDS0100297	Female	Black or Af...	Not Hispan...	E3	E4	EOAD	63

13. Once the preferred specimens have been selected, click on the green “+Add to Cart” button that displayed once the first specimen was selected.

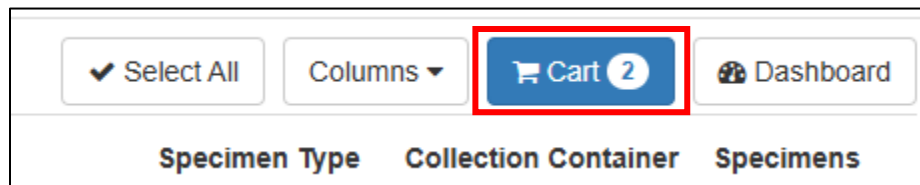


581 items

Select All Unselect All Columns + Add to Cart Cart 0 Dashboard

External Subject ID	Sex	Race	Ethnicity	APOE Value 1	APOE Value 2	Cohort	Age at Collection	
<input checked="" type="checkbox"/>	LDS0100297	Female	Black or Af...	Not Hispan...	E3	E4	EOAD	62
<input type="checkbox"/>	LDS0100297	Female	Black or Af...	Not Hispan...	E3	E4	EOAD	62
<input checked="" type="checkbox"/>	LDS0100297	Female	Black or Af...	Not Hispan...	E3	E4	EOAD	63
<input type="checkbox"/>	LDS0100297	Female	Black or Af...	Not Hispan...	E3	E4	EOAD	63

14. The blue “Cart” button should now show the number of specimens that were added.



15. To view the specimens added to the Cart, click on the blue “Cart” button with the listed number of specimens inside.

16. The screen will load a “Review Cart Items” page listing the specimens added along with the criteria that was chosen from the filters to locate these specimens.

17. There is a Comments section under each selected specimen for the requester to list any specifications

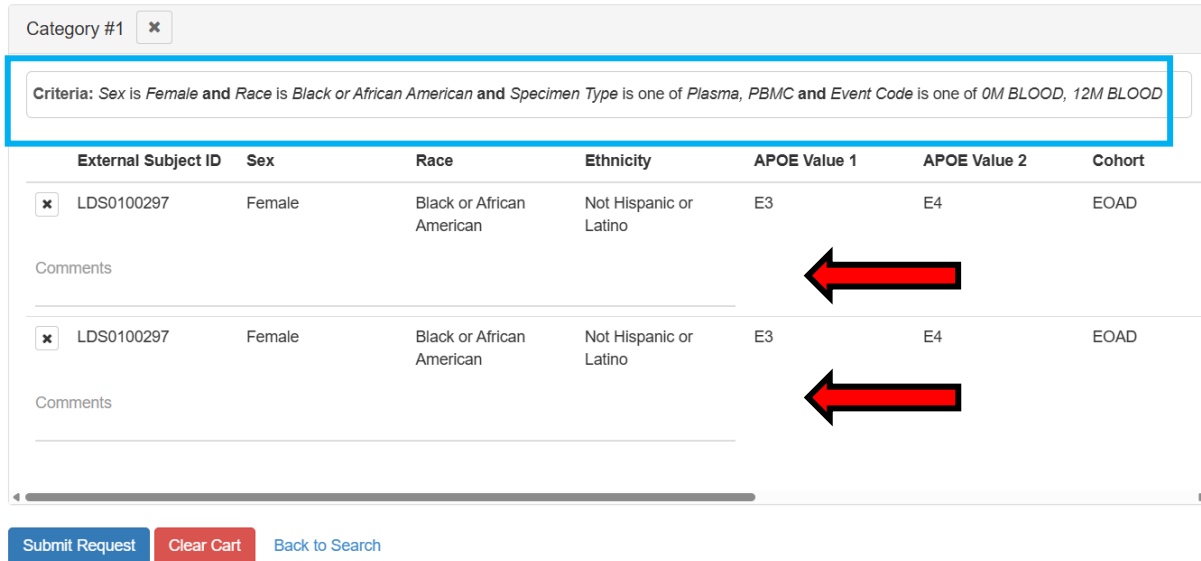
Review Cart Items

Category #1 ✕

Criteria: Sex is Female and Race is Black or African American and Specimen Type is one of Plasma, PBMC and Event Code is one of 0M BLOOD, 12M BLOOD

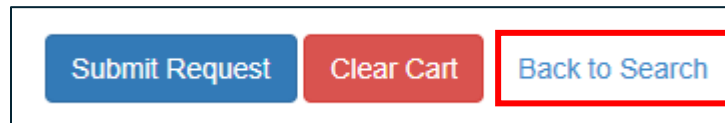
External Subject ID	Sex	Race	Ethnicity	APOE Value 1	APOE Value 2	Cohort
✕ LDS0100297	Female	Black or African American	Not Hispanic or Latino	E3	E4	EOAD
Comments						
✕ LDS0100297	Female	Black or African American	Not Hispanic or Latino	E3	E4	EOAD
Comments						

Submit Request Clear Cart Back to Search



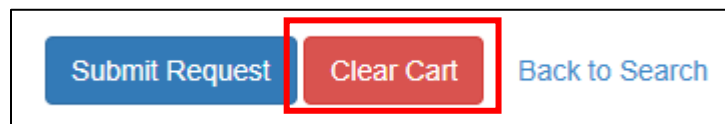
18. If the requester wants to keep these specimens in the cart and continue searching, click on the “Back to Search” link at the bottom of the screen.

Submit Request Clear Cart Back to Search



19. If the requester wishes to clear the entire cart of specimens and start over, click on the red “Clear Cart” button to empty the cart and return to the study Catalog Dashboard.

Submit Request Clear Cart Back to Search



20. If the requester has selected all the specimens needed, click on the blue “Submit Request” button.

Submit Request Clear Cart Back to Search



21. A “Submit Request” page will load. Fill out the following fields:

- a. **Requestor** (required)– search for the name of the person that requested the specimens from the study Catalog
- b. **PI First Name** (required) – List the first name of the Principal Investigator that is requesting the specimens
- c. **PI Last Name** (required) – List the last name of the Principal Investigator that is requesting the specimens
- d. **Submitter First Name** (optional) – If the person submitting this request is not the Principal Investigator, list the first name of the submitting individual
- e. **Submitter Last Name** (optional) – If the person submitting this request is not the Principal Investigator, list the last name of the submitting individual
- f. **Submitter Email Address** (required) – List the email address of the individual that is requesting the samples
- g. **Institution** (required) – List the institution where the Principal Investigator is located
- h. **Reason for Request** (required) – choose one of the following reasons for requesting these samples:
 - i. Feasibility
 - ii. Requesting Samples for study BRAC Application Submission
 - iii. Requesting Samples for Approved study BRAC Application

22. When finished filling out the request form, click on the blue “Submit Request” button.