# BATCH LINK BARCODES FOR RETOOL

### Why do we need to link the two barcodes? When the samples arrive to the site, the specimen barcode is linked to all of the important information for result delivery, minus the actual test result. This includes: Patient ID, Name, DOB, contact information, sample collection time, location of test, and test type (Travel, Community). This is all needed to deliver the results in a PDF to the patient via our delivery platform (SMS and Email).

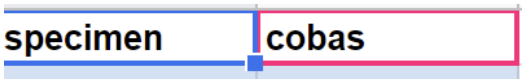
- Batch Linking Specimen Barcodes to Lab Barcodes

# BATCH LINKING SPECIMEN BARCODES TO LAB BARCODES

Specimen barcode is the barcode that was on the sample tube that arrives to the lab. In most instances this is the "PRIMARY TUBE" field that is being entered in the Samples Google Sheet, but can differ in dry swab scenarios. In that instance, please use the barcode found on the dry swab. Cobas barcode is the tube that is going into the Roche instrument. It is always the "Secondary Tube" column in the Samples Google Sheet.

# Creating the csv file to upload to Retool

1. Copy and paste two columns, the specimen barcode and the lab barcode, into the sheet labeled "BATCH UPLOAD to retool". (See above highlight for definitions). Ensure that the column headers for A and b are labeled specimen and lab



| specimen | cobas |
|---|---|

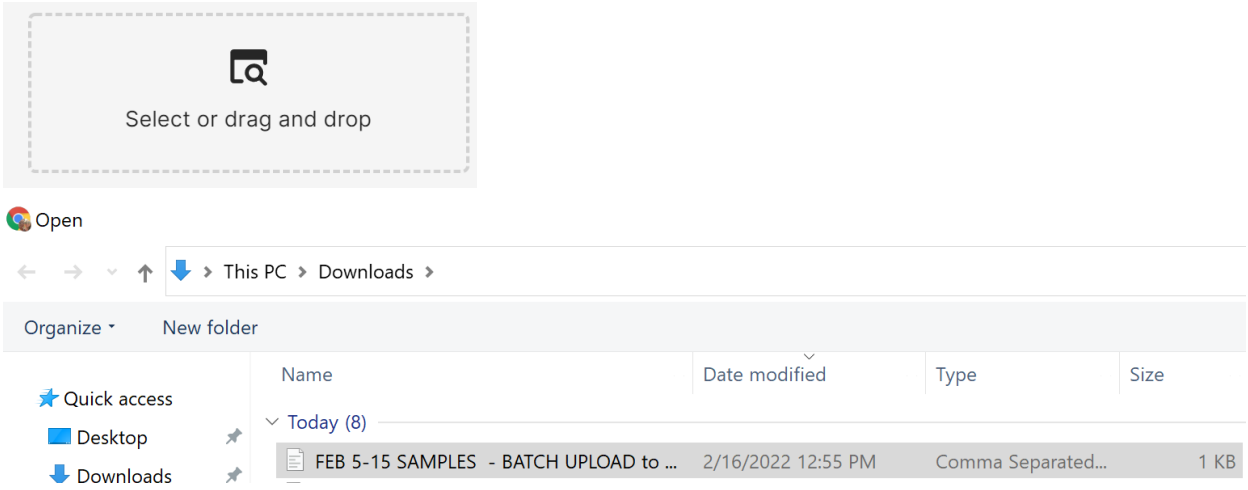
2. It should look something like this:

| specimen | cobas |
|---|---|
| 0000031821 | CH10122079 |
| 0000031885 | CH10122089 |
| 0000029816 | CH10122110 |
| 0000031898 | CH10122095 |
| 0000031846 | CH10122093 |
| 0000031852 | CH10122065 |
| 0000003954 | CH10122074 |
| 0000003937 | CH10122105 |
| 0000003980 | CH10122122 |
| 0000031808 | CH10122132 |
| 0000031817 | CH10122117 |
| 0000031803 | CH10122111 |
| 0000031829 | CH10122130 |
| 0000031834 | CH10122134 |
| 0000031824 | CH10122101 |

3. The next step is to create the csv file. Please go to the top left corner of the google sheet and click on: File > Download > Comma Separated Values (.csv)
4. This should download a file labeled something similar to: " FEB 5-15 SAMPLES - BATCH UPLOAD to Retool.csv"

# Uploading CSV to Retool

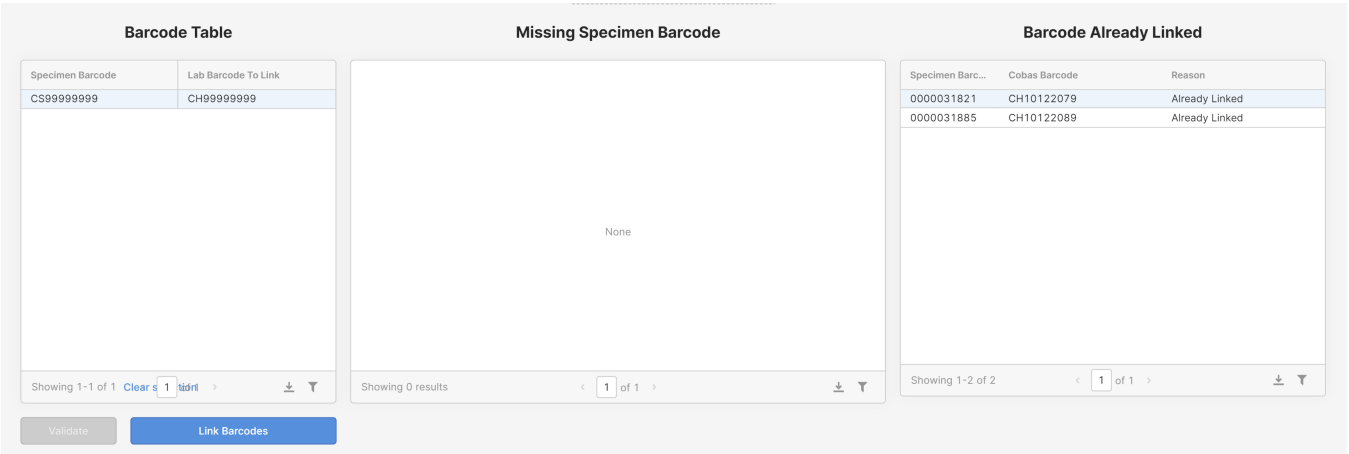
1. Visit Retool Link: https://retool2.cityhealth.com/apps/Lab Tools - Barcode Batch Linking Tool
2. Click the upload box, and find the file on your computer




3. Once you select the file, the retool should separate the file into rows in the Barcode Table




4. Click the blue Validate button at the bottom to check the database for if the specimen barcodes are in our database. The results should be separated like this:




1. How to interpret the tables:
    1. Barcode Table - what is remaining in the barcode table are the specimen barcodes found in our database, and are ready to be linked to the lab barcode
    2. Missing Specimen Barcodes - these were *not* found in our database, so needs to be investigated or followed up with ops in order to link the two codes.

    1. See instructions on how to resolve missing specimen barcodes here

    3. Barcode Already Linked - these have been already linked in our database, so it won't be linked again.

2. Hit the blue Link Barcodes button to link the remining barcodes. This will only be blue if there are results to link.
3. After this is done, try uploading the same csv file and validating, to ensure all the barcodes are either are linked or in the missing specimen column.