Cryopreserved sperm specimens can be logged into the RESource cryo tanks via the **Sperm Specimens** option in the **Male** menu. Note that your clinic's cryo storage tanks must first be established in RESource via **Tools – Cryo Tanks**. Cryo tank set up is explained the Cryo Tanks section.

To Check In a specimen:

1 – From the main toolbar, select **Male – Sperm Specimens**. The Sperm Specimens window will appear.
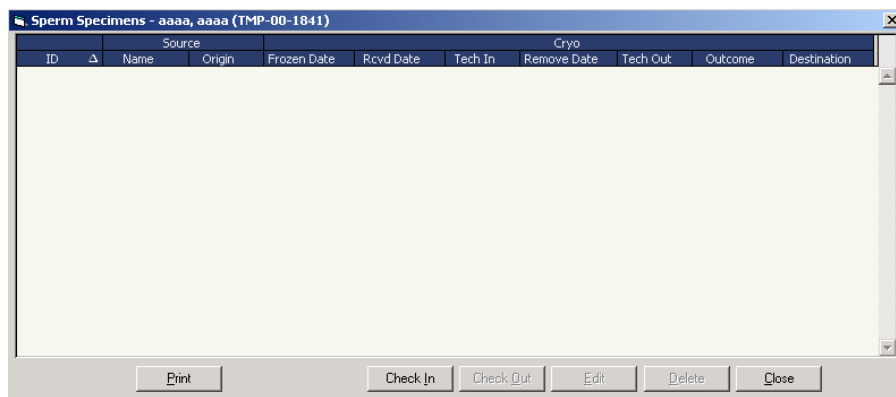
NOTE: The column definitions in the Sperm Specimen window correlate to the selected fields in the Check In window. Please see below for definitions.

2 – Click **Check In**. The Check In screen will be displayed.

3 - **Specimen section:**

- From the Source dropdown, select one of the sources listed – each partner record entered for the patient will appear as an option.
- Enter a Specimen ID – this is an alphanumeric text that the user creates uniquely identify the specimen.
- Select an origin – if the specimen is already frozen and coming from an outside facility, select that facility – if the specimen was collected fresh through your facility, select Fresh.
- Select a Specimen Type, Date Frozen (original date frozen), and Date In (date into your facility's cryo tanks)
- Select Tech In and Time In. If back entering data be sure to enter the original cryo/storage information.

> **NOTE:** Cell Stage is disabled since it does not apply to sperm specimens.

4 – **Demographics section:** This section does not need to be filled out since the specimen source is selected in the **Source** dropdown.

5 – **Freezer Location section:**

- Click on the lookup button to display the Freezer window.

- Select a freezer, dewer and canister from the respective dropdown lists – the grid will populate with the corresponding positions.
- Select the desired position and click **OK**.

> **NOTE:** The fields in the Freezer Location section (in the Check In screen) will display the location selected.

6 - Enter any comments in the space provided at the bottom of the screen. Then click **OK.**

To Check Out a specimen:

1 – From the main menu select **Male – Sperm Specimens**. The Sperm Specimens window will appear.

2 – Select the specimen to be checked out and click **Check Out** – the Check Out screen will appear

3 – Select the Tech Out, Outcome and Destination from the respective dropdown lists.

4 - The Date Out and Time Out will default to the current date and time.Select the correct date and time out if different.

5 - The Freezer Pos (position) section will display the specimen's current location in the cryo tanks.

6 – Click **OK**. The specimen will remain displayed in the Sperm Specimens window, but will show the check out information.

Other Options in the Sperm Specimen Window:
- To Edit a specimen in the Sperm Specimens screen, click **Edit**.

- To Delete a specimen, click the **Delete** button.

- The **Print** button on the Sperm Specimens screen will print the screen as it appears, directly to your default printer.