cobas® infinity IT solutions

Workflow Guide version 1.1
Software version 1.1.1 and later

Roche

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Life needs answers

Publication information

Publication version	Software version	Revision date	Change description
1.0	1.1.1	November 2014	First version
1.1	1.1.1	January 2015	Minor changes, Lab Flow section.

Revision history

Edition notice

This publication is intended for users of the cobas® infinity IT solutions application.

Every effort has been made to ensure that all the information is correct at the time of publishing. However, Roche Diagnostics reserves the right to change this publication as necessary and without notice as part of ongoing product development.

Where to find information

The **User Manual** and the **Online Help** focus on routine operation and configuration. The chapters are organized according to the normal operation workflow.

The **Workflow Guide** is a summary of the main procedures used in the application.

General attention

To avoid incorrect results, ensure that you are familiar with the instructions and safety information.

- Pay particular attention to all safety notices.
- Always follow the instructions in this publication.
- Do not use the software in a way that is not described in this publication.
- Store all publications in a safe and easily retrievable place.

Training

Do not carry out operation tasks or administration actions unless you have received training from Roche Diagnostics. Leave tasks that are not described in the user documentation to trained Roche Service representatives.

Screenshots

The screenshots in this publication have been added exclusively for illustration purposes. Configurable and variable data, such as tests, results, or path names visible therein must not be used for laboratory purposes.

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Table of contents

Preface

Intended use

cobas® infinity IT solutions is a laboratory information system that covers workflow and data management with connected pre-analytical, analytical, and post-analytical instruments, including processes from order entry to report printing. This management involves order entry and report printing processes, among others.

cobas® infinity IT solutions can be connected to one or several:

1. Roche pre-analytical instruments.
2. Roche post-analytical instruments.
3. Roche and non-Roche analytical instruments (biochemistry, immunology, urine analysis, coagulation, hematology, and molecular diagnostics).
4. Laboratory Information Systems (LIS).
5. Hospital Information Systems (HIS).
6. Electronic Health Record Systems (EHRS).
7. Work area solutions for hematology, clinical chemistry, and urinalysis. Roche and non-Roche analytical instruments.
8. Point-of-Care devices and software.
9. Export of quality control results to commercial benchmarking tools: QC results are sent to an external QC validation system for validation. The results of the validation can be integrated into the solution.
10. Clinical Decision Support Systems (CDSS) and Risk Calculation Software (e.g. Astraia, Viewpoint, SsdwLab).
11. Billing systems.
12. Intensive care systems.
13. Non-HIS order entry systems.
14. Picture Archiving Systems (PACS).
15. Document Management Systems (DMS).

Connectivity between the solution and the aforementioned instruments or systems enables the exchange of data uni- or bidirectionally via interface.

Uni- and bidirectionally transmitted data contain patient information, order data, and result data.

Patient information includes patient demographics and identifying information. Order information contains test requests.

It is essential that the user reads this manual carefully before using the system, since it contains relevant information for the correct use and configuration of the software, as well as security warnings that should be taken into account to guarantee patient safety.

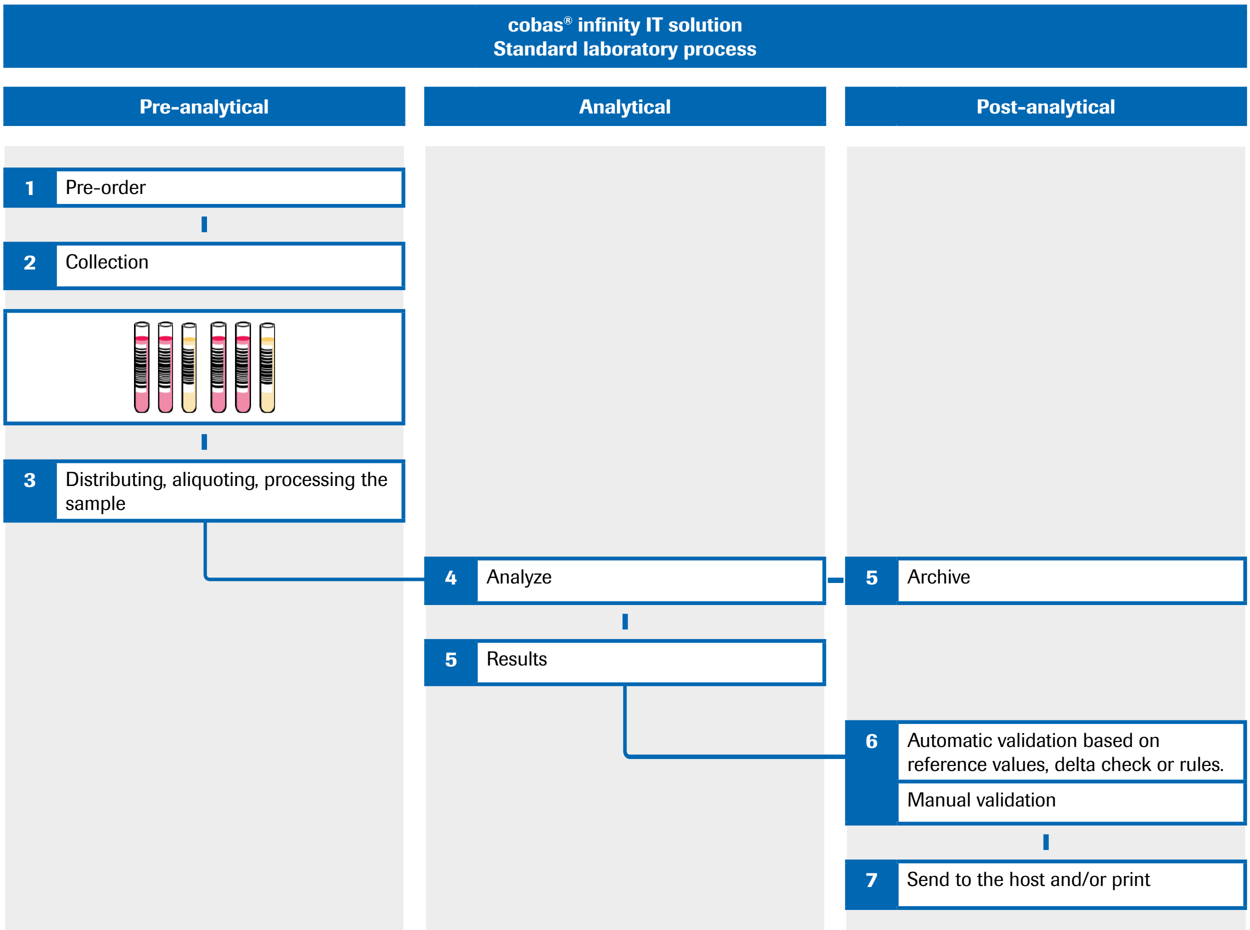
Symbols and abbreviations

Symbols used in the publication

Symbol	Explanation
•	List item
	Tip. Extra information on correct use or useful hints.
▸	Start of a task
	Prerequisites of a task
	Figure. Used in figure titles and cross-references to figures.
	Table. Used in table titles and cross-references to tables.

Symbols used in the publication

Standard laboratory process



Standard laboratory process diagram

Routine workflows

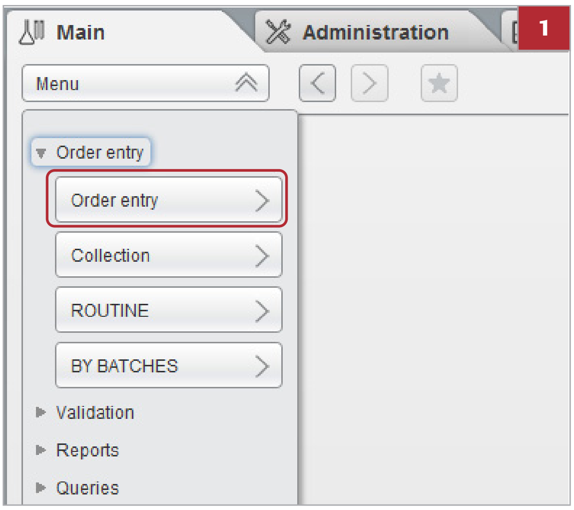
The workflows contained in this section are common to the **General lab** and **Emergency lab** modules.

Order management

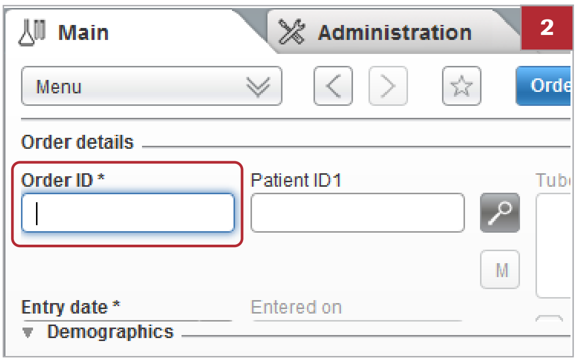
Creating an order

You can enter orders for tests to be sent to the routine laboratory using the order entry functionality.

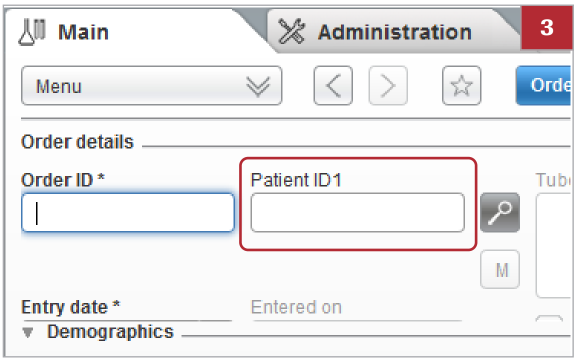
To create an order



1 Choose **Main > Order entry > Order entry**.

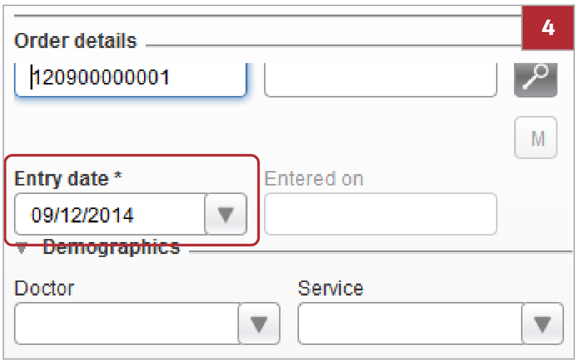


2 Enter the **Order ID** or one is assigned by default.



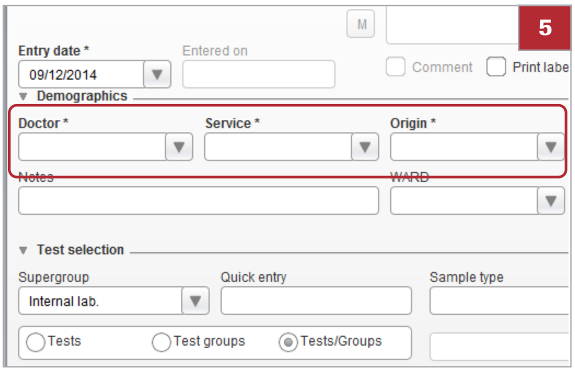
3 Enter the **Patient ID** if you know it or the patient's name and/or surname and press Enter.

- You can search for the **Patient ID** by choosing the button and choose the **Apply** button.
- If it is a new patient, assign a **Patient ID** and press Enter or choose the button.
- In the fields marked with an asterisk (*), enter the corresponding data and choose the **Accept** button.

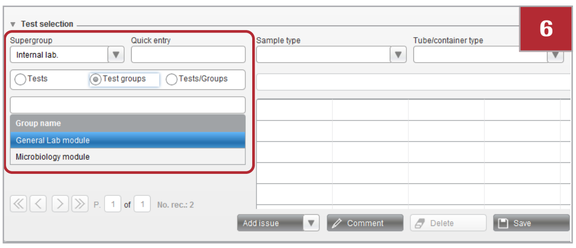


4 Choose the date.

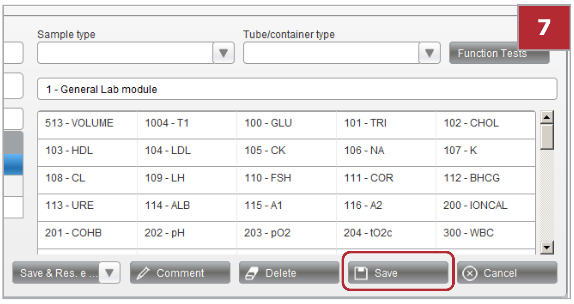
- Today's date appears by default but it can be changed.



5 Fill in at least the **Demographics** fields marked with an asterisk (*).



6 From the drop-down list in either **Supergroup**, **Sample type**, or **Tube/container type**, choose the tests to be performed.

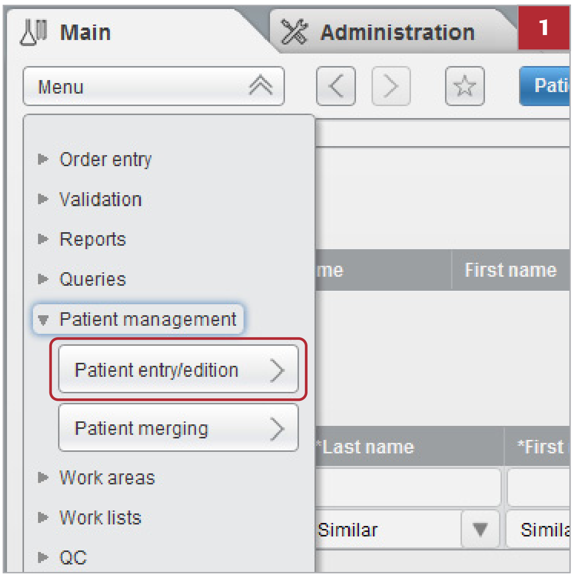


7 In the table on the bottom left, double-click the tests you want to assign to the order and choose the **Save** button.

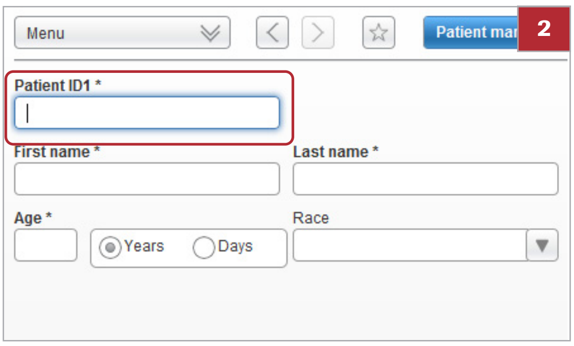
Creating a patient

You can create records for new patients in the database to assign orders.

▶ To create a patient



1 Choose **Main > Patient management > Patient entry/edition**.



2 Fill in the fields marked with an asterisk (*).

- You may enter a **Patient ID** or one is assigned automatically.
- The other fields are optional.

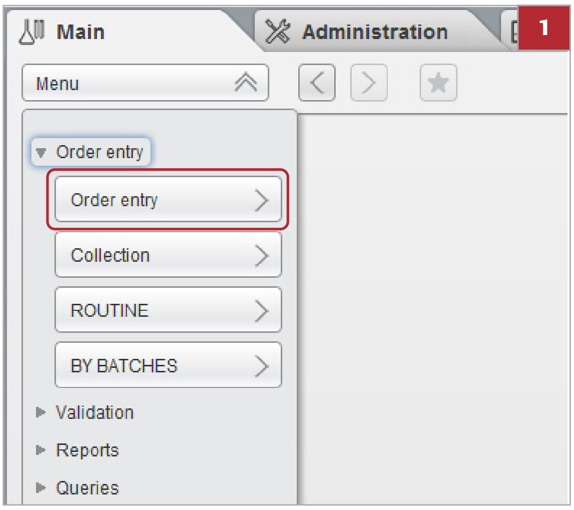
3 Choose the **Accept** button.

Assigning a test to an existing order

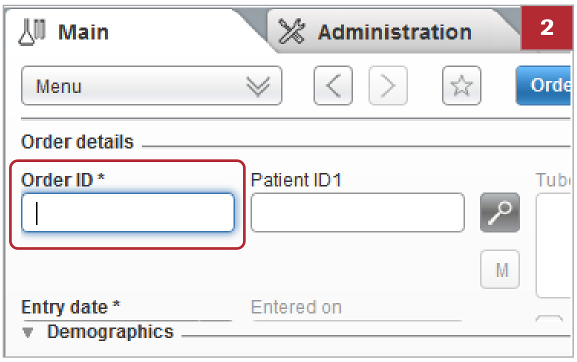
Sometimes it is necessary to assign new tests to an existing order.

- ☐ If you want to assign the test from the **Validation** screen, the **Sel. tests** button must be configured previously.

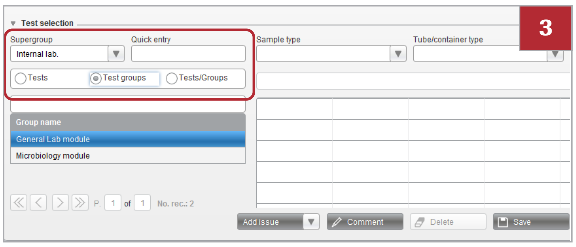
▸ To assign a test from the Order entry screen



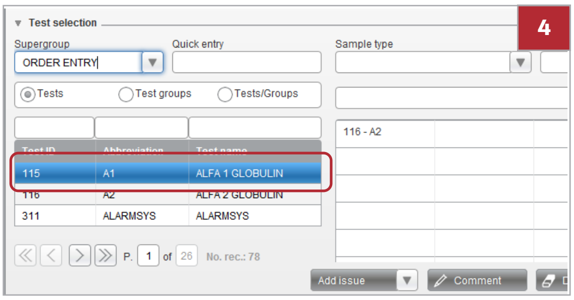
1 Choose **Main > Order entry > Order entry**.



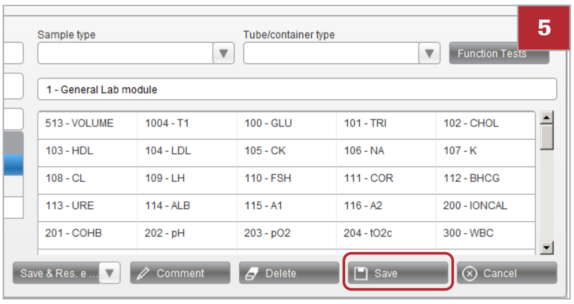
2 Enter the **Order ID** of the order you want to edit and press Enter.



3 From the drop-down list in either **Supergroup**, **Sample type**, or **Tube/container type**, choose the tests to be performed.

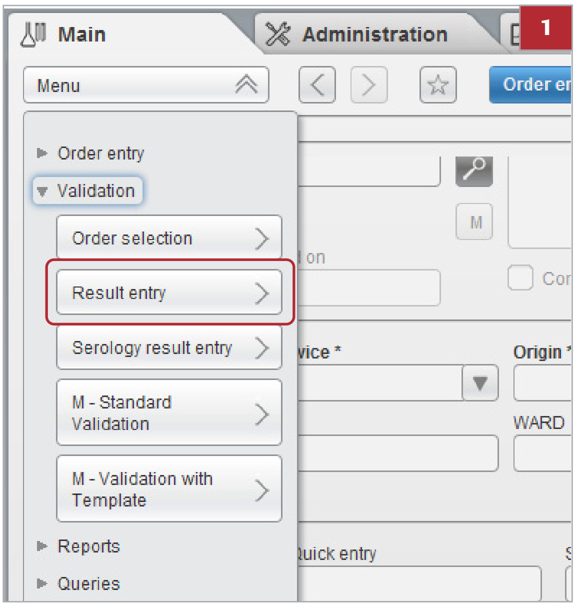


4 In the table on the bottom left, double-click the tests you want to assign to the order or enter the ID directly in the Quick entry field.

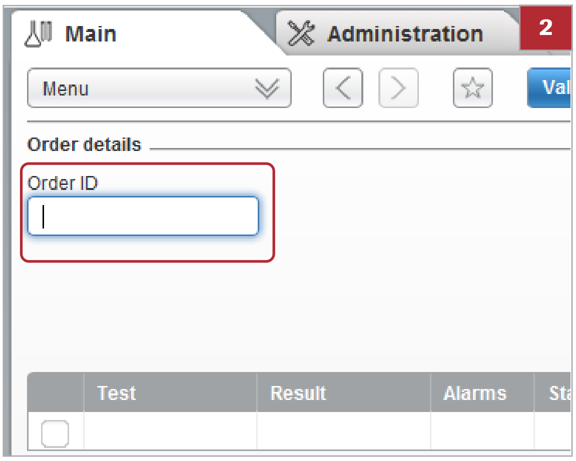


5 Choose the **Save** button.

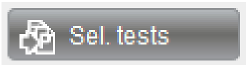
▸ To assign a test to an order from the Validation screen



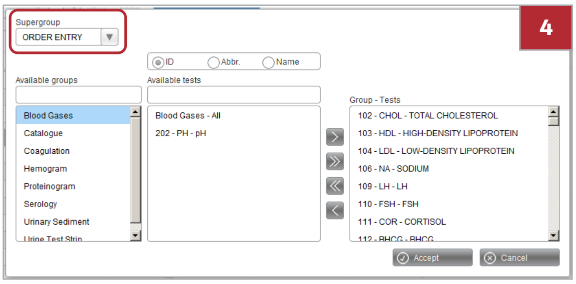
1 Choose **Main > Validation > Result entry**.



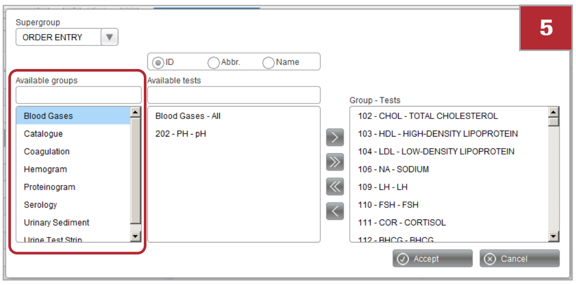
2 Enter the ID of the order you want to assign the test to and press Enter.



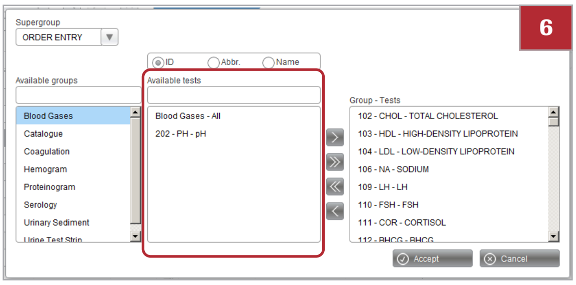
3 Choose the **Sel. tests** button.



4 From the **Supergroup** drop-down list, choose the desired group set.



5 In the **Available groups** list, double-click the groups that you want to assign to the order.



6 From the **Available tests** list, choose the desired tests and choose the button to assign them to the order.

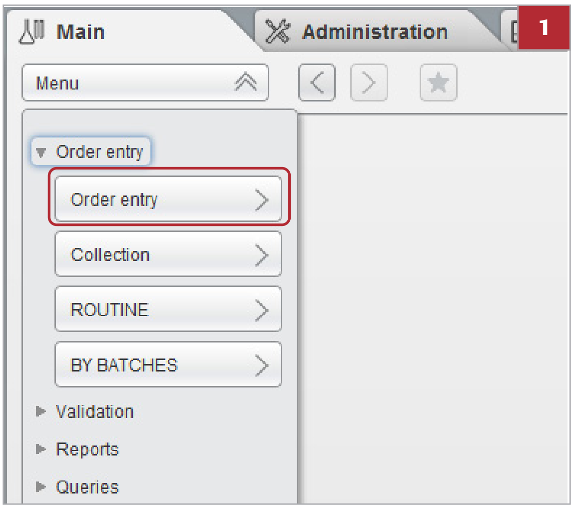
7 Choose the **Accept** button.

Adding comments to tests, orders, or patients

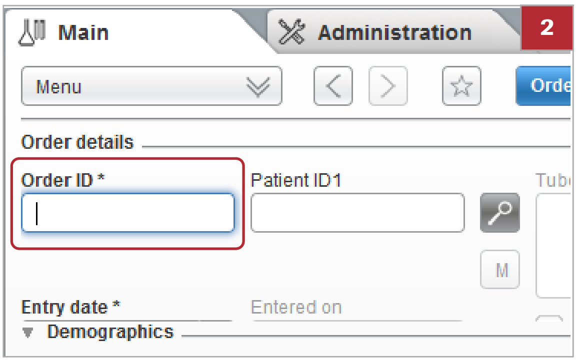
You can add information to a patient's record using the comment functionality.

☐ The **Comment** button/drop-down list must be configured previously.

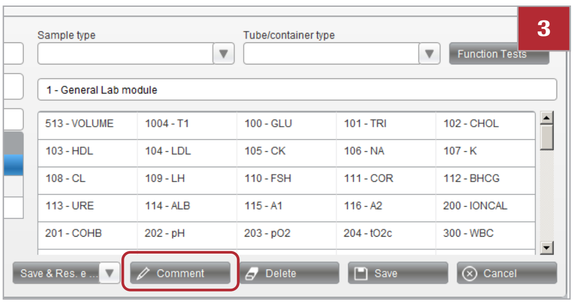
▶ To add comments from the Order entry screen



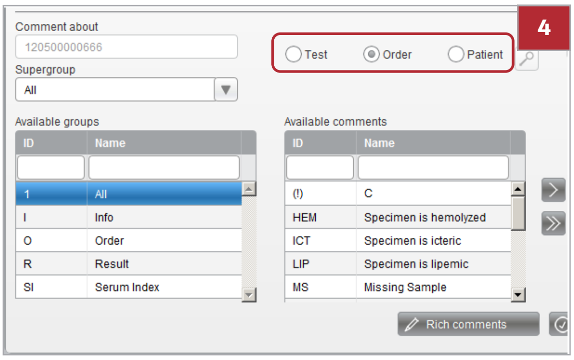
1 Choose **Main > Order entry > Order entry**.



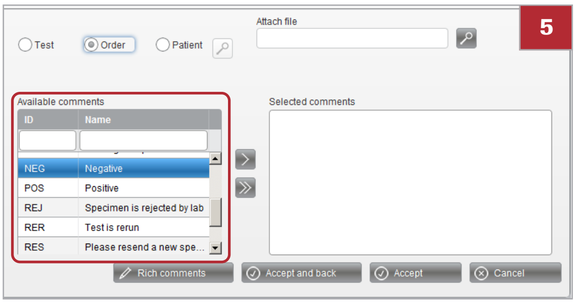
2 Enter the ID of the order you want to find and press Enter.



3 From the drop-down list, choose **Comment** or choose the **Comment** button.



4 Select whether you want to add the comment to a **Test**, **Order**, or **Patient**.

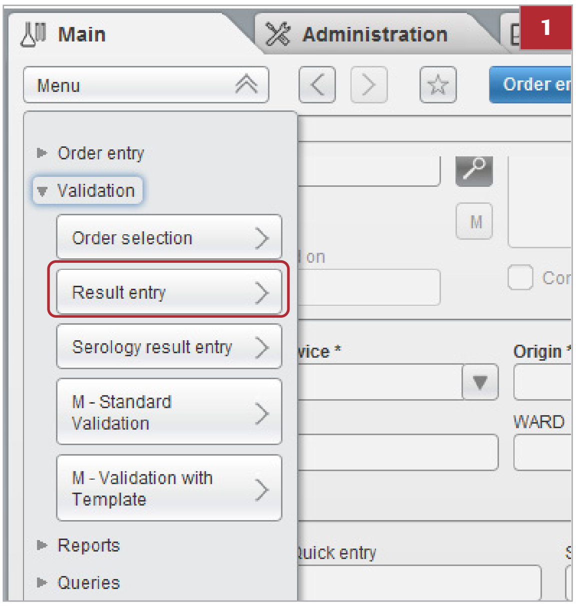


5 Do at least one of the following:

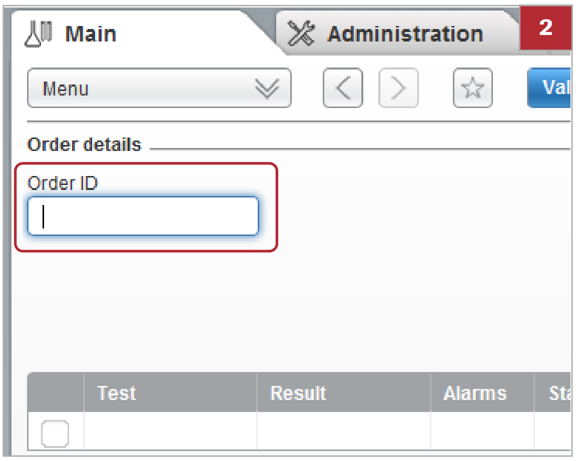
- In the **Available comments** table, double-click the preconfigured comments you want to add.
- In the **Selected comments** box on the right, enter your own comments.
- In the **Attach file** field, choose the button to search for a file to be added. Select the file and choose the **Accept** button.

6 Choose the **Accept** button. In the top part of the screen, the comment is now visible.

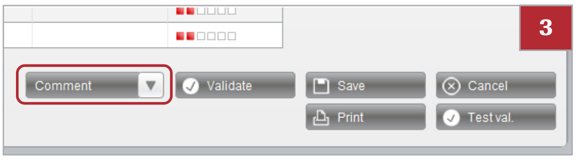
To add comments from the Validation screen



1 Choose **Main > Validation > Result entry**.

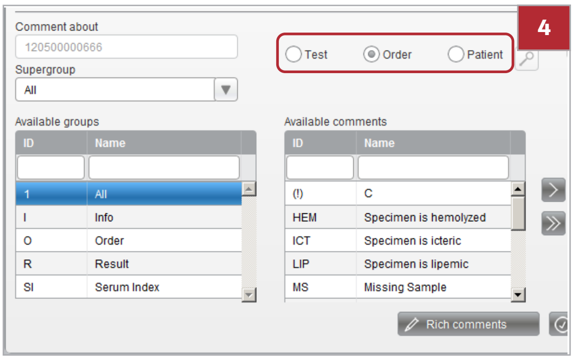


2 Enter the ID of the order you want to add comments to and press Enter.

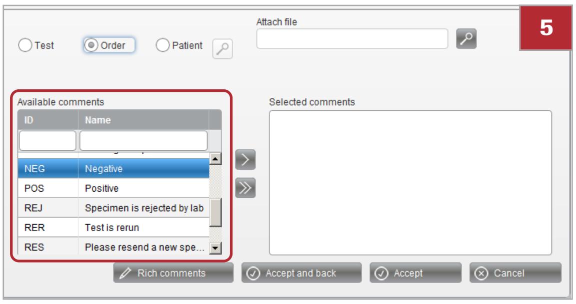


3 From the drop-down list, choose **Comment** or choose the **Comment** button.

- You can also add comments using the direct entry buttons. (Patient comment button, Test comment button, Order comment button.)

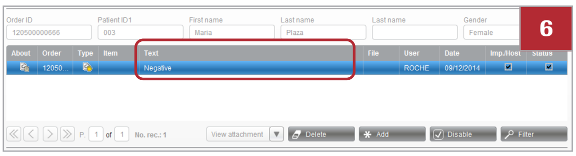


4 Select whether you want to add the comment to a **Test**, **Order**, or **Patient**.



5 Do at least one of the following:

- On the left in the **Available comments** table, double-click the preconfigured comments you want to add.
- On the right in the **Selected comments** box, enter your own comments.
- On the top right in the **Attach file** field, choose the button to search for a file to be added. Select the file and choose the **Accept** button.



6 Choose the **Accept** button. In the top part of the screen, the comment is now visible.

Query management

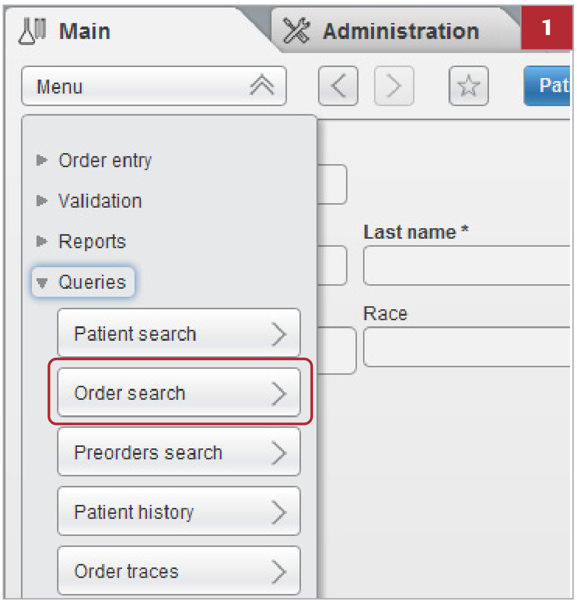
Sometimes it is necessary to search for a certain patient or check an order.

- Searching for an order (18)
- Searching for a patient (19)

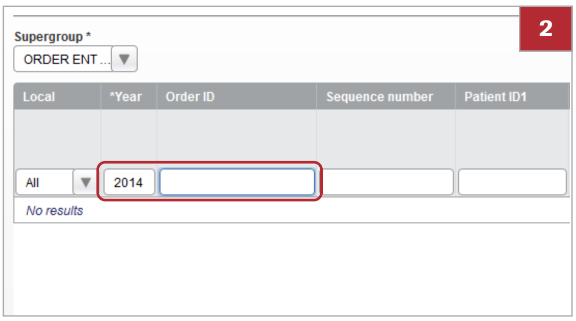
Searching for an order

If you want to check a patient's results, you can do this using the order search functionality.

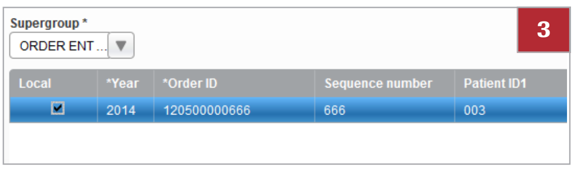
To search for an order



1 Choose **Main > Queries > Order search**.



2 Enter either the **Order ID**, **Patient ID**, or **Tube IDs** and choose the **Apply** button.

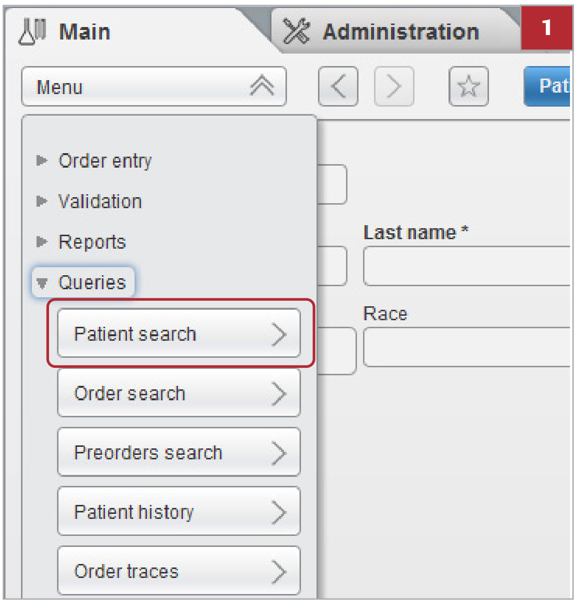


3 To view the desired order, select it and choose the **Results** button.

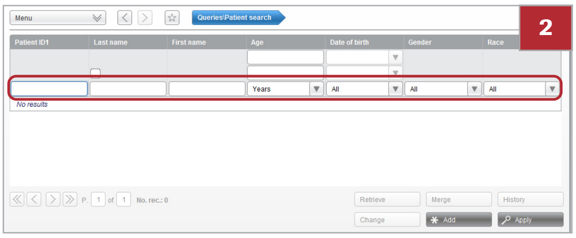
Searching for a patient

If you want to check a patient's test results, you can do this using the patient search functionality.

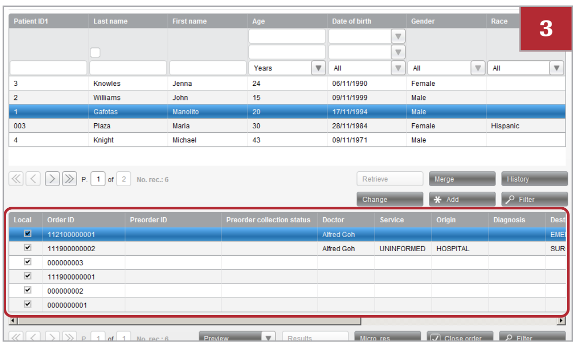
To search for a patient



1 Choose **Main > Queries > Patient search**.



2 Enter either the **patient ID**, **last name**, **age**, **date of birth**, or **gender** and choose the **Apply** button.



3 Choose the desired patient. The bottom part of the screen now displays the orders belonging to that patient.

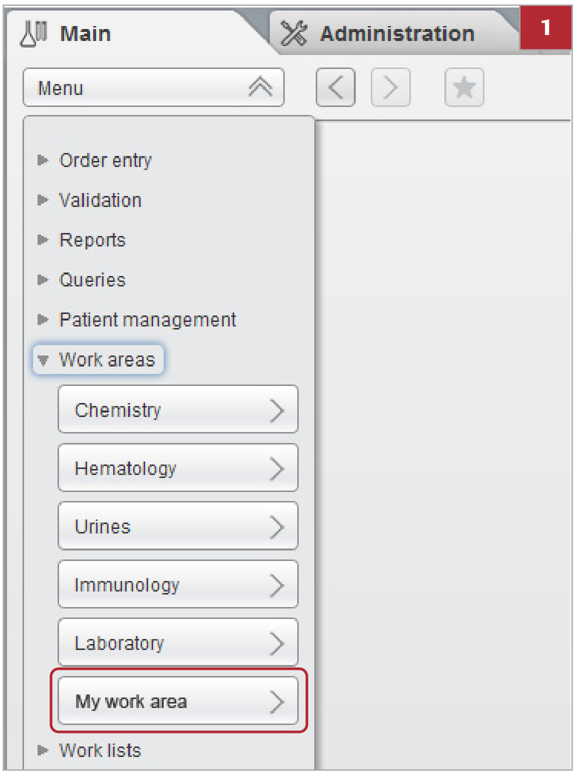
Using work areas

- Viewing a work area (20)
- Processing an order (20)
- Entering and validating results manually (22)

Viewing a work area

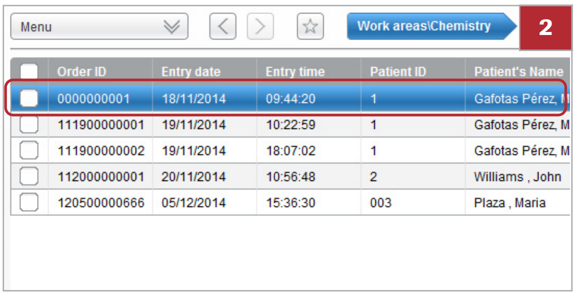
Sometimes you may want to view a work area to see which orders are handled there or to check the status of a test.

To view a work area



1 Choose **Main > Work areas** > My work area.

- The orders shown depend on the work area configuration and the fields defined previously on the **Monitoring** screen.



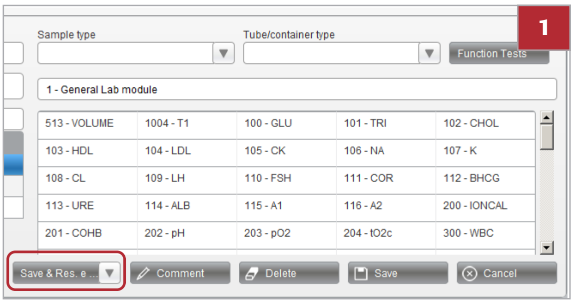
2 Double-click the order you want to view.

Processing an order

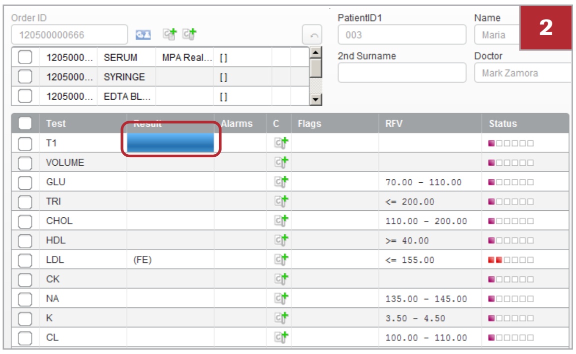
Once the tests have been performed, you can enter the results in the application.

☐ The **Save & Res. entry** button or drop-down list option must be configured previously.

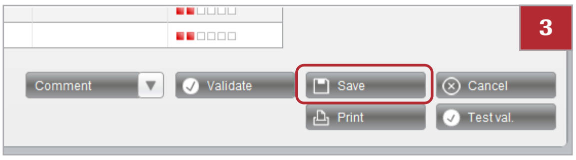
To enter results manually from the order entry screen



1 Once an order has been entered, from the drop-down list choose the **Save & Res. entry** option, or choose the **Save & Res. entry** button to process it.



2 In the **Result** column, enter the result.

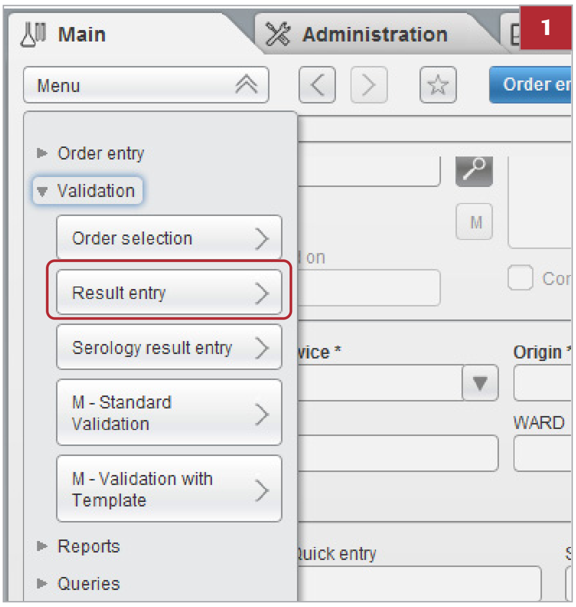


3 Choose the **Save** button.

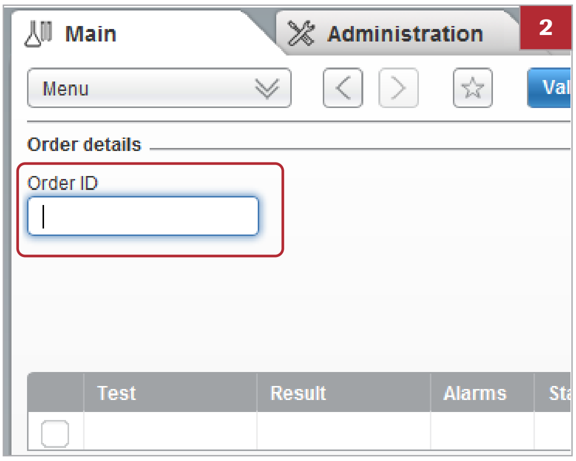
Entering and validating results manually

Once tests have been performed, you can enter and validate the results.

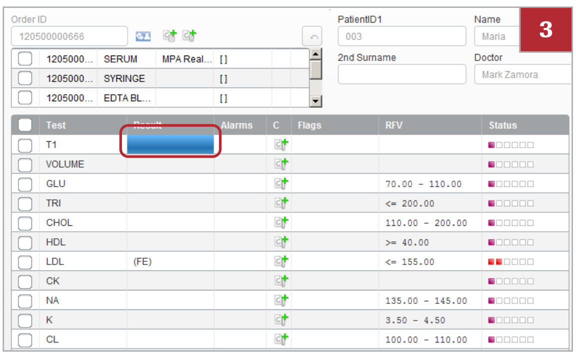
To enter and validate results by order



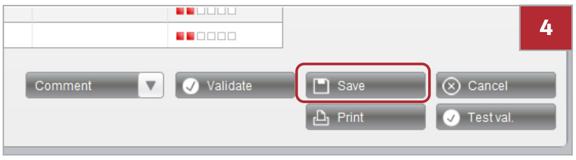
1 Choose **Main > Validation > Result entry**.



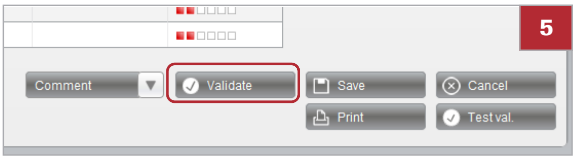
2 Enter the ID of the order in which you want to enter and validate results and press Enter.



3 Choose the **Results** field and enter the desired value.



4 Choose the **Save** button.



5 Choose the **Validate** button.

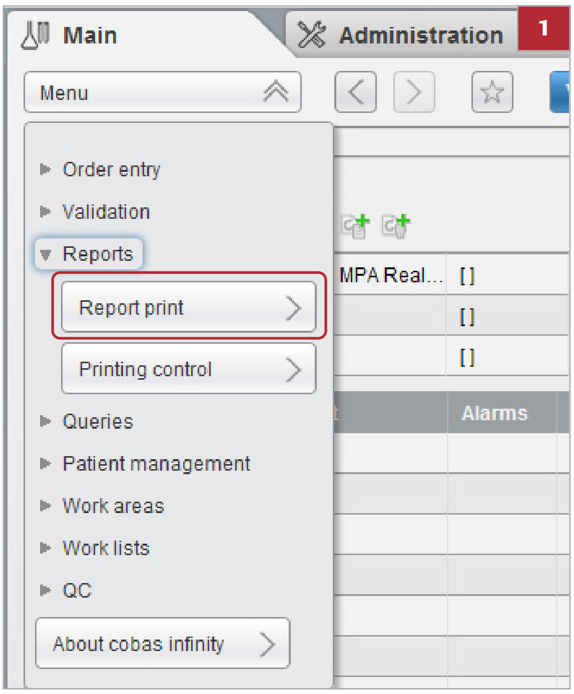
- If you choose the **Validate** button without saving, it is automatically validated and saved.

Printing reports

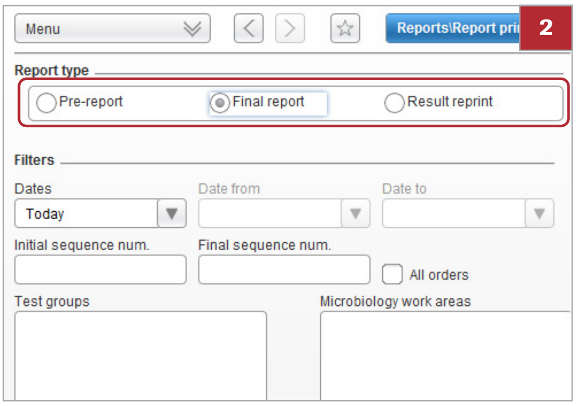
Once a patient's results have been entered and validated, the report can be printed.

- ☐ The **Print** button/drop-down list must be configured previously.
- ☐ You must know the order sequence number, contained in the **Order ID**: (prefix) + (date) + order sequence number + (suffix). The data in brackets are optional.

To print reports

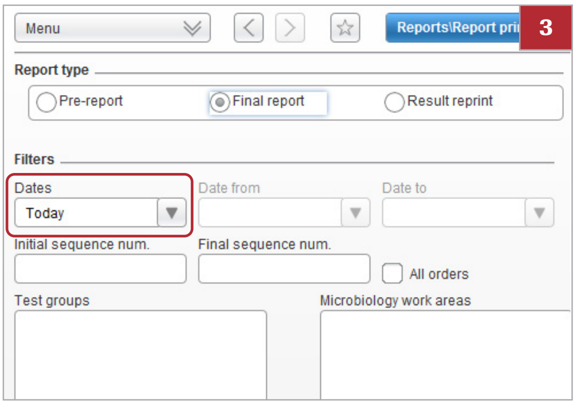


1 Choose **Main > Reports > Report print**.

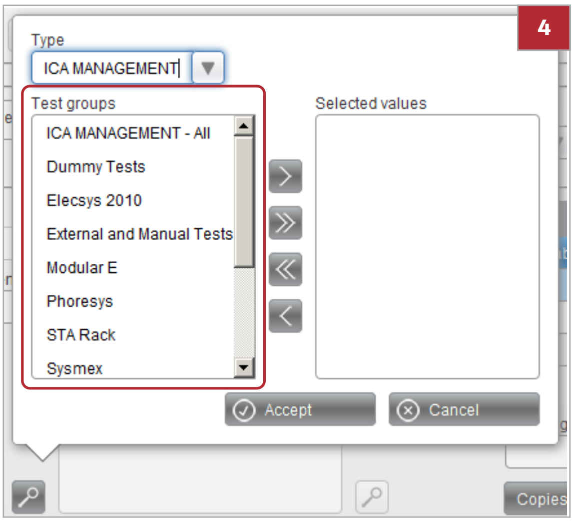


2 Choose either the **pre-report**, **final report**, or **result reprint** option.

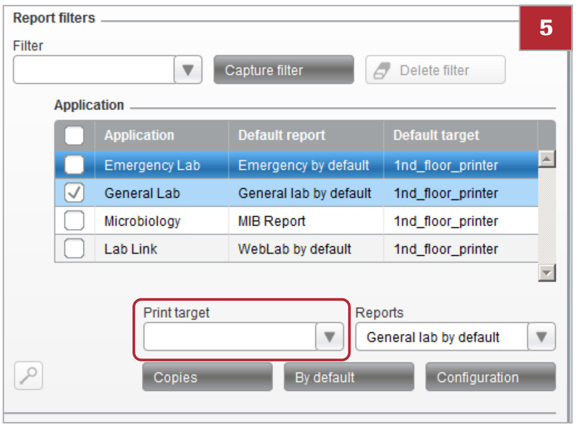
A **Pre-report** can always be printed. A **Final report** can only be printed if the tests have been medically validated. A **Result reprint** can only be printed if a **Final report** has been created previously.



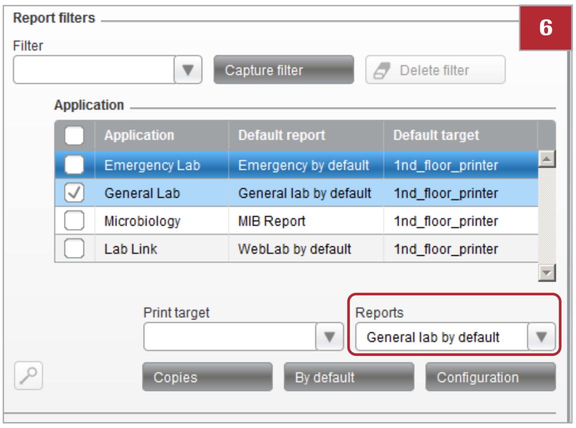
3 From the drop-down list, choose the date on which the order was created. Enter the order sequence numbers.



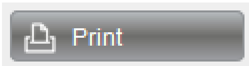
4 Choose the button next to the **Test groups** box. Double-click the desired test groups and choose the **Accept** button.



5 From the **Print target** drop-down list, choose the desired option.



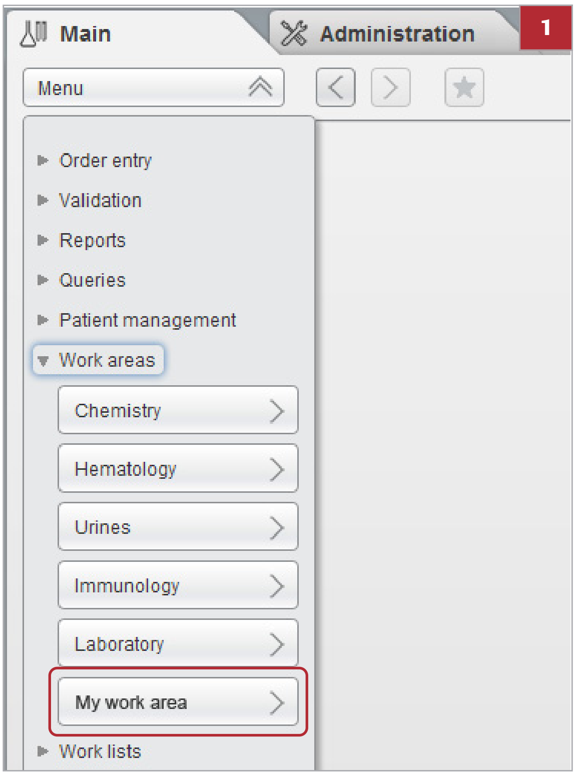
6 From the **Reports** drop-down list, choose the desired template.



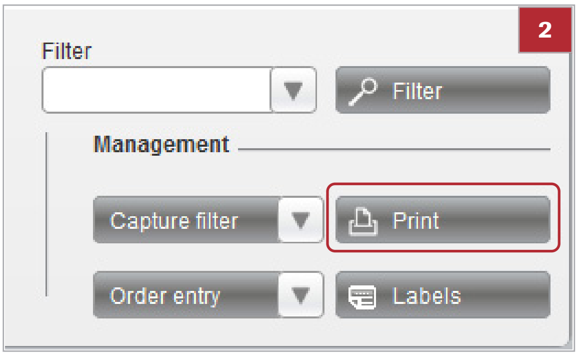
7 To access the printing control page, choose the **Print** button.

- If you selected PDF as the print target, you can double-click the button to view the report on screen.

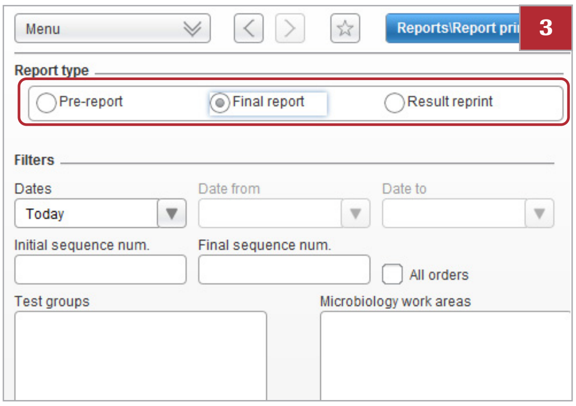
▸ To print reports from the Work areas screens



1 Choose **Main > Work areas** > My work area.

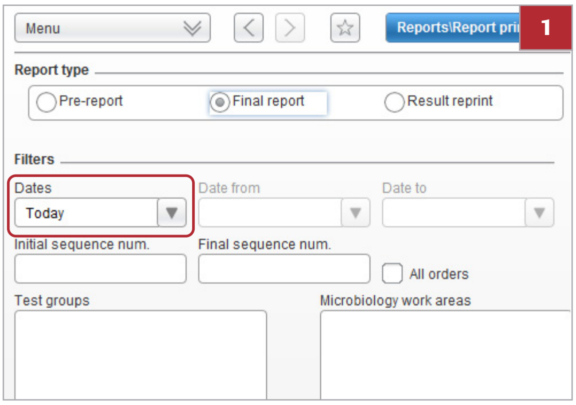


2 Check the order is okay and choose the **Print** button.

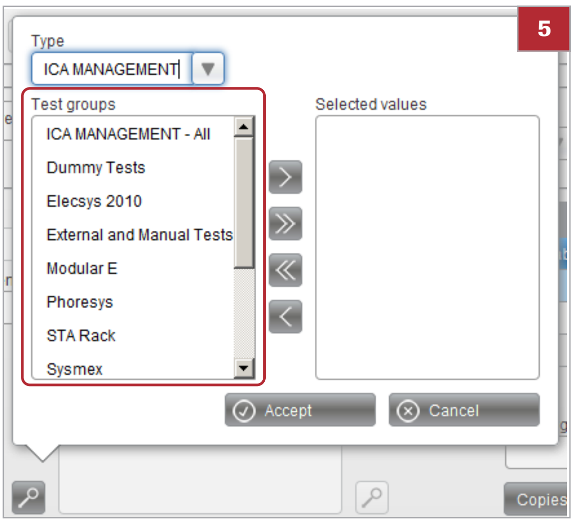


3 Choose either the **pre-report**, **final report**, or **result reprint** option.

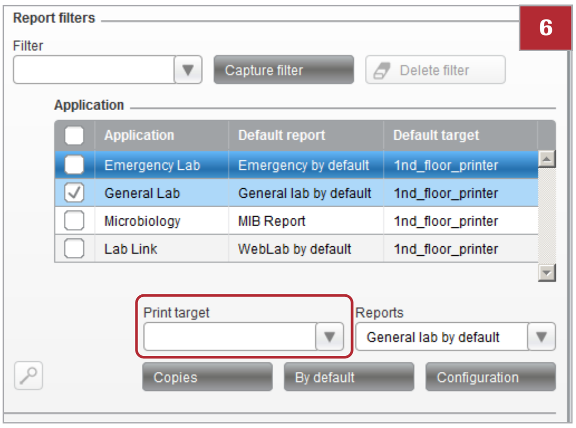
A **Pre-report** can always be printed. A **Final report** can only be printed if the tests have been medically validated. A **Result reprint** can only be printed if a **Final report** has been created previously.



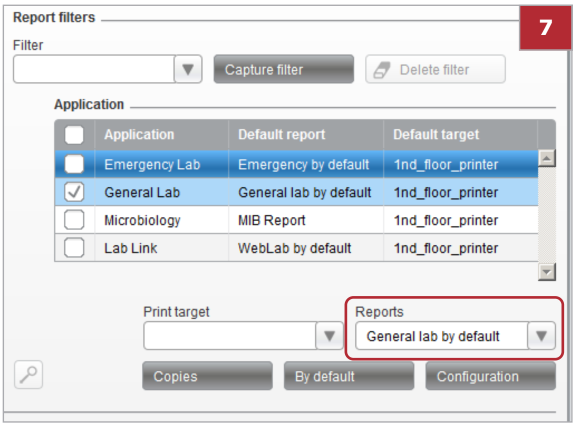
4 From the drop-down list, choose the date on which the order was created. Enter the order sequence numbers.



5 Choose the button next to the **Test groups** box. Double-click the desired test groups and choose the **Accept** button.



6 From the **Print target** drop-down list, choose your preferred option.

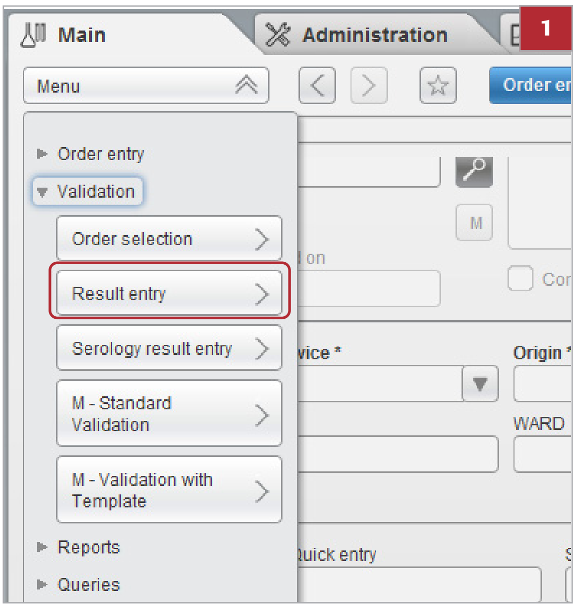


7 From the **Reports** drop-down list, choose the desired template.

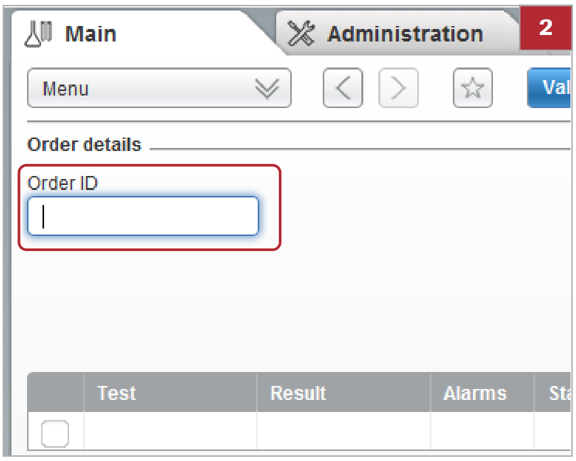
8 At the bottom right of the screen, choose the **Print** button to access the printing control page.

- If you selected PDF as the print target, you can double-click the icon to view the report on screen.

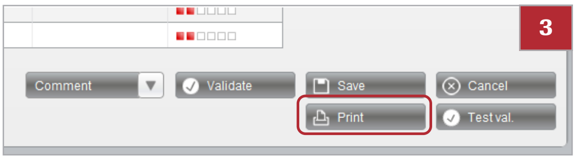
To print reports from the Validation screen



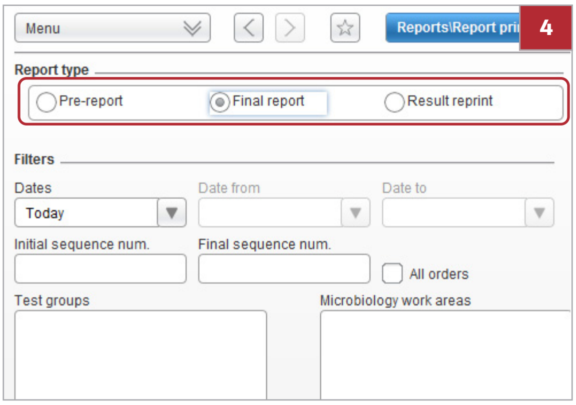
1 Choose **Main > Validation > Result entry**.



2 Enter the ID of the order you wish to print and press Enter.

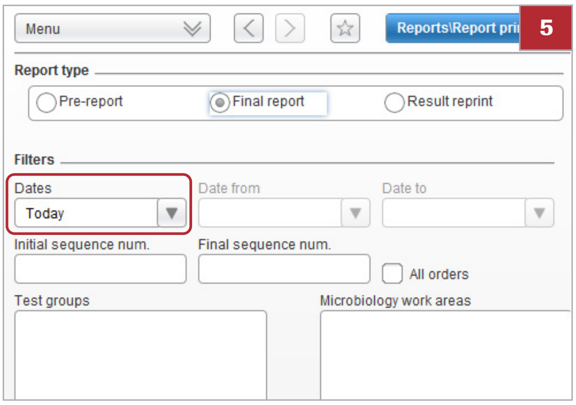


3 Choose the **Print** button.

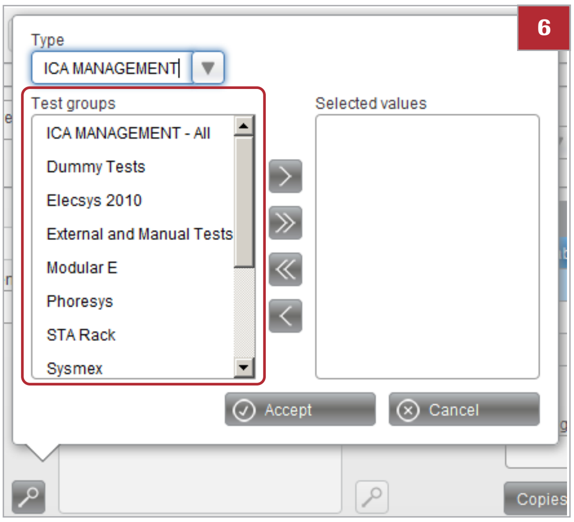


4 Choose either **Pre-report**, **Final report**, or **Result reprint**.

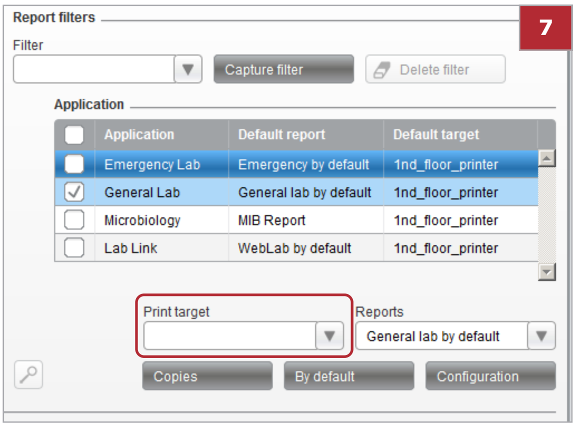
A **Pre-report** can always be printed. A **Final report** can only be printed if the tests have been medically validated. A **Result reprint** can only be printed if a **Final report** has been created previously.



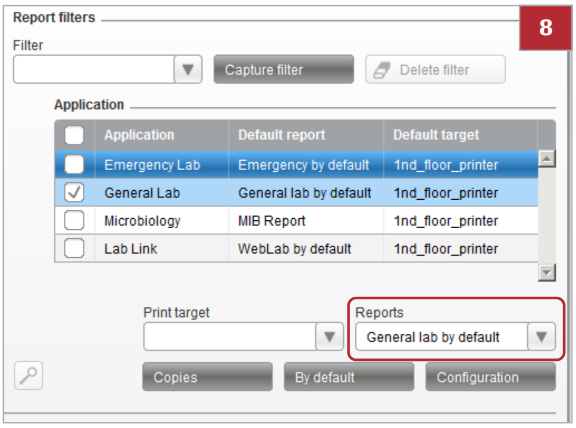
5 From the drop-down list, choose the date on which the order was created. Enter the order sequence numbers.



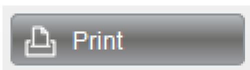
6 Choose the button next to the **Test groups** box. Double-click the desired test groups and choose the **Accept** button.



7 From the **Print target** drop-down list, choose the desired option.



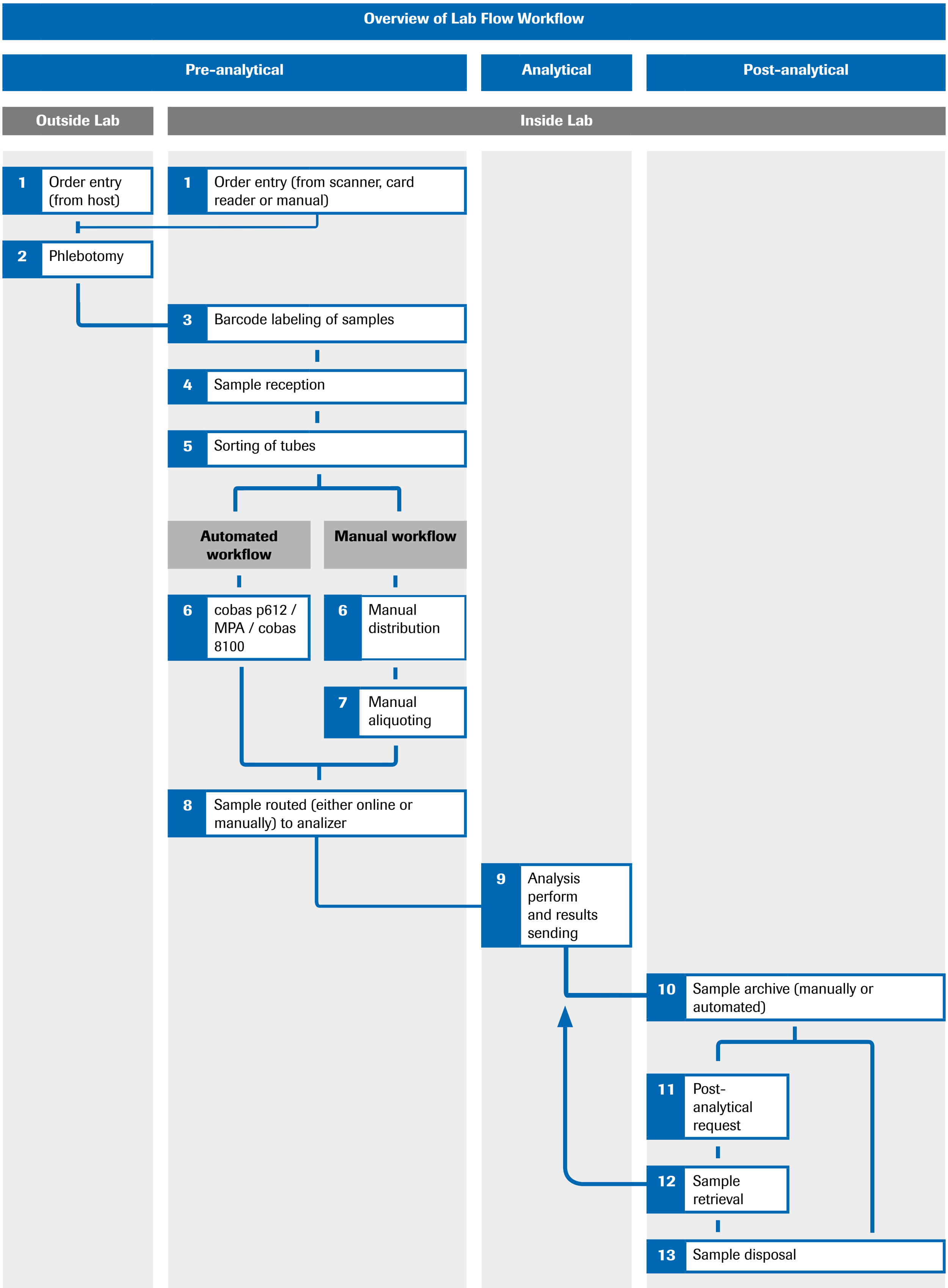
8 From the **Reports** drop-down list, choose the desired template.



9 On the bottom right of the screen, choose the **Print** button to access the printing control page.

- If you selected PDF as the print target, you can double-click the button to view the report on screen.

Lab Flow workflows



Overview of the Lab Flow workflows

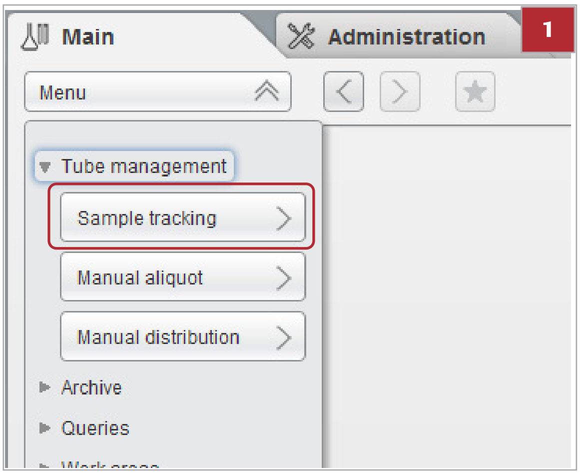
The Lab Flow module is highly configurable. The following workflows are examples of possible laboratory flows.

Tracking a sample

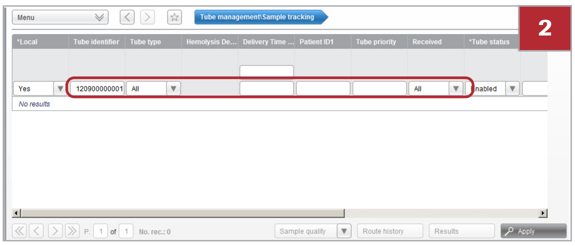
You can monitor the status and location of the samples as they move through the different instruments, depending on the instruments you have connected.

☐ Ensure that you are in the **Lab Flow** module.

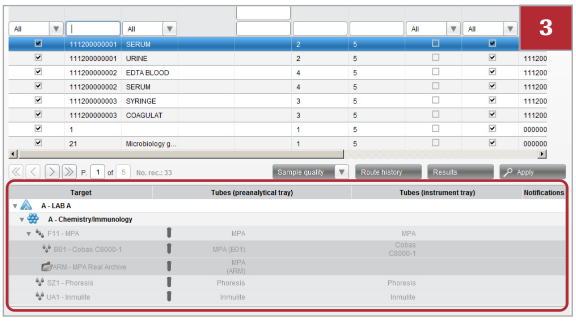
To track a sample



1 Choose **Main > Tube management > Sample tracking**.



2 To locate the desired tube, apply the necessary filters, typically the date and the ID. If you are looking for one in particular, you can also select the type of tube.



3 Select the desired tube. On the lower part of the screen, the path followed by this tube is shown. The path also shows the status of the tube at each point of the path. Completed locations appear differently from enabled locations.

Distributing a tube manually

Tubes containing samples can also be entered into the application manually.

Sometimes a tube is sent to a target by mistake or to an unnecessary target. This process can be reverted.

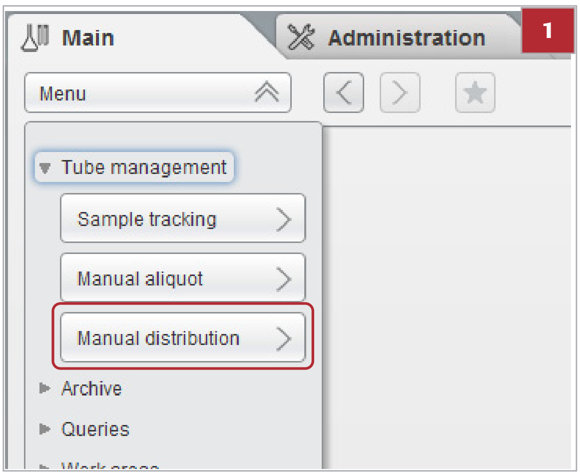
You can force a sample to pass through the instruments you choose.

You can change a tube's final location in the tray.

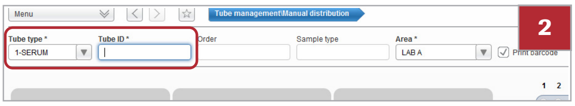
You can prevent a tube from being sent to a certain instrument or target.

- ☐ Ensure that you are in the **Lab Flow** module.
- ☐ Orders and tests must be created previously.
- ☐ Samples must be labeled or labels must be printed and attached to the tubes before proceeding.

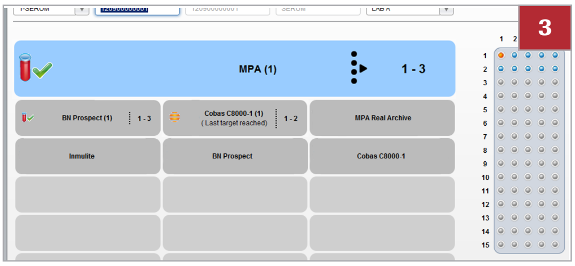
▸ To access the Manual distribution screen



1 Choose **Main > Tube management > Manual distribution**.



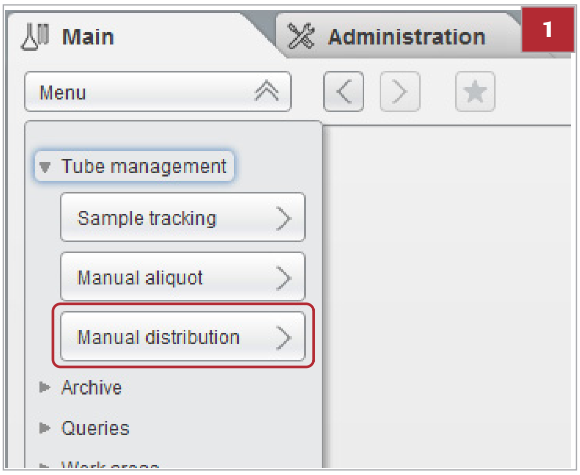
2 Fill in the mandatory fields: tube type, tube ID, and distribution area.



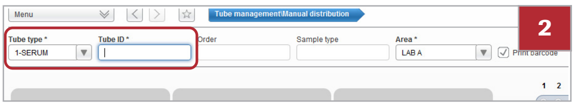
3 Press Enter.

- In color, at the top of the screen, you can see the tube's current location.
- On the left-hand side, you can see all the locations where the tube must go and the icons showing the corresponding statuses.
- On the right-hand side, you can see the tray where the tubes are placed.
- The blue positions are already occupied and the orange position indicates where the tube is to be placed.

To undo a target on the Manual distribution screen

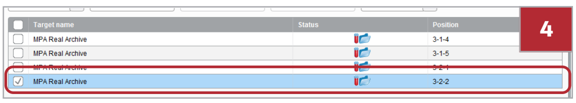


1 Choose **Main > Tube management > Manual distribution**.

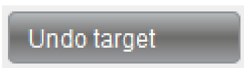


2 Fill in the mandatory fields: tube type, tube ID, and distribution area.

3 Choose the **Undo target** button.

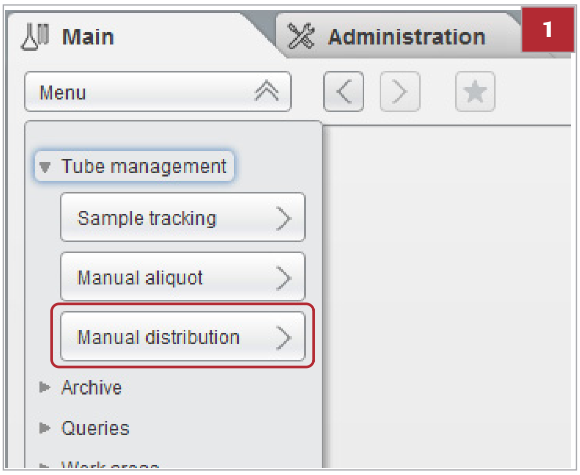


4 Choose the targets you want to undo.

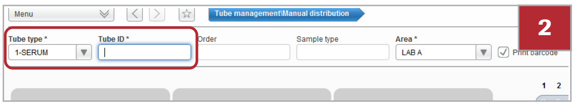


5 Choose the **Undo target** button.

To force a target on the Manual distribution screen

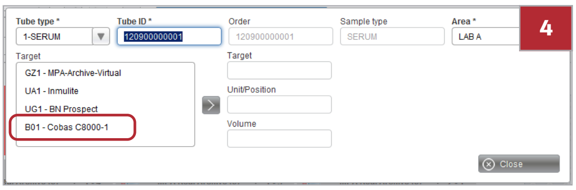


1 Choose **Main > Tube management > Manual distribution**.



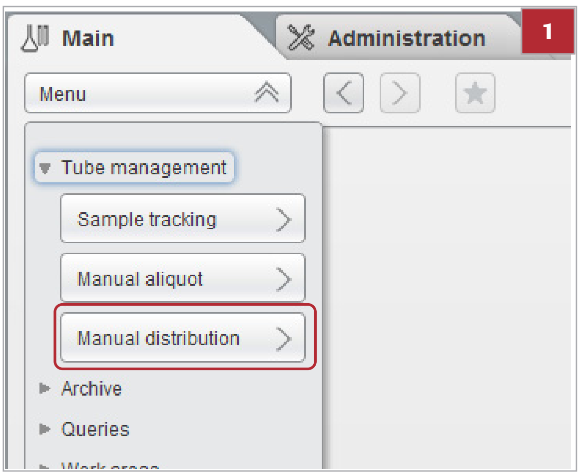
2 Fill in the mandatory fields: tube type, tube ID, and distribution area.

3 Choose the **Force target** button.

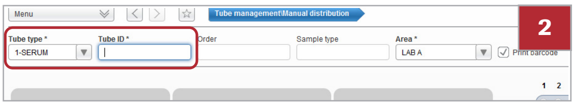


4 Double-click the target you want to force.

To change a tray on the Manual distribution screen

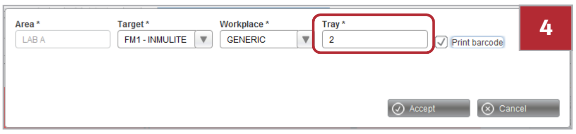


1 Choose **Main > Tube management > Manual distribution**.



2 Fill in the mandatory fields: tube type, tube ID, and distribution area.

3 Choose the **Tray change** button.

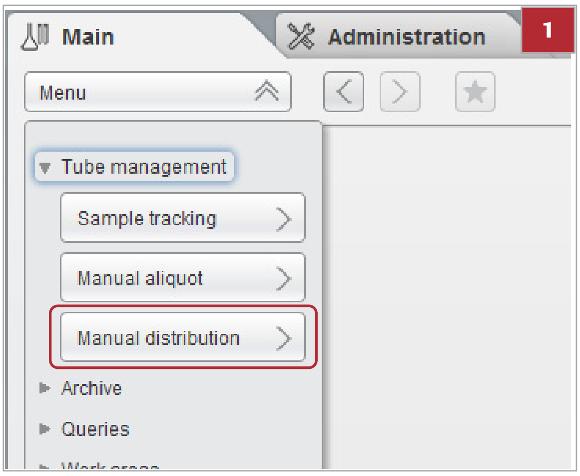


4 Select the desired target and, depending on the configuration, the next available tray is suggested.

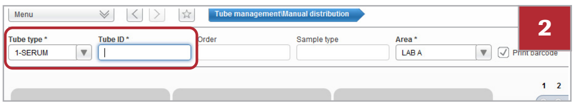
- It is possible to change the suggested tray and introduce a new one that is not in the system yet

5 Choose the **Accept** button.

Closing a target on the Manual distribution screen

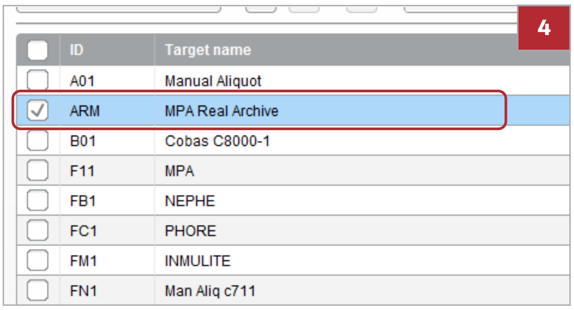


1 Choose **Main > Tube management > Manual distribution**.



2 Fill in the mandatory fields: tube type, tube ID, and distribution area.

3 Choose the **Close target** button.

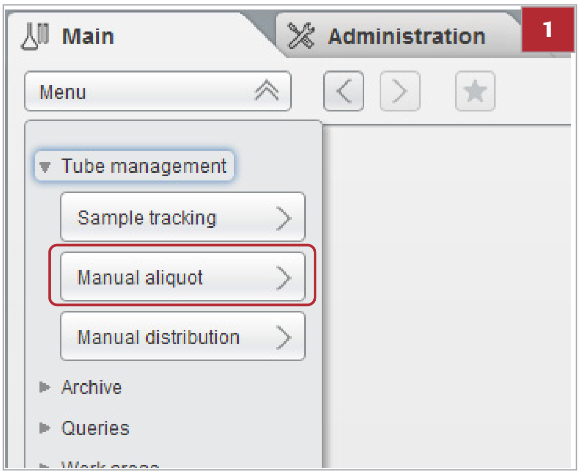


4 Select the target you want to close and choose the **Accept** button.

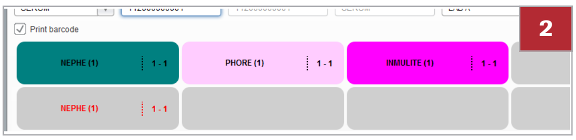
Managing manual aliquots

- ☐ Ensure that you are in the **Lab Flow** module.
- ☐ To print barcode labels for tubes generated during aliquoting, set the Print aliquot ID field of the targets to Automatic or Ask.

To manage manual aliquots

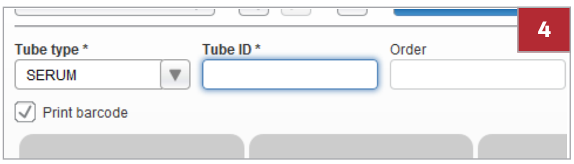


1 Choose **Main > Tube management > Manual aliquot**.



2 Ensure that the area and target are correct.

3 If labels must be printed, ensure that the barcode is correct.



4 Fill in the remaining mandatory fields.

5 Press Enter.

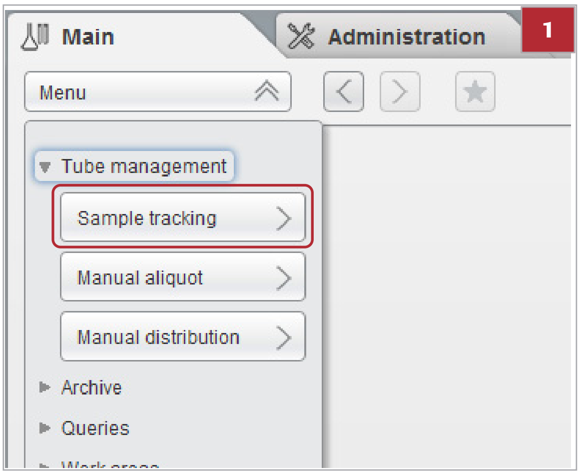
- The remaining aliquot targets appear in the grid different colors.
- Aliquots that have already been performed appear with a gray background and red text and their labels cannot be printed.

Viewing sample traces

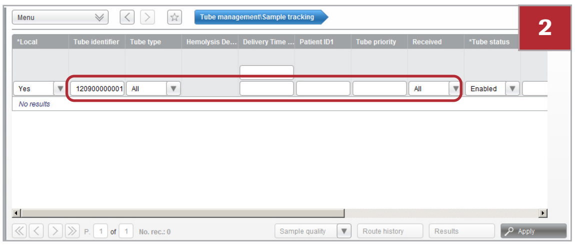
You can consult the trace of tests ordered in the application.

- ☐ Ensure that you are in the **Lab Flow** module.
- ☐ Orders and tests must have been created previously.
- ☐ Samples must be labeled or labels must be printed and attached to the tubes before proceeding.

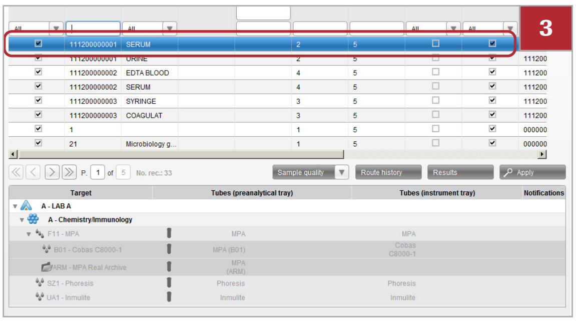
To view the trace of a sample



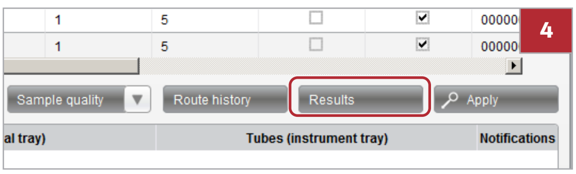
1 Choose **Main > Tube management > Sample tracking**.



2 To localize the desired tube, apply the necessary filters.



3 Select the desired tube.



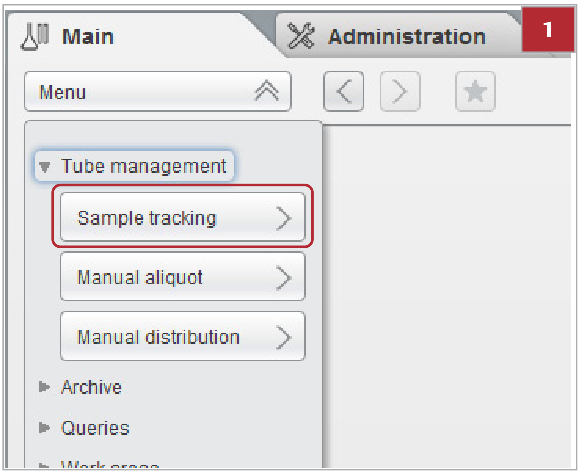
4 To view the sample trace, choose the **Route history** button.

Viewing sample results

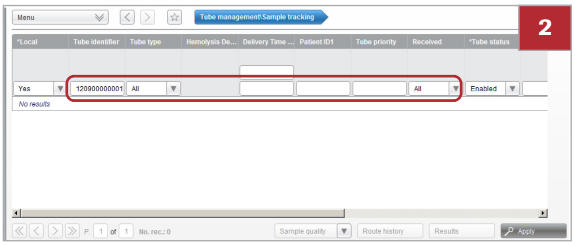
You can consult the results of tests ordered in the application.

- ☐ Ensure that you are in the **Lab Flow** module.
- ☐ Orders and tests must have been created previously.
- ☐ Samples must be labeled or labels must be printed and attached to the tubes before proceeding.

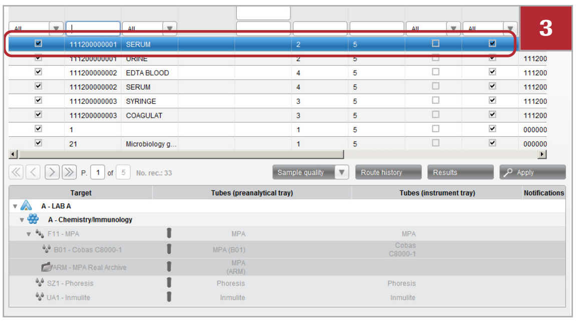
▶ To view the results of a sample



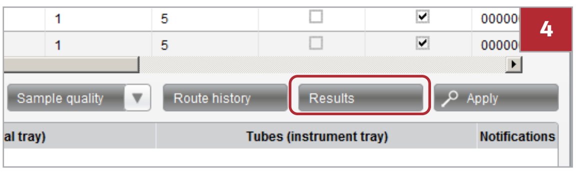
1 Choose **Main > Tube management > Sample tracking**.



2 To localize the desired tube, apply the necessary filters.



3 Select the desired tube.



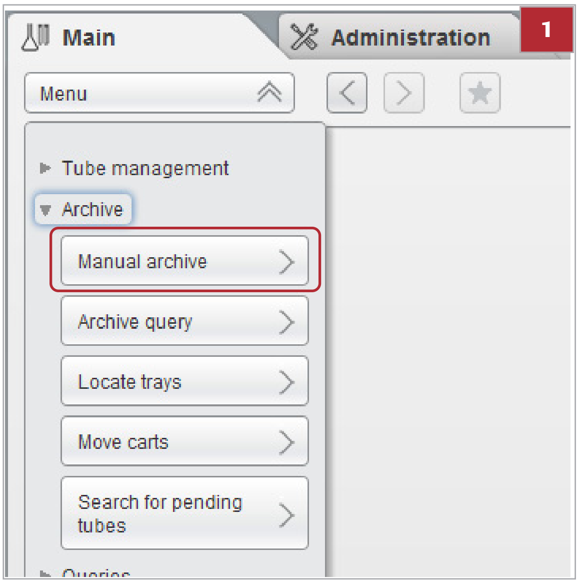
4 To view the current sample results, choose the **Results** button.

Archiving manually

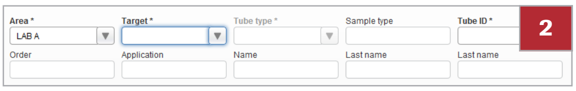
You can store samples in the archive manually.

- ☐ Ensure that you are in the **Lab Flow** module.
- ☐ Orders and tests must be created previously.
- ☐ Samples must be labeled or labels must be printed and attached to the tubes before proceeding.

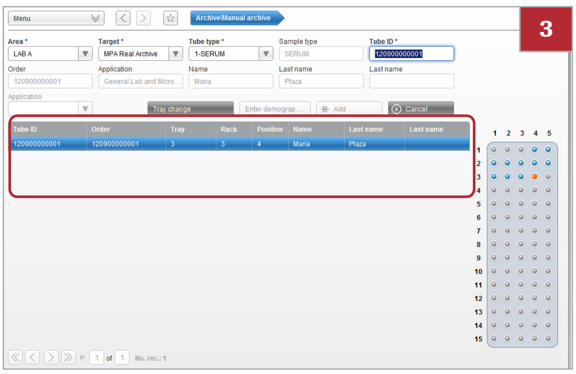
▶ To access the Manual archive screen



1 Choose **Main > Archive > Manual archive**.



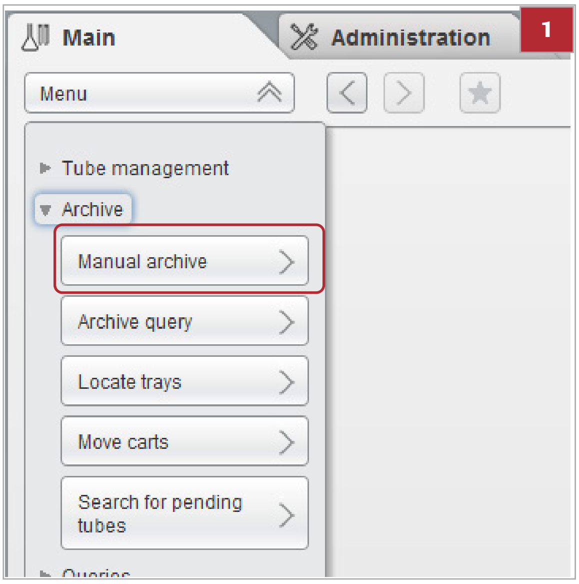
2 Fill in the mandatory fields.



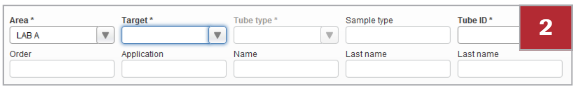
3 In the middle of the screen, there is a table containing the information necessary to archive the sample, and the position where it is placed in the tray.

- The position is configurable and therefore the image may change.

To change a tray on the Manual archive screen

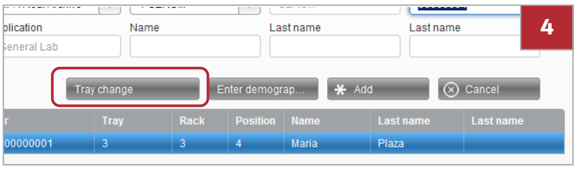


1 Choose **Main > Archive > Manual archive**.

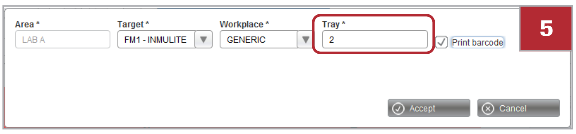


2 Fill in the mandatory fields.

3 Choose the **Apply** button or press **Enter**.



4 Choose the **Tray change** button.

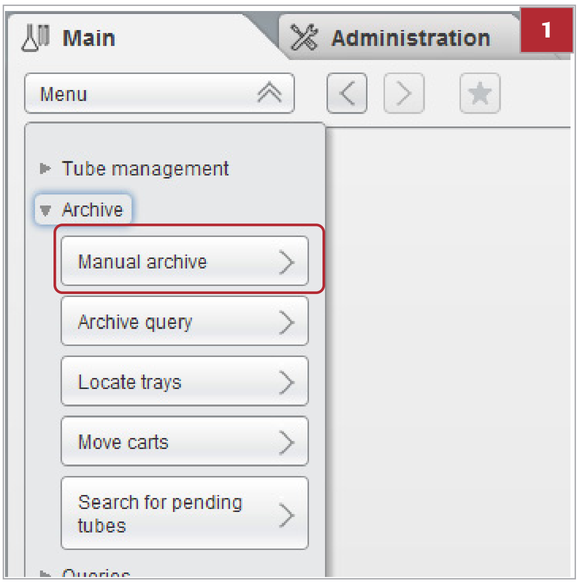


5 Select the desired target and, depending on the configuration, the next available tray is suggested.

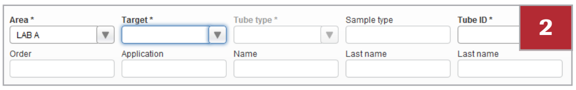
- It is possible to change the suggested tray and introduce a new one that is not in the system yet

6 Choose the **Accept** button.

To archive the same sample



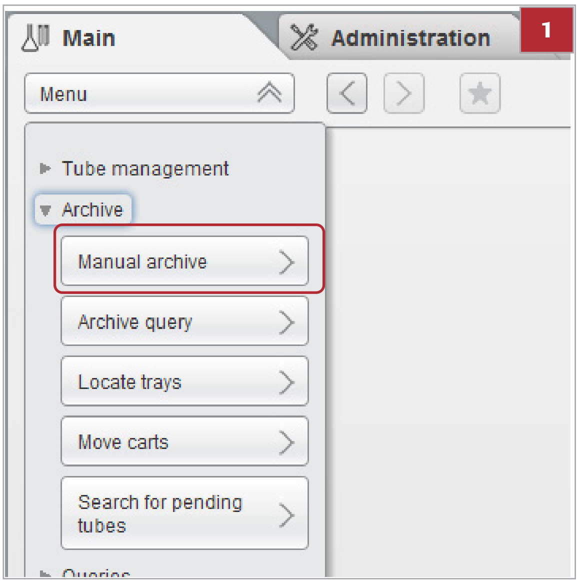
1 Choose **Main > Archive > Manual archive**.



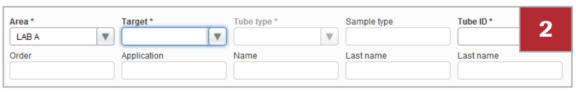
2 Fill in the mandatory fields.

3 Press **Enter** for every sample to be archived.

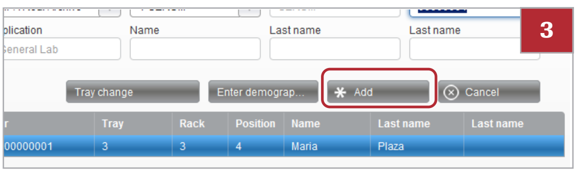
To archive an non-existent sample



1 Choose **Main > Archive > Manual archive**.



2 Fill in the mandatory fields. Enter the new tube ID and press **Enter**.



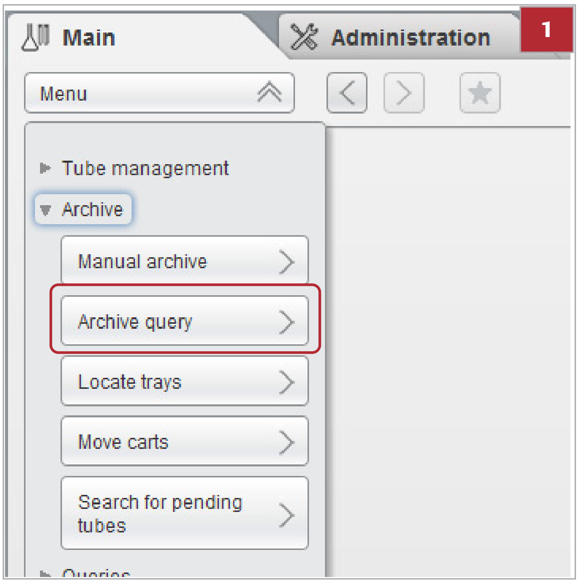
3 Choose the **Add** button.

Consulting an archive

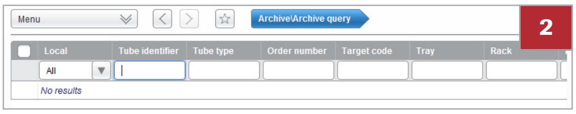
You can access and consult samples stored in the archive.

☐ Ensure that you are in the **Lab Flow** module.

▸ To access the Archive query screen



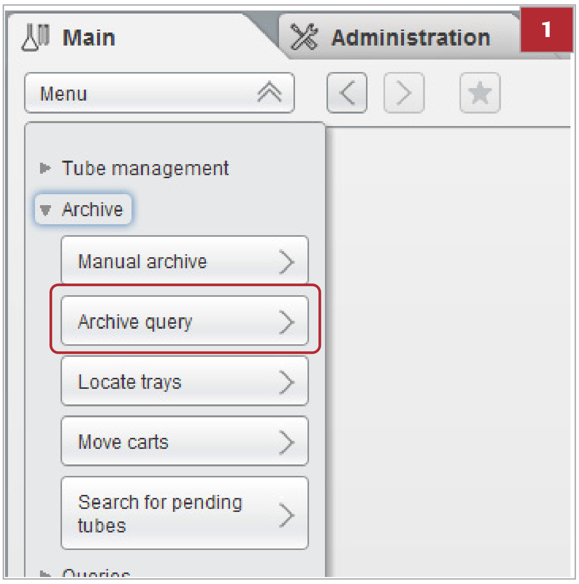
1 Choose **Main > Archive > Archive query**.



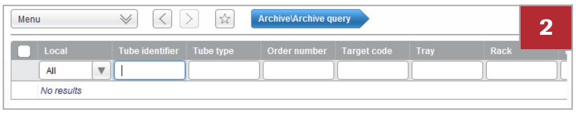
2 Enter the tube ID and the desired filters.

3 Choose the **Apply** button or press **Enter**.

To change a tray on the Archive query screen

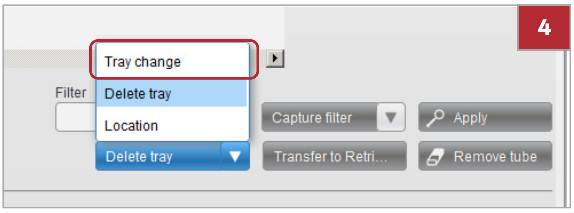


1 Choose **Main > Archive > Archive query**.

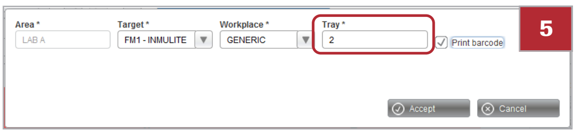


2 Enter the tube ID and the desired filters.

3 Choose the **Apply** button or press **Enter**.



4 Choose the **Tray change** button.

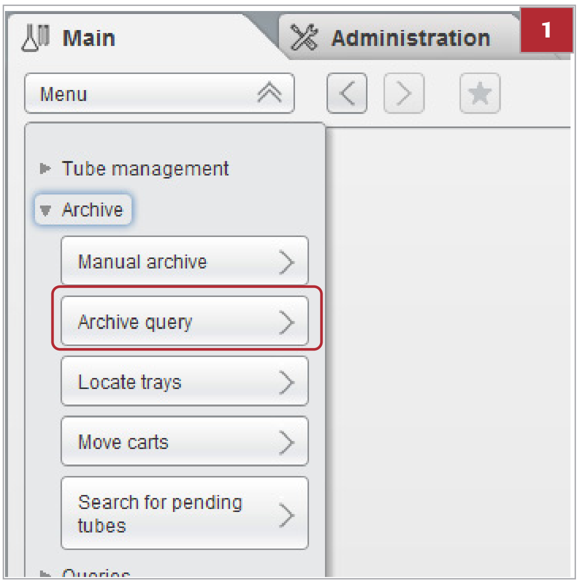


5 Select the desired target and, depending on the configuration, the next available tray is suggested.

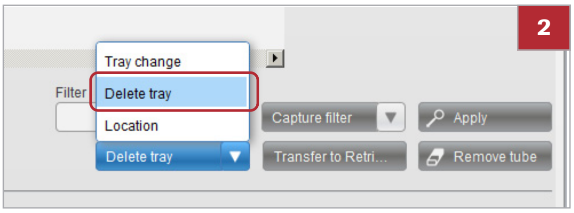
- It is possible to change the suggested tray and introduce a new one that is not in the system yet

6 Choose the **Accept** button.

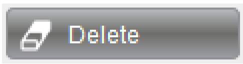
To delete a tray



1 Choose **Main > Archive > Archive query**.

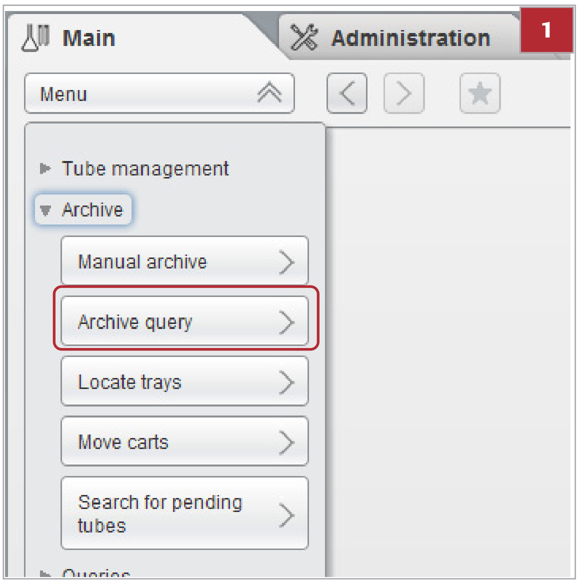


2 Choose the **Delete tray** button.

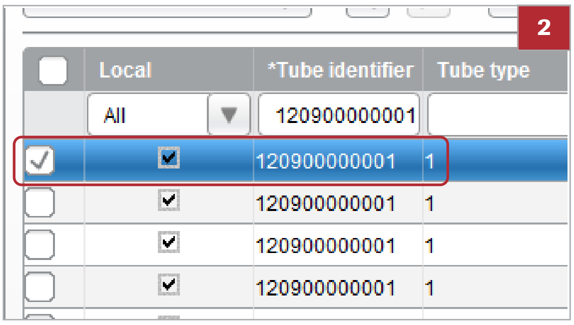


3 Select the tray you want to delete and choose the **Delete** button.

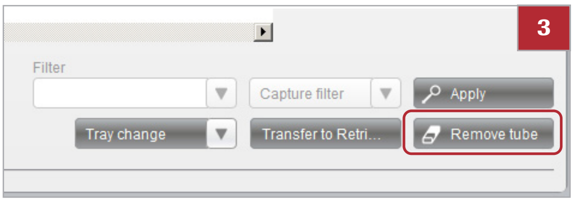
To remove a tube



1 Choose **Main > Archive > Archive query**.



2 Select the check box of the tube you wish to remove.



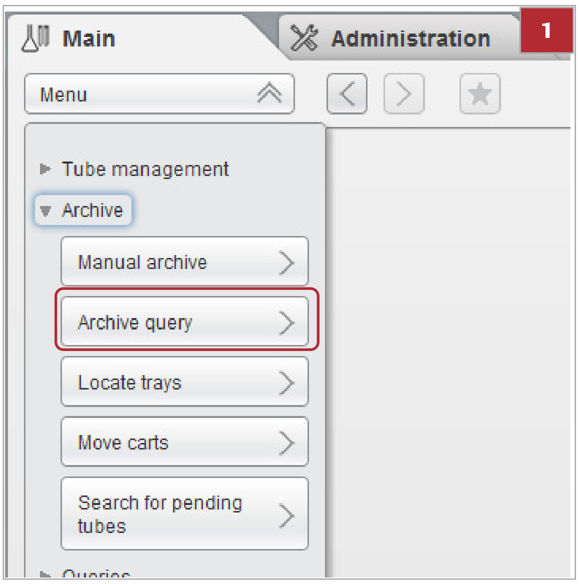
3 Choose the **Remove tube** button.

Retrieving a sample

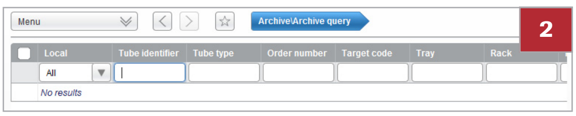
Sometimes samples must be recovered for further tests.

- ☐ Ensure that you are in the **Lab Flow** module.
- ☐ Samples must have been stored in the archive previously.

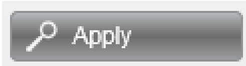
▸ To retrieve a sample from an automated archive



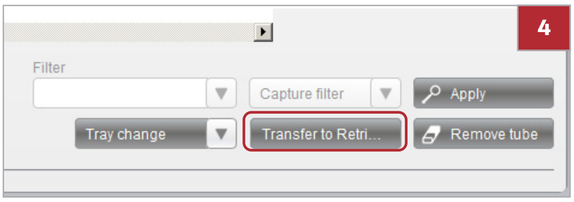
1 Choose **Main > Archive > Archive query**.



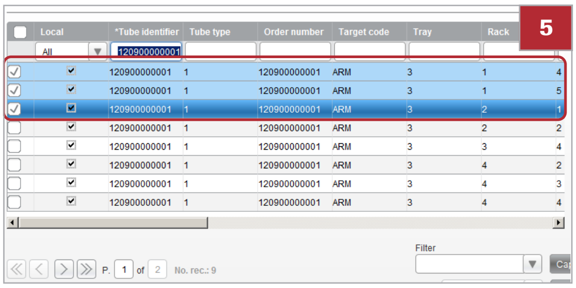
2 Enter the tube ID and the desired filters.



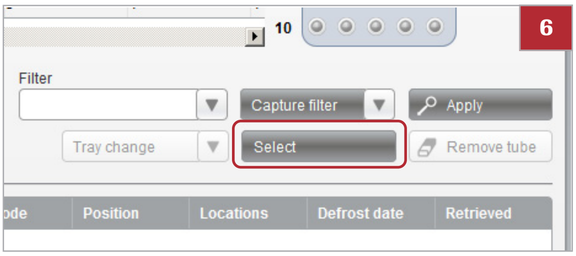
3 Choose the **Apply** button or press Enter.



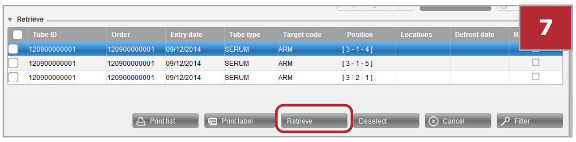
4 Choose the **Transfer to retrieve** button.



5 In the top part of the screen, select the desired tube.

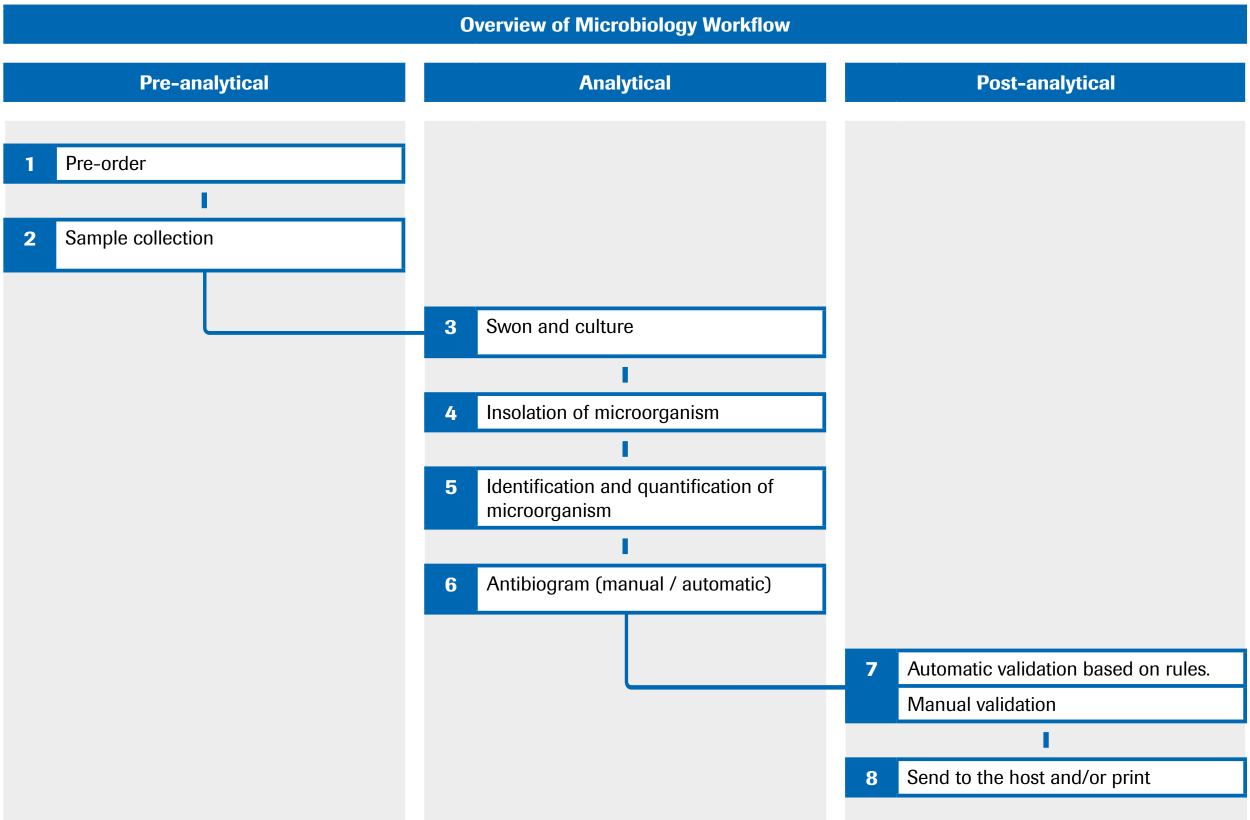


6 Choose the **Select** button. The tube moves to the lower part of the screen.



7 Select the tube to be retrieved and choose the **Retrieve** button. The tube disappears from the screen and the image of the tray.

Microbiology workflows



Overview of the Microbiology workflow

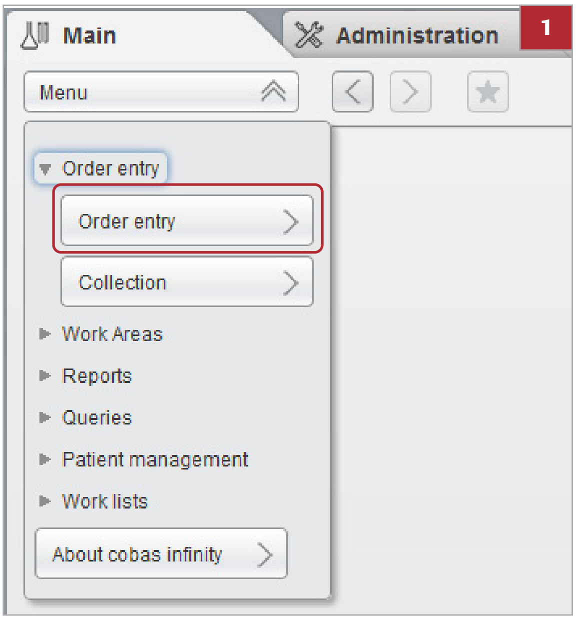
This section contains the workflows applicable to the **Microbiology** module.

Creating an order

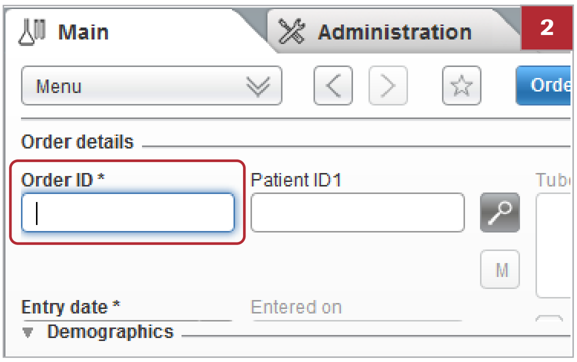
You can enter orders for tests be sent to the **Microbiology** laboratory using the order entry functionality.

- ☐ Ensure that you are in the **Microbiology** module.

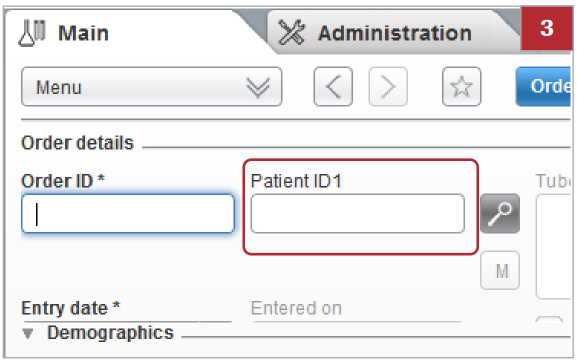
To create an order



1 Choose **Main > Order entry > Order entry**.

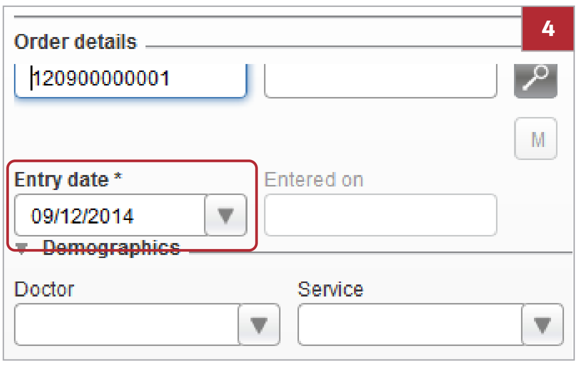


2 Enter the **Order ID** or one is assigned by default.

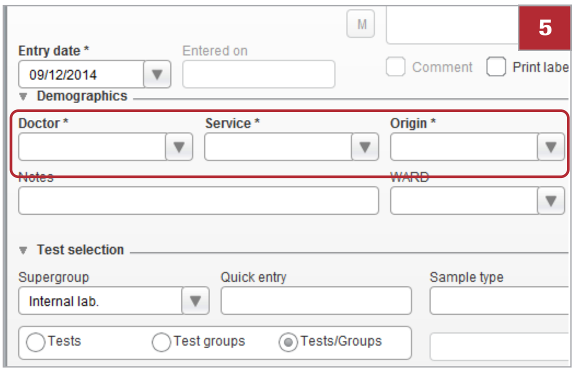


3 Enter the **Patient ID** if you know it. To search for it, use the button.

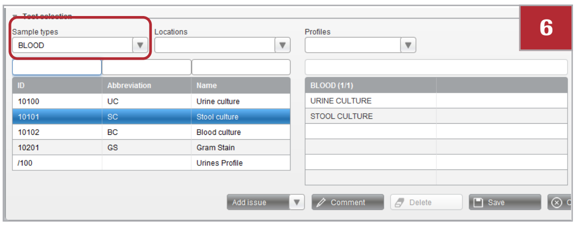
- You can also enter the patient's name and/or surname and press Enter to search for it.
- If it is a new patient, assign a Patient ID and choose the button or press Enter.
- Fill in the fields marked with an asterisk (*) and choose the **Accept** button.



4 From the drop-down list, choose the date.

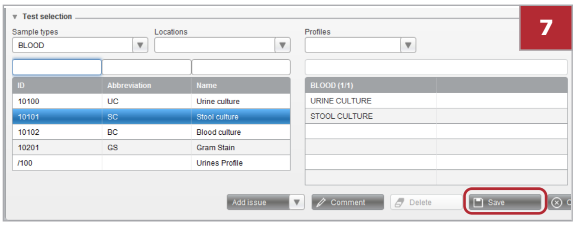


5 Fill in the **Demographics** marked with an asterisk (*).



6 From the **Sample type** drop-down list, choose the desired option to view the corresponding tests in the table below. To assign them to the table of tests to be performed, double-click the tests.

- You may also choose a location and profile. From the **Locations** and **Profiles** drop-down lists, double-click the tests to add them to the table of tests.



7 Choose the **Save** button.

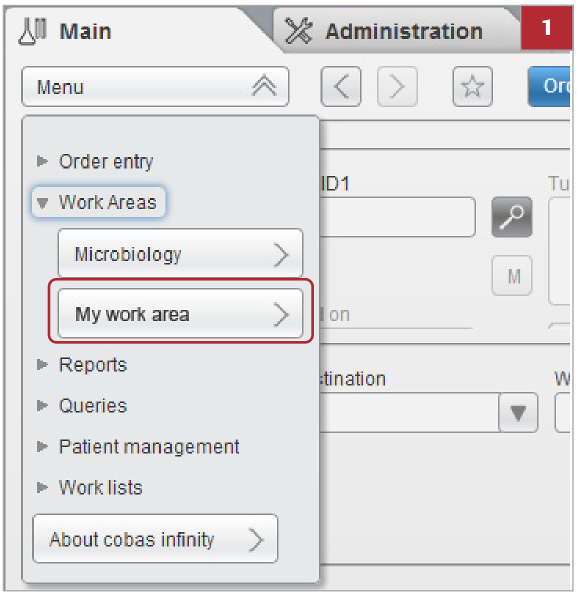
Using work areas

Entering and validating results from a work area

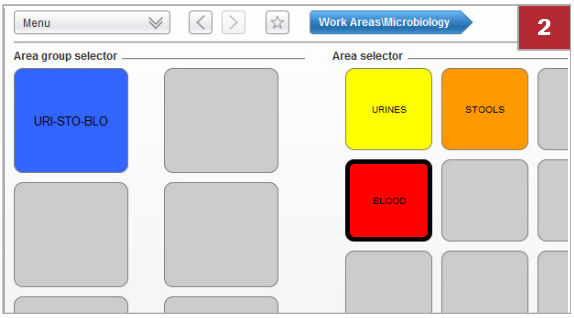
Once tests have been performed, you can enter and validate the results.

- ☐ Ensure that you are in the **Microbiology** module.
- ☐ The work area must have been configured previously.

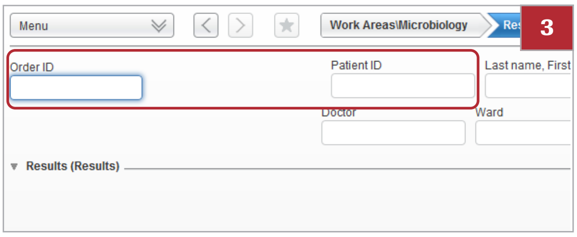
To enter and validate results from a work area



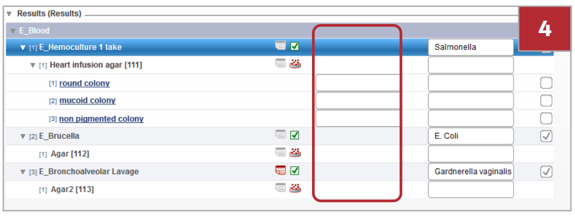
1 Choose **Main > Work areas** > My work area.



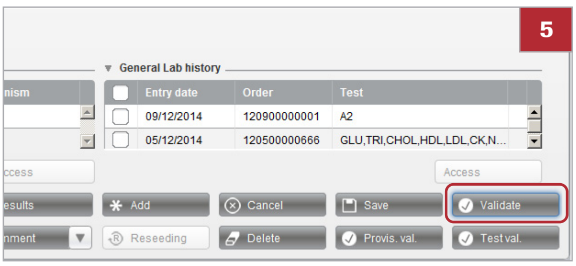
2 From the **Area group selector** or **Area selector**, choose where you want to enter the results and choose the **Results** button.



3 Enter the **Order ID** and the **Patient ID**.



4 Enter the results.



5 Choose the **Validate** button.

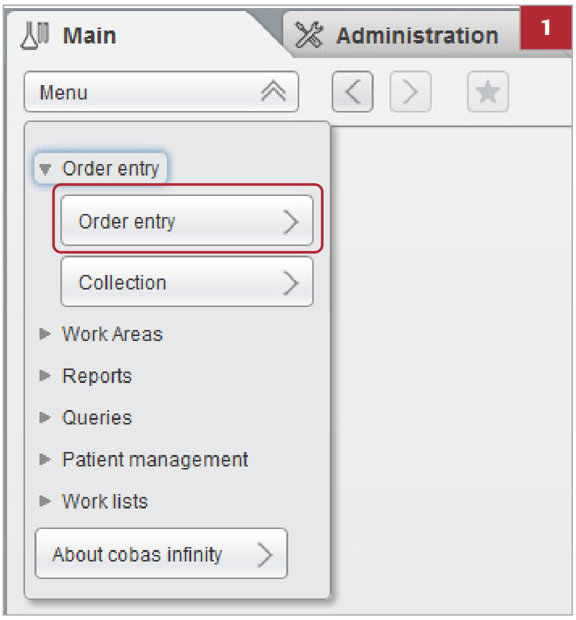
6 Choose the **Save** button.

Adding comments to tests, orders, or patients

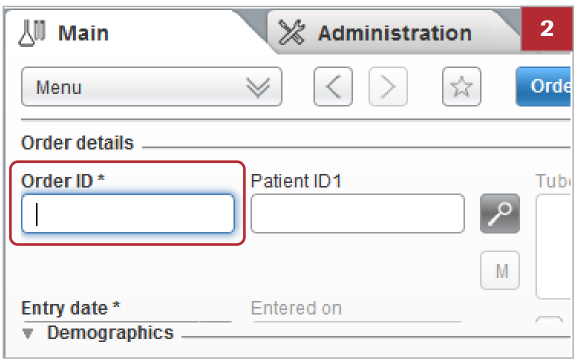
You can add information to a patient's record using the comment functionality.

☐ Ensure that you are in the **Microbiology** module.

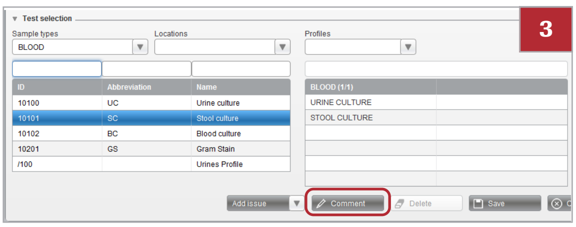
To add comments from the Order entry screen



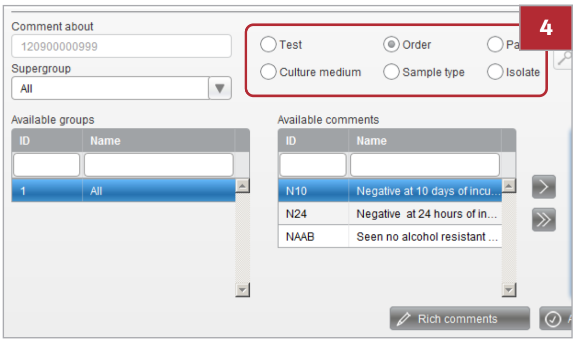
1 Choose **Main > Order entry > Order entry**.



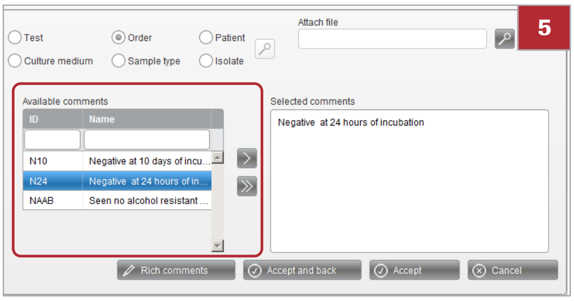
2 Enter the ID of the order you want to find and press Enter.



3 Choose the **Comment** button.

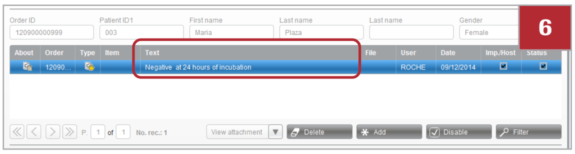


4 Select whether you want to add the comment to a **test**, **order**, **patient**, **culture medium**, **sample type**, or **isolate**.



5 Do at least one of the following:

- In the **Available comments** table, double-click the comments you want to add.
- In the **Selected comments** box on the right, enter your own comments.
- In the **Attach file** field, choose the button to search for a file to be added. Select the file and choose the **Accept** button.



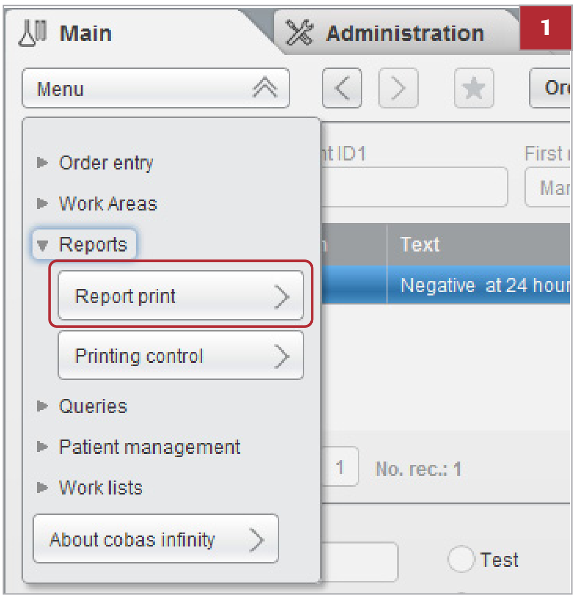
6 Choose the **Accept** button. In the top part of the screen, the comment is now visible.

Printing reports

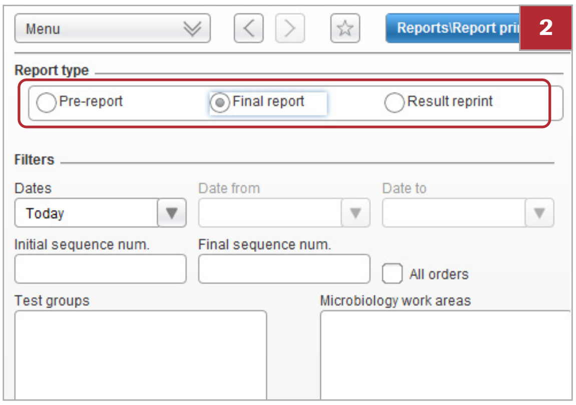
Once the tests have been performed and processed, a report can be given to the patient.

- ☐ Ensure that you are in the **Microbiology** module.
- ☐ A **Pre-report** can always be printed.
- ☐ A **Final report** can only be printed if the tests have been medically validated.
- ☐ A **Result reprint** can only be printed if a **Final report** has been created previously.

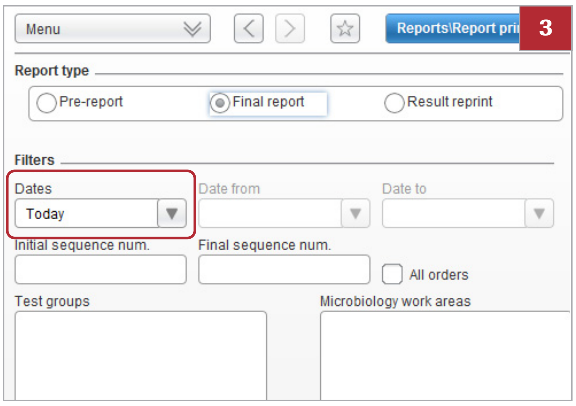
▶ To print reports from the Result entry screen



1 Choose **Main > Reports > Report print**.

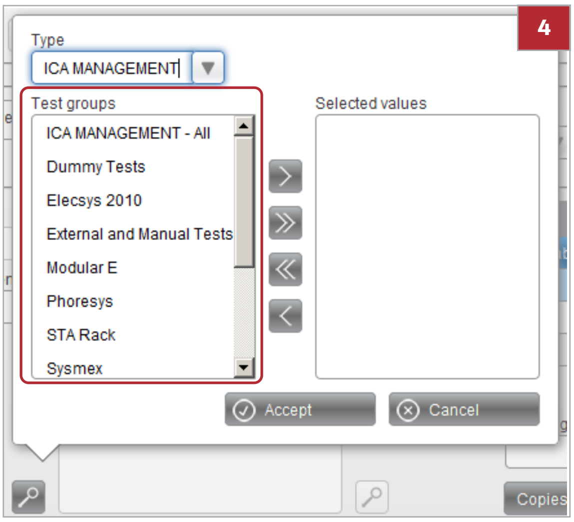


2 Select either the **pre-report**, **final report**, or **result reprint** option.

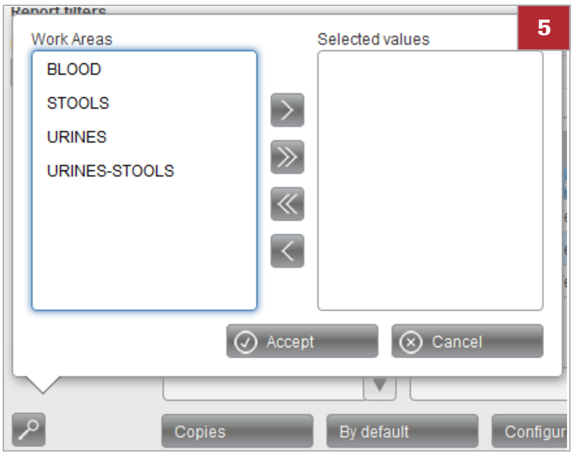


3 From the drop-down list, choose the date the order was created. Enter the order sequence numbers.

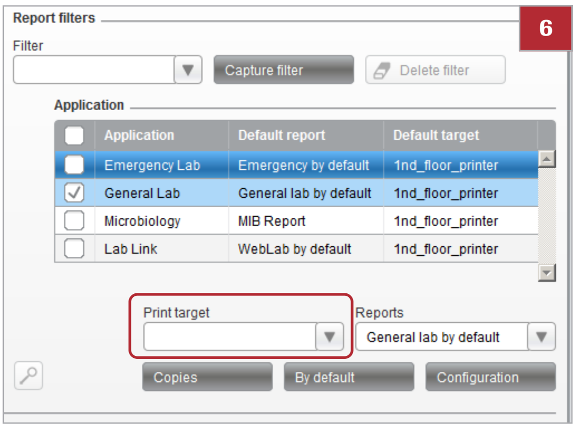
The order sequence number is contained in the **Order ID** (prefix)+(date)+order sequence number+(suffix). The data in brackets are optional.



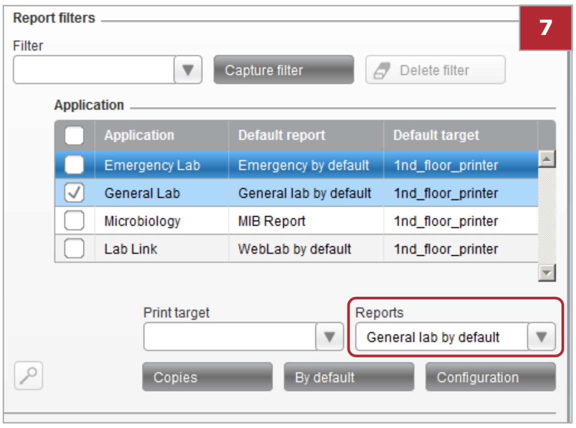
4 To select the desired **Test groups**, choose the button. From the type drop-down list, choose the desired option. Double-click the test groups you want to print and choose the **Accept** button.



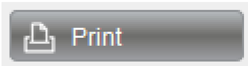
5 Choose the button and double-click the desired **Microbiology** work areas. Choose the **Accept** button.



6 From the drop-down list, choose the **Print target**.



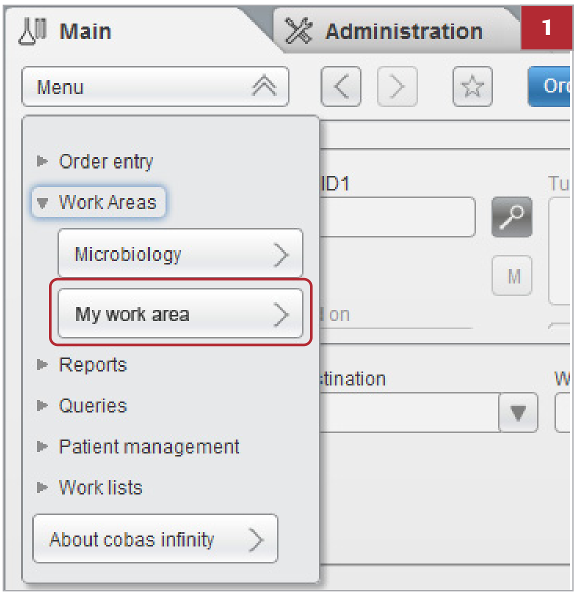
7 From the **Reports** drop-down list, choose the desired template.



8 On the bottom right of the screen, choose the **Print** button to access the printing control page.

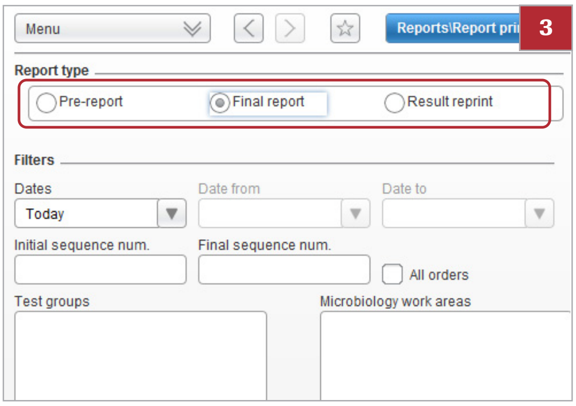
- If you selected PDF as the print target, you can double-click the button to view the report on screen.

To print reports from the Work areas screen

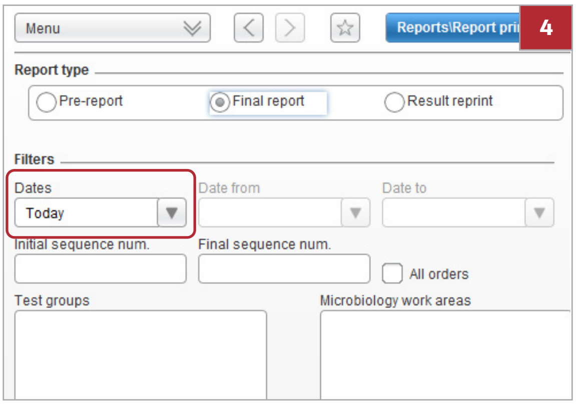


1 Choose **Main > Work areas** > My work area.

2 Choose the **Reports** button.

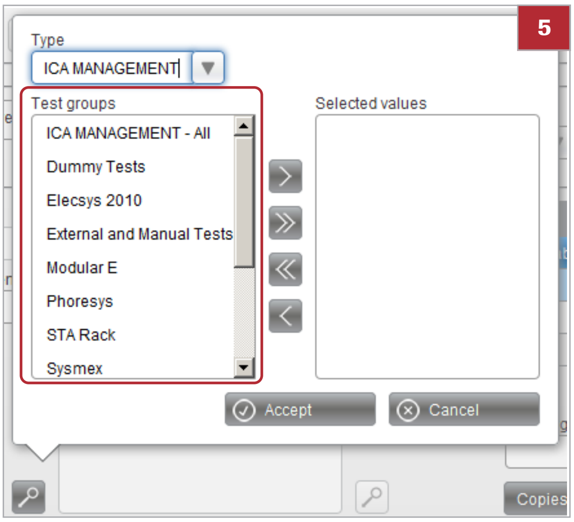


3 Select either the **pre-report**, **final report**, or **result reprint** option.

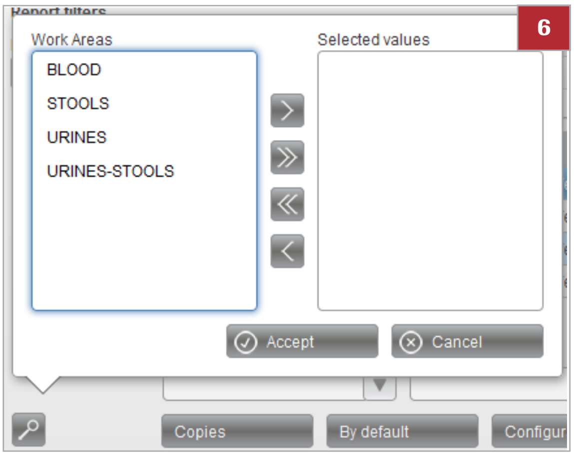


4 From the drop-down list, choose the date the order was created. Enter the order sequence numbers.

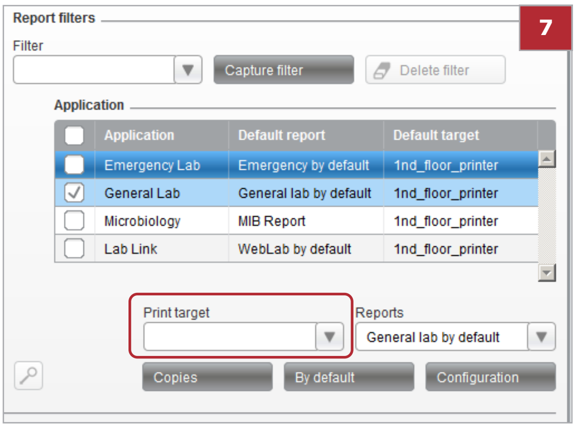
The order sequence number is contained in the **Order ID**: (prefix)+(date)+order sequence number+(suffix). Data in brackets are optional.



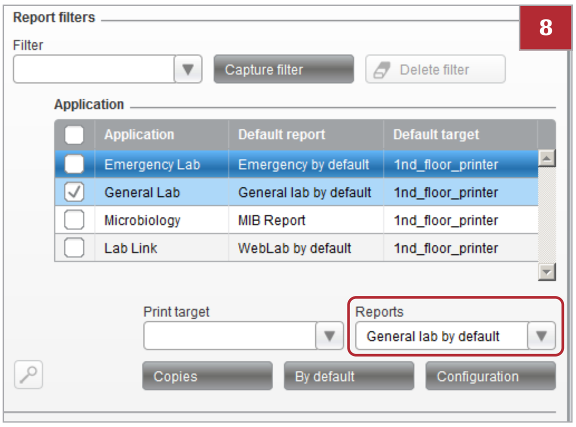
5 Choose the button. From the drop-down list, choose the type of test group and double-click the desired ones. Choose the **Accept** button.



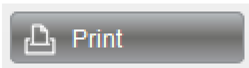
6 Choose the button. Double-click the desired **Microbiology** work areas. Choose the **Accept** button.



7 From the drop-down list, choose the **Print target**.



8 From the **Reports** drop-down list, choose the desired template.



9 On the bottom right of the screen, choose the **Print** button.

- If you selected PDF as the print target, you can double-click the button to view the report on screen.