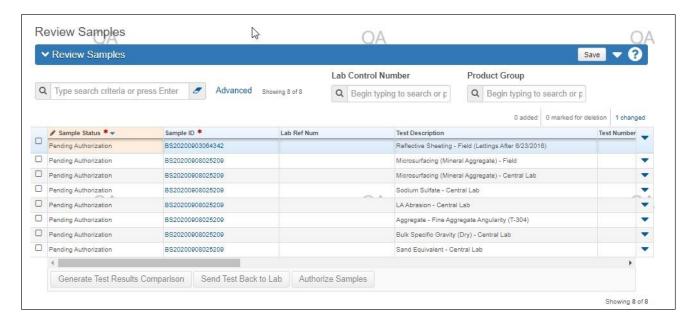


Review Samples - QRG

Review Samples is a queue where all the tests of a Sample Record can be reviewed as a whole to assess whether the record is Complete, should be marked as Fail, can be Authorized, or if any of the tests need to be sent back through the testing process.

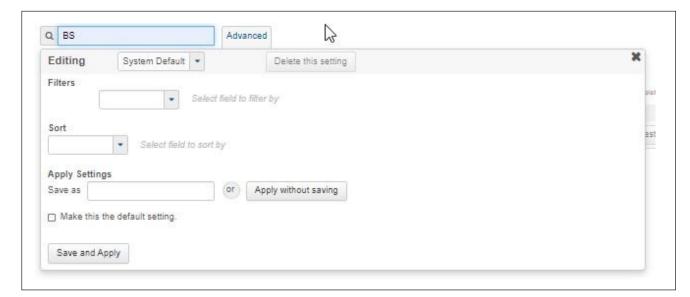
This QRG gives instructions on how to review samples through the Review Samples queue.



Instructions on reviewing a Sample Record:

- Filtering the queue
 - ☐ Begin by narrowing the queue to just the Sample Record tests that are to be completed.

 This can be done by Sample Record or can be narrowed to a test using the filter function.

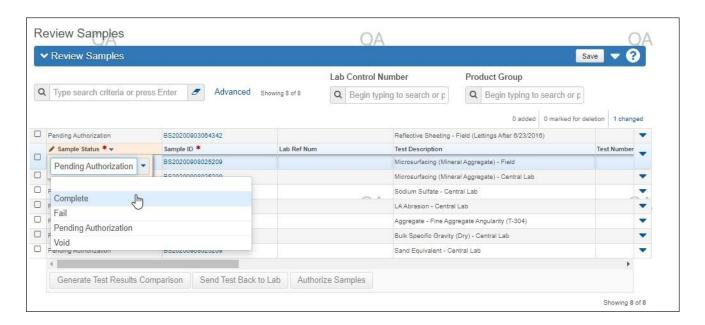




Review Samples - QRG

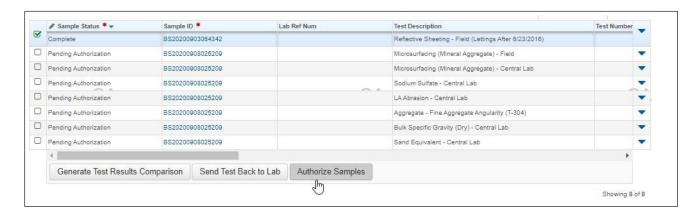
Sample Status

- ☐ The column of Sample Status indicates what stage the Sample Record is in.
- Select the Sample Status field of any of the Sample Record test rows and a select the appropriate Sample Record status of Complete or Fail, then click on Save when complete.
- □ A selection of Void will set the status to Void.



Authorize Sample

- On the left side of the Sample Record test row, check the box for at least one test of each Sample Record intended to be authorized.
- □ Select "Authorize Sample" at the bottom of the queue.
- ☐ The Sample Record will then be Authorized, locked, and will disappear from the Review Samples gueue, no further action is needed once the record is Authorized.





Review Samples - QRG

- Send Test Back to Lab
 - □ On the left side of the Sample Record Test row, check the box for all tests to be sent back to Lab for correction.
 - □ Select "Send Test Back to Lab" at the bottom of the queue.
 - ☐ The tests will then be pushed back to the Review Tests queue and will disappear from the Review Samples queue.

