Starting/Stopping Autofiling

Purpose

This procedure provides instructions for STARTING/STOPPING AUTOFILING. This function allows lab staff to stop and restart autoverification when the need arises.

Policy Statements

This procedure applies to all laboratory personnel responsible for rapidly suspending autoverification in the event of problems such as QC failures, test method, analytic instrument, or the autoverification program.

Procedure

Follow the activities in the table below for STARTING/STOPPING AUTOFILING:

Step	Action	Related Document
1	Log into SmarTerm.	
2	Go to function IXAF. Press Enter.	
3	Type the Method Code. Press Enter.	
4	Select Option 7 (Activate/Deactivate Autofiling). Press Enter.	
5	At the prompt Tech code to be filed with autofiled results, type the autofile tech code. Press Enter. (See the related document or Search for the autofile tech code in MIQ option 11 by entering =AUTO.)	Autofile devices and Tech Codes
6	a. To STOP autofiling - At the prompt Deactivate autofiling (Y/<N>), type Y. Press Enter. b. To START autofiling – At the prompt Activate autofiling (Y/<N>), type Y. Press Enter.	
7	To accept your choice, type A.	

References

Sunquest manual
LIS 2.1 Autofiling Results]

Appendices

Autofile Devices and Tech Codes.xls

Training Plan/ Competency Assessment

New employee Training
LIS Competency

Historical Record

Version	Written/Revised by:	Effective Date:	Summary of Revisions
1	R Gulke	1/20/2007	Initial Version
2	R Gulke	03/14/2013	Online Version
3	R Gulke		