|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Entering Products Transferred from Other Children’s Site** | | | | | |
| **Purpose** | This procedure provides the Sunquest instructions entering products into inventory if transferred from the other Children’s sites. | | | | |
| **Procedure** |  | | | | |
|  | **Step** | Action | | | |
|  | 1 | Log into the Gateway choosing location: R for Mpls, SP for STP and open the Blood Status Update folder from the All or Blood Bank tab.  Note: Location B-Mpls and Location BS-STP may be used as alternate locations. | | | |
|  | 2 | In the Update Option box select In Transit to Inventory | | | |
|  | 3 | In the Unit # box, scan or enter the unit number. | | | |
|  | 4 | Select or scan in the component type in the Component box if prompted. | | | |
|  | 5 | Enter the date and time or TAB through the fields.  In the New Status box, INV should default. | | | |
|  | 6 | Enter Temperature of unit, unit temperature needs between 1-10°C. | | | |
|  | 7 | Press TAB and enter the Pass Visual Inspection information. | | | |
|  | 8 | Free Text the Reason for the transfer.  Then click on ADD. | | | |
|  | 9 | Click Unit Location and Select either MIN or STP for unit’s new location | | | |
|  | 9 | Click on Save. | | | |
|  | 10 | Repeat steps for each unit received. | | | |
|  |  | | | | |
| **References** | Sunquest Users Manual, current edition | | | | |
| **Approval**  **Workflow** | Transfusion Service/Technical Specialist | | | | |
|  |  | | | | |
| **Historical Record** | **Version** | | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
| 1 | | J. Wenzel | 7/2001 | Initial Version |
|  | 2 | | J. Wenzel | 2/20/2003 |  |
|  | 3 | | J. Wenzel | 3/6/2007 | Gui format |
|  | 4 | | J. Wenzel | 2/19/2009 | Online format |
|  | 5 | | S. Cassidy | 5/11/2012 | Renumbered from TS 7.13 to TS 7.11 |
|  | 6 | | S. Cassidy | 7/22/14 | Removed codabar references |
|  | 7 | | S. Cassidy | 07/12/2021 | Added steps for unit location for new one HID |