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| **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. |
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| **References** | Sunquest Users Manual, current edition |
| **Approval****Workflow** | Transfusion Service/Technical Specialist |
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| **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 |