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| **Ordering Test Manually in IH-500** |
| **Purpose** | This procedure provides instructions to ensure that tests to be performed on the IH-500 are ordered correctly when entered manually using the IH-500 software. |
| **Procedure** |  |
|  | **Step** | Action |
|  | 1 | If samples are loaded on the IH-500 with no associated tests, the “Sample Management” button at the button of the screen in the IH-500 software will turn red once the sample barcode is read. Alternatively, there is an options setting which will associated predetermined assay(s) to samples without request automatically on designated racks. |
|  | 2 | Select the “Samples Management” window. |
|  | 3 | The window will list the sample(s) without requests and the available assays or profiles that can be assigned. |
|  | 4 | Assign the test(s):1. Select the sample(s) from the list.
2. Select a profile or assay to be ran from the list

1. Select the “Confirm” button.

1. Select “Back” to return to the main screen.

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|  | 5 | The sample(s) will be removed from the “Samples Management” list and added to the “Tests in Progress” queue.If no resources are missing, the run starts after a few seconds and it is possible to monitor the progress state of each test, in the TEST IN PROGRESS screen. |
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| **Limitations** | To assign a test or a group of tests to a sample(s) in IH-500, a profile for the test or group must have been created on the IH-500 first. |
| **References** | 1. IH-500 User Manual NA V1.0-07/2017, Chapter 8, Section 8.3.3 page 136
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| **Approval****Workflow** | Transfusion Service/Lab Director |
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| **Historical Record** | **Version** | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
| 1 | S. Cassidy | 02/17/2023 | Initial Version |