|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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. | | | |
|  | 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. | | | |
|  |  | | | | |
|  |  | | | | |
| **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 | | | | |
| **Approval**  **Workflow** | Transfusion Service/Lab Director | | | | |
|  |  | | | | |
| **Historical Record** | **Version** | | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
| 1 | | S. Cassidy | 02/17/2023 | Initial Version |