Government of Northwest Territories | Gouvernement des Territoires du Nord-Ouest

SCC-LIS_TIP OF THE WEEK

MODULE: SoftLab/SoftMic	SOFTWARE VERSION: 4.0.8
TOPIC: Modify Collection Information	ISSUE DATE: 06Jan2017
DISTRIBUTION: End Users_All	PAGE: 1 of 1
ISSUED BY: M-L Dufresne, Territorial LIS Administrator	

TOPIC/QUESTION:

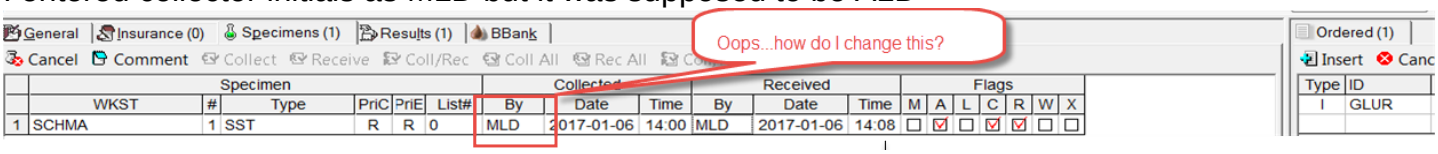
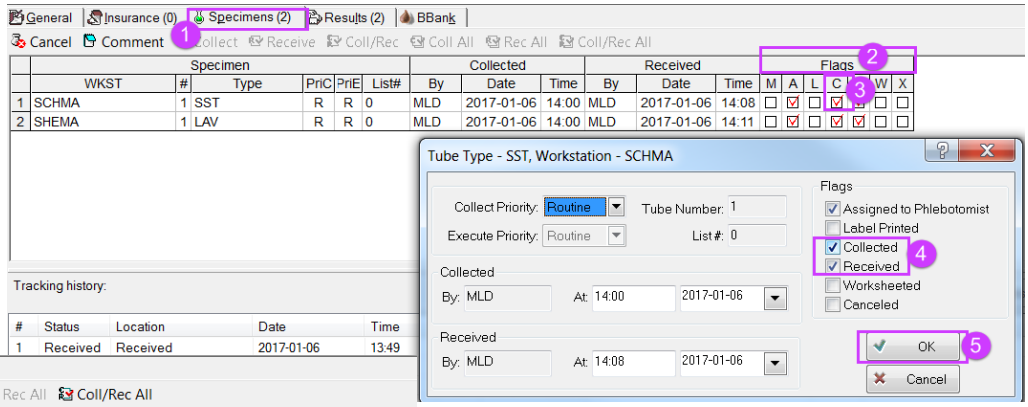
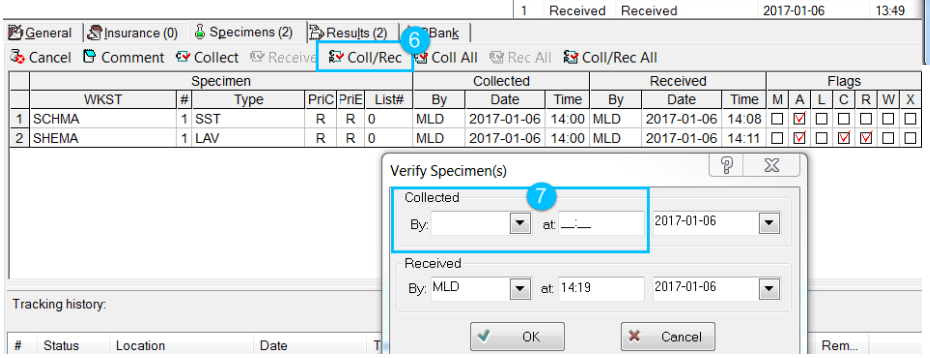
While in Order Entry I made a mistake entering the collector initials, collection date or collection time. How do I fix it?

ANSWER/TIP:

You need to take the Collected Flag and Received Flag Off the required specimen then hit the appropriate collect/receive button to re-enter the information fresh.

EXAMPLE:

I entered collector initials as MLD but it was supposed to be ALD



1-OE Specimens Tab
2-Locate "Flag" Section
3-Double Click on the "C" Checkbox on the line that contains incorrect data
4-Take "C" and "R" checkmarks out
5-Say "OK"
6-Click Coll/Rec Button Again
7-Collection Box will come up allowing you to overwrite/correct the information