**PURPOSE:**

The purpose of this procedure is to instruct on how to ad-hoc print or fax reports. Reports can be ad-hoc printed in most areas of the LIS where the Printer icon is available . Order Entry, Result Entry, Micro Query, Lab Query, Instrument Menu are all areas in the LIS where Instant reports can be generated for ad-hoc printing and faxing

**PROCEDURE INSTRUCTIONS: Ad-hoc Report Printing and Faxing**

Follow the steps in the table below to ad-hoc print or fax a report

|  |  |
| --- | --- |
| **Step** | **Action** |
|  | Ensure you are on the correct order number  |
|  | Hit the Printer icon* Select the Instant Report option C:\Users\adarrach\AppData\Local\Temp\SNAGHTML4e6241c.PNG
 |
|  | Instant Report Dialog box will display* Use “Print To:” drop down arrow to view available network printers
 |
|  | **IF** | **THEN** |
| Destination has a networked printer listed | Select the correct printer and hit OK to send the report. You are done. A report with your initials in the footer should be visible in Softmedia confirming that you have sent an adhoc report. |
| Destination does not have a networked printer listed  | Hit the “Fax To…” button to send via fax* Go to step 5
 |
|  | When the fax browser dialog box displays – ensure the “Display Warning” checkbox is checked |
|  | Using the column labelled “Location” - find the correct ward/location * To sort that column alphabetically – click on the header “Location”

 |
|  | Verify the fax number is correct (if available) |
|  | **IF** | **THEN** |
| You have a fax number but don’t know the location | Sort the display by Phone number and numerically find the number |
|  | Highlight correct location and hit OK |
|  | The Fax Warning box will display so users can double check the location is correct before the fax is sent |
|  | **IF** | **THEN** |
| The Fax Warning box does not display | The display warning box was not checked – the fax was sent without verification |
| The fax number/destination is incorrect | Hit Cancel and repeat steps 6-10 |
| The fax number/destination is CORRECT | Hit OK You are done. A report with your initials in the footer should be visible in Softmedia confirming that you have sent an adhoc report. |

**REFERENCES:**

SCC SoftComputer. (2016, April). *SoftLab Laboratory Information System Version 4.0.8 User Manual(1st edition)*.

**REVISION HISTORY:**

|  |  |  |  |
| --- | --- | --- | --- |
| **REVISION** | **DATE** | **Description of Change** | **REQUESTED BY** |
| 1.0 | 31AUG11 | Initial Release | Darrach (A)Dufresne (M-L) |
| 2.0 | 11JUL2018 | Updated screenshots, more general procedure, new document number | LISADMIN |
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