NORTHWEST TERRITORIES Health and Social Services Authority	Stanton Territorial Hospital P.O. Box 10, 550 Byrne Road YELLOWKNIFE NT X1A 2N1	Document Number: MIC60100		
		Version No: 1.0	Page: 1 of 3	
		Distribution:		
		Microbiology Quality Control Manual		
Services Authonity		Effective:		
Document Name: Opening and Closing Lot Numbers in TQC		Date Reviewed:		
		Next Review:		
Approved By:		Status: DRAFT		

PURPOSE: To provide instructions on how to open and close lot numbers and change Active and Not Active status in TQC.

PROCEDURE INSTRUCTIONS:

Step	Action				
	From the "Launch Bar", select "Open Lot" in the "Inventory" tab:				
1	and bits Image: Comparison of the second				
2	In the "Search" window, in the drop down menu, select "Lot Number" and enter the lot number for the required record. Select "Find" Search Lot Number 2423253 Find				
3	The lot number will be displayed in the table:				

NOTE: This is a controlled document for internal use only. Any documents appearing in paper form are not controlled and
should be checked against electronic version prior to use.FILENAME:Print Date: 07/02/2019 2:35:00 PM

	Select "Open Selected Lo	ts' to open and activa	te the lot number			
4		Open Selected	Lots			
	Once the new lot number has been opened, the previous active lot number must be					
	closed. This option will pop up when the lot number is opened:					
5	Total QC At least one other Active lot record exists for the QC items of the lot records selected. Would you like to close the record(s)? Yes No					
	Select "Yes" and the previous active lot number will be displayed. Select the lot					
	number:					
	Open Lot Close Lot					
	Select	Lot Number	QC Item ID	QC Item Name		
		349755	MCAT	M. CAT-CONFIRM		
		349755	MCAT	M. CAT-CONFIRM		
6	If there were two shipments	349755 s of the same lot numb	MCAT	M. CAT-CONFIRM		
6	If there were two shipments need to be closed. When y	349755 s of the same lot numb you select " Yes " both	MCAT	M. CAT-CONFIRM		
6	If there were two shipments need to be closed. When y both:	349755 s of the same lot numb you select " Yes " both	MCAT	M. CAT-CONFIRM		
6	If there were two shipments need to be closed. When y both: Open Lot Close Lot	349755 s of the same lot numb you select " Yes " both	MCAT	M. CAT-CONFIRM		
6	If there were two shipments need to be closed. When y both: Open Lot Close Lot Select	349755 s of the same lot numb you select " Yes " both	MCAT ber entered into lot numbers will QC Item ID	M. CAT-CONFIRM		
6	If there were two shipments need to be closed. When y both: Open Lot Close Lot Select	349755 s of the same lot numb you select " Yes " both Lot Number 123456	MCAT ber entered into lot numbers will QC Item ID AC	M. CAT-CONFIRM		
6	If there were two shipments need to be closed. When y both: Open Lot Close Lot Select	349755 s of the same lot numb you select " Yes " both Lot Number 123456 123456	MCAT ber entered into lot numbers will QC Item ID AC AC	M. CAT-CONFIRM		
6	If there were two shipments need to be closed. When y both: Open Lot Close Lot Select	349755 s of the same lot numb you select " Yes " both Lot Number 123456 123456	MCAT ber entered into lot numbers will QC Item ID AC AC	M. CAT-CONFIRM		
6	If there were two shipments need to be closed. When y both: OpenLot Close Lot Select I After selecting the lot numb	349755 s of the same lot number you select "Yes" both 123456 123456 ber, select "Close Sel	MCAT ber entered into lot numbers will QC Item ID AC AC ected Lots" in th	M. CAT-CONFIRM		
6	If there were two shipments need to be closed. When y both: OpenLot Close Lot Select I After selecting the lot numb	349755 s of the same lot numb you select "Yes" both 123456 123456 ber, select "Close Sel	MCAT ber entered into lot numbers will QC Item ID AC AC ected Lots" in th	M. CAT-CONFIRM		
6	If there were two shipments need to be closed. When y both: OpenLot Close Lot Select I After selecting the lot numb	349755 s of the same lot numb you select "Yes" both 123456 123456 ber, select "Close Sel	MCAT ber entered into lot numbers will QC Item ID AC AC ected Lots" in th	M. CAT-CONFIRM		
6 7	If there were two shipments need to be closed. When y both: Open Lot Close Lot Select I Close Lot After selecting the lot numb Cancel	349755 s of the same lot numb you select "Yes" both 123456 123456 ber, select "Close Sel	MCAT ber entered into lot numbers will QC Item ID AC AC ected Lots" in th Close Selec	M. CAT-CONFIRM		

NOTE: This is a controlled document for internal use only. Any documents appearing in paper form are not controlled and
should be checked against electronic version prior to use.FILENAME:Print Date:

	The lot number will b	e closed and a g	reen check ma	rk will appear	beside th	e lot
	number:					
			Search			
			Lot Num	Lot Number		Find
	Open Lot Close Lot					
	Select	Lot Number	QC Item ID	QC Item Name	Location	Department
	>	349755	MCAT	M. CAT-CONFIRM	SLAB	MICS
8						
	If there were two ent	ries of the same I	ot number that	were closed,	a green d	heck mark
	will appear beside both entries:					
	Select	Lot Number	QC Item ID	QC Item	Name	Location
		123456	AC	Amoxicilli	in E-Test	SLAB
	>	123456	AC	Amoxicilli	in E-Test	SLAB
						1

REFERENCES:

 SCC SoftComputer. (2016, February). SoftTotalQC Total Quality Control System Version 1.0.4.

REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0		Initial Release	L. Steven

 NOTE: This is a controlled document for internal use only. Any documents appearing in paper form are not controlled and should be checked against electronic version prior to use.

 FILENAME:
 Print Date: