

TRAINING UPDATE

Lab Location: GEC, SGMC & WAH
Department: Mgmt & QA

Date Distributed: 2/12/2019
Due Date: 3/4/2019
Implementation: 3/4/2019

DESCRIPTION

Name of procedure:
MediaLab Basic User Functions and Information SGMC.QA5000 v1
Description of change(s):
<p>This is a NEW procedure that describes MediaLab user functions</p> <p>This SOP will be implemented on March 4, 2019</p>

Document your compliance with this training update by taking the quiz in the MTS system.

Non-Technical SOP

Title	MediaLab Basic User Functions and Information	
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Owner	Cynthia Bowman-Gholston	Date: 2/6/2019

Laboratory Approval		
Print Name and Title	Signature	Date
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Issue Date:		Local Effective Date:

Review:		
Print Name	Signature	Date

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1. PURPOSE

This procedure describes the basic MediaLab user functions and provides useful information on how the electronic document control system (EDCS) works.

2. SCOPE

This procedure applies to all documents used within the laboratory.

3. RESPONSIBILITY

- The Quality Assurance specialists and designated managers serve as document managers to create, revise and review documents.
- Supervisors and Managers are responsible for communicating any changes in users and/or user permissions.
- All users are responsible for
 - Becoming proficient in using the EDCS as applicable to their roles and duties.
 - Adhering to the requirement that printed uncontrolled copies of any SOP must be discarded by the end of the shift. The only exceptions are those documents printed and maintained in designated binders for SOPs.

4. DEFINITIONS

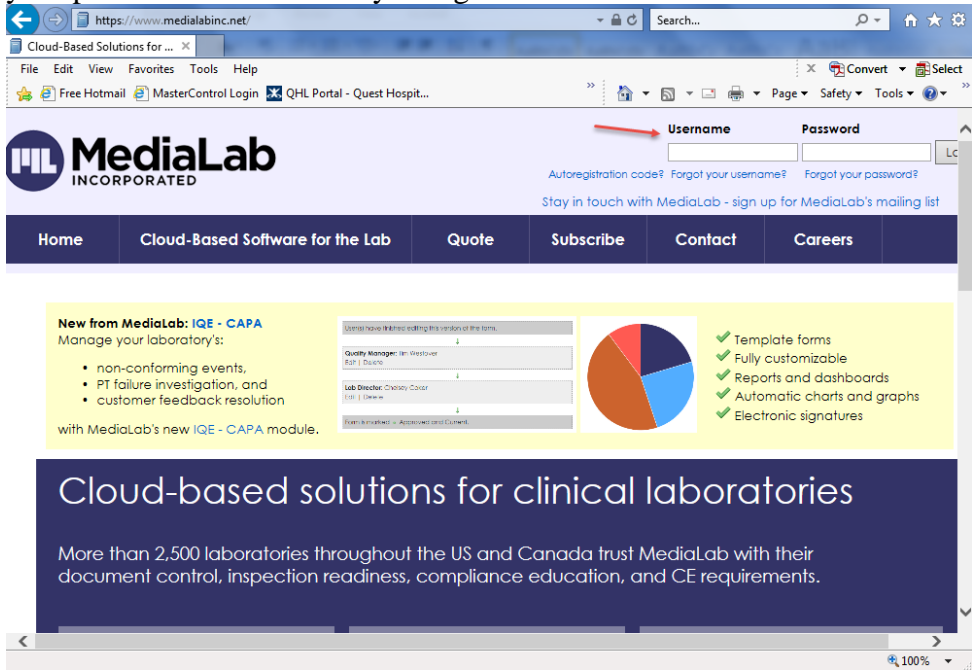
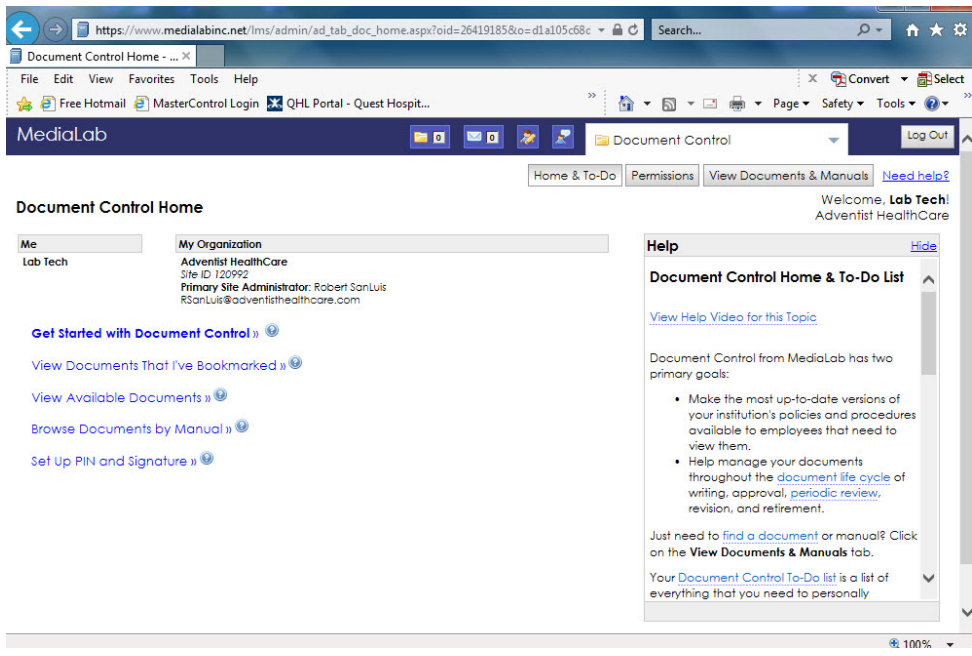
Controlled Copy – Printed copy of a document has a unique copy ID number, which allows it to be tracked and managed. When a controlled copy is created, its location is entered, so that it may later be found if it needs to be replaced.

Uncontrolled Copy – Copy of a document that is not managed through document control. It does not have a unique number or set location and must be shredded by the end of the shift.

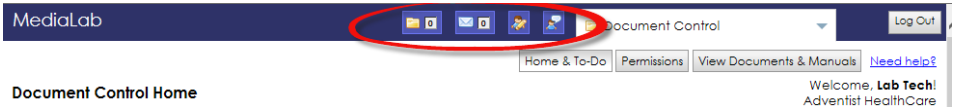
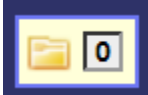




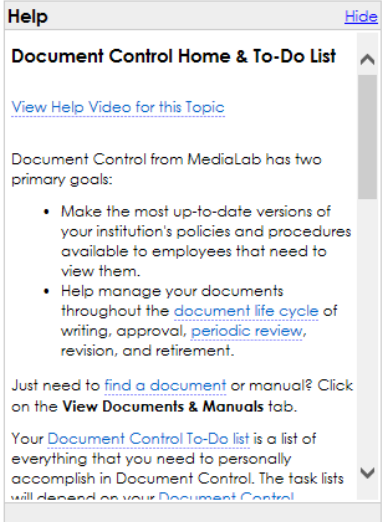
Periodic Review – All SOPs must be reviewed and reapproved by the appropriately designated and licensed department director on a periodic basis not to exceed 24 months from the previous reviewed date.

5. PROCEDURE

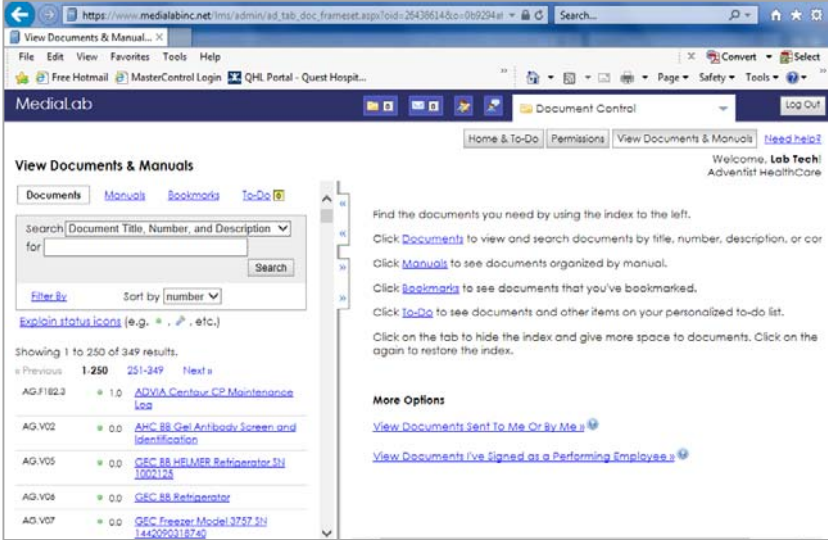
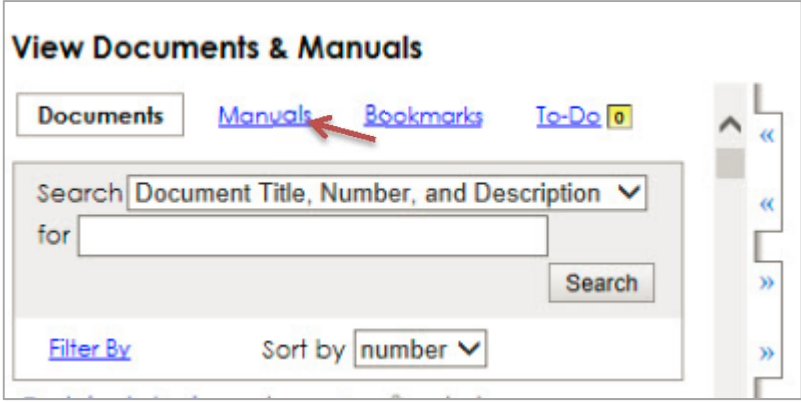
A. Log In and Home Page

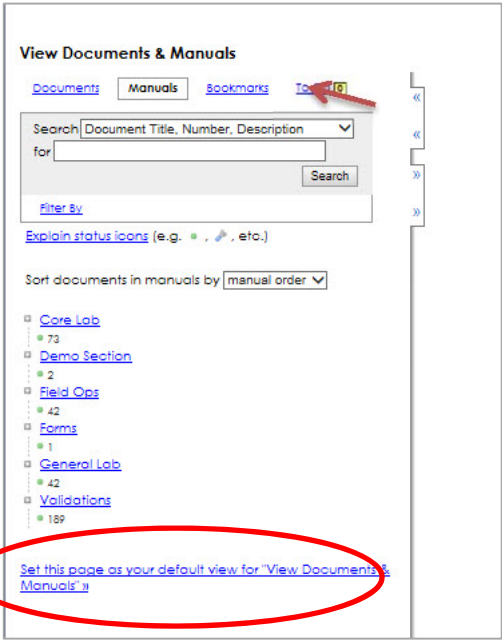
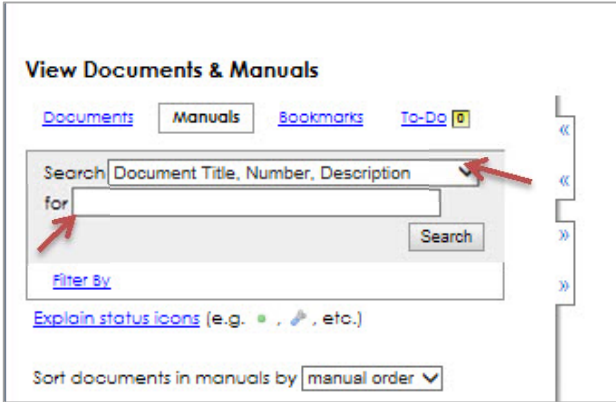
Step	Action
1	<p>Access MediaLab via this link: http://www.medialab.com Enter the Username and Password provided. You will be asked to change your password the first time you log in.</p> 
2	<p>The Home Page screen will display:</p> 

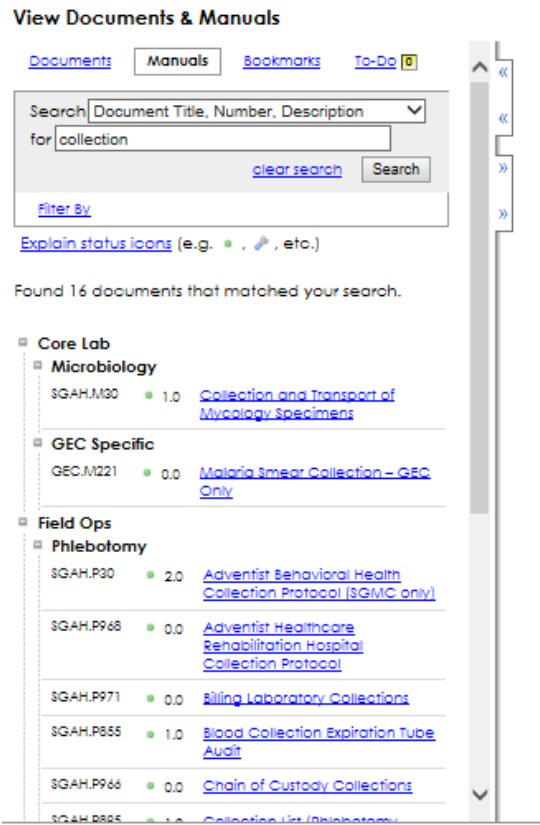
Form revised 3/31/00


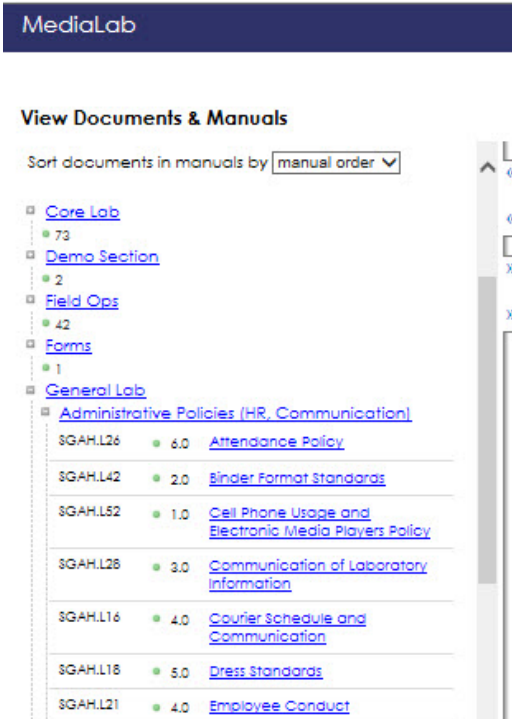
Step	Action
3	<p>Hover over these buttons to see options:</p>  <p>Document Control Home</p> <p> Folder = Document Control (access SOPs and forms)</p> <p> Envelope = Messages, the number will alert you to how many</p> <p> Person = My Profile (add email, change password, etc.)</p> <p> Person with call out bubble = Help & User Forum</p>
4	<p>These buttons are used for:</p>  <p>Welcome, Lab Tech! Adventist HealthCare</p> <ol style="list-style-type: none"> Home & To-Do takes you to main page and will display any tasks Permissions will display your user groups, the document groups and your access. For most staff this will be the ability to view documents and the requirement to perform a sign-off on revisions. View Documents & Manuals takes you to the actual manuals.
5	<p>This Help screen displays to the right. It provides information about MediaLab and all text in blue will take you to additional help on that topic.</p> <ol style="list-style-type: none"> Use the slide bar or arrows on the far right to scroll. You can click on “Hide” to turn Help off. 

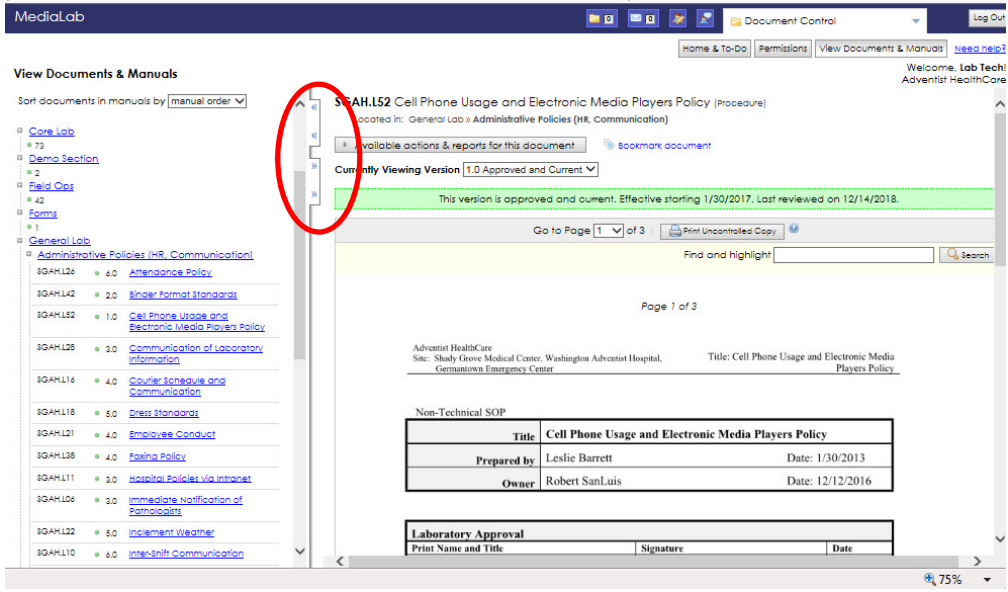
B. Viewing Documents

Step	Action
1	<p>Click “View Documents & Manuals”.</p> 
2	<p>The system may display all documents alphabetically or numerically the first time you log in. You can change this by selection - choose “Manuals” at the top.</p> 

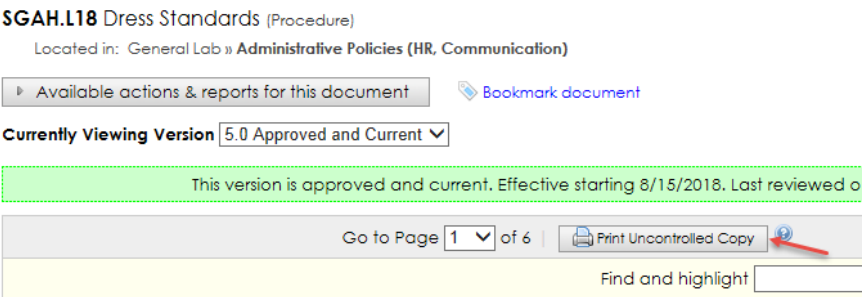
Step	Action
3	<p>Scroll to the bottom and select the option to make this your default view.</p>  <p>Note the number that displays below the manual name shows how many documents it contains.</p>
4	<p>Searching for a document</p> <ol style="list-style-type: none"> Use the drop down to select “Document Body Text” if desired Enter a search term in the field below Click the “Search” button 

Step	Action
4 Cont'd	<p>d. The system will display all documents that match your search criteria. e. Click on a document title to display it.</p>  <p>View Documents & Manuals</p> <p>Documents Manuals Bookmarks To-Do</p> <p>Search <input type="text" value="Document Title, Number, Description"/> for <input type="text" value="collection"/> clear search <input type="button" value="Search"/></p> <p>Filter By</p> <p>Explain status icons (e.g. , etc.)</p> <p>Found 16 documents that matched your search.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Core Lab <ul style="list-style-type: none"> <input type="checkbox"/> Microbiology <ul style="list-style-type: none"> SGAH.M30 1.0 Collection and Transport of Mycology Specimens <input type="checkbox"/> GEC Specific <ul style="list-style-type: none"> GEC.M221 0.0 Malaria Smear Collection – GEC Only <input type="checkbox"/> Field Ops <ul style="list-style-type: none"> <input type="checkbox"/> Phlebotomy <ul style="list-style-type: none"> SGAH.P30 2.0 Adventist Behavioral Health Collection Protocol (SGMC only) SGAH.P968 0.0 Adventist Healthcare Rehabilitation Hospital Collection Protocol SGAH.P971 0.0 Billing Laboratory Collections SGAH.P855 1.0 Blood Collection Expiration Tube Audit SGAH.P966 0.0 Chain of Custody Collections SGAH.P825 1.0 Collection List (Phlebotomy)

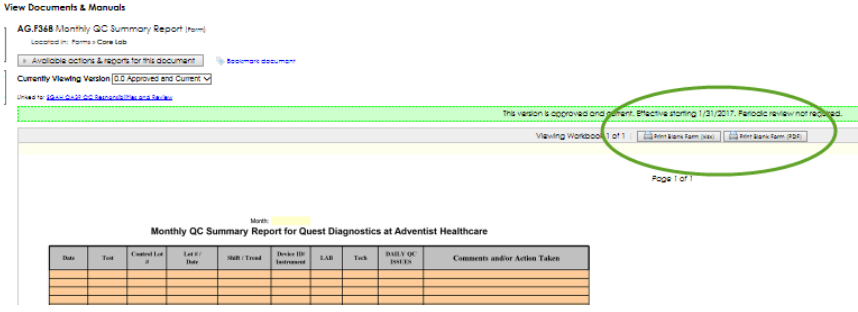
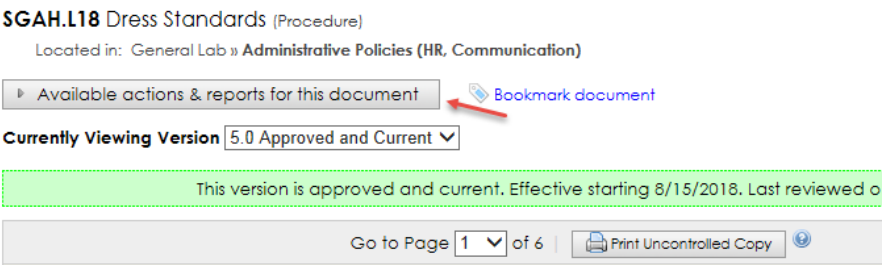
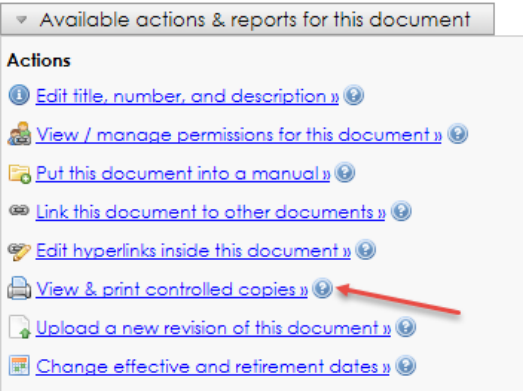
Step	Action
5	<p>View by manual</p> <p>a. Click on the department to see sub-manuals</p>  <p>b. Click on the sub-manual to see document titles</p> 

Step	Action
6	<p>Click on a document title to display it</p>  <p>a. Click on the arrow tabs (<< or >>) to close the panes on the left or right side.</p> <p>b. Use the scroll bar or arrows on the far right to page through the document.</p>

C. Printing Documents

Step	Action
1	Find and display the document as described in section B. Refer to the definitions for an explanation of Uncontrolled vs. Controlled copies. Forms can be printed as ‘blank’ document.
2	<p>Uncontrolled copies are intended as one-time reference document and will be watermarked as “uncontrolled”. Such documents must be shredded at the end of the shift and never placed in a manual.</p> <p>a. Click on Print Uncontrolled Copy</p>  <p>b. A dialogue box opens – choose Open. The document will display as a pdf.</p> <p>c. Select appropriate printer and click OK</p>

Form revised 3/31/00

Step	Action
3	<p>When selecting a form or worksheet to print, the system will also allow the option to print a blank copy. This version will not have a watermark and may be printed (or saved) either in a pdf format or the format that was uploaded onto the system (excel or word).</p> <ol style="list-style-type: none"> Choose the appropriate option Follow prompts to print or save document. 
4	<p>Only staff designated with Administrator access can print controlled copies.</p> <ol style="list-style-type: none"> Click on Available actions & reports  <ol style="list-style-type: none"> Then select View and print controlled copies 

Step	Action
4 Cont'd	<p>c. Enter in the required fields of where it will be located and reason for printing and select Create Controlled Copy.</p> <p style="text-align: center;">If you want to create a controlled copy of just this single document, continue below</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Document Version 5.0 Approved and Current ▼</p> <p>Location (e.g. the copy's physical location, so it can later be found and replaced)</p> <p>Notes (e.g. reason for printing, etc.)</p> </div> <p style="text-align: center; margin-top: 10px;">Create Controlled Copy of This Single Document</p> <p>d. A dialogue box opens – choose Open. The document will display as a pdf.</p> <p>e. Select appropriate printer and click OK</p>

6. RELATED DOCUMENTS
 NA

7. REFERENCES
 Document Control User's Manual, Media Lab, Inc., 12/2018
 MediaLab Help Center, <http://www.medialab.com>

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By

9. ADDENDA AND APPENDICES
 NA