



TRAINING UPDATE

Lab Location: All Sites
Department: Core Lab and Blood Bank

Date Distributed: 3/27/24
Due Date: 4/10/24
Implementation: 4/4/24

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
AHC.QA 5000 MediaLab (ML) Document Control Basic User Funtions
Description of change(s):
Updated the screenshots and information on logging into ML using SSO from the link provided in the SOP and by accessing the link via the AHC Intranet.

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

Non-Technical SOP

Title	MediaLab Document Control, Basic User Functions, and Information	
Prepared by	Leslie Barrett	Date: 2/6/2019
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:

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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

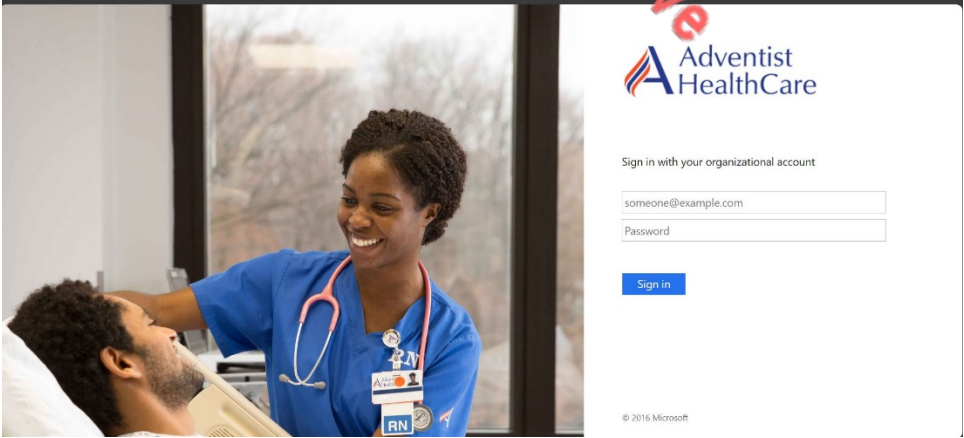
Controlled Copy – Printed copy of a document has a unique copy ID number, which allows it to be tracked and managed. When a controlled copy is created, its location is entered, so that it may later be found if it needs to be replaced.

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

Log In for Laboratory Technical and Non-Technical personnel

Step	Action
1	<p>A. Technical and Non-technical Laboratory staff log in using Single Sign On (SSO).</p> <p>To log into Media Lab using SSO, click the link below:</p> <p>https://www.medialabinc.net/sso/adventisthc.aspx</p> <p>If you are logged into an AHC computer, you will automatically be taken to Media Lab. If you are not, you will log in using your AHC email and password (see below)</p>  <p>Note: Access to the system is also available via the Adventist HealthCare (AHC) intranet. See step 2 for details.</p>

Step	Action
	<p>B. Create a shortcut to save the link to your desktop:</p> <ol style="list-style-type: none">1) Right click on the link above and copy the hyperlink2) Go to your desktop and right click again3) Go to “NEW” and open the drop down list4) Select “Short Cut” from the drop-down list. A dialog box will open.5) Right click in the box and select Paste (this will be the link you previously copied)6) Select NEXT7) In the dialog box, type the name of your short cut: for example, “Media Lab SSO”8) Select “FINISH”9) You have now created a shortcut you can use to log on to MediaLab.

Log in for non-AHC users (inspectors, Quest corporate managers, etc):

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.

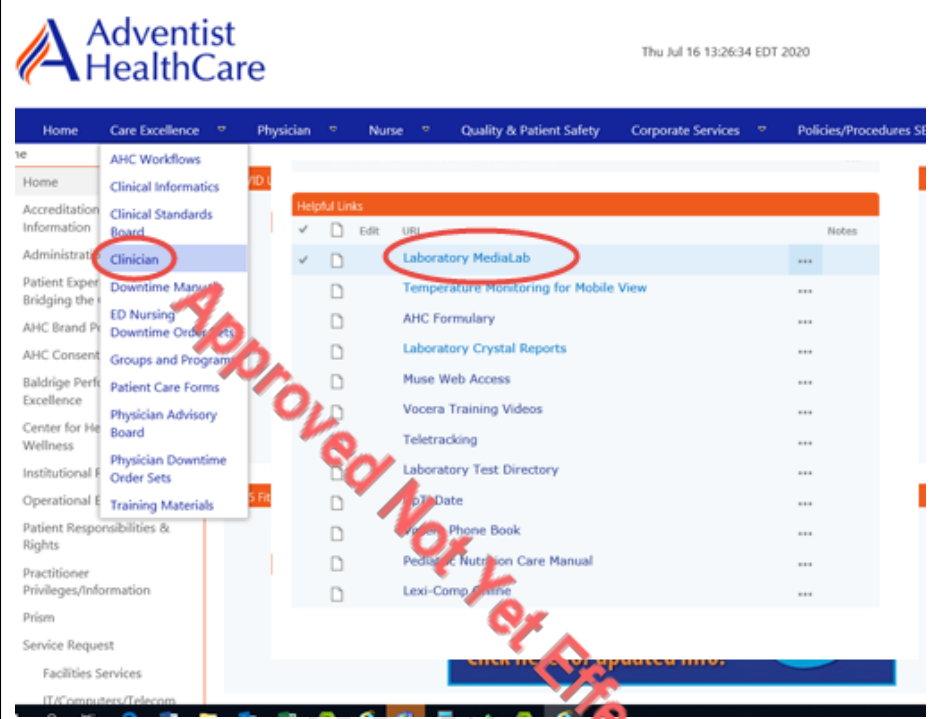


2 A link to MediaLab SSO is available on the AHC intranet.

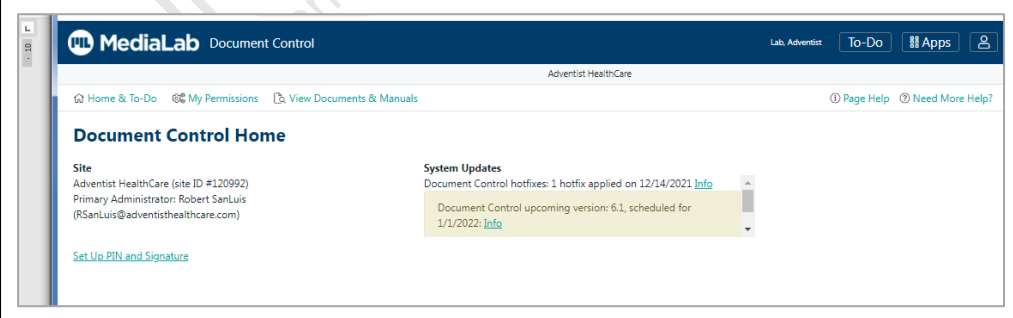
<https://intranet.adventisthealthcare.com>

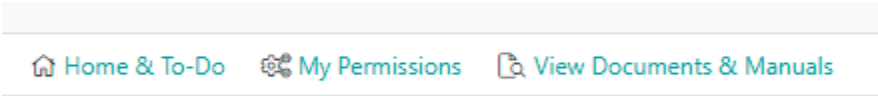
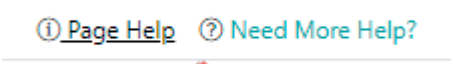
Go to: Care Excellence → Clinician → Helpful Links.

- a. It is listed as “Laboratory MediaLab”
- b. Clicking the link will take you directly to Media Lab via SSO.

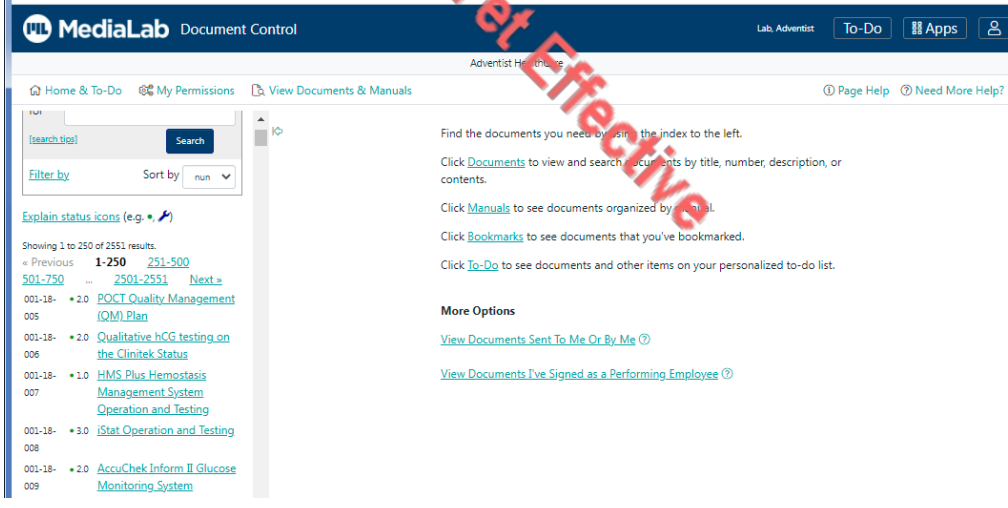


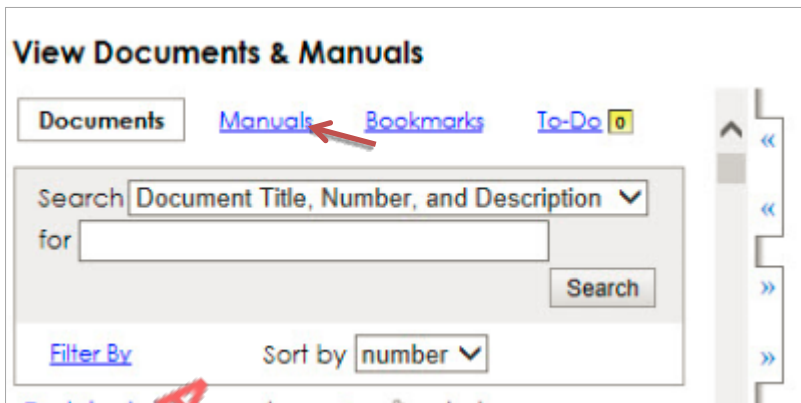

3 The Home Page screen will display:



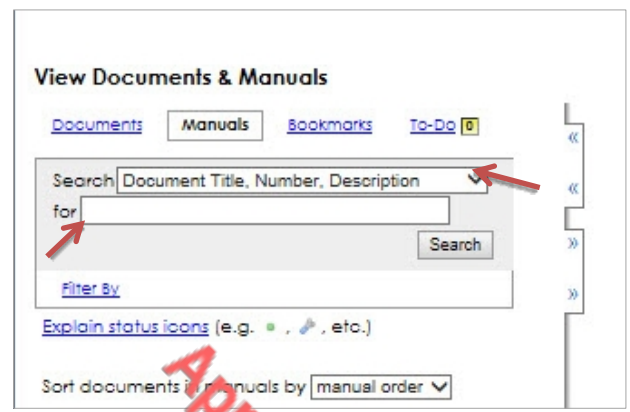
4	<p>These buttons are used for:</p>  <ol style="list-style-type: none"> Home & To-Do takes you to main page and will display any tasks. This feature is not used for generic log in. Permissions will display your user groups, the document groups and your access. For most staff this will be the ability 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 access 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"> Page Help describes how to use the page that is being accessed. Need More Help will take you to a search area.

B. Viewing Documents

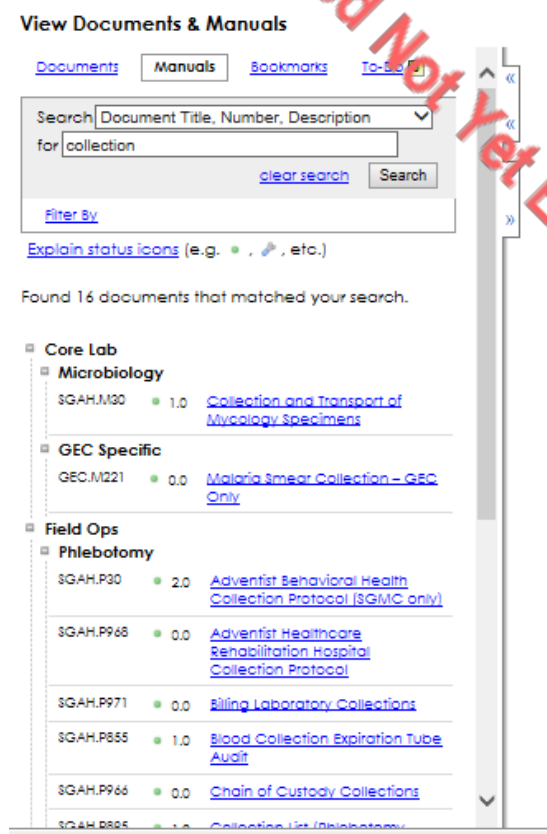
Step	Action
1	<p>Click “View Documents & Manuals”.</p>  <p>Find the documents you need by using the index to the left.</p> <p>Click Documents to view and search documents by title, number, description, or contents.</p> <p>Click Manuals to see documents organized by manual.</p> <p>Click Bookmarks to see documents that you've bookmarked.</p> <p>Click To-Do to see documents and other items on your personalized to-do list.</p> <p>More Options</p> <p>View Documents Sent To Me Or By Me</p> <p>View Documents I've Signed as a Performing Employee</p>

Step	Action
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> 
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 Searching for a document
 - a. Use the drop down to select “Document Body Text” if desired
 - b. Enter a search term in the field below
 - c. Click the “Search” button



- d. The system will display all documents that match your search criteria.
- e. Click on a document title to display it.



- 5 View by manual
 - a. Click on the department to see sub-manuals

The screenshot shows the 'View Documents & Manuals' interface. At the top, there is a 'MediaLab' header. Below it, there are tabs for 'Documents', 'Manuals', 'Bookmarks', and 'To-Do'. A search bar is present with a dropdown menu for 'Document Title, Number, Description' and a 'Search' button. Below the search bar, there is a 'Filter By' section and a link to 'Explain status icons'. A sorting dropdown is set to 'manual order'. The main content is a tree view of departments: Core Lab (10), Chemistry (10), Hematology / Coagulation (16), Microbiology (28), Urinalysis / Immunology (10), GEC Specific (5), WAH Specific (2), Demo Section (2), and Field Ops (42).

- b. Click on the sub-manual to see document titles

The screenshot shows the 'View Documents & Manuals' interface with the 'Field Ops' sub-manual selected. The sorting dropdown is still set to 'manual order'. The tree view shows 'Field Ops' expanded to show a list of documents: Administrative Policies (HR, Communication) with sub-items: SGAH.L26 (6.0) Attendance Policy, SGAH.L42 (2.0) Binder Format Standards, SGAH.L52 (1.0) Cell Phone Usage and Electronic Media Players Policy, SGAH.L28 (3.0) Communication of Laboratory Information, SGAH.L16 (4.0) Courier Schedule and Communication, SGAH.L18 (5.0) Dress Standards, and SGAH.L21 (4.0) Employee Conduct.

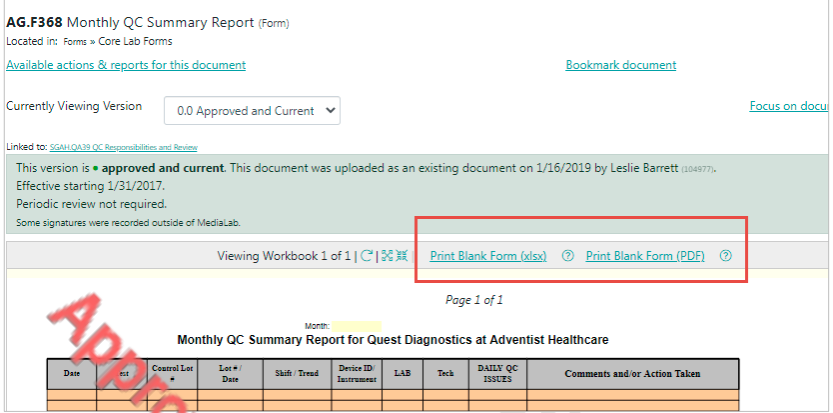
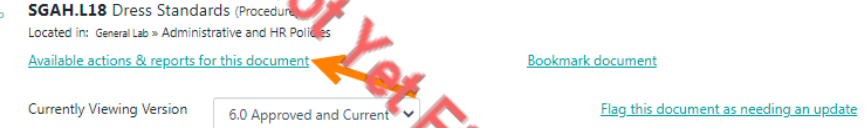
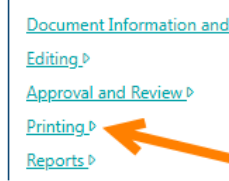
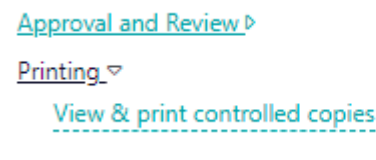
6 Click on a document title to display it

a. Click on the arrow tab (<- or ->) to close the panes on the left or right side.

b. Use the scroll bar or arrows on the far right to page through the document.

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>

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 Printing  <ol style="list-style-type: none"> Choose View & print controlled copies option 

Step	Action
4 Cont'd	<p>d. Enter in the required fields of where it will be located and reason for printing and select Create Controlled Copy.</p> <div data-bbox="576 304 1437 766" style="border: 1px solid gray; padding: 5px;"> <p>Add a New Controlled Copy of a Single Document</p> <p>Did you know that you can create controlled copies of an entire manual? It's MUCH faster than printing copies of each document in the manual, and you'll save yourself a lot of work.</p> <p>To print a controlled copy of a manual, click on "[edit]" next to the name of a manual or submanual in the left-hand panel, then click on "Available actions for this manual", and select "View / print controlled copies of this manual". Click on the ? to learn more: ?</p> <p>Document Version <input type="text" value="6.0 Approved and Current"/></p> <p>Location <small>(e.g. the copy's physical location, so it can later be found and replaced)</small> <input type="text"/></p> <p>Notes <small>(e.g. reason for printing, etc.)</small> <input type="text"/></p> <p style="text-align: center;">Create Controlled Copy</p> </div> <p>e. A dialogue box opens – choose Open. The document will display as a pdf.</p> <p>f. Select appropriate printer and click OK</p>

6. RELATED DOCUMENTS
 NA

7. REFERENCES
 Document Control User's Manual, Media Lab, Inc., 11/27/2023
 MediaLab Help Center (SSO), <https://www.medialabinc.net/ss0/adventisthc.aspx>
 Media Lab Help Center (non AHC users), <http://www.medialab.com>

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
1	10/1/20	Header: changed WAH to WOMC Section 5: added access via AHC intranet	L Barrett	C Bowman-Gholston
2	12/20/21	Header: deleted site names, added All Labs Section 5: updated screen shots for new ML version Footer: updated prefix to AHC	L Barrett	C Bowman-Gholston
3	3/21/24	Title: Added "Document Control" to title Section 5: Added instructions for logging on using Single Sign On (SSO) with new screen shots. Section 7: updated references	D Collier	C Bowman-Gholston

9. ADDENDA AND APPENDICES
 NA