#### Changing to downtime patient report format on the Sysmex XN Hematology analyzer

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| Background | This procedure describes how to change the patient report format from Lab report format to chartable downtime report format and vice versa on the Sysmex XN Hematology analyzer |

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| Procedure A | Follow the steps below to change to the chartable downtime patient report format on the Sysmex XN series analyzer when LIS is down:

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| Step | Action |
| 1 | On IPU Main Menu, select Log off icon |
| 2 | Click Yes when prompted to log off |
| 4 | Enter user name info: admin |
| 5 | Enter password info: m116m |
| 5 | Click OK |
| 6 | Click on the GP customize icon |
| 7 | Select Restore |
| 9 | Select desk top |
| 10  | Scroll down to select GP customize file folder |
| 11 | Open folder |
| 12 | Choose GP downtime format then click Open to display format |
| 13 | Click Save |
| 14 | Click the X icon on upper right hand corner to close screen |
| 15 | To return to regular lab format repeat steps 6 to 14 selecting GP lab report format |

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| Reference | * Sysmex XN series Operator’s manual, March 2017
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 *End*