#### 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:     |  |  | | --- | --- | | 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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