#### Reprinting ISBT Product Code Labels

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| Purpose | To provide instructions for how to reprint ISBT product code labels in Sunquest. |

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| Reprinting Labels | |  |  | | --- | --- | | Step | Action | | 1 | Double click to open on the Blood Bank Label Print icon in Sunquest | | 2 | Follow the prompts listed below:   |  |  | | --- | --- | | Prompt | Action | | Unit Number | * Scan or enter the unit number.<Tab> | | Component | * Scan or use the drop down arrow to select the appropriate component. | | Division | * Will automatically default if component code is scanned. * Use the drop down arrow to select the appropriate division | | | 3 | Click Add or Alt “A” to add unit to Unit Summary Section. | | 4 | Add additional units repeat steps 2 and 3. | | 5 | Click Print or Alt “P” | | 6 | Attach re-printed label to the lower quadrat of the unit label. | |