#### 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 |

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| Step | Action |
| 1 | Double click to open on the Blood Bank Label Print icon in Sunquest |
| 2 | Follow the prompts listed below:

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| Prompt  | Action |
| Unit Number | * Scan or enter the unit number.<Tab>
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| Component | * Scan or use the drop down arrow to select the appropriate component.
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| Division | * Will automatically default if component code is scanned.
* Use the drop down arrow to select the appropriate division
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| 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. |

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