**Purpose:**

To ensure access to sample status and assay results, which are displayed in the Daily Journal as soon as they are available.

**Procedure:**

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| **Step** | **Action** | **Related Documents** |
| 1 | To view the daily journal:   * Select the ‘Samples/Controls’ button to open the Samples/Controls submenu. * Select the ‘Daily Journal’ button to open the Daily Journal window.   The Daily Journal will display information about the samples in a column format. |  |
| **Explanation of columns** | | |
| 2 | Sample type (numbers indicate sort order if sorted by Type column)   * Green indicates a normal sample. (1) * Blue indicates a control. (2) * Red indicates an Emergency (STAT) sample. (0) * Orange indicates an Express (ASAP) sample. (3) |  |
| 3 | Sample ID – Alphanumeric character or barcode |  |
| 4 | Track position   * Indicates rack number and position in rack. Example: 1:1 = rack #1, sample position #1. * Information will be removed once sample is removed from analyzer. |  |
| 5 | Name, First name, Date of birth   * Can indicate last name, first name and date of birth, if entered. * Date of birth information is separated by commas |  |
| 6 | Patient ID (if entered) |  |

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| **Step** | **Action** | **Related Documents** |
| **Explanation of columns (cont)** | | |
| 7 | Status (numbers indicate sort order if sorted by Status column)   * Requested (icon=sheet of paper): Sample has been requested but has not been loaded on the analyzer. (0) * Loaded (icon=specimen rack): Sample is on the analyzer. (1) * Active (icon=strip/pipette): Sample is currently being processed. (2) * Ready (icon=test well): Sample has been processed successfully. (3) * Ready with new request, unloaded (icon=test well with paper overlaid): Sample has been processed successfully and additional tests have been requested but sample is not on the instrument. (4) * Ready with new request, loaded (icon=test well with specimen rack overlaid): Sample has been processed successfully and additional tests have been requested and sample is still on the analyzer. (5) * Validated (icon=check mark): Sample results have been validated. (6) * Validated samples can be viewed but not edited. * Faulty (icon=X mark): Sample could not be processed. (7) |  |
| 8 | Date - time (refers to sample status)   * If the sample has been loaded, the loading time is indicated. * If the run has been started, the expected time of completion is displayed. * If the testing is completed, the final result time is displayed. |  |
| 9 | Results   * Summary of the assay results for the sample. |  |
| 10 | Flags   * Question mark (?) icon: Flags exist for the sample. * Paper icon: Test requests exist for the sample. * Test well icon: Sample is currently being read in the measurement chamber. |  |
| **Sorting in columns** | | |
| 11 | The column headers are designated as buttons. |  |
| 12 | Select a button to sort the list according to the selected criteria in ascending order. |  |
| 13 | The current sort criterion is displayed in the ‘Sort by’ field. |  |
| 14 | The sort function is not available for the ‘Results’ and ‘Flags’ columns. |  |
| 15 | List is sorted according to selected criterion in ascending order (0-7) |  |

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| **Step** | **Action** | | **Related Documents** |
| **Searching columns** | | | |
| 16 | This feature is available in the Sample ID and the Name, First name, Date of Birth columns. | |  |
| 17 | To search for and display texts or numerical values, first select the column button, then enter the alphanumerical character sequence in the ‘Search Key’ text box.   * The ‘Name, First name, Date of Birth’ column comprises three columns separated by commas. Enter the respective number of commas to indicate which column to search. Example: To search for a birthday, type 2 commas in the ‘Search key” box in front of the date of birth (dd/mm/yy) which is followed by one blank space each. Example: “, , 13.09.1988”. | |  |
| **To view individual results for a sample, touch the sample to highlight the row.** | | | |
| 18 | Touch the ‘Detail’ button to open up the Strip Display window.   * The Daily Journal/Strip Display window will open showing the sample, type, patient ID (if applicable), Status, Flags, overall result interpretation and well images. * If all well images are not displayed, use the arrow buttons to scroll to additional images. * Results can be viewed but not edited. | |  |
| 19 | Touch the ‘Validate’ button to scroll through the list of results in the Daily Journal/Strip Display (Validation) window.   * In this window, results may be changed, verified and validated. | |  |
| 20 | The Daily Journal/Strip Display window looks similar in both the Detail and Validate modes but the edit feature is available for use only in the Validate mode. | |  |
|  | **Individual Results in Daily Journal – Strip Display** | |  |
| **Step** | **Action** | **Related Documents** | |
| **Sample Area** | | | |
| 21 | Patient data which cannot be edited is displayed:   * Sample ID, Type, as well as Status of the samples and flags. |  | |
| 22 | Flags associated with well/sample results:   * 6 = Patient sample: Clot detected * 7 = Cooled reagent section: Cooling temperature exceeded * 10 = Cell suspension: No liquid * 11 = Cell suspension: Not enough liquid * 15 = Washer: Insufficient washing process * 16 = TANGO optimo stopped for more than one minute * 17 = Sample rack removed too early * 19 = Incubator temperature exceeded * 21 = Reagent: No liquid transfer * 22 = Reagent: Possibly not enough liquid * 23 = Reagent: No liquid * 26 = Patient Sample: No plasma/serum * 27 = Patient Sample: Not enough Plasma/Serum * 29 = Patient Sample: Not enough cells * 30 (icon = wand with an X) Control failed * 31 (icon = red pyramid with an O) Current result discrepant with previous result or control result is discrepant with reference value * 32 (icon = hand pressing key) Result edited manually |  | |
| **Step** | **Action** | **Related Documents** | |
| **Result Area** | | | |
| 23 | Result:   * Shows the overall results. Results can only be edited in the validation mode. * The following error flags can appear if a result cannot be generated from the images * ?D? = Dynamic check failure: ABO discrepancy – cell typing does not match reverse typing * ?S? = Static check failure: negative control is not negative * ?F? = Forward check failure: discrepancy with previous results in database. |  | |
| 24 | Flag   * Result related flags are displayed |  | |
| 25 | Authorized by   * This box shows the user name of the person responsible for validation * This box is only filled after validation and cannot be edited |  | |
| 26 | Date:   * Display date and time of the validation |  | |
| 27 | Remarks   * A comment can be entered in this box * NOTE: a comment is required if the result has been modified |  | |
| **Strip Results Area** | | | |
| 28 | Images of strips are displayed with the respective reaction strength. Each assay for a sample is displayed on a separate page. |  | |
| 29 | The reaction strength is indicated as “-“, “+/-“, “+”, “++”, “+++”, or “++++”.   * Other indicators are: * “()”: Empty well for Erytype S * “[]”: Empty well for Solidscreen II Strip * “?”: Reaction strength could not be determined. * When individual wells have the following results or interpretations, no result can be derived for the assay: “+/-“, “?”, “()” and “[]”. * Images of invalid test results appear dark. * Flags below the individual images display essential information about the well. Details are displayed if the image is enlarged. |  | |
| **Step** | **Action** | **Related Documents** | |
| **Strip Results Area (cont)** | | | |
| 30 | To enlarge an image:   * Touch the image to be enlarged. * The result for that well is displayed in the bottom right corner of the screen below the image. * In Validation mode, the results can be modified by selecting one of the result buttons below the image. * Touch the ‘Process Data’ button to show test parameters of the respective sample (lot numbers, temperatures, etc.). * Touch the ‘OK’ button to save any changes and return to the ‘Daily Journal/Strip Display’ window. |  | |

**Referenced Documents:**

TANGO Users Guide, Version 3.3