



Standard Operating Procedure

SUBJECT: Transfer Service Resource			
ORIGINATION DATE:	February 2024	PREPARED BY: Ann Wilson-Grant	APPROVED BY (If Applicable):
LAST REVIEWED:	NA		

Purpose:

To transfer an accession number from one Service Resource (analyzer/bench) to another Service Resource. This may be utilized when validating new equipment or when a specimen is assigned to RFH but performed at RMC.

Procedure:

1. Open Pending Log where the specimen is currently logged into.
2. Select accession number needing to be moved
 - a. Multiple accessions may be chosen at once by holding CTRL and selecting next accession(s)
3. Select Task from Top ToolBar
 - a. Transfer
 - b. Selected Orders
 - c. All Details
4. Transfer selected orders to:
 - a. Choose correct analyzer
 - b. Hit Enter and the choices will appear
 - c. Highlight correct analyzer–OK
5. Selected Analyzer will appear
 - a. Make sure “Download to Instrument” is checked
 - b. Press OK
6. Open Pending Log for new selected analyzer
 - a. Select accession number(s)
 - b. Select LogIn and login accordingly
7. Run test as usual