**TITLE: Generating QC Orders in the TQC Module 4840 LIS-244**

**Principle:**

QC orders can be generated in multiple ways. Each different route has its own programmed turnaround time, overdue time and expiration time limit. Orders can be automatically generated or the user can manufacture or “ad hoc” an order.

1. QC orders will automatically be generated when Posting and Verifiing QC results from interfaced analyzers in the Instrument Menu.
2. “Ad Hoc” can be generated in “Order Entry”.
3. In the Launch Bar select “Orders”, the “Order Entry”.



1. Click the” New” button. It is the first icon in the top left hand corner of the screen.
2. Enter the search criteria for the record.
3. Click the “Find” button.
4. Review the record for accuracy.
5. If generating more than one order, enter the “Number of Orders”.
6. Select/Unselect the test you want to be included on the generated order.
7. Click the “Generate Order(s) button.
8. The message “Do you want to save changes?” appears. Click “yes”.
9. If another order has already been generated that day, another Pop-up box opens “An order has already been generated for this lot today. Do you want to create another order or view existing orders? “ Click Yes”
10. The system will automatically open the Result Entry screen. If the results are ready, enter the results. If not, close the tab and enter the results later under “Result Entry”.
11. Generating “Ad Hoc” orders in “Lot Records”.
12. Log in to TQC.
13. Open Inventory from the launch bar.



1. Click on Lot Records.
2. When Lot Records opens, you can narrow your search by opening the Department drop down and choosing a department. After you choose the department, click on the open folder.





1. A search box opens up. Choose the control you want to Order. And click OK
2. After that control file opens up, you will notice that an icon that looks like a blue piece of paper with a pencil is no longer grayed out.



 7. Click on that ICON. And the order entry screen will open up.

 

 8. If you want all the QC that is checked ordered, click on Generate Order, otherwise uncheck what you do not want to order and then click Generate Order.

 9. A popup will ask if you want to save changes. Say yes.



 10. If an order has already been generated for the same QC item, a message will display giving the user the options of generating the new order, cancelling the new order, or viewing the previous orders. Click “Yes” to continue the order generation.



 11. The order will be generated and TQC opens the Results Entry field for that order, where you can enter the result.



 12. After entering the result, Click Verify (One or All) and then save.



1. You can now X out of the Order –Result entry Screens.
2. Adding a QC order from Resulting Worklists in SOFT Lab.

NOTE: This can be used to order QC when an order has been collected and received for

 a test in the worklist.

1. Select the correct Resulting Worklist for the test requiring QC.



2. Select one of the Result boxes which corresponds to the QC item requiring the QC order to be generated.



3. Right click in the result entry box for that test. A pop-up box appears. Select “Add QC Orderr”



1. A “Total QC Order Entry: Search for Lot Records” box appears.

Enter the search criteria to bring up the QC item you require. Usually the “QC Identifier:” field works the best.



 NOTE You will now be bridged to the TQC Module.

1. The” Soft Total QC Order Entry: New Order” box appears. Verify that this is the QC item needed.



1. Select/Unselect the test(s) that are to be included in the QC Order.
2. Click the “Save” field on the top left corner of the box.



1. Click “Yes” of you wish to save these changes/order.
2. If an order has already been generated that same day for the same QC item, a message will display, giving the user the option of continuing with generating the new order, cancelling the new order or reviewing previous orders. Selec “Yes’ to continue the order generation.
3. The “Result Entry” field will appear. Enter your results. Click the “Verify One/All” box and “Save”.
4. Click the x in the Order Number box and exit the Result/Order Entry fields.
5. You will return back to the Lab Resulting worklist.

**Reference:**

SOFT Total QC Module 10.3.6.5