Indiana University Health	Standard Work Sheet
PURPOSE: BLOOD BANK TEAMS PAGE	PROCESS: ACCESSING AND VIEWING AHC IUH BLOOD BANK ROUNDS TEAMS PAGE
REV. #. DATE #1.0. 07/07/21	DOCUMENT OWNER: AHC BLOOD BANK

Step	Description:	Key Point / Image / Reason	Who	Time
Note:				
1	Click on Microsoft Teams Icon from your desktop.	Microsoft Teams	All Team Members	NA
2	Once Teams software is open: Click on the "Teams" image from the far left-side task bar	Activity Solution Teams Teams Calendar Calls Files Files	All Team Members	NA
3	Under Teams Column, Locate Teams Page titled "AHC IUH Blood Bank Rounds" Current Sub Folders include: a) General b) First Year Info (Supervisor access only) c) MDI Riley Rounds	Teams Your teams AHC IUH Blood Bank Rounds General First Year Info (2) MDI Riley Rounds	All Team Members	NA
4	Select "General" Tab to view Posts and Files concerning Blood Inventory or Special Patient communications discussed during BB MD Rounds M-F at 0930	General Posts Files Wiki +	All Team Members	NA
5	Select "MDI Riley Rounds" Tab to view Posts and Files from Riley Daily Rounding M-F 8:30am, 4:30pm and 1:00am	MDI Riley Rounds Posts Files Wiki	All Team Members	NA
6	Open Excel "Blood Bank MDI" spreadsheet under Files Tab. This page is updated by Shift Daily.	Name ∨ Blood Bank MDI.xlsx	All Team Members	NA