**Purpose:**

To provide instructions for using the Blood Location function in Sunquest to transfer units between monitored blood storage locations.

**Method**

|  |  |  |
| --- | --- | --- |
| **Step** | **Actions** | **Computer Processes** |
| 1 | Log into SQ.  Select **Blood Location** function, **Single Unit tab** | Opens Blood Location function. |
| 2 | Scan unit number and component type | HID list opens list of locations |
| 3 | Tab through TIME field. | If performing computer recovery, change date field.  New Comments now available: Click to open pop-up and enter comment code and free text. *Example: Computer Down Recovery* |
| 4 | Select New location. | **AREA** updates.  **H** indicates HMC TSL.  Additional locations are added as applicable. |
| 5 | Select storage device. | **STORAGE DEVICE** updates. |
| 6 | Select ADD TO LIST. | Unit moves to bottom half of the screen |
|  | **Actions** | **Computer Processes** |
| 7 | Repeat for additional products. | All units moved should display. |
| 8 | Review entry and location assignment. | Units moved to the wrong location can be corrected by selecting CLEAR and rescanning the unit number. |
| 9 | SAVE. | Pop-up states SAVE completed. Click OK.  Screen clears.  EXIT to close function. |
| **Options** | | |
| 10 | Report | Print a report:   * Select print button at the bottom of the screen * Following SAVE, a report will appear. * Select PRINT. |
| Multiple Units Tab | * Displays a list of available units based on inventory search criteria. * **Not applicable to TSL** application of the Blood Location function. |
| Shift/Tech | Select to change shift/tech. |

**References:**

AABB Standards for Blood Banks and Transfusion Services, Current Edition

Blood Bank User’s Guide, Mysis Laboratory