



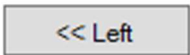



This Quick Reference Guide (QRG) reviews how to Use Pending Inquiry

Common Buttons & Icons

	Pending Inquiry icon
	Search icon
	Select Procedures icon
	Container Details icon
	Left button
	Right button
	X Close button

Use Pending Inquiry

Perform an Inquiry for All Test Sites

➤ **From the AppBar:**

STEP 1: Click the **Pending Inquiry** icon.

NOTE: In the **Select Pending Procedures** window you can search by test site, and status.

STEP 2: In the Status section, click **All Pending** .

STEP 3: Click the **Test Site** field.

STEP 4: Enter the name of the test site, as appropriate. .

NOTE: You can search by entering the partial name of the test site.

STEP 5: Click the **Search** icon.

STEP 6: Select the appropriate test site.

STEP 7: Click **OK** to save the inquiry criteria.

STEP 8: Click **OK** to run the inquiry.

NOTE: The inquiry shows all pending procedures at your test site.

- The inquiry shows the type of procedure, the collection priority, accession number, the date and time the specimen was collected, its current status, the patient's name, as well as the specimen's current location and the date and time the specimen was received.

- Each of these details are organized into associated columns, which you can organize by clicking on the column header.

Perform an Instrument-Specific Inquiry

➤ From the Pending Inquiry screen:

STEP 1: Click the **Select Procedures** icon to modify the list parameters and search for a different site.

STEP 2: Click the **Test Site** field and enter the appropriate instrument name.

STEP 3: Click the **Search** icon.

STEP 4: Select the appropriate instrument.

STEP 5: Click **OK** to save the inquiry criteria.

NOTE: All pending means the order is dispatched but not yet collected. In-lab only means the specimen is currently in your laboratory.

STEP 6: Click **OK** to perform the inquiry.

NOTE: You can click the **Container Details** icon to view the login location details of tests.

NOTE: You can sort the inquiry information by clicking on the associated column headers.

STEP 7: Click the **X Close** button to close the details window.

Customize the User View

➤ From the Pending Inquiry Menu:

STEP 1: In the menu, click **View**.

STEP 1: In the drop-down menu, click **Customize**.

STEP 1: Click **Display**. The Customize Display window now displays.

STEP 1: Here you can choose to move or remove any of the columns from your inquiry.

- To move the column, select the check box for the appropriate column; then click the **Right or Left** buttons to move the column.
- To remove the column, clear the check box for the appropriate column.
- Save your changes by clicking **OK**.

NOTE: When you select a specimen, the icons in the toolbar activate allowing you to easily move to other applications.

- You can use the **Container Details** icon to view the login details for a specimen.