PM-01 Evolution vLab® Manual - Management Menu

Document Version v6.0

Software Version 5.3.0 Major Release and Related Builds

United Kingdom Edition

Information Classification: Public

Revision History

The following changes have been made to this document:

Version	Date	Author	Change Description

6.0	31-Jul-2023	Colin Sheppard	The following updates have been included in this version:
			• Chapter 6 (Page 39) - Patient Records – for Ability to Register a Patient Using any Patient Identifier Provided by an Assigning Authority. Added overview and functionality in the introduction paragraphs and with additional rows in the Configuration Tables.
			• Chapter 6 (Page 39) - Patient Records – (UK Patient Identifiers) and new profile fields throughout the Chapter:
			    o NHS Number
			    o Community Health Index (CHI)
			    o National System for Sexual Health (NaSH)
			    o Gender
			    o Middle Name Formatting
			    o Telephone Number
			    o Postcode
			    o Gender
			
			Other Significant Updates:
			• Section 6.1 Create/Modify File Numbers: Added new function buttons supplement functionality where patients can be registered using identifiers other than an Evolution UR/MRN.
			• Section 15.3 Transfusion Medicine Events Log. Reorganised sub-topics for better flow and readability.
			• Section 16.1 Extended Enquiries: Added 2 Key Points in the highlighted "Notes:" Area about Test Results and Overnight Background job (this replaced an Overnight Data Builds key point).

Revision History

Version	Date	Author	Change Description
5.0	30-May-2023	Colin Sheppard	This update includes the rebranding of the company from Citadel Health to Magentus. Improvements in styling over the previous versions for better consistency, particularly in relation to screen elements, which will appear in **bold** in most instances. The Purpose and Scope in Chapter 1 and 2 have been updated. These updates are based on past Release Notes: • Chapter 6 (Page 51) - Patient Health Funds, for Session Termination via Health Fund Search. Changed the prompt to "Enter UR number" for a single patient UR where previously it allowed all patient UR to be displayed. • Chapter 16 (Page 126) - To Tabulate Results for Advanced selection options for Extended Enquiries. Added detail about new selection fields for Tests and Identifiers, where Free Text of F1 Selection can specify them for use within Extended Queries. • Chapter 16, (Page 127) - To Dump Extracted Data to Excel, and (Page 128) - To Dump Extracted Data to a File for Selecting Excel Dump [F5] Should Prompt the 'Save' Dialog & Not 'Open'. Added detail for a new "Save As" Dialog, to allow a user to select a folder and enter/ rename the filename. Other Significant Updates: • Section 3.1 Documentation and Usage Conventions: Added section to explain basic conventions used in this Manual about Data Entry, Navigation and Display Formats. • Chapter 4 Management: Removed reference to System Administrator to perform functions as it applies to anyone with access to menu.

Version	Date	Author	Change Description
			• Chapter 5 Report Queues: Changed "for all reports" to "its Format Panel", as a correction in the statement "There are various options for filtering the report queues". • Section 5.3 Report Queue Schedules: Changed in the Configuration Table the field "Name" to "Format Panel" then added the sentence in the description: "That is: XBGEN to generate reports for tests/panels linked to the format panel." • Section 6.1 Create/Modify File Numbers: Added the following to the tables to distinguish between Human and Animal Patients: Configuration Table 1 – Patient This table is used for Human Patients. Configuration Table 2 – Animal This table is used for Animal Patients. • Section 6.3 UR Linkage: Added the following to the tables to distinguish between Human and Animal Patients: Configuration Fields 1 – Patient This table is used for Human Patients. Configuration Fields 2 – Animal This table is used for Animal Patients. • Section 6.6 Move Lab No.: Added this as a new section, which was previously in version 3.0 of this document. • Section 6.10 Patient Health Funds: Deleted the UT Health Funds List as it has been removed from the software and replaced by a List Display Table for that entire section. Some other paragraphs were also repositioned within to reflect what is functionally current. • Section 8.1 Evolution vLab® Broadcast Message: Renamed from Evolution to Evolution vLab® to include the Registered Trademark.

Version	Date	Author	Change Description
			• Section 9.6 HL7 eOrder Audit: Changed the associated Category of the List Display to being a complete range as "eOrder Request, MRN, Specimen Type or Unknown." • Chapter 12 Miscellaneous Interfaces: Changed the introduction paragraph for better clarity of purpose. • Section 12.2 FTP Upload: Renamed "Floppy Upload" to "FTP Upload". Updated steps to perform an FTP upload. • Section 14.3 Failed Login Attempts: Added this as a new section, which was previously in version 3.0 of this document. • Section 15.1 Equation Error Log: Changed the text "and often results are incorrectly removed from an episode or results are incorrectly calculated." to "so therefore, no actions that should be completed by the equations will not occur, such as result calculations, autocomments, list insertion or removal to name a few." for clarity. • Section 15.3 Transfusion Medicine Events Log: Added a sentence for better clarity of its purpose. • Chapter 16. Statistics: Added an introduction paragraph to provide some context. • Section 16.1 Extended Enquiries: Changed the first sentence for clarity of purpose. • Section 16.1 Extended Enquiries: Deleted the text "Extended Enquires is restricted to the Health Care Facility Group of the user" as it is possible to search for any episode regardless of lab location. • Section 16.1 Extended Enquiries: Changed the text in the topic "Boolean Operators" for a note for "or" with the pipe symbol "|". Added clarification to the Note. • Section 16.1 Extended Enquires: Added to topic "To Tabulate Results" about Free Text "Output of specific data relating to the Extended Enquiries search".

Version	Date	Author	Change Description
			• Section 16.1 Extended Enquiries: Changed text in the topic "To Tabulate Results" about "The number of fields that can be output as columns" for better expression. • Chapter 17 Evolution vLab® Clinical Viewer System Usage: Changed this chapter title and text within where AUSCARE was renamed to Evolution vLab® Clinical Viewer. • Chapter 17 Evolution vLab® Clinical Viewer System Usage: Changed the introduction paragraph for clarity of purpose.
4.0	30-Jul-2022	Tanvina Zafrin	• Product branding and trademark updated from EVOLUTION to Evolution vLab™, AUSLAB to Evolution vLab™, AUSCARE to Evolution vLab™ Clinical Viewer. • Template updated. • Chapter 5 Records: Deleted the topic of "Move Lab No.". • Section 8.7 HL7 Results Audit: Added this as new chapter that displays a list of HL7 Messages. • Section 15.3 Unvalidated Lab Number List: Added this a new chapter that displays the unvalidated lab numbers, optionally filtered by Laboratory, Department and Date.
3.0	18-Jun-2020	Nick Burgess	• Addition of EVOLUTION functionality up to and including release version 2019.4. This includes the addition of NCSR Interface, NCSR ID Matching, Genetic Studies, Cumulative Antibiograms & SQL Queries functionality.

Document Approval

Role	Name	Position	Signature & Date
Author	Colin Sheppard	Technical Writer	See QT-15 approval form relating to PM-01.
Reviewer	Megan O' Gorman	Senior Business Analyst	
Reviewer	Vasavi Nagalla	Quality Manager	
Approver	Lara Fletcher	Head of Product - Pathology	
Approver	Jeffery Anderson	Manager of PMO	

This document has been reviewed and approved by the respective staff noted in the table above. However, the actual approvals are captured using QT-15 internal template.

Table of Contents

Table of Contents

Table of Contents

1 Purpose

The purpose of this manual is to describe the key features within the Management Menu, of the Evolution vLab® software product.

The users of this document are Applications Administration and Management Staff of Client Organisations, as well as the Magentus Product Specialist and Support Staff.

2 Scope

The scope of this manual covers some of these areas: Patient Records, Messaging, Log Files, Statistics, Reports and Data Management and Analysis.

3 General Information

3.1 Documentation and Usage Conventions

Evolution vLab® encourages use of both the mouse and keyboard, though many navigation steps and functions may be performed using the designated keyboard shortcuts. They are indicated throughout this manual in bold text and enclosed in square brackets, such as **[F1]** for the F1 function key.

Function Key Shortcuts

Many keyboard shortcuts via the Menus involve Function Keys **[F1]** to **[F10]** in combination with the **[Shift]** or **[Control]** key, which are indicated by **S** and **C** respectively. For example:

Function Key Shortcut Examples

Function	Description
[SF5]	**[Shift]** key plus **[F5]** function key
[CF9]	**[Control]** key plus **[F9]** function key

Data Entry Fields

Data entry fields that can be edited have a light-blue border whereas the non-editable fields do not have the border.

Data Entry Shortcuts

Data entry is often streamlined by alphanumeric/Mnemonics shortcuts when choosing from a set list of options. These sets are indicated throughout this manual in round brackets. Unless otherwise stated the shortcuts are not case sensitive. For example:

Data Entry Shortcuts Examples

When presented with a yes or no question the keyboard set will be represented as (Y/N) and the keyboard shortcut keys will be represented as **Y** or **N**.

Keyboard Key	Description
Y	**Y** for Yes, (y)es lower or upper case 'y'
N	**N** for No, (n)o lower or upper case 'n'

Important Notes, Cautions and Tips

Important Notes, Cautions and Tips are indicated with bold and underlined text.

It may contain a Light Grey Background Rectangle Box behind the text for added emphasis.

For example:

Note: The system will populate the created date/time, last modified date/time and the username that created or modified the message.

Report Field Modified Date and Time Postfix

In some Reports, a time can have a postfix to indicate when it was last modified as follows:

Postfix Key	Description
y	**y** for yesterday, a lower case 'y', for example: 10:30y.
t	**t** for today, a lower case 't', for example: 10:30t.

Programming and Equation Code

Snippets of equation and mask code are formatted in Courier New font. For example:

```
if (HGB) exit;
```

User Configuration

User configuration determines the users' access to the system, the screens that can be viewed and functions available. For some privilege levels a user may have access to a screen, however some of the functions may be disabled and therefore the tabs or buttons will not display or will be disabled.

Top Toolbar

The icons are displayed in the toolbar across the top of the **Evolution vLab®** interface. Icons are greyed out when they are not applicable to the current screen.

Icon	Hotkey(s)	Description
Help	**[Alt]** and minus **[-]** key	Opens the online manual relevant to the current **Evolution vLab®** screen.
Lookup	**[F1]**	Opens information relevant to the field the cursor has been placed in. This information provides the user with valid entries for the field by way of Data Selection Lists or help screens with examples of the correct syntax for the field.
Back	**[Esc]**	Exits the current screen and returns to the previous screen.
Edit	**[F2]**	Places all fields in the results screen into edit mode.
Save	**[F4]**	Saves information entered in the fields.
Delete	**[Delete]**	Deletes the contents of the field the cursor is currently in, or the information highlighted. [excludes word report result fields]
Validate	**[F6]**	Validates the result/s currently displayed on screen.
Select	**[F12]**	Selects an item within a table or executes a function, for example: a search.
Previous	**[SF3]**	Scrolls back to display the previous entry within a table or list.
Next	**[F3]**	Scrolls forward to display the next entry within a table or list.

Icon	Hotkey(s)	Description
	**[SF12]**	Inserts the current laboratory record into a user defined list.
	**[CF11]**	Exports the data to the local computer as a csv file (comma separated file). This file can be opened using any standard editor, for example: Excel.
	**[Scroll Lock]**	Clears the current screen of data entered without saving.
	**[F11]**	Prints the information currently on screen.
	**[SF11]**	Allows ad-hoc printing to a selected printer from a list.

Results Screen

The results screen displays in 'read-only' mode until it is placed into edit mode. When in edit mode, editable fields that are not validated will have a brown border whereas editable fields that are validated will have dark blue border.

Data Selection Lists

Data Selection Lists – **[F1]** or Lookup Icon

These are pop-up windows that can be moved around the screen for easy viewing. Data is sorted using the column with the title displayed in yellow. Lists can be sorted by any column by clicking on the heading with the mouse.

Clicking again will arrange the list in ascending/descending order.

Highlight the entry and press **[Enter]** or double click with the mouse to select items from the list.

To initiate a search before the list opens, type a character into the data field and then press **[F1]** which will open an already filtered list. To close the pop-up window use **[Esc]** or click on the red cross.

Pop-Up Window

At the bottom of the pop-up window are the following fields:

Data Fields

Field	Description
Locate	Filters the characters at the start of the entry in the sorted column.
Advanced Search	Filters the list using character/s located anywhere within the entry of the sorted column.
Clear (button)	Clears the search to display the complete list.
Search (button)	Initiates the search.

Primary Menu Group

The **Primary Menu Group** can be selected from any screen within **Evolution vLab®**. These are displayed in the bottom-left corner, in the **Primary Menu Pane**. Access to these menu groups is privilege based. Select a menu group using the mouse. Each Menu Group is defined in the following sub-headings:

My Menu

My Menu provides access to screens for processing samples and the registration of laboratory requests.

Selecting the **My Menu** button defaults to the **Messages** sub-menu which displays any messages/alerts and system messages.

Some Departments have additional menu items via sub-menus, for example: Transfusion Medicine. The Department selected will determine which sub-menu options are available to the user.

These features are detailed in the **My Menu Manual**.

Management

This menu displays **Management** features and provides access to screens for Management Level tasks.

These tasks are detailed in this manual.

Administration

This menu displays administration options and provides access to the configuration tables and functions used to define the workflows for **Evolution vLab®**.

The configuration options are detailed in the **Administration Manual**.

4 Management

Management Level Functions are accessible via the **Management** button of the Primary Menu Pane in the bottom left-hand corner of the main screen of **Evolution vLab®**.

Selecting "Management" from the Primary Main Pane at the bottom left-hand corner of the screen will display sub-options to perform functions at a management level.

Note: Some **Evolution vLab®** features are subject to license and therefore may not be available to all clients. Clients are encouraged to contact Magentus if they are interested in having additional functionality enabled for use.

5 Report Queues

Evolution vLab® can be configured by the System Administrator to perform some or all reporting through an automated report queue.

The **Report Queues** lists details of results awaiting to be printed. Reports may be grouped as department specific report queues or as a single all department report queue as configured by the System Administrator.

Individual queues are generated for wards and/or doctors as defined within the configuration. Immediate processing of a ward, doctor or patient's reports is also facilitated. Report queues are grouped together by Health Care Facility and are listed alphabetically. There are various options for filtering the report queues (by ward or doctor entry, by Health Care Facility, by Collection Centre or its Format Panel).

The report queue offers filtering, to allow paper reports, fax reports, electronic reports or only completed reports to be printed.

Note: The Details tab displays as a default view the details of the current queue

5.1 Current Departments Queue

If the report queues are configured to be department based, the user must be logged in to the specific department or all departments to generate the department specific report queues. The queue names and number of reports awaiting printing in each queue are displayed in the Report Queue Table.

If the option for updating of patients' wards via the PMI is active, **Evolution vLab®** will prompt to allow updating if required. Enter **Yes** at the prompt to instigate the update.

Details

This screen displays the details of all departments current report queues.

Filter Options

The filter is accessed by the **Filter [F8]** button.

Field	Description	F1 Lookup
Paper Reports Only	Restricts to only the paper reports (Y/N)	
Electronic Reports Only	Restricts to only Electronic Reports (Y/N)	
Fax Reports Only	Restricts to only Fax Reports (Y/N)	

Field	Description	F1 Lookup
Completed Reports Only	Restricts to only Completed (Validated) Reports (Y/N)	
HCF	Restricts reports to selected Health Care Facility	Yes
Collection Centre	Restricts reports to selected Collection Centre	Yes
Direct to Printer	Nominates a preferred printer to be used. Specifying a printer will override any printer configured on the ward, doctor or report formats.	Yes
Format Panel	Restricts reports to selected Format Panel	Yes
Critical Reports Only	Restricts reports to only Critical Reports (Y/N)	
Urgent Reports Only	Restricts reports to only Urgent Reports (Y/N)	

List Display

Column	Description
Queue Name	The full name of Report Queue, as configured
Health Care Facility	The mnemonic of the Health Care Facility of the Report Queue
Size	The number of entries in the Report Queue

Function Buttons

Function	Description
Output All [F5]	Outputs all reports from the displayed reports queues
Output Entry [F6]	Outputs all reports from the highlighted report queue
Filter [F8]	Enters Filter mode for specific searches

To View Details for a Report Queue

1. Highlight the Queue Name and double-click or press **[Enter]**.
2. The entries in the Report queue will be listed.

To Output all Report Queues

3. Select the **Output All [F5]** function button. This option will print, electronically submit or fax the reports in the queue to the configured destination.
4. The prompt: "*Full [Department] run – continue (Y/N)?*" is displayed.
5. Select **Yes** or press **Y** to proceed.
6. Select **No** or press **N** to cancel.

To Output an Individual Report Queue

1. Highlight the required Queue Name. Select the **Output Entry [F6]** function button. This option will print, electronically submit or fax the reports in the queue highlighted to a predefined destination.
2. The prompt: *"Output [Department] for [Queue Name] (Y/N)?"* is displayed.
3. Select **Yes** or press **Y** to proceed.
4. Select **No** or press **N** to cancel.

To Override a Locked Report Queue

1. If more than one user is trying to output a report queue, the prompt "*Run locked by <user id accessing report queue>, try again (Y/N)?*" is displayed.
2. Users with the Access Group option "Unlock Report Queues" set to "Yes", will be able to override and select **Yes**.
3. The next prompt *"Free report queue lock (Y/N)?"* is displayed. Select **Yes** to continue to break the report lock.
4. Following this, the confirmatory prompt *"ARE YOU SURE (Y/N)?"* is displayed. Select **Y** for Yes to continue or **N** for No to Cancel.
5. The selected report queue will output with the event inserted via the **Old Queues [F7], Processed Output Runs** tab.

To Filter for Specific Report Queues

Select the **Filter [F8]** function button to enter filter mode. This option will allow the user to filter queues according to the options available in the Filter Options. Refer to the sub-section "Filter Options", above on page 19.

Once the required filter selection has been made, select the **Save** icon or the **Save [F4]** button to initiate this selection and display results.

To Display Old Queues

Select the **Old Queues [F7]** tab to display previously generated queues.

Note: The value of the total amount (Size column) in the report queues after the selection criterion (filter applied) has been saved reflects the total amount from this filter selection.

A Completed Report is one where all requests on the report have been fully validated, or where the tests have been configured as "interim print" set to "Yes" with the result not validated.

Requests registered at an originating laboratory are then transferred to a receiving or testing laboratory (irrespective of where the request results are validated). Its lists will ONLY appear on the originating laboratory Report Queues.

Selected Queue

This screen displays the reports of a selected queue.

List Display

Column	Description
Identity	Lab number of report in queue.
Request	The report format mnemonic of the report.
Type	Report Type (that is: Paper, PDF, fax, email).
Entered	Time and Date the report entered the Queue.
Copies	The number of Copies to be sent.

Function Button

Function	Description
Output Entry [F6]	Outputs report to predefined device.

To View the Report Results

1. Highlight the required report.
2. Double-click or press **[Enter]**.

To Output the Report

1. Highlight the required report.
2. Select the **Output Entry [F6]** function button.

Processed Output Runs

This screen accesses report queues which have been previously processed, via the **Old Queues [F7]** tab. The table displays report queues according to the date and time they were processed ("Report Time").

Note: The default date (DDMMMYY) for this screen is the current date. Previous or next dates can be accessed via the arrows adjacent to default date display.

Function Button

Function	Description
Enter Date [F8]	Date prompt appears to allow users to enter a specific date.

To List Old Queues for a Required Date

1. Select the **Left Arrow** to display the previous date by 1 day.
2. Select the **Right Arrow** to display the next date by 1 day.

OR

3. Select the **Enter Date [F8]** function button.
4. Enter the date required (dd/mm/yyyy).
5. Select **OK** to proceed or **Cancel** to cancel the process.

To Display Old Queues

1. Highlight the required report time queue.
2. Double-click or press **[Enter]**.

Old Department Queues

This screen displays the details of the selected processed queue.

Filter Options

Field	Description	F1 Lookup
Paper Reports Only	Restricts to only the paper reports	
Electronic Reports Only	Restricts to only Electronic Reports	
Fax Reports Only	Restricts to only Fax Reports	
Completed Reports Only	Restricts to only Completed Reports (Validated)	
HCF	Restricts reports to selected Health Care Facility	Yes
Collection Centre	Restricts to reports to selected Collection Centre	Yes
Direct to Printer	Nominate a preferred printer to be used. Specifying a printer will override any printer configured on the ward, doctor or report formats.	Yes
Format Panel	Restricts reports to selected Format Panel	Yes
Critical Reports Only	Restricts reports to only Critical Reports (Y/N)	
Urgent Reports Only	Restricts reports to only Urgent Reports (Y/N)	

List Display

Column	Description
Queue Name	The full name of Report Queue, as configured.
Health Care Facility	The mnemonic of the Health Care Facility of the Report Queue.

Column	Description
Size	The number of entries in the Report Queue.

Function Buttons

Function	Description
Output All [F5]	Outputs all reports from the displayed reports queues
Output Entry [F6]	Outputs all reports from the highlighted report queue
Filter [F8]	Enters filter mode for specific searches

To View Details on a Specific Report Queue

1. Highlight the Queue Name of interest and double-click or press **[Enter]**.
2. The entries in the Report Queue display will display in the next screen.

To Output all Report Queues

1. Select **Output All [F5]** function button. This option will print, electronically submit or fax the reports in the queue to a configured destination.
2. The prompt 'Full [Department name] run – continue (Y/N)?' is displayed.
3. Select Yes of press **Y** to proceed.
4. Select No or press **N** to cancel.

To Output an Individual Report Queue

1. Highlight the required Queue Name. Select the **Output Entry [F6]** function button.
2. The prompt "*Output [Department name] for [Queue Name] (Y/N)*" is displayed.
3. Select **Yes** of press **Y** to proceed.
4. Select **No** or press **N** to cancel.

To Filter for Specific Report Queues

1. Select the **Filter [F8]** function button to enter filter mode. This mode will allow the user to filter queues according to the options available.

2. Once the required filter selection has been made select the **Save** icon or the **Save [F4]** button to initiate this selection and display results.

> **Note:** Only reports for doctors / wards that have a single device configured will be available to print from the Completed Reports Queue. If more than one device has been configured, the reports will not print on this selection.

The value of the total amount (Size column) in the report queues after the selection criterion (filter applied) has been saved reflects the total amount from this filter selection.

A Completed Report is one where all requests on the report have been fully validated, or where the tests have been configured as "interim print" set as "Yes" and resulted but not validated.

Requests registered at an originating laboratory then transferred to a receiving or testing laboratory (irrespective of where the request results are validated). Its lists will ONLY on the originating laboratory Report Queues.

Selected Old Queue

This screen displays all reports in the queue selected.

List Display

Column	Description
Identity	Lab number of report in queue.
Request	The format panel mnemonic of the report.
Type	Report Type (that is: Paper, PDF, fax, email).
Entered	Time and Date the report entered the Queue.
Copies	The number of Copies to be sent.

Function Button

Function	Description
Output Entry [F6]	Directly prints report to preferred printer

To View the Results

1. Highlight the required report.
2. Double-click or press **[Enter]**.

To Output the Report

1. Highlight the required report.
2. Select the **Output Entry [F6]** function button.

5.2 Pending Report Queue

The 'Pending Reports' screen displays a list of reports that are being held pending the discharge of a patient from wards that are configured to "Print on discharge".

To View the Patient Summary of a Report

1. Highlight the required report.
2. Double-click or press **[Enter]**.
3. The summary patient screen for the selected report is displayed.

Function Buttons

Functions	Description
Queue Entry [F5]	Enter a report into a Queue.
Queue Selection [SF5]	Enter reports into queues between required dates.

To Override Print on Discharge and to create a Report Queue for a Single Entry

1. Highlight the required entry.
2. Select the **Queue Entry [F5]** function button.
3. The entry is placed in a report queue for printing.

To Override Print on Discharge and to Create a Report Queue for Required Dates

1. Select the **Queue Selection [SF5]** function button.
2. Enter the start date required (dd/mmm/yyyy).
3. Select **OK** to continue or **Cancel** to cancel action.
4. Enter the end date required (dd/mmm/yyyy).

5. Select **OK** to continue or **Cancel** to cancel action.
6. All entries with an admission date between the entered dates will be entered into a report queue for reporting.

Note: Pending requests registered at an originating laboratory then transferred to a receiving and testing laboratory, irrespective of where the request results are validated. It should list ONLY in the originating laboratory Report Queues (Pending Reports if print on discharge set to yes).

5.3 Report Queue Schedules

The "Report Queue" scheduler allows the laboratory to configure automatic generation of reports based on a variety of criteria to meet the needs of the laboratory and its clients.

The use of the report queue scheduler can assist in maintaining the number of entries per report queue under the maximum of 3,000 entries.

To View the Active Table

To view the Active table, select the **Active Table** tab.

To View the Inactive Table

To view the Inactive table, select the **Inactive Table** tab.

Report Queue Schedules Active and Inactive Tables

The currently active Report Queue Schedules are displayed on default.

List Display

Column	Description/Data
Description	The name assigned to the Report Queue Schedule
Mnemonic	The Mnemonic assigned to the Report Queue Schedule
Alias	The Alias assigned to the Report Queue Schedule

Column	Description/Data
Modified	The time the entry was last modified if it is the current date, for example: 10:30. Where the time has a postfix of "y" it indicates it was last modified yesterday, for example: 10:30y, or the date (dd-mmm-yy) of the last change.
Active	Indicates if the entry is active or obsolete as **Y** for Yes or **N** for No .

Function Available

Function	Description
Create [F6]	Creates a new schedule

To create a New Report Queue Schedule

1. Select the **Create [F6]** function button.
2. The "Create/Modify Report Queue Schedule" configuration screen is displayed.

To Modify a Schedule

1. Highlight an existing schedule and double-click or press **[Enter]**
2. The "Create/Modify Report Queue Schedule" configuration screen is displayed to modify a report schedule.

Create/Modify Report Queue Schedule

This screen displays the configuration for a new Report Queue Schedule or details of an existing schedule which can be modified.

Configuration Table

Mandatory fields must be populated and are indicated on screen by a red * asterisk.

Field	Description	F1 Lookup
Mnemonic	Enter a unique mnemonic for the schedule of up to six characters.	
Alias	Enter an alias for the schedule of up to six characters, if required. **Note:** The Mnemonic and Alias can be swapped by selecting the **Swap Mnemonic & Alias [F5]** function button.	
Description	Enter a description for the schedule; the description should not be the same as the mnemonic or alias.	
Day of Week	Enter the days of the week the schedule is to run. Multiple days can be entered and are separated by commas. Valid entries are: M – Monday T – Tuesday W – Wednesday Th – Thursday F – Friday S – Saturday Su – Sunday All – Every day	
Time	Enter the times required for the schedule to run-in 24-hour format. (hh:mm)	
Priority	Enter the priority of the schedule with "1" being the highest priority. This field defaults to "0".	
Active	Enter **Y** for yes or **N** for no, in this field to mark the schedule as active or inactive.	Yes
Suppress Reports	Enter **Y** for yes, for the reports relevant to the Queue to be discarded by the system. This facilitates suppression of paper reports, but also electronic reports and faxes. Enter **N** for no, to output reports as per standard Report Queue Scheduler functionality.	Yes

Field	Description	F1 Lookup
	Note: The suppression system only changes output and is not involved with how reports get on the queue.	
Laboratory	Enter the laboratory group for the report queue. If left blank the system will schedule all laboratory groups.	Yes
Department	Enter the departments to be included in this report run. Multiple departments can be entered, separated by commas. If left blank, the system will run the "ALL Departments" queue. **Note:** Running the "ALL departments" print queue will not print reports for all the configured departments, it will only print reports for tests configured under the "ALL Departments" department.	Yes
HCF Group	Enter a HCF Group mnemonic to only generate reports for a specified HCF Group.	Yes
HCF	Enter a HCF mnemonic to only generate reports for a specified HCF.	Yes
Ward Group	Enter a Ward Group mnemonic to only generate reports for a specified Ward Group.	Yes
Ward	Enter a Ward mnemonic only generate reports for a specified Ward.	Yes
Coll Centre	Enter a mnemonic to only generate reports based on the Collection Centre	Yes
Doctor Group	Enter a Doctor Group mnemonic to only generate reports for a specified Doctor Group.	Yes
Doctor	Enter a Doctor mnemonic to only generate reports for a specified Doctor.	Yes
Printer	Enter the mnemonic of the printer to direct these reports to. The '~LAB' suffix does not need to be included as the system will automatically append this suffix-based singular laboratory at the time of configuration.	Yes
Format Panel	Enter a Panel mnemonic to only generate reports for a specified Panel. That is: XBGEN to generate reports for tests/panels linked to the format panel.	Yes

Field	Description	F1 Lookup
Paper Reports Only	Enter **Y** for yes or **N** for no, in this field. If yes is entered only paper reports will be generated.	
Elec. Reports Only	Enter **Y** for yes or **N** for no, in this field. If yes is entered only electronic reports (for example: HL7, email) will be generated.	
Fax Reports Only	Enter **Y** for yes or **N** for no, in this field. If yes is entered only fax reports will be generated.	
Note: Only one of the above three options may be used on each schedule. **It is suggested that a separate schedule be configured for each of the report formats (paper, fax, electronic) to allow more frequent delivery to electronic and fax report clients.**		
Completed Reports Only	Enter **Y** for yes or **N** for no, in this field. If yes is entered only reports with all results Level 2 validated will be generated.	
Critical Reports Only	Enter **Y** for yes or **N** for no, in this field. If yes is entered only Critical reports will be generated.	
Urgent Reports Only	Enter **Y** for yes or **N** for no, in this field. If yes is entered only Urgent reports will be generated.	
Created	The time and date (hh:mm dd-mon-yyyy) the entry was created (System Populated).	
Modified	The time and date (hh:mm dd-mon-yyyy) the entry was last modified. (System Populated).	
Modified By	The mnemonic of the User who last modified the entry. (System Populated).	

Select the **Save** icon or **[F4]** to save the Report Queue Scheduler and update the table.

Function Available

Function	Description
Swap Mnemonic & Alias [F5]	Allows the entry in the mnemonic and alias fields to be swapped. This functionality is required as the mnemonic field cannot be edited directly.

To Swap the Mnemonic and Alias

1. Enter or edit the alias field as required.
2. Select the **Swap Mnemonic & Alias [F5]** function button.
3. Delete or re-edit the alias field as required.
4. Select the **Save [F4]** icon to update.

5.4 Management Report Scheduler

Antibiograms configured in the Management Report Scheduler are available for selection via the Cumulative Antibiograms sub-menu item accessed via the Reports menu.

To View the Active Table

To view the Active table, select the **Active Table** tab.

To View the Inactive Table

To view the Inactive table, select the **Inactive Table** tab.

Management Report Scheduler Active and Inactive Tables

The currently active management report queue schedules are displayed by default.

List Display

Column	Description/Data
Description	The name assigned to the Management Report Queue Schedule
Mnemonic	The Mnemonic assigned to the Management Report Queue Schedule
Alias	The Alias assigned to the Management Report Queue Schedule

Column	Description/Data
Modified	The time the entry was last modified if it is the current date , for example: 10:30. The time the entry with a **Y** if it was last modified yesterday, for example: 10:30y, or the date (dd-mmm-yy) of the last change.
Active	Indicates if the entry is active or obsolete. (Y/N)

Function Available

Function	Description
Create [F6]	Creates a new schedule

To Create a New Management Report Queue Schedule

1. Select the **Create [F6]** function button.
2. The **Create/Modify Management Report Queue Schedule configuration** screen is displayed.

To Modify a Schedule

1. Highlight an existing schedule and double-click or press **[Enter]**.
2. The **Create/Modify Management Report Queue Schedule configuration** screen is displayed.

Create/Modify Management Report Queue Schedule

This screen displays the configuration for a new **Report Queue Schedule** or details of an existing schedule which can be modified.

Configuration Table

Mandatory fields must be populated and are indicated on screen by a red * asterisk.

Field	Description
Mnemonic	Enter a unique alphanumeric name for the query of up to six characters.
Alias	Enter an alias for the query of up to six characters, if required.

Field	Description
	Note: Mnemonics and Alias can be swapped by selecting the **Swap Mnemonic & Alias [F5]** function button.
Description	Enter a description for the query; the description should not be the same as the mnemonic or alias.
Report Type	Select Cumulative Antibiogram, **Lookup [F1]** is available.
Frequency	Select how often the report will be generated/output. Seven options are available: Daily, Weekly, Monthly, Quarterly, Yearly and Financial Year, **Lookup [F1]** is available.
Printer	Enter the mnemonic of a configured Printer, **Lookup [F1]** is available.
FTP	Enter the mnemonic of a configured FTP server, **Lookup [F1]** is available.
Email	Enter a valid email address to send the Cumulative Antibiogram (maximum 60 characters).
Active	Enter **Y** for yes or **N** for no, in this field to mark the schedule as active or inactive.
Created	The time and date (hh:mm dd-mon-yyyy) the entry was created (System Populated).
Modified	The time and date (hh:mm dd-mon-yyyy) the entry was last modified. (System Populated).
Modified By	The mnemonic of the User who last modified the entry. (System Populated).

Select the **Save [F4]** icon to save the Report Queue Scheduler and update the table.

Filters Available

Function	Description
Date Range	Enter a date range by pressing **Lookup [F1]** from the Date Range field: • YTD - evaluates all episodes in the last 365 days from the current date • LAST - evaluates all episodes from the previous calendar year (1st Jan - 31st Dec)

Function	Description
	• L1 - evaluates all episodes from 2 years ago, for the calendar year (1st Jan - 31st Dec). For example: if today's date is 3rd March 2020, this search will evaluate all data from 2018. • L2 - evaluates all episodes from 3 years ago, for the calendar year (1st Jan - 31st Dec) • L3 - evaluates all episodes from 4 years ago, for the calendar year (1st Jan - 31st Dec) • L4 - evaluates all episodes from 5 years ago, for the calendar year (1st Jan - 31st Dec) • L5 - evaluates all episodes from 6 years ago, for the calendar year (1st Jan - 31st Dec) • ROLL - evaluates all episodes in the last 365 days from the current date. • R1 - evaluates all episodes from 2 years ago, starting from 1 year ago from the current date. For example: if today's date is 3rd March 2020, this search will evaluate all data from 3rd March 2018 - 2nd March 2019 • R2 - evaluates all episodes from 3 years ago, starting 2 years ago from the current date. • R3 - evaluates all episodes from 4 years ago, starting 3 years ago from the current date. • R4 - evaluates all episodes from 5 years ago, starting 4 years ago from the current date. • R5 - evaluates all episodes from 6 years ago, starting 5 years ago from the current date. • F - evaluates all episodes for the current financial year. For example: if today's date is 3rd March 2020, this search will evaluate all data from 1st July 2019 - current date. • F1 - evaluates all episodes from the previous financial year. • F2 - evaluates all episodes from the financial year, 2 years ago. • F3 - evaluates all episodes from the financial year, 3 years ago. • F4 - evaluates all episodes from the financial year, 4 years ago. • F5 -evaluates all episodes from the financial year, 5 years ago

Function	Description
Report Type	Enter **U** for Urine, **N** for Non-Urine or **B** for Blood Culture, to restrict the Cumulative Antibiogram to organisms isolated from the specified specimen type. The Non-Urine report type excludes Blood and Urine specimen types.
Include Inpatients	Enter **Y** for yes or **N** for no, to specify whether inpatient results are included in the Cumulative Antibiogram, default is "Yes".
Include Outpatients	Enter **Y** for yes or **N** for no, to specify whether outpatient results are included in the Cumulative Antibiogram, default is "Yes".
Include all isolates >	Enter the minimum number of isolates required to report the organism in the Cumulative Antibiogram, default is 0 (no filtering).
Report # most common isolates	Enter the number of isolates to be reported in the Cumulative Antibiogram, default is 0 (no filtering).
Duplicate period (number of days)	Enter the number of days before including a duplicate organism isolated from the same patient, default is 0.
Health Care Facility	Enter the mnemonic of a HCF to restrict the Cumulative Antibiogram to this HCF, **Lookup [F1]** is available. Leave blank to output a Cumulative Antibiogram with organisms isolated at any HCF.
Health Care Facility Groups	Enter the mnemonic of a HCF Group to restrict the Cumulative Antibiogram to this HCF, **Lookup [F1]** is available. Leave blank to output a Cumulative Antibiogram with organisms isolated at any HCF.
Clinical Unit	Enter the mnemonic of a Clinical Unit to restrict the Cumulative Antibiogram to this Clinical Unit, **Lookup [F1]** is available. Leave blank to output a Cumulative Antibiogram with organisms isolated in all Clinical Units
Ward	Enter the mnemonic of a Ward to restrict the Cumulative Antibiogram to this Ward, **Lookup [F1]** is available. Leave blank to output a Cumulative Antibiogram with organisms isolated in all Wards.
Excluded tests	Enter a comma separated list of up to five requests to exclude all laboratory numbers with the specified requests from the Cumulative Antibiogram, **Lookup [F1]** is available. Leave blank to output a Cumulative Antibiogram with organisms isolated from all Requests.
Organism Groups	Enter **Y** for Yes or **N** for No, to specify whether the Organism Group is output in the Cumulative Antibiogram, default is "No".

Sub Table

The organism **Sub-Table** allows the user to "include" certain organism in the antibiogram based on antibiotic resistance "signal resistances".

Select **Create [F6]** to add new entries to the sub table and **Remove Entry [F5]** to remove entries from the sub table.

Sub-Table Fields

Fields	Description
Organism Group	Enter the mnemonic of the Organism Group, **Lookup [F1]** is available.
Organism	Enter the mnemonic of the Organism, **Lookup [F1]** is available.
Antibiotic	Enter the mnemonic of the Antibiotic, **Lookup [F1]** is available.
Resistance	Enter **S** for Susceptible, **I** for Intermediate or **R** for Resistance to specify the signal resistance, **Lookup [F1]** is available.

Select **Save [F4]** to store the new entry or to commit any changes. Select **Save [F4]** again to update the table.

Note: The second Save is required to ensure the changes are applied.

6 Patient Records

The **Patient Records** menu option allows the creation, linking and renumbering of File Numbers, viewing of duplicates File Numbers and modifying the discharge date of File Numbers.

Lab numbers can be moved, and images can be reassigned or deleted.

A corrections log is also available for the user to view modifications to lab numbers.

The File Number may be known in different divisions as UR Number, Case Number, Medical Record Number (MRN) or File Number.

Additionally, there is NHS number for England, and Wales, or a CHI Number for Scotland for sites in those areas.

6.1 Create/Modify File Numbers

This screen is used when a UR/MRN Number is entered into a Laboratory Number incorrectly and the correct UR/MRN Number does not yet exist.

A new UR/MRN Number entry is created with the correct UR/MRN Number and patient details using Create File Numbers.

These function buttons supplement functionality where patients can be registered using identifiers other than an Evolution UR/MRN.

Function Button

Function	Description
Patient Identification [F7]	Allows users to view all Identifiers associated to the Patient File, once a patient file has been opened.
Identifier Correction [F8]	Allows administrators to correct the Identifier Type and Assigning Authority to be assigned to the value received from inbound HL7 messages
Patient Search [F9]	Allows users to search for a patient file using demographics other than the Evolution UR/MRN

There is the ability to register a Patient using any Patient Identifier provided by an Assigning Authority. It allows the use of any identifier to register a patient and not just the Evolution UR/MRN number. Prior to registering the patient the user must select the Assigning Authority (Identifier Type) that will be used. These are configured in Evolution and the user can use **Lookup [F1]** to select from a list of Identifier Types. Identifiers include CHI/NHS numbers, Hospital PAS, GUM IDs, Private hospital IDs as long as an assigning authority is available to be selected for the Identifier Type field.

The Identifier type also:

- can be selected and will not change until its been chosen to be changed,

- can be configured to appear on the banner bar,
- is available for SQL, XML and advance searches.

To Create a File Number

1. Select: **Management** button > **Patient Records** button > **Create/Modify File Number**.
2. Enter the File Number you wish to create in the "File Number" field and press **[Enter]**. The UR or File number prefix does not need to be included as the system will automatically append the prefix based on laboratory group at the time of configuration.
3. If the entered File Number is invalid a message will be displayed: "Invalid UR Number". Acknowledge the message and re-enter a valid File Number.
4. Enter the Patient Demographic and associated details into the appropriate fields.
5. Select the **Save** icon or press **[F4]** to save the data.

Configuration Table

Mandatory fields must be populated and are indicated on screen by a red * asterisk.

Field	Description	F1 Lookup
File Number	File Number MRN UR Number Case Number	Yes (UR Prefix)
Surname	Patient's Surname	
First Names	Patient's First Names	
Middle Name	Patient's Middle Names	
Address	Patient's Current Address	
Suburb	Patient's Suburb	
Postcode	Patient's Postcode	
DOB	Patient's Date of Birth	Yes
Sex	Male or Female	Yes
Consent Withdrawn	This field is used to store the patient opt out status for a given UR record and defaults to "No" (opted in to MyHR).	Yes

Field	Description	F1 Lookup
	The identifier UR_CONSENT is available to view this status via the Reception screen. This field can be updated manually, there is no provision to update this field automatically. Adjustments to this field will be audited in the Patient Record Audit.	
Ward	Current Ward	Yes
Clinical Unit	Current Clinical Unit	Yes
Doctor	Requesting Doctor	Yes
Consultant	Consulting Doctor	Yes
Category	Billing Category	Yes
Client	If Commercial Patient	Yes
Confidentiality Type	To suppress patient details and /or reports for confidential purposes	Yes
EMPI Number	Enter an associated Enterprise Master Patient Index Number for the patient	
NHS Number	The NHS number is the identifier allocated to an individual to enable unique identification within the UK for NHS health care purposes.	
CHI	The Community Health Index is a register of all patients in NHS Scotland.	
NASH Number	National Sexual Health System identifier used for sexual health clinics in Scotland.	
Gender	The Gender of the Patient	Yes

6.2 Link File Number

When a patient is found to have two or more genuine File Numbers, the laboratory information for these File Numbers can be linked together to allow access to all patient data using either File Number.

- Only genuine File Numbers for a patient should be linked. Wherever possible use the Renumber File Numbers function to assign correct File Numbers to laboratory results.
- Linking of Patients via this table will cause all laboratory numbers on each file record to be linked and sorted in collection date order.
- When a File Number that has, existing links is added to another file number, all the linked File numbers are added automatically.
- Viewing cumulative data from any laboratory number will display the data from all linked File records.
- Delta checking will account for all linked laboratory numbers.
- Results Enquiry by name or by either File number will display lab records on all linked File Numbers. As each lab record is highlighted the demographics box will display the File number the lab number it was registered under.
- The link between File numbers may be removed and laboratory numbers will be restricted to their original File number.
- All linking and removal of links are recorded in the audit trail.
- Any change made to the UR Number will be audited in the patient record audit.

Important Notes for Transfusion Data:

- Transfusion data is NOT transferred via File linking. It is possible for the linked File numbers to have different blood groups, special requirements and different antibodies registered against them.
- The blood group displayed in the Antibody Register is that of the File number that the antibody register is accessed through.
- When linking File numbers, it is vital that the antibody register is checked for both File numbers to ensure the same data is in both files. Data can be manually added to each file where necessary.
- A comment should also be inserted into the antibody register to notify the user of the File link.
- Where applicable, a patient who cannot gain a Blood Type because of a merge of the A40 automatic linking logic will no longer be applied to UR Numbers. For example, when Patient A has no recorded Blood Type and Patient B has a Blood Type, Patient B can now be linked to Patient A.

To Display Links for a File Number or Link a File Number

1. Navigate: **Management** > **Patient Records** > **Link File Number**.
2. Enter the required File Number to link UR Numbers.
3. Press **[Enter]**.

6.3 UR Linkage

This screen allows the adding and removing of UR links to the required file number and displays current links if present.

Function Buttons

Function	Description
Add Link [F5]	Adds a link to a file number
Remove Link [F6]	Removes a link from a file number

Configuration Fields

Field	Description	F1 Lookup
File Number	File Number MRN UR Number Case Number	Yes (UR Prefix)
Surname	Patients Surname	
First Name	Patient's First Names	
Middle Name	Patient's Middle Names	
Address (x2)	Patients Current Address	
Suburb	Patients Suburb	
Postcode	Patients Postcode	
DOB	Patients Date of Birth	Yes
Sex	Male or Female	Yes

Field	Description	F1 Lookup
Client	If Commercial Patient	Yes
NHS Number	The NHS number is the identifier allocated to an individual to enable unique identification within the UK for NHS health care purposes.	
CHI	The Community Health Index is a register of all patients in NHS Scotland.	
NASH Number	National Sexual Health System identifier used for sexual health clinics in Scotland.	
Gender	The Gender of the Patient	Yes

To Add Links to a File Number

1. Navigate: **Management** > **Patient Records** > **Link File Number**.
2. Via the **File Number** field, enter the desired file number and press **[Enter]**.
3. Select the **Add Link [F5]** function button to create a link.
4. At the prompt "*Enter UR number*", enter the required file number to link.
5. If you have entered an invalid file number, the prompt "*Invalid UR Number*" is displayed. Acknowledge the message and re-enter a valid file number.
6. Select **OK** button or press **[Enter]** or **[Cancel]** to cancel action.
7. The File Number Linkage screen is updated and the added URs are displayed via the **Sub-Table**.
8. Select the **Save** icon or press [F4] to save.

Note: A maximum of 10 UR Numbers can be linked together.

To Remove Links to File Numbers

1. Highlight the link to be removed.
2. Select the **Remove Link [F6]** function button.
3. The entry for the highlighted file Number is removed from the table.
4. Select the **Save** icon or press **[F4]** to save.

6.4 Renumber File Number

File Numbers entered incorrectly may be re-numbered using this functionality. All laboratory data associated with the File Number are transferred to the new File Number (that is: every laboratory number associated with this File) using Renumber File Numbers.

To Re-number a File Number

1. Navigate: **Management** > **Patient Records** > **Renumber File Number**.
2. Enter the File Number to be renumbered via the "File Number" field and press **[Enter]**.
3. At the prompt "*Is data correct (y/n)?*", select or press **Y** for Yes to proceed or **N** for No to cancel.
4. At the prompt "*Enter new file number*", enter the new File Number.
5. If you have entered an invalid file number "*Invalid UR Number*" is displayed

Note: Or if the file number already exists, the prompt "*(File number) already exists*" is displayed. Acknowledge message and use Reassign lab numbers instead.

6. At the prompt "*Renumber file number (Old File Number) to (New File Number) (y/n)*", select or press **Y** for Yes to proceed or **N** for No to cancel.
7. At the prompt "*Are you sure (y/n)?*", enter **Y** for Yes to proceed or **N** for No to cancel.
8. The prompt "File number (Old File Number) renumbered to (new File Number)" displays.
9. Select OK or press **[Enter]**.
10. The File Number is re-numbered and is audited respectively.

Important Notes for Transfusion Data

- This correction option moves all transfusion data and should be used where possible. This option can only be used if the File number that is being moved has not been used previously in **Evolution vLab®**.
- The re-number file number facility allows the user to reassign associated Transfusion Products to another File number. Alternately products can be returned to stock and then reallocated to the correct File number.
- If the units were issued to a 'Temporary' File number, the File numbers can be linked once all lab numbers have been reassigned to display the non-cellular and batch products in the Transfusion history rather than reallocating the units.

6.5 Change a Lab Number's File Number

This facility is used when an incorrect File Number has been recorded against a Laboratory Number. The correct File Number can be entered if it already exists on the system, otherwise, it must be created using the Create File Number function.

Move Lab Number only affects the laboratory number entered, not all the laboratory numbers associated with this File Number.

To Move a Lab Number to Another File Number

1. Navigate: **Management** > **Patient Records** > **Move Lab No**.
2. Enter the laboratory number to be moved via the "Lab Number" field and press **[Enter]**. The laboratory number and patient details are displayed.
3. Verify the details displayed on the screen.
4. Enter the new File Number via the **File Number** field on right-hand side of screen and press **[Enter]**. The new patient details will be displayed.

> **Note:** If you have entered an invalid File number, the prompt "*Invalid UR Number*" is displayed. Acknowledge message and re-enter a valid File number.

5. At the prompt *"Is data correct (y/n)?"*, select or press **Y** for Yes to proceed or **N** for No to cancel.
6. At the prompt "*Are you sure (y/n)?"*, select or press **Y** for Yes to proceed or **N** for No to cancel.
7. The prompt "Changed File Number in (lab number) to (new File Number) – click OK to continue" is displayed.
8. Select **[Enter]** or click **OK** to proceed.

Important Notes for Transfusion Data

- If a blood group is incorrectly performed on a File number, IT CANNOT BE REMOVED. It needs to be overwritten by obtaining a sample from the correct patient and redoing the group.
- Any cellular products assigned to this lab record will be transferred to the new File number's transfusion and crossmatch history.
- When transferring the lab number, ensure that the blood group on the lab number is the same as that registered in the patient's antibody register and that any antibodies detected are also in the antibody register.

6.6 Move Lab No.

This functionality is used to move a singular lab number to another File Number.

To Move a Lab Number from a File Number to Another

1. Enter the Laboratory Number to be reassigned in the **Lab Number** field and press **[Enter]**. The demographic details will be populated in the relevant fields. If an invalid Lab Number

is entered a message will be displayed: "No data available". Acknowledge this message and re-enter a valid Lab Number.

2. Enter the File Number you wish to reassign the lab number to in the second **File Number** field and press **[Enter]**.
3. If you have entered an invalid File number a message will be displayed: "Invalid UR Number". Acknowledge message and Re-enter a valid File number.
4. At the prompt: "Is data correct (y/n)", select or press **Y** for Yes to proceed or **N** for No to cancel.
5. At the prompt: "Are you sure (y/n)", select or press **Y** for Yes to proceed or **N** for No to cancel.
6. The system will display the message: "Changed File number is XXXX-XXXX to [UR]XXXXX - click OK to continue". Click OK or press enter to complete.

6.7 Reassign Lab Nos.

This functionality is used to reassign lab number(s) to another File Number. All laboratory numbers associated with the File Number specified are transferred.

The function 'Reassign Lab Numbers' may be used to transfer laboratory numbers associated with a temporary File number.

To Move Multiple Lab Numbers from a File Number to Another

1. Navigate: **Management** > **Patient Records** > **Reassign Lab Nos.**
2. Enter the File Number of the Lab Numbers to be reassigned via the first **File Number** field and press **[Enter]**.

Note: The demographic details are populated via the relevant fields. If an invalid File number is entered, the prompt "*Invalid UR Number*" is displayed. Acknowledge message and re-enter a valid File number.

3. Enter the File number you wish to reassign the lab numbers to via the second 'File Number' field and press Enter.

Note: If you have entered an invalid File number, the prompt "*Invalid UR Number*" is displayed. Acknowledge message and re-enter a valid File number.

4. At the prompt "*Is data correct (y/n)*", select or press **Y** for Yes to proceed or **N** for No to cancel.
5. At the prompt "*Are you sure (y/n)*", select or press **Y** for Yes to proceed or **N** for No to cancel.

Note: As the laboratory numbers are reassigned by the system, the message '*Moving XXXX-XXXX*' displays in yellow in the upper right of the screen. The process may take a few moments depending on the number of Laboratory numbers to be reassigned.

6. The prompt "Reassign lab numbers from (1st File Number) to (2nd File Number) – click to continue" is displayed on completion. Click **OK** or press **[Enter]** to complete.

6.8 Duplicate File Numbers

This functionality allows the user to view all system generated instances where two File Numbers (or UR Numbers) are assigned to the same/similar patient records.

The matching process is completed by the system according to certain criteria. If the system finds sufficient matches in the patient's record, then the system will place the File Numbers in the duplicates list.

To View the Duplicate Number Details

1. Highlight the required entry.
2. Double-click or press **[Enter]**.
3. The Duplicate UR Number screen is displayed.

Duplicates

This screen provides the functionality to either add or reject a link between the two patient records. The entries are removed from the list when a link is added or rejected.

Function Buttons

Function	Description
Add Link [F5]	Add a link between the displayed URs
Reject Link [F6]	Reject a link between the displayed URs

To Add a Link

1. Navigate: **Management** > **Patient Records** > **Duplicates** .
2. Highlight and double-click or press **[Enter]** to view the desired entry.
3. Select the **Add Link [F5]** function button to link the two records.
4. The next duplicate UR Number listed from the previous table is displayed.

To Reject a Link

1. Select the **Reject Link [F6]** function button to reject the link between the two records.
2. The next duplicate UR Number listed from the previous table is displayed.

6.9 Discharge Date

The purpose of the Discharge Date functionality is to allow the users to manually modify/enter a discharge date for a patient.

Normally the discharge date would be received via the PMI however if there are any problems with the PMI, this will enable the system to act as a backup and continue to print reports (if configured to print upon discharge).

To Modify/Add a Discharge Date

1. Navigate: **Management** > **Patient Records** > **Discharge Date**.
2. Enter the File Number of the patient via the **File Number** field. The patient demographics details are displayed.
3. Enter the discharge date via the **Discharge Date** field.
4. Select to **Save [F4]** icon to save changes.
5. The prompt "Change discharge date to [entered discharge date] for [File Number] (Y/N)?" is displayed.
6. Click or press **Y** for Yes to proceed or **N** for No to cancel.
7. At the prompt *"Are you sure (y/n)",* select or press **Y** for Yes to proceed or **N** for No to cancel.

6.10 Reassign Images

The Image corrections facility allows a scanned image to be either deleted from its assigned laboratory number or copied to a new laboratory number before being deleted from the incorrectly assigned laboratory number.

Table Display

Field	Description/Data
Source Image	
Lab Number	Lab Number of the image to be corrected or copied from.
Image Type	Displays the image type associated with the Lab Number, that is: Request Form.
Image No.	Displays the number of images attached to Lab Number entered (For example 1/3 denotes 1 of 3 images).
Destination Image	

Field	Description/Data
Lab Number	Lab Number for the image to be copied to.
Image Type	Displays the image type associated with the Lab Number entered, that is: Request Form.
Image No.	Displays the number of images attached to Lab Number entered (For example 1/2 denotes 1 of 2 images).

Function Buttons

Function	Description
Copy Source Image [F5]	Copies the source image to a new destination lab number.
Delete Source Image [F6]	Deletes the source image from the source lab number.

To Copy or Delete Images

1. Select > Management > Patient Records > Reassign Images.
2. Enter the laboratory number of the image to be corrected via the 'Lab Number' field of the Source Image box and press [Enter]. The 'Image Type' field will automatically display '*Request form*'.
3. The 'Image No.' field displays the number of the images attached to the laboratory and the image to be copied or deleted. For example: 1/2 = image 1 of 2 images attached to the laboratory number.
4. Toggle to the desired image by selecting the **Previous** or **Next** icons until the required image is displayed.

To Delete Images

1. Select the **Delete Source Image [F6]** function button to delete the image from the Source laboratory number.
2. The prompt *'Are you sure? (y/n)'* is displayed.
3. Select or press **Y** for Yes to proceed or **N** for No to cancel.
4. The prompt '*Image deleted'* is displayed. Select OK or press [Enter] to complete.

Note: If more than one image needs to be deleted use the Delete Source Image function again.

5. The prompt '*No Image associated with this lab number*' displays once all images are deleted.

6. Select OK or press [Enter] to continue.
7. To clear the screen to copy or delete another image, select the Reassign Images screen tab.

To Copy Images

1. Navigate: **Management** > **Patient Records** > **Reassign Images** .
2. Enter the destination laboratory number via the **'**Lab Number' field of the Destination Image box. The prompt '*No image associated with this lab number*' displays if there are no images currently linked to the destination laboratory number. Select **OK** or press **[Enter].**
3. Select the **Copy Source Image [F5]** function button to copy the source image to the destination laboratory number.
4. The prompt 'Source Image attached to {Lab no}' is displayed.
5. Select **OK** or press **[Enter]** to continue.
6. To clear the screen to copy or delete another image, select the Reassign Images screen tab.

6.11 Patient Health Funds

The Patient Health Funds functionality allows for the correction and/or entering the associated private health fund details for a patient if not completed at reception.

To View a Fund

This view is limited to show only the Health Funds that relate Patient UR Number being searched.

1. Navigate: **Management** > **Patient Records** > **Patient Health Funds** .
2. The prompt *"Enter UR Number"* is displayed.
3. Type the desired file number and click **OK** or press **[Enter]**.
4. Double-click the UR Number.

To Modify or Create a Fund

1. Select the **Create [F6]** function button or double-click the desired entry.
2. The "Modify UR Health Fund Details" dialog is displayed.
3. Edit the necessary information, including the Fund, Fund Number, Fund Level, State and End Dates.
4. Select **Save**.

List Display

Field	Description
Fund	The patient's fund
Fund Number	The patient's fund number
Fund Level	The patient's fund level
Start Date	The start date of the fund number
End Date	The end date of the fund number

6.12 Corrections Log

All corrections are audited with details of the correction completed, including the date and time, a description of the action and the user who performed the correction.

The Corrections Log displays details of the corrections in chronological order.

List Display

Field	Description
Date	Time and Date of Correction
Description	Description of Correction performed
User	User who performed the Correction

To View the Corrections Log

1. Select > **Management** > **Patient Records** > **Corrections Log**.
2. The Corrections Log Table is displayed.

To Export the Corrections Log

1. Select the **Export [CF11]** function button.
2. From the Table Dump Options dialog, enter the desired Dump Type, Dump Destination and File Name.
3. Select **OK**.
4. The file shall output to the entered directory.

7 Genetic Studies

The **Genetic Studies** functionality allows for a user to search, create & add familial relationships based on a File Number (UR Number), search a Family Study Number, to view Incomplete and Complete Family Studies.

7.1 Familial Relationships

To Modify/Add a Familial Relationship

Enter the File Number (UR Number) of the patient via the **UR No** field. The patient demographics are displayed with either a single entry as 'SELF' or with the addition of further entries of patients (other File Numbers) associated with the UR No previously entered.

Table Display

Field	Description/Data
UR No	The File Number (UR Number) of the entered patient
Surname	The Surname of the entered patient
Given Names	The Given Names of the entered patient
Address	The Address of the entered patient
Suburb	The Suburb of the entered patient
Postcode	The Postcode of the entered patient
Date of Birth	The Date of Birth of the entered patient
Sex	The gender of the entered patient
Linked URs	Any linked File Numbers / UR Numbers to the patient
Family Studies	Any associated or linked Family Studies numbers to the patient

List Display

Field	Description
Relationship	The relationship to the entered UR Number (File Number) **Note:** There is always a relationship link to SELF.
UR No	The File Number associated with the UR Number entered
Name	The name of the patient
Date of Birth	The patient's date of birth
Time of Birth	The patient's time of birth
Sex	The gender of the patient
User	The mnemonic of the user last edited the associated entry
Modified	The time/date of when the associated entry was last modified

To Add Relationship

1. Navigate: **Management** > **Genetic Studies** > **Familial Relationships**
2. Via the **UR No** field, enter the desired file number.
3. To add an entry, select the **Add Relationship [F5]** function button.
4. From the **Add Relationship** dialog, enter the associated File Number via the **UR NO** field and press **[Enter]**.
5. The demographics of the entered File Number is displayed.
6. From the first **Type** field, enter a mnemonic or press **[F1]** to view the 'Relationship' lookup table – Select the relationship of the patient to the searched patient entered previously.
7. From the second 'Type' field, enter a mnemonic or press **[F1]** to view the 'Relationship' lookup table – Select by double-clicking the relationship of the searched patient entered previously to the patient being added.
8. Select **OK**
9. The prompt *'Are you sure? (Y/N)'* is displayed.
10. Select "No" or "Yes" to either cancel or continue.
11. Selecting "Yes" returns the user to the Familial Relationships screen with both the "SELF" and new addition viewable via the lower panel.

To Edit Relationship

1. To edit an entry, select the **Edit Relationship [F6]** function button.
2. The demographics of both the searched and selected File Numbers is displayed.
3. The only editable fields via this screen are the "Type" and "Time of Birth".
4. From the "Time of Birth" field, edit by entering a new date.
5. From either "Type" fields, enter a mnemonic or press **[F1]** to view the "Relationship" lookup table.
6. Select the relationship by double-clicking the correct entry.
7. Select **OK**
8. The prompt '*Are you sure? (Y/N)*' is displayed.
9. Select "No" or "Yes" to either cancel or continue.
10. Selecting "Yes" returns the user to the Familial Relationships screen with both the "SELF" and edited addition viewable via the lower panel.

Remove Relationship

1. To remove an entry, select the **Remove Relationship [F7]** function button.
2. Note that a "SELF" entry cannot be removed.
3. The prompt "*Are you sure? (Y/N)*" is displayed.
4. Select "No" or "Yes" to either cancel or continue.
5. Selecting "Yes" removes the highlighted entry from view and associated linkage to the searched File Number

Sort by Birth Order

1. To sort, select the **Sort by Birth Order [F8]** function button.
2. From the top of the list, the order is sorted by the earliest Date of Birth

7.2 Family Studies

Enter the Family Study Number via the applicable field. Where the entered number is not recorded, the prompt "Record not found. Do you want to create a new Family Study?" message is displayed.

Table Display

Field	Description/Data
Family Study Number	The assigned Family Study Number
Description	A description of the Family Study Number
Start Date	The starting date of the associated number
Completion Date	The completion date of the associated number
Primary Patient	The File Number or UR of the patient who is the primary reference for the associated number
Active	Whether the Family Study Number is active or inactive

List Display

Field	Description
Relationship	The relationship to the entered Family Study Number
UR No	The UR Number entered
Name	The name of the patient
Date of Birth	The patient’s date of birth
Time of Birth	The patient’s time of birth
Sex	The sex of the patient

To View or Create a New Family Study Number

1. From the **Family Study Number** field, enter a unique number and press Enter.
2. If the Family Study Number exists in the system, associated entries inclusive of relationships and UR No's is displayed in the lower panel.
3. If the entered Family Study Number does not exist in the system, the prompt "*Record not found. Do you want to create a new Family Study*"' is displayed?
4. Enter a unique "Description".
5. Enter a "Start Date".
6. Enter a "Completion Date".
7. From the **Primary Patient** field, enter the known File Number (UR Number) or press **[F1]** to view the **UR Number** lookup table to select the preferred mnemonic and press **[Enter]** followed by the remaining digits.
8. Note that the "SELF" relationship entry plus, where previously linked, any further entries shall display in the lower panel.
9. Ensure "Active" reflects as "yes".
10. Press **Save [F4]** – Following the save, additional tabs and function keys are made available.

Function Buttons

Function	Description
Edit Family Study [F3]	To edit the description, start & completion dates and to active/inactive
Add Member [F5]	To add a new family member to the Family Study Number entered previously
Remove Member [F7]	To remove an entry from the relationships displayed
Sort by Birth Order [F8]	The order is sorted by the earliest Date of Birth

Progress Report [SF7]

Selecting the **Progress Report [SF7]** tab displays the prompt 'Enter Cumulative Type'.

1. Either enter a known mnemonic or press **Lookup [F1]** where a list of configured Cumulative Enquiry Type mnemonics is displayed.
2. With the preferred mnemonic highlighted, double-click or press **[Enter]**.
3. The user is returned to the Progress Report screen where applicable columns filter any associated results.
4. Where another cumulative type is required, select the 'Cumulative Type' function button again for the configured Cumulative Enquiry Type mnemonics.

5. To output the results, select 'Full Print' – The 'Print' dialog is displayed where the user can select a configured print device or printer to output the report.

Audit [CF7]

Selecting the **Audit [CF7]** tab displays all events associated with the creation and editing of the Family Study Number.

The Insert **Audit Entry [CF7]** function button is available to insert an event manually.

7.3 Family Studies UR Search

Enter a UR Number via the applicable field. Where the entered number is not recorded, the prompt 'Record not found' message is displayed. Where an entry is recorded, an associated 'Family No' is displayed via the lower panel.

Table Display

Field	Description/Data
Family No	The assigned Family Study Number
Description	A description of the Family Study Number
Start Date	The commence of the associated number
End Date	The completion of the associated number
Primary Patient	The File or UR Number of the primary patient of the associated Family Study Number
Primary Patient Name	The full name of the primary patient
Active	Whether the Family Study Number is **Y** for Yes to be Active or **N** for No to be Inactive

Double-click the Family Number to view further details.

List Display

Field	Description
Relationship	The relationship to the entered Family Study Number
UR No	The File Number entered Family Study Number
Name	The name of the patient
Date of Birth	The patient's date of birth
Time of Birth	The patient's time of birth
Sex	The sex of the patient

To Edit a Family Study Number

1. Select **Edit Family Study [F3]** function button. The Modify Family Study dialog is displayed.
2. Enter or edit a unique "Description".
3. Enter or edit a "Start Date".
4. Enter or edit a "Completion Date".
5. Ensure "Active" reflects as "Yes".
6. Press **[F4] Save** or click **OK** – Following the save, additional tabs and function keys are made available.

Progress Report

Selecting the **Progress Report [SF7]** tab displays the prompt "Enter Cumulative Type".

1. Either enter a known mnemonic or press **Lookup [F1]** where a list of configured Cumulative Enquiry Type mnemonics is displayed.
2. With the preferred mnemonic highlighted, double-click or press **[Enter]**.
3. The user is returned to the Progress Report screen where applicable columns filter any associated results.
4. Where another cumulative type is required, select the "Cumulative Type" function button again for the configured Cumulative Enquiry Type mnemonics.
5. To output the results, select "Full Print" – The **Print** dialog is displayed where the user can select a configured print and output the report.

Audit

Selecting the **Audit [SF8]** tab displays all events associated with the creation and editing of the Family Study Number.

The Insert **Audit Entry [CF7]** function button is available to insert an event manually.

7.4 Incomplete Family Studies

The 'Incomplete Family Studies' tab displays any family study numbers which are still in progress or incomplete.

Field	Description
Family Study No	The associated Family Study Number in progress or incomplete.
Description	The description of the Family Study Number, where entered previously.
Start Date	The commencement of the study number, where entered previously.
Primary Patient	The File or UR Number of the primary patient of the associated Family Study Number.
Primary Patient Name	The full name of the primary patient.
Active	Whether the Family Study Number is active or inactive.

Where an entry is inserted via the list, double-click to view the Family Study Number – The entry may be edited as described in the previous section.

7.5 Complete Family Studies

The 'Complete Family Studies' tab displays any family study numbers which completed. These may be later deactivated to be removed from the active list.

Field	Description
Family No	The completed Family Study Number.
Description	The description of the Family Study Number, where entered previously.

Field	Description
Start Date	The commencement of the study number, where entered previously.
End Date	The conclusion of the study number, where entered previously
Primary Patient	The File or UR Number of the primary patient of the associated Family Study Number
Primary Patient Name	The full name of the primary patient
Active	Whether the Family Study Number is active or inactive

Where an entry is inserted via the list, double-click to view the Family Study Number – The entry may be edited as described in the previous section.

8 Messages

The **Messages** functionality allows the configuration of 5 message types – Broadcast, System and Menu messages for **Evolution vLab®** and **Evolution vLab® Clinical Viewer** Logon and Broadcast messages.

8.1 Evolution vLab® Broadcast Message

Broadcast messages are configured by either the system administrator for communicating important information to staff or automatically generated by the system.

Broadcast Messages display once logged in to **Evolution vLab®** and can be viewed by all users.

Information displays as a scrolling message across the top of the **Evolution vLab®** screen.

To Create/Edit a Broadcast Message

1. Navigate: **Management** > **Messages** > **Broadcast Message**.
2. Type the new message via the 'Message' field or edit the existing message and press **[Enter]**.
3. Select the **Save [F4]** icon.
4. The message *"Changes saved"* displays. Select **OK** or press **[Enter]** to continue.
5. The message displays via the top of the screen at the next system login.

To Remove a Broadcast Message

1. Delete the message from the **Message** field.
2. Select the **Save [F4]** icon.
3. The message *"Changes saved"* displays. Select **OK** or press **[Enter]** to continue.
4. The message will no longer display at the next login.

8.2 System Messages

The system message function provides the laboratory with the facility to alert staff to any laboratory messages or laboratory procedure updates which have been made within the **Evolution vLab®** system.

Two screens are available which list the read or the unread messages of the current user.

The default screen is the Unread System Messages.

To View Messages via the Unread Table

Select the **Unread [CF9]** tab.

To View Messages via the Read Table

Select the **Read [CF8]** tab.

To View a System Messages

1. Highlight the required message in the list and double-click or press **[Enter]**.
2. Select the Back icon to close the message and return to the message list.

Note: If messages are viewed from the Unread table, the message is removed from the Unread view and moved to the Read table.

Function Buttons

Functions	Description
Remove Entry [F5]	Remove a System Message from the list
Create [F6]	Create a new System Message

To Create a System Message

1. Navigate: **Management** > **Messages** > **System Messages** .
2. Select the **Create [F6]** function button.
3. The Create/Modify System Message screen is displayed.
4. Via the **Subject** field, enter a subject description.
5. Via the **Message** field, enter the desired message.
6. Select the **Save [F4]** icon.

To Edit a System Message

1. Highlight and double-click or press **[Enter]** to edit the desired message.
2. The message details are displayed via the Create/Modify System Message screen.

To Remove a System Message

1. Highlight the message to be removed from either the Unread or the Read table.
2. Select the **Remove Entry [F5]** function button.

3. The prompt *"OK to remove [Time] [Date] [Message Heading] ? (y/n)"* is displayed.
4. Select **Yes** to proceed or **No** to cancel.

Note: The message will also be removed from the System Messages list via the My Menu Messages screen for all the users.

8.3 Menu Message

Menu messages can be used to alert staff of important information. Menu messages are displayed via the My Menu (default screen – Menu Messages/Alerts tab) screen of the **Evolution vLab®** system.

To Create/Edit a Menu Message

1. Navigate: **Management** > **Messages** > **Menu Message**.
2. From the **Message** field, enter the desired text.
3. Select the **Save [F4]** icon.
4. The prompt *"Changes saved"* is displayed.

Note: The system will populate the created date/time, last modified date/time and the username that created or modified the message.

To Remove a Menu Message

1. From the **Message** field, Select the desired text.
2. Delete the text.
3. Select the **Save [F4]** icon.
4. The prompt *"Changes saved"* is displayed.

Note: The **My Menu** (default screen – Menu Messages/Alerts tab) screen will display "No Menu message".

8.4 Evolution vLab® Clinical Viewer Logon Message

A message can be configured to display each time a user logs into **Evolution vLab® Clinical Viewer**.

Only one message can be stored at any one time. The next time that a user logs into **Evolution vLab® Clinical Viewer,** a pop-up box is displayed on the front screen with the details of the message.

To Create/Edit a Logon Message

1. From the 'Message' field, enter the desired text.
2. Select the **Save [F4]** icon.
3. The prompt '*Changes saved*' is displayed.

> **Note:** The system will populate the created date/time, last modified date/time and the username that created or modified the message.

To Remove a Logon Message

1. From the **Message** field, delete the desired text.
2. Delete the text.
3. Select the **Save [F4]** icon.
4. The prompt "*Changes saved*" is displayed.

> **Note:** The system will similarly save the created date/time, last modified date/time and the username which created, edited or removed the message.

8.5 Evolution vLab® Clinical Viewer Broadcast Message

Evolution vLab® Clinical Viewer Broadcast Messages are displayed via the **Evolution vLab® Clinical Viewer** system and can be viewed by all users currently logged into the system.

It is used to communicate important information exclusively to **Evolution vLab® Clinical Viewer** users. This message facility is limited to one active message at any one time and is displayed as a scrolling message across the top of the **Evolution vLab® Clinical Viewer** screen.

To Create/Edit a Broadcast Message

1. From the **Message** field, enter the desired text.
2. Select the **Save [F4]** icon.
3. The prompt "*Changes saved*" is displayed.

> **Note:** The system will populate the created date/time, last modified date/time and the username that created or modified the message.

To Remove a Broadcast Message

1. From the **Message** field, delete the desired text.
2. Delete the text.
3. Select the **Save [F4]** icon.
4. The prompt *"Changes saved"* is displayed.

Note: The system will similarly save the created date/time, last modified date/time and the username which created, edited or removed the message.

9 HL7 Messages

The **HL7 Messages** menu option displays Queued Messages, HL7 Statistics, PDF Import, the HL7 Corrections Audit, an HL7 ADT Audit, an HL7 eOrder Audit, and the HL7 Results Audit. This menu option also provides functionality to import HL7 messages as PDF.

9.1 HL7 Status

The ‘HL7 Status’ via Queued Messages displays the number of records waiting to be sent for each of the configured HL7 data feeds. It also indicates the date and time for the oldest and newest item in the queue.

> **Note:** Request form images may also be transmitted via HL7. It is possible that the image may not display due to the size of the file and the HL7 viewer’s ability to display the HL7 message. This is expected functionality.

List Display

Column	Description
Address	The IP address and sub address entered via configuration
HL7 Name	The mnemonic of the configured HL7 option
Count	The number of entries in the queue
Oldest	The time and date of the oldest entry in the queue
Latest	The time and date of the newest entry in the queue
Status	<no value> Queue being idle Active Queue transmitting/receiving Ack wait Queue waiting for acknowledgement receipt

To View Individual Queued HL7 Messages from a HL7 Interface

1. Navigate: **Management** > **HL7 Messages** > **Queued Messages**.
2. Highlight the desired interface.
3. Double-click or press **[Enter]**.
4. All queued HL7 messages for the selected interface are displayed.

List Display

Column	Description
File Name	The unique file name assigned by the system
Lab No	The associated Laboratory Number of the transmitted message
Date	The time and date of transmitted message
User	The user the message was transmitted

HL7 Queue Entries for Selected Queue

This screen displays the entries currently in a HL7 Interface Queue.

Function Buttons

Function Key	Description
Remove Entry [F5]	Removes the selected HL7 entry
View HL7 [F7]	Displays the HL7 message for the selected entry
Remove All [SF5]	Removes all HL7 entries.

To Remove an Entry

1. Highlight the desired entry.
2. Select the **Remove Entry [F5]** function button.
3. The prompt "*Remove Entry?*" is displayed.
4. Select Yes to continue or select No to cancel the removal of the entry and return to the list.
5. The list is refreshed, and the entry is removed.

To View a HL7 Message

1. Highlight the desired entry.
2. Select the **View HL7 [F7]** function button.
3. The message is displayed via the **HL7 Message** screen.

To Remove all Entries

1. Select the **Remove All [SF5]** function button.
2. The prompt "*Remove All Entries?*" is displayed.
3. Select Yes to continue or select No to cancel the removal of the entries and return to the list.
4. The list is refreshed, and the entries are removed.

HL7 Message

This screen displays the output of the HL7 message from the entry selected from the previous screen.

9.2 HL7 Statistics

The HL7 Statistics screen shows data for all HL7 messages sent.

Function Buttons

Functions	Description
Toggle Detail [F5]	Toggle list between Summary, Detail and Base
Toggle Period [F6]	Toggle list between 10, 30- and 60-min periods
Data Range [F9]	Filters the list by the required date range

To Toggle Details of HL7 Statistics

Select the **Toggle Detail [F5]** function button to toggle the table to display details of the types of messages sent.

Toggle Modes

- **Summary:** Lists Total only.
- **Base:** Lists Send – Validate, Send – Add Request, Receive (HL7PMI) – ADT and Total.
- **Details:** Lists the messages sent from each interface and the Total.

To Toggle the Time Period

1. Navigate: **Management** > **HL7 Messages** > **HL7 Statistics** .
2. Select the **Toggle Period [F6]** function button.
3. Toggle time periods between 10, 30- and 60-minute periods.

To Search Between Dates

1. Select the **Date Range [F9]** function button.
2. At the prompt "*Enter Start Date*", enter the Start date required (dd/mm/yyyy) or dd/mm/yy).
3. Select OK or press [Enter] to continue or select Cancel to return to the list.
4. At the prompt "*Enter End Date*" enter the End date required (dd/mm/yyy) or dd/mm/yy).
5. Select OK or press [Enter] to continue or select Cancel to return to the list.
6. The HL7 statistics are displayed via a list for the entered date range.

9.3 PDF Import List

Evolution vLab® can receive PDF documents from external systems. These PDF documents are embedded in HL7 messages.

A PDF import document can be viewed and printed from the Results screen of **Evolution vLab®**.

Details PDF Import List

From the PDF Import List screen, the user can Reject, Accept, View or Reinstate a PDF Import message. An audit list of all PDF Import messages is also available. A PDF Import document can be viewed and printed from the Results screen and in **Evolution vLab® Clinical Viewer**.

To View the Audit Details of PDF Imports

Select the **Audit [SF8]** tab.

The list displays all information as per the PDF Import list screen with the addition of User and Date/Time information.

List Display

Field	Description
UR No.	UR Number where PDF is attached
Name	Name of patient
Received	Date and time PDF import received
PDF Size	Size of PDF Import
Request	Mnemonic of the request
Test	Mnemonic of the test associated with the request
Lab No	Lab number associated with PDF Import
Status	Current status of import for example Accept or Reject

Function Buttons

Functions	Description
Accept [F6]	Accepts a PDF Import message.
View [F8]	To view a PDF Import document.
Reinstate [SF5]	To reinstate a rejected PDF Import message.
Reject [CF5]	Rejects a PDF Import message.

To Accept a PDF Import Message

1. Navigation: **Management** > **HL7 Messages** > **HL7 PDF Import** .
2. Highlight the desired entry.
3. Select the **Accept [F6]** function button.
4. A Lab Number will be generated and displayed via the Lab Number column. An entry will be placed in the **Full Daysheet** and the **Requests Ready to Validate** worksheet.
5. The status of the PDF import message will be updated to "Accept".
6. When the Lab Number has been generated the user must complete all remaining mandatory fields on the "Full Specimen Registration" screen for the Lab Number. The test entered must be configured for a PDF result format.

To View a PDF Import Message

1. A PDF Import document can be viewed prior to being rejected or accepted. Patient demographic information is displayed at the top of the screen. The user may action all Adobe functions on the viewed document.
2. Highlight the desired entry.
3. Select the **View [F8]** function button.
4. The PDF Import document is viewed in a separate Adobe window. The user may action all Adobe functions on the viewed document.
5. To close the Adobe window, click in the window banner and press the **[Esc]** key.

To Re-instate a Rejected PDF Message

A PDF Import message can be reinstated if the user has not left the PDF Import List screen after rejecting a PDF Import message.

1. Highlight the desired entry.
2. Select the **Reinstate [SF5]** function button.
3. After reinstating a PDF Import message can be rejected, viewed, or accepted.

To Reject a PDF Message

1. Highlight the required entry.
2. Select the **Reject [CF5]** function button.
3. The status column for the entry will be updated to Reject. A lab No will not be assigned to this message.

PDF Audit

The **PDF Audit** screen is used to view a list of all PDF Import messages. It displays the details of a PDF Import with the addition of the associated username and date.

To Export the PDF Audit List

1. Select the **Export [CF11]** icon.
2. At the prompt *"OK to save the table to disk? (y/n)"*, select **Yes** or press **[Enter]** to continue or select **No** to Cancel.
3. Via the **Save** dialog, select the desired save location.
4. Via the **Save** dialog, enter a valid filename (xxxx.csv) and select Save to continue or cancel to cancel.
5. The file will be available in the C:\AUSLAB directory.

9.4 HL7 Corrections Audit

The HL7 Corrections Audit screen lists the HL7 PMI messages received by **Evolution vLab®** for the patients UR records require deactivating, that is: A23 (Deactivate Patient) or A40 (Merge Patient).

A40 (Merge Patient) HL7 PMI messages list the prior UR Number along with the current active UR Number.

Functions Buttons

Functions	Description
Delete Entry [F5]	Delete a HL7 audit entry
Remove All [SF5]	Delete all HL7 audit entries

To Delete an Entry

1. Navigate: **Management** > **HL7 Messages** > **HL7 Corrections Audit**.
2. Highlight the desired entry.
3. Select the **Delete Entry [F5]** function button.
4. The screen will refresh and display an updated list with the entry deleted.

To Remove All Entries

1. Select the **Remove All [SF5]** function button.
2. The prompt "*Remove All Entries?*" is displayed.
3. Select **Yes** to continue or select **No** to cancel the removal of the entries and return to the list.
4. The list is refreshed, and the entries are removed.

9.5 HL7 ADT Audit

The HL7 ADT (Admission, Discharge, and Transfer) audit displays a list of received ADT messages that could not be processed.

This audit is used to alert system administrators of configuration that does NOT match data being sent from the HL7 PMI feed. No part of the message is processed when an error is flagged.

Once the configuration has been fixed the message must be resent from the PMI.

List Display

Field	Description
Date / Time	The date and time the HL7 message was received
UR No.	The UR Number attached to the HL7 Message
Type	HL7 event type
Ack Code	The type of acknowledgement code, for example: AR.
Rejection Description	The reason for failure of lookup

Functions Buttons

Functions	Description
Delete Entry [F5]	Delete a HL7 Audit Entry
View HL7 [F7]	Displays the HL7 message for the selected entry
Remove All [SF5]	Removes all HL7 entries

To Remove an Entry

1. Navigate: **Management** > **HL7 Messages** > **HL7 ADT Audit**.
2. Highlight the desired entry.
3. Select the **Remove Entry [F5]** function button.
4. The prompt "*Remove Entry?*" is displayed.
5. Select **Yes** or press **[Enter]** to continue or select No to cancel the removal of the entry and return to the list.
6. The list is refreshed, and the entry is removed.

To View a HL7 Message

1. Highlight the desired entry.
2. Select the **View HL7 [F7]** function button.
3. The message is displayed via the HL7 Message screen.

To Remove All Entries

1. Select the **Remove All [SF5]** function button.
2. The prompt *"Are you sure you want to remove all entries?"* is displayed.
3. Select **Yes** to continue or select **No** to cancel the removal of the entries and return to the list.
4. The list is refreshed, and the entries are removed.

HL7 Message

This screen displays the output of the HL7 message from the entry selected in the previous screen.

9.6 HL7 eOrder Audit

The eOrder audit displays all failed eOrder messages.

Each entry lists the rejection and a brief explanation of the failure. Examples include:

- Lookup failed on field (Specimen Type: XXXXX*).
- Lookup failed on field (Request: XXXX*).
- Lookup failed on field (Invalid tube type XXXX*).

*Where X is the current Interface's code used for mapping errors.

List Display

Field	Description
HL7 Interface	The associated configured HL7 interface where the failed message occurred
Last Receive Date/Time	The date and time the last audit occurred
Entries	The number of entries failed via the applicable interface

Double-click the associated 'HL7 Interface' to view the impacted messages.

List Display

Field	Description
Date/Time	The date and time the HL7 message was received
HL7 Interface	The associated configured HL7 interface where the failed message occurred
UR Number	The assigned File Number (UR) of the patient
Category	The associated category, that is: eOrder Request, MRN, Specimen Type or Unknown.
Order Number	The assigned Order Number as per OBR-2
Type	The Type of error, that is: O01
Rejection Description	A description of the error type, that is: .e Look failed on field (Location : XXXX).

Functions Buttons

Functions	Description
Delete Entry [F5]	Delete a HL7 Audit Entry
View HL7 [F7]	Displays the HL7 message for the selected entry
Cancel eOrder [F8]	To cancel and delete the associated entry
Remove All [SF5]	Removes all HL7 entries.
Resubmit eOrder [SF7]	To resubmit the associated entry

To Delete an Entry

1. Navigate: **Management** > **HL7 Messages** > **HL7 eOrder Audit** .
2. Highlight the desired entry.
3. Select the **Delete Entry [F5]** function button.
4. The prompt "*Remove Entry?*" is displayed.
5. Select **Yes** to continue or select **No** to cancel the removal of the entry and return to the list.
6. The list is refreshed, and the entry is removed.

To View a HL7 Message

1. Highlight the desired entry.
2. Select the **View HL7 [F7]** function button.
3. The message is displayed via the HL7 Message screen.

To Cancel eOrder

1. Highlight the desired entry.
2. Select the **Cancel eOrder [F8]** function button.
3. The prompt *"Cancel current message (Y/N)?"* is displayed.
4. Select **Yes** to continue or select **No** to cancel.
5. The prompt "*Enter Reason*" is displayed.
6. Press **Lookup [F1]** to select a configured mnemonic or enter the mnemonic and click OK. Select Cancel to abort the process.
7. The prompt "*Remove current message (Y/N)?*" is displayed.
8. Select **Yes** to continue or select **No** to cancel.
9. The list is refreshed, and the entry is removed.

To Remove All Entries

1. Select the **Remove All [SF5]** function button.
2. The prompt "*Remove All Entries?*" is displayed.
3. Select Yes to continue or select No to cancel the removal of the entries and return to the list.
4. The list is refreshed, and the entries are removed.

To Resubmit eOrder

1. Highlight the desired entry.
2. Select the **Resubmit eOrder [SF7]** function button.
3. The prompt "Resubmit current message (Y/N)?" is displayed.
4. Select **Yes** to continue or select **No** to cancel.
5. The prompt "*Message resubmitted*" is displayed.
6. Click **OK**.
7. The list is refreshed, and the entry is removed.

HL7 Message

This screen displays the output of the HL7 message from the entry selected in the previous screen.

9.7 HL7 Results Audit

The HL7 result audit displays a list of HL7 Messages in which selected messages can be individually viewed or deleted. It is also possible to remove all associated entries with their Messages.

List Display

Field	Description
Date / Time	The date and time the HL7 message was received
UR Number	The UR Number attached to the HL7 Message
HL7 Option	The mnemonic of the HL7 Interface that received the result
Type	HL7 event type
Rejection Description	The reason for failure of lookup

Functions Buttons

Functions	Description
Delete Entry [F5]	Delete a HL7 Audit Entry
View HL7 [F7]	Displays the HL7 message for the selected entry.
Remove All [SF5]	Removes all HL7 entries.

To Delete an Entry

1. Navigate: **Management** > **HL7 Messages** > **HL7 Results Audit** .
2. Highlight the desired entry.
3. Select the **Delete Entry [F5]** function button.
4. The prompt "*Remove Selected Row?*" is displayed.
5. Select **Yes** to continue or select **No** to cancel the removal of the entry and return to the list.
6. The list is refreshed, and the entry is removed.

To View a HL7 Message

1. Highlight the desired entry.
2. Select the **View HL7 [F7]** function button.
3. The message is displayed via the **HL7 Message** screen.

To Remove All Entries

1. Select the **Remove All [SF5]** function button.
2. The prompt "*Are you sure you want to remove all entries?*" is displayed.
3. Select **Yes** to continue or select **No** to cancel the removal of the entries and return to the list.
4. The list is refreshed, and the entries are removed.

10 Secure Messaging

The selection of the **Secure Messaging** option provides the ability to view a daysheet, audit and queue.

10.1 Secure Messaging Daysheet

The Secure Messaging Daysheet displays associated entries that have been securely transmitted based on the date.

List Display

Column	Description
Type	The type of messaging event. These types are as follows: • Ack [TYPE] – Acknowledgement message received from the Secure Messaging service. The Type represents the acknowledgement code supplied in MSA-1, AA. AE or AR. • Remove – Indicates the removal of the message from the queue upon receipt of an acknowledgement message containing code 'AA' in MSA-1 (application receipt). • Send – The message is transmitted to the Secure Messaging service. This includes re-send events. Messages are re-sent when a corresponding acknowledgement message is not received before the ACK Timeout (configured against the Transport Product). • Insert – The HL7 message is added to the queue to be sent. Use the **Select [F12]** function to open the HL7 Message preview for the highlighted entry, only applicable to the event Types Insert and Ack.
Date/Time	The date/time of the event
UR Number	The patient's file number
Lab Number	The associated laboratory number

Column	Description
Message ID	This is the Evolution vLab® way of unique alphanumeric Message Control ID • This is the value output in the MSH-10 of the outgoing message. • This is the value received in the MSA-2 for inbound messages
Transport Product	The mnemonic of the Transport Product used to send/receive the message
Practice Software	The mnemonic of the Practice Software used to output the message
Facility	The secure messaging facility cited in the message

10.2 Secure Messaging Audits

The 'Secure Messaging Audits' screen allows the user to browse the audit history for the Secure Message Delivery (SMD) events associated with a particular lab number.

List Display

Column	Description
Date/Time	The date/time of the event
Message ID	This is the Evolution vLab® way of unique alphanumeric Message Control ID • This is the value output in the MSH-10 of the outgoing message. • This is the value received in the MSA-2 for inbound messages
Transport Product	The mnemonic of the Transport Product used to send/receive the message
Practice Software	The mnemonic of the Practice Software used to output the message
Facility	The secure messaging facility cited in the message

Column	Description
Type	The type of messaging event. These types are as follows: • Ack [TYPE] – Acknowledgement message received from the Secure Messaging service. The Type represents the acknowledgement code supplied in MSA-1, AA. AE or AR. • Remove – Indicates the removal of the message from the queue upon receipt of an acknowledgement message containing code 'AA' in MSA-1 (application receipt). • Send – The message is transmitted to the Secure Messaging service. This includes re-send events. Messages are re-sent when a corresponding acknowledgement message is not received before the ACK Timeout (configured against the Transport Product). • Insert – The HL7 message is added to the queue to be sent. Use the **Select [F12]** function to open the HL7 Message preview for the highlighted entry, only applicable to the event Types Insert and Ack.

10.3 Secure Messaging Queue

The 'Secure Messaging Queue' displays messages awaiting output from **Evolution vLab®**.

List Display

Column	Description
Date/Time	The date/time of the event
UR Number	The patient's file number
Lab Number	The associated laboratory number
Message ID	This is the Evolution vLab® way of unique alphanumeric Message Control ID • This is the value output in the MSH-10 of the outgoing message. • This is the value received in the MSA-2 for inbound messages
Transport Product	The mnemonic of the Transport Product used to send/receive the message

Column	Description
Practice Software	The mnemonic of the Practice Software used to output the message
Facility	The secure messaging facility cited in the message

11 Devices

The selection of the **Devices** menu option provides the ability to view and modify the Print and Fax Queues and view the Fax Message and HL7 Spooler audit screens.

11.1 Printer Status

The 'Printer Status' screen displays the number of jobs waiting to be printed on each printer.

List Display

Column	Description
Address	IP address and sub-address entered at configuration
Printer	Mnemonic of the printer device entered
Count	The number of entries in the queue
Oldest	The time and date of the oldest entry in the queue
Latest	The time and date of the newest entry in the queue
Status	Displays the printer status. Valid entries are: • Open Fail When the printer device fails to open. • Write Fail When the printer device can be opened but fails to write (for example: No paper). <no value> Queue being idle Active Queue transmitting/receiving Ack wait Queue waiting for acknowledgement receipt

To View the Entries in a Printer Queue

1. Highlight the required Queue entry.
2. Double-click or press **[Enter]**.
3. The reports on the queue are displayed on the following screen.

Printer Queue Entries for the Selected Printer Status

This screen displays the print entries for the required printer selected from the previous screen. The options to remove, view, and remove all entries is also available.

Function Buttons

Functions	Description
Remove Entry [F5]	Removes single highlighted entry from the print queue.
View Report [F7]	View the report text of highlighted entry
Remove All [SF5]	Removes all entries from the print queue

To View a Report

1. Highlight the required entry.
2. Select the **View Report [F7]** function button. The report is displayed in text format.

To Remove an Entry

1. Highlight the required entry.
2. Select the **Remove Entry [F5]** function button.
3. The prompt "*Remove Entry?*" is displayed.
4. Select Yes or press Enter to continue or select No to cancel the removal of the entry and return to the list.
5. The list is refreshed, and the entry is removed.

To Remove all Entries

1. Select the **Remove All [SF5]** function button.
2. The prompt "*Remove All Entries?*" is displayed.
3. Select Yes or press Enter to continue or select No to cancel the removal of the entries and return to the list.
4. The list is refreshed, and the entries are removed.

Report

The report is displayed in the text format that will be sent to the printer. This is a non-editable display.

To return to the pervious screen select the **Back** icon.

11.2 Pending Faxes

The 'Pending Faxes' screen displays a summary view of configured fax devices in the system and jobs currently in the queue.

List Display

Column	Description
Address	IP address and sub-address entered of the fax device
Device	Mnemonic of the fax device
Count	The number of entries in the fax queue
Oldest	The time and date of the oldest entry in the fax queue
Newest	The time and date of the newest entry in the fax queue

To View the Details of Jobs in a Fax Queue

1. Select the required Fax device.
2. Double-click or press **[Enter]**.
3. The details of the jobs in the queue are displayed via the Fax Status screen.

11.3 Fax Status

The **Fax Status** screen displays a summary view of configured Fax devices in the system and jobs currently in this queue.

List Display

Column	Description
Queued Date	Displays the queued time and date for the fax
Fax Number	Displays the fax number
Panel	Displays the format panel for the fax
Lab/UR No	Displays the Lab Number or UR Number for the fax

Column	Description
Status	Displays the status of the fax. Valid entries are: • Failed • Success • Pending • No Dial Tone • Busy • No Answer • No Fax Number • Manual Delete • Board Error
Job #	Displays the job number for the fax when sent to a queue, prior to being sent
Retries	The amount of transmission retries to the destination
Retry Time	The retry time of the transmission

To View the Details of Jobs in a Fax Queue

1. Select the required Fax device.
2. Double-click or press **[Enter]**.
3. The details of the jobs in the queue are displayed via the following screen.

11.4 Fax Message Audit

The **Fax Message Audit** screen displays the systems fax message history by month. The current month displays as a default. The Previous and Next arrows adjacent to date display are used to view alternative months.

List Display

Column	Description
Queued Date	Displays the queued time and date for the fax
Sent Date	Displays the queued time and date for the fax

Column	Description
Fax Number	Displays the fax number
Panel	Displays the format panel for the fax
Lab No/UR No	Displays the Lab Number or UR Number for the fax
Job Number	Displays the job number for the fax when sent to a queue, prior to being sent
Batch Number	Displays the Batch Number for the fax once sent from a queue
Status	Displays the status of the fax. Valid entries are: • Failed • Success • Pending • No Dial Tone • Busy • No Answer • No Fax Number • Manual Delete • Board Error
Device	Displays the device, port that the fax was sent to.

Functions Available

Function	Description
Enter Date [F8]	Allows the fax history to be searched by date.
Refresh [F7]	Enables the screen to be refreshed and update the data displayed.

To Search the Fax History by Date

1. Select the **Enter Date [F8]** function button.
2. The prompt *"Enter Date:"* is displayed.
3. Enter the required date (MMYYYY or MMYY).
4. Select **OK** to proceed or **Cancel** to cancel the action.

5. The fax history for the entered date displays on screen.

To Refresh the Fax History List

1. Select the **Refresh [F7]** function button.
2. The Fax History is updated to a current status.

To View the Report of a Fax Entry

1. Highlight the entry of interest and double-click or press Enter.
2. The results screen displays.

11.5 HL7 Spooler Audit

The **HL7 Spooler Audit** function allows users to view ORM, ORU and ACK type HL7 messages that have been output via the HL7 spooler. The associated list indicates the time/date, message type, message Id, the spooler and system plus additional details.

This audit list is refreshed automatically every 24 hours.

List Display

Column	Description
Date/Time	The time/date of the output message
Message Type	The associated message type, that is: ORM
Message Id	The uniquely assigned message id
Spooler	The associated spooler for the message that has been output
System	The associated system for the message that has been output
Details	Any further details

12 Miscellaneous Interfaces

The **Generic System Interface** (GSI) is a highly configurable bi-directional interface for FTP transfer of information between Evolution vLab® and third-party systems. The GSI sends and receives data as plain text files, according to the configurable outgoing and incoming masks.

12.1 Generic System Interfaces Status

The Status screen provides information to monitor the Generic System Interfaces.

List Display

Column	Description/Data
Interface	A list of the configured Generic System Interface
Last In	Displays the time/date of last incoming file from an External System Interface
Last Out	Displays the time/date of last outgoing file from an External System Interface

Function Button

Function	Description
Transfer [F8]	Manually queues the incoming and outgoing files that have been transferred through the interface

To Manually Transfer Files

1. Select **Transfer [F8]** function button.
2. At the prompt, select *(I)ncoming or (O)utgoing*. Select **OK** or press **[Enter]** to continue or **Cancel** to return to the previous screen.
3. The prompt *"Manual run queued"* is displayed. Select **OK** or press **[Enter]** to continue.

To View the File

1. Select the required interface.
2. Double-click or press **[Enter]**.
3. The details of the interface messages are displayed on the following screen.

Generic System Interface Status – Details

The **Details** option allows access to the Details, History, Error Log and Audit screen of a selected Interface.

This screen is also divided into two. The upper section shows the incoming and outgoing files and can be viewed by Date/Time, Status (number of files to process), and the number of files and laboratory numbers. The lower section indicates the laboratory numbers and records contained with the file.

Function Button

Function	Description
Refresh [F8]	Refresh the table of transferred files

To Refresh the Interface Status Table

Select the **Refresh** function button or press **[F8]** to refresh the interface status table.

Generic System Interface Status – History

The **Interface Status History** screen displays the files transferred to and /or from the previously selected Interface.

List Display

Field	Description
Run	Identifies the file transfer run or execution
Type	Identifies the type of file transferred, incoming or outgoing
Time/Date	Time and Date of file transfer
Files	Name of the file
Labs Added	Lab numbers added
Labs Updated	Labs numbers updated
Status	Status of FTP

Function Button

Function	Description
Enter Date [F8]	Filters table by date

To Filter the Table by Date

1. Select the **Enter Date [F8]** function button.
2. At the prompt "*Enter Date*", enter the required date (mm/yyyy).
3. Select **OK** to continue or **Cancel** to cancel.

Generic System Interfaces Status – Error Log

This screen displays the **Error Log** for a selected interface.

List Display

Field	Description/Data
Date/Time	Displays the time/date of the run
Line	Identifies the line on which the error exists
Field	Identifies the field in which the error exists
Message	Error message
File Name	Name of the file

Function Buttons

Functions	Description
Enter Date [F8]	View records from a required date (mm/yyyy) or (mm/yy)
View File [SF7]	View details of file

To View the Error Log for Selected Date

1. To view the error log for a selected date (**Note:** only month by month search available) select back or forward arrow buttons on either side of date displayed to get correct month.
2. Select **Enter Date [SF8]** function button.

3. At the in prompt *"Enter Date"*, enter the required date (mm/yyyy).
4. Select **OK** or press **[Enter]** to continue or **Cancel** to cancel search.

To View a Transferred File

1. Highlight the required entry.
2. Select View File [SF7] tab.
3. The file is displayed as text via the next screen.
4. Select the **Back** icon to return to the previous screen.

Selected File

1. The file displays. This is a non-editable display.
2. To return to the Error Log List, select the **Back** icon.

Generic System Interfaces Status – Audit

This screen displays the audit history for the selected interface.

List Display

Field	Description/Data
Date	Displays the time/date of the run
Lab No	Laboratory Number
UR No	UR Number
Type	Audits action for example added or updated

To View Audit Log for Selected Date

1. To view the audit log for a selected date (**Note:** only month by month search available) select the back or forward arrow buttons on either side of date displayed to get correct month.

OR

2. Select the **Enter Date [SF8]** function button.

3. At the prompt *"Enter date"*, enter the required date (mm/yyyy).
4. Select **OK** or press **[Enter]** to continue or **Cancel** to cancel search.

12.2 FTP Upload

The **FTP Upload** screen allows users the ability to upload files.

To Perform an FTP Upload

1. At the prompt *"FTP config for upload"*, enter the mnemonic for the required FTP configuration.
2. Select **OK** or press **[Enter]** to continue or **Cancel** to return to the previous screen.

OR

3. Use the **Lookup [F1]** function for a list of valid FTP configurations. Highlight the required configuration and double-click, the FTP operation will begin automatically. The file will be uploaded.

12.3 Pap Test Registry

Any appropriate test or panel may be configured to automatically insert via the **PAP Test Registry** List for sending to the appropriate Cervical Screening Registry.

Depending on the installation site the sending of information may be in electronic format or a printed list for faxing. The following instructions assume electronic sending and printed lists may be created via the function key or via the usual printing functions.

To Display the Pap Registry User List

1. Highlight the required user list.
2. Double-click or press **[Enter]**.
3. The table of patient data for the required user list is displayed.

Pap Test Registry Episode Data

The episode data screen displays the details of all episodes sent to the Pap Registry from the previously selected user list.

To View the Results of an Episode

To view the results of an episode, highlight the required episode and double-click or press **[Enter]**.

Function Buttons

Functions	Description
Hold [F5]	Holds entry from list and prevents it from being sent to the PAP registry
Remove Entry [F6]	Removes entry from list
Reinstate Entry [F7]	Reinstates entry if 'removed' or 'held' status has been applied. Note the reinstate function may only be used prior to exiting the screen
Hold All [SF5]	Holds all entries on list and prevents them from being sent to the PAP registry
Reinstate All [SF7]	Reinstates all entries if 'removed' or 'held' status has been applied. Note the reinstate all function may only be used prior to exiting the screen
Upload Data File [SF8]	Uploads data file to registry

To Hold a Lab No. from being sent to Pap Test Register

1. Highlight the required entry.
2. Select the **Hold [F5]** function button.
3. The status field displays as "Held".

To Remove Entry from the List

1. Highlight the required entry.
2. Select the **Remove Entry [F6]** function button.
3. The status field displays as "Removed".
4. The entry is removed from the list when the table is refreshed.

To Re-instate an Entry with a Held or Removed Status

1. Highlight required entry.
2. Select the **Reinstate Entry [F7]** function button. The status field is then cleared.

Note: The reinstate function may only be used prior to exiting the screen.

To Hold all Entries from being sent to the PAP Register

1. Select the **Hold All [SF5]** function button.
2. The status field of all entries displays as "Held".

To Re-instate all Entries with a Held or Removed Status

1. Select **Reinstate All [SF7]** function button.
2. The status field is then cleared.

Note: The reinstate all function may only be used prior to exiting the screen.

To Upload Data File to PAP Register

1. Select the **Upload Data File [SF8]** function button.
2. The prompt *"Data file built, OK to transfer? (y/n)"* is displayed.
3. Select **Yes** or press **[Enter]** to transfer data to registry or select **No** to return to previous screen.

Note: All entries that have been sent to the register will be removed from the list.

If resending of a lab number is required, use the **List Insert** function from the **Results Enquiry** screen to reinsert the lab number into the list. Select and send the lab number from the **PAP Test Registry** tab as usual.

13 Image Storage

The **Image Storage** screen provides information regarding the volume of images stored on the system of each image type. Audit information regarding images is also available.

13.1 Image Storage Status

Management of images stored on the platform can be undertaken on this screen. Images are listed according to the image size and display as filtered lists using the **Image Type** and/or **Date** filters.

Images can also be deleted, or a backup of selected images can be performed to an external server.

Function Buttons

Functions	Description
Filter By Image Type [F5]	Filter list by type of Image
Filter by Month / Year [F6]	Filter list by Month/Year
Delete Images [SF5]	Delete Images from a selected date
Backup Images [SF6]	Backup images to an external server

To Filter List by Image Type

1. Select the **Filter Image by Type [F5]** function button.
2. The prompt "*Select Image Type*" is displayed.
3. Enter a known mnemonic or press **Lookup [F1]**.
4. Select **OK** to continue to filter or select **Cancel** to cancel search.

To Filter List by Month/Year

1. Select the **Filter by Month/Year [F6]** function button.
2. The prompt "*Enter Date*" is displayed.
3. Enter a date using the format (mm/yy) or (mm/yyyy).
4. Select **OK** to continue search or **Cancel** to cancel search.

To Delete Images

1. Select the **Delete Images [SF5]** function button.
2. The prompt *"Enter Date"* is displayed.
3. Enter a date using the format (mm/yy) or (mm/yyyy).
4. Select **OK** to continue or **Cancel** to cancel action.
5. The prompt *"Select Image Type"* is displayed.

Note: Do not enter an image type if ALL image types are to be deleted.

6. Enter a known mnemonic or press **Lookup [F1]**.
7. Select **OK** to continue to filter or select **Cancel** to cancel search.
8. The prompt *"Remove XXXXXX images for mm yyyy? (Y/N)"* is displayed.
9. Select **Yes** to continue or **No** to return to list.

To Backup Images to an External Server

1. Select the **Backup Images [SF6]** function button.
2. The prompt "*Enter Start Date*" is displayed.
3. Enter a date using the format (mm/yy) or (mm/yyyy).
4. Select **OK** or press **[Enter]** to continue or press **Cancel** to cancel action.
5. The prompt "*Enter End Date*" is displayed.
6. Enter a date using the format (mm/yy) or (mm/yyyy).
7. The prompt "*Select Image Type*" is displayed.

Note: Do not enter an image type if ALL image types are to be backed up

8. Enter a known mnemonic or press **Lookup [F1]**.
9. Select **OK** to continue filter or select **Cancel** to cancel search.
10. At the prompt "*Enter FTP Address*", enter a valid FTP address **Lookup [F1]** function available.
11. Select **OK** or press **[Enter]** to continue or **Cancel** to cancel action.

13.2 Image Audit

The **Image Audit** screen displays the events information of each image in the system. The list can be sorted using any column provided.

List Display

Column	Description
Time/Date	Time and date when action was undertaken.
User	User id
Lab/ UR	Lab/ UR Number to which the image is attached
Action	The type of action performed on the image (Annotation saved or modified, Stored, Transferred, Deleted).
Details	Further information regarding the action

14 User Activity

This **User Activity** menu option provides access to information regarding users currently logged into the system.

It also allows system administrators to monitor the number of sessions per user, the IP address from where the user has logged in and how long the session has been idle.

It also allows system administrators to disable logins if required. This is particularly useful when users need to be logged out the system, for example, during a software release.

14.1 User Status

This **User Status** screen displays all users currently logged in. Along with information regarding the time the user has been idle and the associated laboratory, privilege category, access group and IP address.

Function Buttons

Functions	Description
Refresh [F5]	Refreshes the list of users currently logged in
Enable / Disable Logins [SF8]	To enable or disable the ability for users to log in to the system

To Refresh the Screen

Select the **Refresh Screen [F5]** function button.

To Disable / Enable Users

1. Select **Disable Logins [SF8]** function button.

   Both the **Evolution vLab®** and **Evolution vLab® Clinical Viewer** Login Status is displayed via the banner across the top of the screen. Selecting this function displays as either "Enabled" or "Disabled" respectively.

2. Select **Enable Logins [SF8]** function button to re-enable user logins.

14.2 Last Login

This **Last Login** screen lists the last login of each user. The list can be sorted by any column and then searched using the locate field.

- User Name
- Full Name
- Division
- Privilege Category
- Access Group
- Last Login

14.3 Failed Login Attempts

This **Failed Login Attempts** screen lists the failed login attempts by a user. The current month and year (MMYYYY) are displayed as default. The **Previous** and **Next Arrows** adjacent to date display are used to view alternative months.

The list can be sorted by any column and then searched using the locate field.

- Date
- User Name
- Message

Function Buttons

Functions	Description
Enter Date [F8]	Allows the failed login history to be filtered by date.

To Display Failed Logins for a Month

- Select the **Enter Date** function button or press **[F8]**.
- Enter a Date mm/yyyy.
- Select **OK** to continue or press **Cancel** to cancel action.
- The list only displays entries from the required period.

14.4 User Activity Search

This **User Activity Search** screen allows system administrators to trace details of audit history changes, specific to a user login. It displays all the laboratory records selected by the user that the system has audited.

This screen filters by user and date. The start and end date interval selected must be no greater than 31 days.

To Search User Activity

1. Enter a user ID in **Username** field.
2. Enter the start date in **Start** field (dd/mm/yy) or (dd/mm/yyyy).
3. Enter the end date (no more than 31 days from start day) in **End** field (dd/mm/yy) or (dd/mm/yyyy).
4. A list of all laboratory records accessed by the user within the date range are displayed.

To View the Audit Trails of the Laboratory

1. Highlight the entry of interest and double-click or press **[Enter]**.
2. The results **Enquiry** screen of the laboratory record are displayed.
3. Select the **Audit [SF8]** tab to access the audit history.

To Alter Date Range

1. Select the **Date Range [F9]** function button.
2. At the prompt "*Enter Start Date*", enter a start date and select **OK** or press **[Enter]** to continue or **Cancel** to return to previous screen.
3. At the prompt "*Enter End Date*", enter an end date and select **OK** or press **[Enter]** to continue or **Cancel** to return to previous screen.

To Initiate Another Search

1. Select the **Clear** icon top of screen.
2. The filter options are cleared, and a new search can be initiated.

14.5 Extended Enquiries Audit Log

The **Extended Enquiries Audit Log** provides additional security of results by auditing all searches performed through extended enquiries to display patient and/or test result data.

The screen displays, by month, all search criteria used as well as the data fields displayed when the data is tabulated or exported.

The list can be toggled to the required month/year by selecting the back and forward arrows on either side of the displayed date.

Function Buttons

Functions	Description
Enter Date [F8]	Allows the Extended enquiry audit log list to be filtered by date.
Filter by User [F7]	Filters the list by username.

To View Data Search Log by Selected Date

1. To view the Data Search log by a selected date (**Note:** only month by month search available), select the **Back** or **Forward** arrow buttons on either side of date displayed to view the desired month.

OR

2. Select the **Enter Date [F8]** function button.
3. At the prompt "*Enter Date*", enter a date (mm/yyyy) or (mm/yy).
4. Select **OK** or press **[Enter]** to continue or **Cancel** to cancel search.

To Filter Table by User

1. Select the **Filter by User [F7]** function button.
2. At the prompt "*User*", enter the desired user.
3. Select **OK** to continue or **Cancel** to cancel search.
4. The table displays with only the entered user.

To Remove Filter by User

1. Select the **Filter by User [F7]** function button.
2. At the prompt "*User*", leave the field blank and select **OK** to continue or **Cancel** to cancel.
3. The table displays with all the users.

15 Log Files

This **Log Files** menu option allows the viewing of the Equation Error log, Configuration Audit Log, the Transfusion Medicine Event Log (Historical) and Configuration Inconsistencies.

15.1 Equation Error Log

Equation errors can cause significant problems if allowed to occur in the LIVE system.

Potentially the most dangerous equation to have an error is the MODIFY equation. This is largely due to the number of times the equation is programmed to run. When there is an equation error the entire equation does NOT run, so therefore, no actions that should be completed by the equations will not occur, such as result calculations, autocomments, list insertion or removal to name a few.

Errors in the level one and daemon equations can allow inappropriate auto-validation of results, or conversely stop all auto-validation of results.

Errors in screen and print masks are not as serious, unless the error is in a mask that is used by multiple print masks (for example, the header or footer masks) or the **Evolution vLab® Clinical Viewer** web browser is also in use. Where there is an error in the screen mask, the screen masks will not display to users. In a print mask, the system will print "Error on line xxx:" followed by the cause of the syntax error if a print of the mask is initiated.

Whenever a change is made to an equation or mask, the person making the change should immediately test the equation or mask and look for errors in the Equations Error Log. The system will usually run a syntax check before saving the equation and prompt the user that there is an error, however sometimes the error message is not displayed.

This is a particular problem in the analyser equations as the only way to trigger the equations to run is to send data from the analyser in question.

The Equation Error Log displays the most recent equation errors and describes the line number and syntax error encountered, along with the time and date of the error. The log does not display which equation or mask the error is occurring in, it is therefore suggested that at the beginning of each mask you enter a comment to identify the mask. It is important to remember that the line number displayed may not be the line that the error occurs on, it may be on a line above.

When an error occurs in any of the system equations or analyser equations in the LIVE environment, it MUST be resolved immediately. The quickest way of achieving this is to revert to the previous version of the equation.

If reverting to the previous version is not possible and the error is not immediately obvious, often it is best to "comment out" the section of equation that you have just added or modified.

This approach will allow the equation to run and give you more time to identify the error, while minimising potential data loss. If you are commenting out a large section of code, remember to check that there are no other comments within that code, as a comment within a comment will cause further syntax errors.

15.2 Configuration Audit Log

The **Configuration Audit Log** provides a before and after read only view of configuration changes made in **Evolution vLab®**. The following information is recorded for each configuration change made:

- The configuration table or screen to which the change was made.
- The user who made the change.
- The time and date the change was made.
- The mnemonic of the configuration table or screen for the changed entry.
- The entries remain in the Configuration Audit log permanently.

Note: Changes to the equation/mask configuration will not be audited but an entry recording the date, time and user will be made.

Function Buttons

Functions	Description
Before Image [F5]	Displays the image of the screen prior to configuration change.
After Image [F6]	Displays the image of the screen after configuration change.
Date Range [F9]	Filters the list by the required date range

To View a Before Image

1. Highlight the desired configuration change entry.
2. Select the **Before Image [F5]** function button.
3. The configuration screen before changes were made is displayed in read-only mode.
4. To return to previous screen, select the **Back** icon or select the **Configuration Audit Log** tab.

To View an After Image

1. Highlight the desired configuration change entry.
2. Select the **After Image [F6]** function button.
3. The current configuration screen is displayed in read-only mode.
4. To return to previous screen, select the **Back** icon or select the **Configuration Audit Log** tab.

15.3 Transfusion Medicine Event Logs

The Event Log allows for monitoring of important transactions/events which have been made by either the system or a user in the day-to-day operation of **Evolution vLab®**.

Such transactions are logged with a description of the event, time, date and login id of the user responsible for the transaction. The log provides for these events to be acknowledged by an appropriate user; these acknowledgements are also logged. All logs are maintained on-line permanently in a daysheet type facility.

The event log is utilised within **Evolution vLab®** to facilitate logging of many different transactions, they are therefore divided into specialised logs for ease of viewing and processing where appropriate.

To View System Events

To view all system logs, select the **System** entry.

To View Manual Events

To view Manual event logs, select the **Manual** entry.

To View the TM Supervisor Events

To view the supervisor event log, select the **TM Supervisor Log** entry.

To View the TM Despatch Events

To view the TM despatch log, select the **TM Despatch Log** entry.

To View All Events

To view all logs, select the **All** entry.

Events that will trigger a message in the Transfusion Medicine Event Log include:

- Invalid group computation
- Group mismatch or override by staff
- Rh D mismatch at crossmatch
- ABO mismatch at crossmatch
- Issue of platelets or plasma products where the message *"Group XX is not the best choice, continue?"*

- Override of special requirements
- Sample expires before crossmatch
- Override of use of autologous, directed or reserved units
- Failure of despatch from sign out screen
- Phenotype not found on bag
- Sample expired override
- Issue of blood with No validated blood group
- Issue of blood crossmatched for another UR to a different patient
- Additions or deletions or changes to blood group or antibody in antibody register
- Corrections facility alerts

Transfusion Medicine Special Logs

The **System Events log** allows supervisors to review system event messages that have occurred daily and acknowledge that the event has occurred and is acceptable.

The **Manual Events log** allows supervisors to review manually inserted event messages on a daily basis and acknowledge that the event has occurred and is acceptable.

The **Transfusion Supervisor Event log** allows supervisors to review Transfusion Supervisor error message overrides that have occurred daily and acknowledge that the event has occurred and is acceptable.

The **Despatch Event log** allows supervisors to review Despatch event messages that have occurred on a daily basis and acknowledge that the event has occurred and is acceptable.

Event Log Table

Column	Description
Time/Date	Time/Date of the event
User	The user's mnemonic
Event	The event that instigated the entry into the event log
Time/Date	Time/Date of the Acknowledgement
Super	The Supervisors login who Acknowledged the event

Column	Description
Acknowledgement	The comment entered at the time of Acknowledgement
Status	Status of Acknowledgement

Function Buttons

Function Keys	Description
Enter Date [F8]	Allows the event log list to be filtered by date.
Insert Event [F7]	Manually insert an event into the event log for the present date.
Display Message [SF5]	Displays the details of the Event message, the full Original message and the full Acknowledgement message.
Acknowledge [SF6]	Allows the user to acknowledge the and enter a comment.
Toggle Selection [SF7]	Toggle entries between all entries in list and entries that are not acknowledged
Reception [SF10]	Opens dialogue box to enter Lab No. to display reception screen for Lab No.

To View the Event Log from a Required Date

1. Select **Enter Date [F8]** function button.
2. At the prompt "*Enter date*", enter the required date (dd/mm/yy) or (dd/mm/yyyy).
3. Select OK or press enter to display list.

OR

4. Select the **Back** or **Forward** function buttons on either side of the displayed date for the required date.

To manually insert an Event entry

1. Select **Insert Event [F7]** function button.
2. At the prompt *"Enter event message"*, enter an event message.
3. Select **OK** or press **[Enter]** to insert.
4. Select **Yes** to continue or press **[Enter]** or **No** to cancel.

To Display Messages

1. Highlight the required event.
2. Select **Display Message [SF5]** function button.
3. The message is displayed via the **Event Message Details** screen.
4. Select the **Back** icon to return to previous screen.

To acknowledge an Event

1. Highlight the desired event.
2. Select the **Acknowledge [SF6]** function button.
3. At the prompt "*Enter Acknowledge Message*", enter an acknowledgement message.
4. Select **OK** to continue or **Cancel** to cancel action.
5. The acknowledgement message is displayed via the **Acknowledgement** column. The time/date and user acknowledging the event is populated.

Note: If an acknowledgement message is not entered and the **OK** button is selected, the event is not acknowledged.

To toggle between Acknowledged and Not Acknowledged Entries

1. Select the **Toggle Selection [SF7]** function button.
2. The display toggles between Acknowledged and non-Acknowledged entries.

To access the Reception Screen

1. Highlight the desired event.
2. Select the **Reception [SF10]** function button.
3. At the prompt "*Enter labno*", enter the lab number and select **OK** to continue or **Cancel** to cancel.
4. The reception screen of the laboratory number is displayed.

Transfusion Medicine All Event Log

The **All Event** log allows supervisors to review all event messages in the Transfusion Medicine department that have occurred on a daily basis and acknowledge that the event has occurred and is acceptable. It combines the events from both the **TM Supervisors Log** and **TM Despatch Log**, allowing the Supervisor a single list to monitor.

Event Log Table

Column	Description
Time/Date	Time/Date of the event
User	The user's mnemonic
Event	The event that instigated the entry into the event log
Time/Date	Time/Date of the Acknowledgement
Super	The Supervisors login who Acknowledged the event
Acknowledgement	The comment entered at the time of Acknowledgement
Status	Status of Acknowledgement

Function Buttons

Function Keys	Description
Enter Date [F8]	Allows the event log list to be filtered by date.
Insert Event [F7]	Manually insert an event into the event log for the present date.
Display Message [SF5]	Displays the details of the Event message, the full Original message and the full Acknowledgement message.
Acknowledge [SF6]	Allows the user to acknowledge the and enter a comment.
Toggle Selection [SF7]	Toggle entries between all entries in list and entries that are not acknowledged
Reception [SF10]	Opens dialogue box to enter Lab No. to display reception screen for Lab No.

To View the Product Reception Screen of an Entry

1. Highlight the desired entry.
2. Double-click or press **[Enter]**.
3. The Product Reception screen is displayed. This function is only available for certain events, for example, Despatch, Sign In or Sign Out events.

To View an Entries Result Screen

1. Highlight the required entry (Event Type).
2. Double-click or press **[Enter]**.
3. The Antibody Register screen is displayed.

To View the Event Log from a Required Date

1. Select **Enter Date [F8]** function button.
2. At the prompt "*Enter date*", enter the required date (dd/mm/yy) or (dd/mm/yyyy).
3. Select **OK** or press [Enter] to display list.

OR

4. Select **Back** or **Forward** function buttons on either side of the displayed date for the desired date.

To Manually Insert an Event Entry

1. Select the **Insert Event [F7]** function button.
2. At the prompt *"Enter event message"*, enter an event message.
3. Select **OK** or press **[Enter]** to insert or cancel to cancel the action.
4. Select **Yes** to continue or press **[Enter]** or **No** to cancel.

To Display Messages

1. Highlight the desired event.
2. Select the **Display Message [SF5]** function button.
3. The detailed message is displayed via the Event Message Details screen.
4. Select the **Back** icon to return to previous screen.

To Acknowledge an Event

1. Highlight the required event.
2. Select the **Acknowledge [SF6]** function button.
3. At the prompt "*Enter Acknowledge Message*", enter an acknowledgement message.
4. Select **OK** to continue or **Cancel** to cancel action.
5. The acknowledgement message is displayed via the **Acknowledgement** column. The time/date and user acknowledging the event is populated.

<u>Note:</u> If an acknowledgement message is not entered, and the OK button is selected, the event is not acknowledged.

To Toggle between Acknowledged and Not Acknowledged Entries

1. Select the **Toggle Selection [SF7]** function button.
2. The display toggles between Acknowledged and non-Acknowledged entries.

To Access the Reception Screen

1. Highlight the desired event.
2. Select the **Reception [SF10]** function button.
3. At the prompt "*Enter labno*", enter the lab number and select **OK** to continue or **Cancel** to cancel.
4. The **Reception** screen of the laboratory number is displayed.

16 Statistics

The Statistics provided by **Evolution vLab®** are in the areas of Extended Queries, Batch Type Statistics, and for Unvalidated Lab Numbers.

16.1 Extended Enquiries

The **Extended Enquiries** is a function that allows users to search on specific data elements, registered in the system up to the previous day.

Notes:

For a Test result to be available in the Extended Enquiries it MUST be a Validated Test result.

Extended Enquiries data is updated overnight via a background job. This means that results entered today will NOT be available for an Extended Enquiries queries until the next day.

It is a multi-parameter database search which may be performed in real time.

Search parameters are entered, and the number of matches is displayed.

The Laboratory data for the matched entries may then be extracted and viewed on screen in tabulated format or exported to Excel or File dumps.

Extended Enquiry Search Fields

Field	Description	F1 Lookup /Help
Date Range	The date range search is based on the date that the laboratory record was created / registered. The dates may be entered as yyyymmdd or yyyymm or yyyy. Square brackets, [ ], are used to define a range of dates. Each set of square brackets represents one character of the date format.	Yes
Time Range	The time range search is based on the time that the laboratory record was created / registered. The dates may be entered as hhmm using a 24-hour clock.	Yes
Day of Week	The day of the week search is based on the day that the laboratory record was created / registered. Enter the first three letters of the day name.	Yes

Field	Description	F1 Lookup /Help
Received Date	Received date search is based on the day the date that is recorded on the laboratory record of when the specimen was received.	Yes
Health Care Facility Group	The health care facility group search is based on the health care facility entered at specimen registration. Enter the mnemonic of the health care facility group or press the **Lookup [F1]** function key for a list of health care facility groups.	Yes
Health Facility	The health care facility search is based on the health care facility entered at specimen registration. Enter the mnemonic of the health care facility or press the **Lookup [F1]** function key for a list of health care facilities.	Yes
Collection Centre	The collection centre search is based on the collection centre entered at specimen registration. Enter the mnemonic of the collection centre or press the **Lookup [F1]** function key for a list of collection centres.	Yes
Cost Centre Group	The cost centre group search is based on the cost centre group entered at specimen registration. Enter the mnemonic of the cost centre group or press the **Lookup [F1]** function key for a list of cost centre groups.	Yes
Cost Centre	The cost centre search is based on the cost centre group entered at specimen registration. Enter the mnemonic of the cost centre or press the **Lookup [F1]** function key for a list of cost centres.	Yes
Clinical Unit	The Clinical unit search is based on the clinical entered at specimen registration. Enter the mnemonic of the clinical unit or press the **Lookup [F1]** function key for a list of clinical units.	Yes

Field	Description	F1 Lookup /Help
Ward (Collected)	The Ward (collected) refers to the ward the patient was in when the specimen was collected. The Ward (collected) search is based on the Ward (collected) entered at specimen registration. Enter the mnemonic of the Ward (collected) or press the **Lookup [F1]** function key for a list of Wards.	Yes
Ward	The Ward search is based on the patient's Ward entered at specimen registration. Enter the mnemonic of the Ward or press the **Lookup [F1]** function key for a list of Wards.	Yes
Consultant	The consultant search is based on the consultant entered at specimen registration. Enter the mnemonic of the consultant or press the **Lookup [F1]** function key for a list of consultants	Yes
Doctor Group	The doctor group search is based on the doctor entered at specimen registration. Enter the mnemonic of the doctor group or press the **Lookup [F1]** function key for a list of doctor groups.	Yes
Doctor	The doctor search is based on the doctor/requestor entered at specimen registration. Enter the mnemonic of the doctor/requestor or press the **Lookup [F1]** function key for a list of doctor/requestors.	Yes
UR Prefix	The UR Prefix search is based on the UR Number entered at specimen registration. Enter the mnemonic of the UR prefix or press the **Lookup [F1]** function key for a list of UR prefixes.	Yes

Field	Description	F1 Lookup /Help
Billing Category	The billing category search is based on the patient category entered at specimen registration. Enter the mnemonic of the patient category or press the **Lookup [F1]** function key for a list of patient categories.	Yes
Postcode	The postcode search is based on the postcode entered at specimen registration. Enter the postcode(s).	Yes
Age	The age search is based on the date of birth entered at specimen registration. Enter the age expressed in number of months.	Yes
Sex	The sex search is based on the sex entered at specimen registration	Yes
Alert / Diagnosis	The alert/diagnosis search is based on the alert or diagnosis entered at specimen registration. Enter the mnemonic of the alert/diagnosis or press the **Lookup [F1]** function key for a list of alerts/diagnoses.	Yes
Patient Type	Enter the mnemonic of a sensitivity type or press the **Lookup [F1]** function key for a list of sensitivities.	Yes
Client	The client search is based on the client entered at specimen registration. Enter the mnemonic of the client or press the **Lookup [F1]** function key for a list of clients.	Yes
Program	The program search is based on the program entered at specimen registration. Enter the mnemonic of the program or press the **Lookup [F1]** function key for a list of programs.	Yes
Project	The project search is based on the project entered at specimen registration. Enter the mnemonic of the project or press the **Lookup [F1]** function key for a list of projects.	Yes

Field	Description	F1 Lookup /Help
Requesting Lab	The requesting lab search is based on the laboratory where the laboratory record was created. Enter the mnemonic of the requesting lab or press the **Lookup [F1]** function key for a list of requesting labs.	Yes
Department	The department search is based on the laboratory records that contain requests belonging to the department specified. Enter the mnemonic of the department or press the **Lookup [F1]** function key for a list of departments.	Yes
Section	The section search is based on the laboratory records that contain requests belonging to the section specified. Enter the mnemonic of the section or press the **Lookup [F1]** function key for a list of sections.	Yes
Specimen Type	The specimen type search is based on the specimen type entered at specimen registration. Enter the mnemonic of the specimen type or press the **Lookup [F1]** function key for a list of specimen types.	Yes
Primary Site	The primary site search is based on the primary site of the specimen entered at specimen registration. Enter the mnemonic of the primary site or press the **Lookup [F1]** function key for a list of primary sites.	Yes
Specimen Site	The specimen site search is based on the secondary specimen site entered at specimen registration. Enter the mnemonic of the secondary specimen site or press the **Lookup [F1]** function key for a list of secondary specimen sites.	Yes
Request	The request search is based on the test/panel code(s) entered at specimen registration. Enter the mnemonic of the test code(s) or press the **Lookup [F1]** function key for a list of test codes.	Yes

Field	Description	F1 Lookup /Help
Result Def1-6	The result definition search is based on the results entered in result fields. This search allows you to search by the result specified. Enter up to 47 characters with specific comments, test names and results to search for.	Yes

When a value is entered via the search criteria fields, the search is activated immediately after pressing the **[Enter]** key.

The value that populates the **Count** column is the number of matches in the system to the criteria entered for that specific field.

If no value is displayed via the **Count** column, then the system has either not been able to find a match for the criteria entered or the syntax has been entered incorrectly.

If there is a syntax error in the criteria search entered, a value may still be displayed in the **Count** column if part of the syntax is correct, as the system has been able to match the correct criteria entered.

The value via the **Matching Count** field represents the number of records that match all the criteria entered. If there is no value in the **Matching Count** field, then there are no records that match all the criteria entered.

To Display Results for an Extended Enquiries Search

1. Enter an individual parameter via the required identifier fields and press **[Enter]** after each entry.
2. The number of matches for each parameter is displayed in the right-hand column.
3. Once multiple parameters have been selected, the number of laboratory records matching all entered search criteria will be displayed in the bottom right-hand corner.
4. When the selection criteria have been completed the laboratory records may be displayed on screen by pressing selecting the **Tabulate** function button or by pressing **[F8]**.
5. The records may also be extracted to a text file which can be transferred to Microsoft Excel.

Note: Mnemonics/aliases must be utilised for database search purposes in the predefined parameter fields.

- Where a mnemonic begins with the digit "0", the mnemonic must be preceded with "\\" or be entered within quotation marks.
- If special characters are part of the mnemonic a backslash "\\" must precede the special character, for example: Ward A&E should be entered A\\&E.

- When a Result Def parameter is populated, and the number of combinations found exceeds 50,000 the following error message displayed: 'Please refine search criteria'.

Note: The double backslash ""\\" is used as a literal string in Programming Languages. In a text string some characters could be processed a computer code, as used some examples, including Database Queries, Programming Languages (that is processing the text) or HTML Page Code. If an actual backslash is required, it is "\\\\", four backslash characters to obtain the single "\" character. For example: In "A\\&E" the "\\" is the escape command that identifies the next character of the ampersand "&". As it is taken literally, it will explicitly add the "&" symbol. The final text will be "A&E".

Complex Searches

The **Extended Enquiries** functionality also allows for complex searches to be created. The key to these complex searches is to use Pattern Matching Operators, Relational Operators and Boolean Operators.

Pattern Matching Operators

Pattern matching operators allow the user to find similar records or groups of records with similar characteristics be found.

Character	Description	Example
*** (Asterix)**	The asterisk replaces any number of letters or numbers and allows matches of all words or numbers that contain the stated characters and with any number of remaining characters. The asterisk can be placed at the start or the end of the string. Match all can be used to request all entries for a particular parameter or to allow grouping of similar items.	199402* will match all records in February 1994 Myelo* will match all words that start with the stated letters and with any number of remaining letters. *99 will match all numbers that end with the stated numbers and with any number of digits prior to those stated.

Character	Description	Example
^ (Hat)	A hat indicates a field in which both numerical/alphabetical characters can be used. (^ can only be used in [ ]) the purpose of ^ is to specify characters not to be used.	[^0-5] will show all numbers above 5 and not between 1 and 5.
? (Question mark)	Replaces one character either numerical or alphabetical that can be used this field.	199209?? If the month and year is already known but you are unsure of the day. GR?Y will match all words the same where any letter is in the third position.
[ ] (Square brackets)	Square brackets can be used to search by a series of numbers.	For example, [1-9] is the same as typing 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9.

Relational Operators

Relational Operators allow the user to group records containing a range of numerical values.

Operator	Description
= (Equals)	Equals is true if both of the expressions being compared are equal
> (Greater Than)	True if the left-hand item is greater than the right-hand item (numerical items only)
< (Less Than)	True if left hand item is less than the right-hand item (numerical items only)
>= (Greater Than or Equals)	True if the left-hand items are greater than or equal to the right-hand item (numerical items only)
<= (Less Than or Equals)	True if the left-hand item is less than or equal to the right-hand item (numerical items only).

Boolean Operators

Boolean Operators are operators which allow the user to select records that might be conditional to certain criteria.

Operator	Description
& (AND)	For an AND to be true both AND expressions must also be true. For example: `test1_ > 4.0 & test2_ < 12.0` True if both the TEST1 result is greater than 4.0 AND the TEST2 result is less than 12.0.
| (OR)	For an OR to be true either-OR expressions must be true. For example: `test1_ > 4.0 | test2_ < 12.0` True if either the TEST1 result is greater than 4.0 OR the TEST2 result is less than 12.0.

Note:

Relational and Boolean Operators must have a space before and after.

For example:

```
test1_ > 6.0 | test1_ <= 13.0
test1_ > 4.0 | test2_ < 12.0
test1_ > 4.0 & test2_ < 12.0
```

The pipe symbol "|" is the equivalent of "or".

Function Buttons

Functions	Description
Save Selection [F5]	Saves extended enquiries selection criteria for future use.
Load Selection [F6]	Loads previously saved selection criteria
Tabulate [F8]	Displays the column headings that can be selected to display the search results of enquiry onto the screen.

Functions	Description
Excel Dump [SF5]	Create an Excel file of search results
PowerPlay Dump [SF6]	To output in the applicable format to be viewed via PowerPlay
File Dump [SF7]	Create a file of results to upload

To Clear a Selection

1. To clear the screen to initiate another set of criteria selections, select the **Clear** icon.
2. All search criteria are removed from the screen.

To Save Selection

1. To save the selection criteria for future use, select the **Save Selection [F5]** function button.
2. At the prompt "*Enter Selection id",* enter a mnemonic for the set of criteria. **Lookup [F1]** is available.
3. Select **OK** to save or **Cancel** to cancel action.

To Load Selection

1. If a previously saved selection is to be used, select the **Load Selection [F6]** function button.
2. At the prompt "*Enter Selection id*>", enter the mnemonic of the saved selection or use the **Lookup [F1]**.
3. The criteria fields are populated with the saved selection criteria which can be edited, and the new parameters saved using the **Save Selection [F5]** function button.

To Tabulate Results

1. To tabulate results, select the **Tabulate [F8]** function button.
2. Via the **Tabulate** table, select the column headings of the details to be displayed by selecting the identifier check boxes as required.
3. If specific Test Results and/or Identifiers are required, enter their codes in the respective fields separated by a comma (no space).

   Users can type Free Text or use the **Lookup [F1]** selection functionality with these fields to specify Tests and Identifiers for output of specific data relating to the Extended Enquiries search.

Note: Select OK or press [Enter] to display the results in a tabulated form using the column headings selected.

Note: The number of fields that can be output as columns is limited by the width of the data contained in the columns and the size of the screen the column will be output on. Use a file dump selection when required.

TAT (Turnaround Time) statistics are also available by entering TAT_Test/Panel mnemonic into the Test field. The data will be displayed on screen with the following column headings:

- CR_Test/Panel mnemonic (Collection to Reception).
- RV_ Test/Panel mnemonic (Reception to Validation).
- CV_ Test/Panel mnemonic (Collection to Validation).

Excel Dump

Evolution vLab® provides an interface to **Microsoft Excel** which downloads the extracted data directly into an Excel file which is saved via the installation directory. The dump formats are pre-defined.

To Dump Extracted Data to Excel

1. Select the **Excel Dump [SF5]** function button.
2. At the prompt "*Enter dump format*", enter the mnemonic of the dump format or use **Lookup [F1]** and select OK or press **[Enter]**.
3. At the prompt "*Exporting to file path C:\Users\Xxx\AppData\Roaming\Auslab\Downloads*", click **Yes** to output via the described path.

OR

4. At the prompt "*Exporting to file path C:\Users\Xxx\AppData\Roaming\Auslab\Downloads*", click **No** to output to another path.
5. Via the **Save As** dialog, select the desired folder and enter a filename (ending with for example: *.csv), and then click **Save As**.
6. The prompt "*File stored under path : 'C:\Xxxx\Xxxxx\Xxxx.csv' path*" is displayed. Click **OK**.
7. The Microsoft Excel File is produced with the selected data and accessed from the folder selected previously.
8. All functionality of Microsoft Excel is available including data sorting and running of macros.

Selecting the required format saves the manipulated data with an appropriate filename. This data may now be accessed from the PC via Excel as required. The dump formats are pre-defined.

File Dump

Evolution vLab® provides an interface to download the extracted data directly into a file which is saved in the *AUSLAB* directory on the C drive. The file dump formats are pre-defined.

To Dump Extracted Data to a File

1. Select the **File Dump [SF7]** function button.
2. At the prompt "*Enter dump format*", enter the mnemonic of the dump format or use **Lookup [F1]** and select **OK** or press [Enter].
3. At the prompt "*Exporting to file path C:\Users\Xxx\AppData\Roaming\Auslab\Downloads*", click **Yes** to output via the described path.

OR

4. At the prompt "*Exporting to file path C:\Users\Xxx\AppData\Roaming\Auslab\Downloads*", click **No** to output to another path.
5. Via the **Save As** dialog, select the desired folder and enter a filename (ending with for example: *.csv), and then click **Save As**.
6. The prompt "*File stored under path : 'C:\Xxxx\Xxxxx\Xxxx.csv' path*" is displayed. Click **OK**.
7. The Microsoft Excel file is produced with the selected data and accessed from the folder selected previously.

16.2 Batch Type Statistics

The **Batch Type Statistics** screen displays the number of completed samples and batches. The screen defaults to the Completed Batches and the current year.

Function Buttons

Functions	Purpose
Date View [F5]	To view batch type statistics for the week the required date falls in. Date format is (dd/mm/yy) or (dd/mm/yyyy)
Year View [F6]	To view the batch type statistics for a required year.
Sample/Batches [F8]	Toggles the display between number of completed batches and number of completed samples.

To View Batches / Samples for a Date

1. Select the **Date View [F5]** function button.
2. At the prompt "*Enter date*", enter the required date (dd/mm/yy) or (dd/mm/yyyy) and then select **OK** or press **[Enter]**.
3. The completed batches/samples for the week (Sunday – Saturday) which the entered date falls is displayed.

To View Batches / Samples for a Year

1. Select the **Year View [F6]** function button.
2. At the prompt "*Enter Year*", enter the desired year (yy) or (yyyy) and then select **OK** or press **[Enter]**.
3. The completed batches/samples for the entered year and per month is displayed.

To View Completed Batches and Completed Samples

1. Select the **Samples/Batches [F8]** function button.

This allows the user to toggle the display between the number of completed batches and the number of completed samples.

16.3 Unvalidated Lab Number List

The **Unvalidated Lab Number List** screen displays the unvalidated lab numbers in **Evolution vLab®**.

Upon entering this function, the user is provided with several filters, all of which are optional:

Laboratory, Department and Date.

To View the List of Unvalidated Lab Numbers

1. Via the **Laboratory** field, enter the mnemonic of the Laboratory, if required (**Lookup [F1]** available) and press **[Enter]**.
2. Via the **Department** field, enter the mnemonic of the Department, if required (**Lookup [F1]** available) and press **[Enter]**.

> **Note:** The Departments available for selection are adjusted according to the Laboratory specified (if any). The user may provide a comma-separated list of Departments if desired, for example: B,H for Biochemistry and Haematology. Press **[Enter]** when ready.

3. Via the **Date** field, enter the date, if required. The specified Date may be a year (YYYY, for example: 2020), year and month (YYYYMM, for example: 202005) or year, month and day (YYYYMMDD, for example: 20200501).

   Once the fields have been populated and/or dismissed, press **Save [F4]**. **Evolution vLab®** displays the relevant entries via the table, which contains the following columns: Created, Lab Number and Requests.
4. Highlight the desired entry, double-click or press **[Enter]** to view the associated results screen.
5. The user may iterate through the relevant results screens for a selected lab number by returning to the Unvalidated Lab Numbers table from the results screen via **[Esc]** or selecting **Back** and viewing the same entry again.

Unvalidated Lab Numbers Table – Function Buttons

Functions	Description
Export [CF8]	Exports the table to a file on the PC.

To Export a Filtered Unvalidated Lab Number List

1. Select the **Export [CF8]** function button.
2. At the prompt *"OK to save table to disk ? (y/n)"*, click **Yes** to proceed, or **No** to cancel and return to the table.

3. The prompt *"Exporting to file path C:\XXXX\XXXX\AppData\Roaming\Auslab\Downloads\table_dump_XX_XXX_XX_XX.xls"*, click **Yes** to output the file to the described default location OR click **No** to select the desired location.
4. Selecting **Yes** outputs the file to the default path.
5. Selecting **No** displays, the **Save As** dialog with the filename field auto-populated. Select the desired location or folder and then click Save.
6. Via either option, a message *"File save to XXX"* displays via the top-right corner of the screen.

17 Evolution vLab® Clinical Viewer System Usage

The **Evolution vLab® Clinical Viewer System Usage** menu allows system administrators to view the number of reports, which have not been signed off in **Evolution vLab® Clinical Viewer** broken down by the following filters:

- HCF List
- Ward List
- Doctor List
- Clinical Unit List

Selecting each of the above options displays the associated count with information below the following columns:

- Mnemonic
- Name
- Count

18 Reports

The **Reports** menu item allows system administrators with the appropriate access privilege to generate specific laboratory reports for statistical purposes.

18.1 Turnaround Time Statistics

The **Turnaround Time Statistics** can be generated for any individual test or panel which is orderable at specimen registration and has an overdue time configured for any nominated time period.

Evolution vLab® calculates the turnaround time type of a request (test/panel) for the following:

- Collection to Reception.
- Collection to Validation.
- Reception to Level 2 Validation.

Function Buttons

Functions	Purpose
View Graph [F5]	To initiate the search and view a graphical display of the data.
View Data [F6]	To initiate the search and view a tabulated display of the data.

To Extract Turnaround Time Statistics

1. Enter the search criteria via the "Field" for example: Lab, and "Value" for example: BH, columns and press **[Enter]**.
2. Field identifiers are entered in the left column and search criteria are entered in the right-hand column. AND/OR statements may be utilised within the search criteria.
3. Enter graph titles in the **Heading 1** and **Heading 2** fields and press **[Enter]**.
4. Enter the X axis heading in the **X Label** field and press **[Enter]**.
5. Enter the Y axis heading in the **Y Label** field and press **[Enter]**.
6. These are free text fields and if entered will be displayed and/or printed on the graph.
7. Enter **Y** for Yes or **N** for No, in the **% Y Axis** field and press **[Enter]**. Enter **Y** for Yes, if the Y axis is to display in % format in the **% Y Axis** field.
8. Either accept the default setting for the graph type or enter a graph type in the 'Graph Type' field and press **[Enter]**. Valid options are:

- "C" for Collection time to Reception Time,
- "c" Collection time to Validation Time, or
- "r" for Reception time to Validation time.

9. Enter the test/panel mnemonic for the parameter under investigation in the 'Request' field and press **[Enter]**. A test/panel code MUST be entered in order to generate turnaround time statistics.
10. Enter a maximum turnaround time value in the **Max Time** field (if required) and press **[Enter]**. If you enter a time in **Max Time** field, you will restrict the display to times under the time entered. This will allow viewing of an area of congestion more easily.
11. Select the **View Graph [F5]** function button to initiate the search and view a graphical display of the data.

OR

12. Select the **View Data [F6]** function button to initiate the search and view a tabulated display of the data.

Note: The **No Matching Data Error** Message is displayed if the syntax within any field is incorrect or if no matching data is found.

18.2 Monthly Reporting

The **Monthly Reporting** functionality calculates the total number of specimen registrations that comply with the search criteria nominated.

Searches may be generated for individual or groups of tests, panels, results, doctors and wards for any nominated time period. Combinations of these criteria can also be facilitated.

Function Buttons

Functions	Purpose
View Graph [F5]	To initiate the search and view a graphical display of the data.
View Data [F6]	To initiate the search and view a tabulated display of the data.

To Display the Monthly Registration Statistics

1. Enter the search criteria via the **Field** and **Value** columns and press **[Enter]**.
2. Field identifiers are entered in the left column and search criteria are entered in the right-hand column. AND/OR statements may be utilised within the search criteria.

3. Enter graph titles in the **Heading 1** and **Heading 2** fields and press **[Enter]**.
4. Enter the X axis heading in the **X Label** field and press **[Enter]**.
5. Enter the Y axis heading in the **Y Label** field and press **[Enter]**.
6. These are free text fields and if entered will be displayed and/or printed on the graph.
7. Enter **Y** for Yes or **N** for No, in the **% Y Axis** field and press **[Enter]**. Enter **Y** for Yes, if the Y axis is to display in % format in the **% Y Axis** field.
8. Enter the year for which the statistics are to be generated in the **Year** field and press **[Enter]**. The format of the year should be YYYY.
9. Select the **View Graph [F5]** function button to initiate the search and view a graphical display of the data.

OR

10. Select the **View Data [F6]** function key to initiate the search and view a tabulated display of the data.

Note: The **No Matching Data Error** message will be displayed if the syntax within any field is incorrect or if no matching data is found within **Evolution vLab®**.

18.3 Specimen Reception Statistics

The **Specimen Reception Statistics** functionality illustrates the time intervals throughout the day when specimen registrations where performed.

Data is grouped in ten-minute intervals over the twenty-four-hour periods for registrations, which comply with the search criteria and is nominated.

Searches may be generated for individual or groups of tests, panels, results, doctors and wards for any nominated time period. Combinations of these criteria can also be facilitated.

Function Buttons

Functions	Purpose
View Graph [F5]	To initiate the search and view a graphical display of the data
View Data [F6]	To initiate the search and view a tabulated display of the data

To Display Specimen Reception Statistics

1. Enter the search criteria via the **Field** and **Value** columns and press **[Enter]**.
2. Field identifiers are entered in the left column and search criteria are entered in the right-hand column. AND/OR statements may be utilised within the search criteria.
3. Enter graph titles in the **Heading 1** and **Heading 2** fields and press **[Enter]**.
4. Enter the X axis heading in the **X Label** field and press **[Enter]**.
5. Enter the Y axis heading in the **Y Label** field and press **[Enter]**.
6. These are free text fields and if entered will be displayed and/or printed on the graph.
7. Enter **Y** for Yes or **N** for No, in the **% Y Axis** field and press **[Enter]**. Enter **Y** for Yes, if the Y axis is to display in % format in the **% Y Axis** field.
8. Enter the test/panel mnemonic for the parameter under investigation in the **Request** field and press **[Enter]**. A test/panel code MUST be entered in order to generate turnaround time statistics.
9. Select the **View Graph [F5]** function button to initiate the search and view a graphical display of the data.

OR

10. Select the **View Data [F6]** function button to initiate the search and view a tabulated display of the data.

Note: The **No Matching Data Error** Message will be displayed if the syntax within any field is incorrect or if no matching data is found within **Evolution vLab®**.

18.4 Epidemiology Reports

The **Epidemiology Reports** functionality can output data for all isolates. The isolates listed in the report are based on the organism configuration field of **Routine Epi** being set to **Yes** (system administrators to set).

Organisms will be listed with the most frequently isolated first. The Isolate column displays the total number of organisms detected within the selection criteria.

The number sensitive or resistant is displayed as a percentage with the total number of that organism tested against the antibiotic displayed beneath. These reports can be customised by utilising the available selection criteria.

Epidemiology reports available include:

- Urine - only
- Non-Urine
- All Specimens

- Urine, Non-Urine and All Specimens
- Percentage Sensitive
- Percentage Resistant

Search parameters must be entered to create the epidemiology report. Matched entries can then be printed.

Note: Reports are not viewable on screen. Reports are generated and sent to a default printer by selecting the printer icon.

To Display Epidemiology Statistics

1. Enter the search criteria via the **Field** and **Value** columns and press **[Enter]**.
2. Field identifiers are entered in the left column and search criteria are entered in the right-hand column. AND/OR statements may be utilised within the search criteria.
3. Enter the result type in the **Result** field and press **[Enter]**. Enter **S** for a report on % susceptible/sensitive or **R** for a report on % resistant.
4. Enter the start date for the report in the **Start** field and press **[Enter]**. Only month and year may be entered, for example: 0398 for start date of March 1998.
5. Enter the end date for the report in the **End** field and press **[Enter]**. Only month and year may be entered.
6. Enter the health care facility mnemonic in the **Location** field and press **[Enter]**. Press the **Lookup [F1]** function key for a list of valid health care facilities.
7. Enter the ward mnemonic in the **Ward** field and press **[Enter]**. Press the **Lookup [F1]** function key for a list of valid wards.
8. Enter the clinical unit mnemonic in the **Unit** field and press **[Enter]**. Press the **Lookup [F1]** function key for a list of valid units.
9. Enter the doctor mnemonic in the **Doctor** field and press **[Enter]**. Press the **Lookup [F1]** function key for a list of valid doctors.
10. The **Report Type** field will default to the generation of three separate reports of Urine only, Non-Urine and All specimens. Accept the default or enter a graph type in the **Graph Type** field and press **[Enter]**. Valid options are:

    "U" for Urine report only,

    "N" for Non-Urine report only and

    "A" for All specimens report only.
11. Select the **Print** icon or press the **[F11]** function button to generate the report.
12. At the prompt "*Enter printer name*", enter the mnemonic of the printer or press the **Lookup [F1]** function.

Result Syntax

Syntax	Description
abc_ > N.N	All results of greater than N.N for test ABC (**AUSLAB** mnemonic)
abc_pos*	All tests with a "positive" result for test ABC
test	Search for the word "test" in any **AUSLAB** free text field
umwbc_ = nil	Epidemiology report will display organisms where the UMWBC result is nil. (nil is a configured test result)

Microbiology Epidemiology Identifiers

These **Microbiology Epidemiology** identifiers may be used in conjunction with the General Identifiers. They may not be used with Request, Histology, Transfusion Medicine or Billing identifiers.

Identifier	Description
MICRO_AB	Antibiotic
MICRO_ABRES	Antibiotic Result: outputs configured result, that is: 's' or 'n'
MICRO_ORG_CAT	Organism Category
MICRO_ORG_GENUS	Genus
MICRO_ORG_ID	Identifies the organism to its corresponding position on screen, for example: org1, org2, org3, etc.
MICRO_ORG_PRIMARY	Primary Organism
MICRO_ORG_PRIMGRP	Primary Group

Epidemiology Report General Identifiers

Identifier	Description
age	Patient's Age
alert	Patient Alert
category	Patients' Financial Category

Identifier	Description
doctor	Requesting Doctor
diagnosis	Patient Diagnosis
hcf	Patient Health Care Facility
result1	Test results on Laboratory Records. Up to four lines of searches on result records can be performed by utilising the four result fields.
result2	Test results on Laboratory Records.
result3	Test results on Laboratory Records.
result4	Test results on Laboratory Records.
sex	Patient's Sex
specimen	Specimen Type
ward	Patient Ward

18.5 Workload

Evolution vLab® automatically computes completed tests/panels for in-patients, out-patients and quality control samples. **Evolution vLab®** can also compute and display workload statistics within a specified date range.

Statistics may be generated for a selected ward by entering the appropriate mnemonic in the ward field provided.

Evolution vLab® automatically computes completed tests/panels for public in-patients, public out-patients, private in-patients, private out-patients and quality control.

These figures, combined with the workload point values defined for the tests/panels by the System Administrator, give the workload points for each test/panel.

To Display the Workload Statistics

1. Enter the start date (dd/mm/yyyy) in the **Start Date** field and press **[Enter]**.
2. Enter the end date (dd/mm/yyyy) in **End Date** field and press **[Enter]**.
3. In the Ward field enter the Ward mnemonic or use **Lookup [F1]** function to select a ward is required.
4. Enter All Test **Y** for Yes, and press **[Enter]**.
5. A Workload Statistics list for the entered period is displayed.

Workload List Categories

The categories used for display of workload information are shown below:

Code	Description
CAP Code	No description available
Description	No description available
PI	Public In-patient
PO	Public Outpatient
NI	Private In-patient
NO	Private Outpatient
QC	Quality Control
Public	All Public Patients
Priv	All Private Patients
Inpat	All In- patients
Outpat	All Outpatients
Tests	Total Tests (including QC)
Factor	Workload Points per Test
Total	Total Workload Points

18.6 Anatomical Pathology Statistics

The **Anatomical Pathology Statistics** package within **Evolution vLab®** allows users to obtain standard Anatomical Statistics. These include counts of Specimens, Stains and Procedures, and may be separated for Histopathology, Cytology and Autopsy.

Function Buttons

Functions	Purpose
Proc/Stain [F5]	Displays the Procedure/Stain report for the specified date range
Specimen Report [F6]	Displays the Specimen report with the primary specimen site for the specified date range
Summary [F8]	Displays the Summary report for the specified date range

To Display the Anatomical Pathology Statistics

1. Enter the start date (dd/mm/yyyy) in the **Start Date** field and press **[Enter]**.
2. Enter the end date (dd/mm/yyyy) in **End Date** field and press **[Enter]**.

Note: Statistics MUST be for the same year and start date must be before the finish date.

3. In the Laboratory field, enter the Laboratory group mnemonic or use **Lookup [F1]** function to view statistics for a single Laboratory Group only.
4. In the Location field enter the Location mnemonic or use **Lookup [F1]** function, to view statistics for a single Location only.
5. Select the desired function button (described above) to display the required report type.

Report Types Available

Report Type	Description
Proc/Stain Report	Displays counts, and workload statistics for Anatomical Pathology stains and procedures.
Specimen Report	Displays counts for Anatomical Pathology Specimen Primary sites.
Summary	Displays a summary of stain groups, number of blocks and number of specimens.

Note: The Departmental Description for Histopathology MUST be configured as HISTOLOGY.

To View Proc/Stain Reports

1. Complete the required details.
2. Select the **Proc/Stain Report [F5]** function button.
3. The data available displays via a new screen.

To View Specimen Reports

1. Complete the required details.
2. Select the **Specimens Report [F6]** function button.
3. The data available displays via a new screen.

To View Summary Reports

1. Complete the required details.
2. Select the **Summary [F8]** function button.
3. The data available displays via a new screen.

Proc/Stain Report

This screen displays the statistics of reports and the procedures and stains within them. The data is extracted from the details entered in the previous page.

List Display

Field	Description
Description	Description of Procedure / Stain
Count	Number of lab records with this Procedure / Stain
Count YTD	Number of lab records with this Procedure / Stain this year.
Workload Points	Workload Points as configured in the Detailed Procedure or stain
Workload	Total workload calculate from the workload points and count
Workload YTD	Total workload calculate this year

Specimen Report

This screen displays the statistics of reports and the specimen sites within them. The data is extracted from the details entered in the previous page.

List Display

Field	Description
Specimen Site	Primary Specimen sit
Count	Number of lab records with specimen site
Count YTD	Number of lab records with specimen site this Year

Summary

This screen displays the summary of testing within the Anatomical Pathology Department for data entered in the previous page.

List Display

Field	Description
Description	Description of count being displayed
Count	Number of lab records

19 SQL Queries

The **SQL Queries** menu contains four submenus: SQL Queries, SQL Query Schedule, SQL Adhoc Query and SQL Query Audit. A SQL database dictionary is provided where standard SQL syntax (MySQL) is supported.

20 Clinical Lists

The **Clinical Lists** menu provides access to three types of configured lists configured which are populated via the Rules Engine – it evaluates if a request matches the requirements for insertion into the:

- Notifiable Diseases List,
- Recall Notice List, and
- Research List.

20.1 Notifiable Diseases Lists

Several reports may need to be reprinted and sent to a government agency or some other organisation. They are sent to keep a record of all patients nation wide, with a certain condition, for example: Cancer Registry.

Generally, these reports are generated once a month and sent in batch to the organisation.

To make this as simple a process as possible, users can utilise the Notifiable Diseases User Lists. These lists provide the user the ability to print reports from the user list.

To Display Entries of a User List

1. Highlight a user list required and double click or press **[Enter]**.

Selected Notifiable Diseases List

This screen displays the patient and request details of each entry in the previously selected user list.

Function Buttons

Functions	Description
Remove Entry [F5]	Removes an entry from the list

Functions	Description
Reinstate Entry [F7]	Re-instates an entry to the list
Print Report [F8]	Prints report for highlighted entry
Clear List [SF5]	Removes all entries from the list
Print All Reports [SF8]	Prints all reports

To View a Result

2. Highlight the desired entry.
3. Double-click or press **[Enter]**.
4. The report is displayed via the associated results screen.

To Remove Entry from the List

1. Highlight the desired entry.
2. Select the **Remove Entry [F5]** function button.
3. The entry is removed when the list is refreshed.

To re-instate an Entry previously Selected to be Removed

1. Highlight desired entry.
2. Select the **Reinstate Entry [F7]** function button.
3. The entry remains via the list.

Note: The reinstate function may only be used prior to exiting the screen.

To Print an Individual Report

1. Select the **Print Report [F8]** function button.
2. At the prompt "*Enter printer*", select a printer device.
3. Select **OK** to proceed or **Cancel** to return to previous screen.
4. The selected report is printed to the selected device.

To Clear the List

1. Select **Clear List [SF8]** function button.
2. The prompt *"Clear all entries in <Notifiable List name> laboratory list (y/n)?"* is displayed.
3. Select **Yes** to clear list. Select **No** to return to previous screen.
4. If **Yes** is selected, the prompt *"Are you sure (y/n)?"* is displayed.
5. Select **Yes** to clear list. Select **No** to return to previous screen.

To Print all Reports

1. Select the **Print All Reports [SF8]** function button.
2. At the prompt "*Enter printer*", select a printer device.
3. Select **OK** to proceed or **Cancel** to return to previous screen.
4. All reports listed are printed to the selected device.

Note: If no print mask has been defined for the Notifiable Diseases User List then the normal report format will be applied.

20.2 Recall Notice Lists

Recall Notices are used in Cytology to produce reminder letters for the follow up of Cervical Smears. Configured recall notice rules govern the initiation and duration of the tracking process.

The records remain on the list until a reminder letter has been generated or the record has been removed. Removal of records from the list may be undertaken manually or automatically deleted via a Recall Notice Rule.

Follow up tracking is initiated on validation of a test result as defined in the Recall Notice Rules. A three-tier tracking process may be associated with each test result.

- Recall Period
- Follow up Period
- Reminder Period

Each tracking period has a defined time set up and is associated a follow up letter. These letters may be the same or different and dependent on laboratory requirements. As each period falls due the patient record and letter type to be generated displays on the Recall Notice List.

Patient records may be flagged for review or removed automatically from the tracking process via Recall Notice Deletion Rules. Validation of the defined request will initiate the action configured.

To Select the Details Screen

1. Select the **Details [CF5]** tab.

To Select the Daysheet Screen

1. Select the **Daysheet [CF8]** tab.

20.3 Recall Notice Lists – Details

The **Details** tab displays all requests on the Recall Notice List.

List Display

Column	Description
UR No.	UR Number for the patient.
Name	Name of the patient.
Lab No.	Lab Number of the Notifiable disease test/panel.
Date	Date notice is due to print.
Letter Type	Type of letter (print mask) to be used to print the notice.
Flag	Indicates if instructions for follow up if required.
Recall Notice	Indicates which recall rule triggered.

To View Results of the Entry

1. Highlight the required entry.
2. Double-click or press **[Enter]**.

Function Buttons

Functions	Description
Remove Entry [SF5]	Removes entry from the list. Recall Notice displays "Removed".
Reinstate [SF7]	Re-instates entry to the list. Recall Notice displays previous status.

Functions	Description
Print Letter Type [CF6]	Prints all notices on the list.
Print All Letters [CF7]	Prints all notices relating to a particular recall period or letter type. The entries with a letter type displayed in the "Type" column, are yet to be printed.

To Remove an Entry

1. Highlight an entry and select the **Remove Entry [SF5]** function button.
2. A "*Removed"* status displays via the **Recall Notice** column.
3. The entry is removed when the screen is refreshed.

To Re-instate an Entry

1. Highlight an entry marked for removal and select the **Reinstate [SF7]** function button.
2. The "*Removed"* status is removed via the **Recall Notice** column.

Note: The reinstate function may only be used prior to exiting the screen.

To Print a Recall Letter

1. Select the **Print Letter Type [CF6]** function button.
2. At the prompt "*Enter Type",* enter a mnemonic or use the **Lookup [F1]** function.
3. Select **OK** to continue or **Cancel** to cancel.
4. Letters of the associated type selected is printed.

To Print All Letters

1. Select **Print All Letters [CF7]** function button.
2. At the prompt "*Enter printer*", select a printer device.
3. Select **OK** to proceed or **Cancel** to return to previous screen.
4. All letters from the list are printed.

Recall Notice Print Daysheet

The **Recall Notice Print Daysheet** screen displays current and previous daysheets to be viewed or reprinted.

List Display

Column	Description
Type	Type of letter (print mask) to be used to print the notice.
UR No.	UR Number for the patient.
Name	Name of the patient.
Lab No.	Lab Number of the Notifiable disease test/panel.
Date	Date notice is due to print.

Function Buttons

Functions	Description
Enter Date [F8]	Display print lists for the required day. Enter a date format as (dd/mm/yy) or (dd/mm/yyyy).
Print Letter Type [CF6]	Prints all notices on the list.
Print All Letters [CF7]	Prints all notices relating to a particular recall period or letter type. The entries with a letter type displayed in the "Type" column, are yet to be printed.

To Search a Daysheet For a Date

1. Use the **Back** and **Forward** function buttons to select the preferred date.

OR

2. Select the **Enter Date [F8]** function button.
3. At the prompt "*Enter Date*", enter a desired date (dd/mm/yy) or (dd/mm/yyyy) and select OK or press **[Enter]**.
4. The recall notice printer daysheet for the entered date is returned.

To Print a Recall Letter

1. Select the **Print Letter Type [CF6]** function button.
2. At the prompt "*Enter Type*", enter a mnemonic or use the **Lookup [F1]** function to select a letter type.
3. Select **OK** to continue or **Cancel** to cancel.
4. Letters of the type selected is printed.

To Print All Letters

1. Select **Print All Letters [CF7]** function button.
2. At the prompt "*Enter printer*", select a printer device.
3. Select **OK** to proceed or **Cancel** to return to previous screen.
4. All letters from the list are printed.

20.4 Research Lists

Reports may be allocated to Research Lists to assist with collation of research data.

Function Buttons

Functions	Description
Remove Entry [F5]	Removes entry from the list.
Reinstate Entry [F7]	Re-instates entry to the list if the Remove entry button has been previously selected. **Note:** the reinstate function may only be used prior to exiting the screen.
Print requests [F8]	Prints report for highlighted entry.
Clear List [SF5]	Removes all entries from the list.
Print Labels [SF7]	Prints Labels for all the entries in the list.

To Remove Entry from the List

1. Highlight the desired entry.
2. Select the **Remove Entry [F5]** function button.
3. The list entry is removed when the list is refreshed.

To Re-instate an Entry Previously Selected to be Removed

1. Highlight the desired entry.
2. Select **Reinstate Entry [F7]** function button.
3. The entry remains via the list.

Note: The reinstate function may only be used prior to exiting the screen.

To Clear the List

1. Select the **Clear List [SF5]** function button.
2. The prompt "Clear all entries in <Research List name> laboratory list (y/n)?" is displayed.
3. Select **Yes** to clear list. Select **No** to return to previous screen.
4. The prompt *"Are you sure (y/n)?"* is displayed.
5. Select **Yes** to clear list. Select **No** to return to previous screen.

To Print Labels

1. Select the **Print Labels [SF7]** function button.
2. All labels listed are printed to the selected printed.

20.5 SQL Queries

Entries configured in the SQL Queries configuration table are available for selection via **Lookup [F1]** from the 'Query' field in the SQL Query Schedule and SQL Adhoc Query configuration.

1. Select the **Create [F6]** function button.
2. The **Create/Modify SQL Query** screen is displayed.
3. To edit a currently configured mnemonic, double-click the entry or press **[Enter]**

Function Buttons

Functions	Description
Swap Mnemonic & Alias [F5]	Allows the entry in the mnemonic and alias fields to be swapped. This functionality is required as the mnemonic field cannot be edited directly
Edit SQL Query [F8]	The Equation editor allows the administrator to write and modify SQL Statements using standard Windows-based text editor. Navigation and selection of text is consistent with Microsoft Word processing software such as Notepad and Word. Example SQL Query: `select * from PatientRecord limit 20`
Copy Details [CF2]	This function populates the current entry with details copied from an existing configuration item in the same system or from another system

Configuration Table

Field	Description/Data
Mnemonic	Enter a unique alphanumeric name for the query
Alias	Enter an alias for the query, if desired
Description	Enter the name or meaningful description of the query
Active	Enter **Y** for Yes or **N** for No, to specify whether the entry is active

To Save the Query

1. Select **Save [F4]** to store the new entry or to commit any changes.
2. Select **Save [F4]** again on the Details page to update the table.
3. The second Save is required to ensure the changes are applied.

20.6 SQL Query Schedule

The 'SQL Query Schedule' allows the user to configure the output details and time an SQL query will be run. The configuration table contains the following fields:

1. Select the **Create [F6]** function button.
2. The **Create/Modify SQL Query Schedule** screen is displayed.
3. To edit a currently configured mnemonic, double-click the entry or press **[Enter]**.
4. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Functions	Description
Swap Mnemonic & Alias [F5]	Allows the entry in the mnemonic and alias fields to be swapped. This functionality is required as the mnemonic field cannot be edited directly
Output Details [F7]	This function invokes the Output Details dialogue box. The following configuration fields are available. Dump Type: Select the required file format (TXT, CSV, XLS, XML and HTM) Dump Destination: Select the destination (FTP, FTP-configured, EMAIL), upon selection of a Dump Destination the relevant configuration fields will be displayed. **Dump Destination: FTP (Configured)** FTP: Enter the mnemonic of a configured FTP server, **Lookup [F1]** is available. File Name: Enter the file name to be used for the extract. (maximum 60 characters). **Dump Destination: FTP** FTP Address: Enter the Address of the FPT server (maximum 60 characters). User Name: Enter the user name of the FTP server (maximum 60 characters).

Functions	Description
	Password: Enter the password of the FTP server (maximum 60 characters). File Name: Enter the file name to be used for the extract (maximum 60 characters). **Dump Destination: EMAIL** Email Address: Enter the email address to which the File is to be sent (maximum 60 characters).
Schedule Details [F8]	This function invokes the Schedule Details dialogue box. The following configuration fields are available. Type: Select how often the SQL query will be run (Once, Range, Repeat). Upon selection of a schedule type the relevant configuration fields will be editable. Start: Enter the Start date DD-MMM-YYYY (Type: Once and Range) End: Enter the End date DD-MMM-YYYY (Type: Range) Days: Enter a comma separated list of the days the query will be run , for example: M,T,W,TH,F,SA,S (Type: Repeat). Times (8 fields): Enter the time (hh:mm) the query will be run. One field is available for Type: Once and Range while all eight fields are available for Type: Repeat
Copy Details [CF2]	The function populates the current entry with details copied from an existing configuration item in the same system or from another system

Configuration Table

Field	Description/Data
Mnemonic	Enter a unique alphanumeric name for the schedule
Alias	Enter an alias for the schedule, if desired
Description	Enter the name or meaningful description of the schedule
Query	Enter a SQL query mnemonic
Active	Enter **Y** for Yes or **N** for No, to specify whether the entry is active

20.7 SQL Adhoc Query

The **SQL Adhoc Query** sub-menu allows the administrator to run ad hoc queries outside of a scheduled run time. The central grey panel displays a read-only version of the SQL query.

The results **Sub-Table** displays the results of an actioned query, where no results are returned the table displays "No Entries".

Function Buttons

Functions	Description
Run SQL Query [F5]	Runs the SQL query displayed in the central grey panel
Select SQL Query [F7]	Displays the prompt 'Select Query' – Enter the mnemonic of a configured SQL Query or press **Lookup [F1]**.
Edit SQL Query [F8]	Opens the Equation editor allowing the administrator to write a new SQL query or modify the selected SQL query using standard Windows-based text editor. Navigation and selection of text is consistent with Microsoft Word processing software such as Notepad and Word

20.8 SQL Query Audit

The **SQL Query Audit** displays an entry of actioned SQL Query's for a given date. By default, **Evolution vLab®** displays all entries for the current date and a different date may be nominated according to standard Daysheet functionality.

Function Buttons

Functions	Description
Enter Date [F8]	Displays events for the entered date.
View Query [SF8]	Displays the SQL Query in a non-editable dialogue box for the selected entry.

List Display

Column	Description
Date/Time	The date/time of the event , for example: when the query was run.
User	The mnemonic of the User who ran the query.
Type	The type of query that was run , for example: ad hoc.
Return Size	The size (MB) of the returned file.
Return Lines	The number of lines the query returned.

21 System Exports

The **System Exports** feature allows system administrators to export data via numerous output types and destinations.

21.1 Patient Record Links

The **Patient Record Links** functionality allows the user to export data to assist with identifying where File (UR) Numbers are linked to another.

1. Enter an **Export Type** or press **Lookup [F1]** to select a mnemonic.
2. Enter a **Export Destination** or press **Lookup [F1]** to select a mnemonic.
3. Enter a **File Name**, for example: C:\Auslab\Patient-Record-Links.csv
4. Press **[Enter]**.
5. Press **Save [F4]**.
6. Where applicable, the message "File saved to xxxxx" is displayed.

Criteria Fields

Field	Description	F1 Lookup /Help
Export Type	Enter an export type mnemonic or press **Lookup [F1]**.	Yes
Export Destination	Enter an export destination mnemonic or press **Lookup [F1]**.	Yes
File Name	Enter a file name.	

Output Identifiers

- Link ID
- UR Numbers

21.2 Patient Health Funds

The **Patient Health Funds** functionality allows the user to export data to assist with identifying where health fund details require attention.

1. Enter the **Export Type** or press **Lookup [F1]** to select a mnemonic.
2. Enter the **Export Destination** or press **Lookup [F1]** to select a mnemonic.
3. If required, enter the **File Name**, for example: C:\Auslab\Patient-Health-Funds.csv

4. Press **[Enter]**.
5. Press **Save [F4]**.
6. Where applicable, the message "File saved to xxxxx" is displayed.

Criteria Fields

Field	Description	F1 Lookup /Help
Export Type	Enter an export type mnemonic or press Lookup [F1].	Yes
Export Destination	Enter an export destination mnemonic or press Lookup [F1].	Yes
File Name	Enter a file name.	

Output Identifiers

- UR
- Fund
- Fund Number
- Fund Level
- Start Date
- End Date

21.3 Open eOrders

The **Open eOrders** functionality allows the user to export data to assist with identifying eOrders that are outstanding and/or require attention that is: "missing container".

1. Enter the **Export Type** or press **Lookup [F1]** to select a mnemonic.
2. Enter the **Export Destination** or press **Lookup [F1]** to select a mnemonic.
3. Enter the **File Name**, for example: C:\Auslab\Open-eOrders.csv .
4. Press **[Enter]**.
5. Press **Save [F4]**.
6. Where applicable, the message "File saved to xxxxx' is displayed".

Criteria Fields

Field	Description	F1 Lookup /Help
Export Type	Enter an export type mnemonic or press **Lookup [F1]**.	Yes
Export Destination	Enter an export destination mnemonic or press **Lookup [F1]**.	Yes
File Name	Enter a file name.	

Output Identifiers

- UR
- Request
- eOrder Number
- Container ID
- Accession Number
- Primary Site
- Doctor
- Consultant
- Ward
- Healthcare Facility
- Lab Collect
- Addon
- HL7 Interface

21.4 Patient Admissions

The 'Patient Admissions' functionality allows the user to export data to assist with identifying problematic admissions, that is: missing time/date.

1. Enter the **Export Type** or press **Lookup [F1]** to select a mnemonic.
2. Enter the **Export Destination** or press **Lookup [F1]** to select a mnemonic.
3. If required, enter the **File Name** , for example: C:\Auslab\Patient-Admissions.csv .
4. Press **[Enter]**.
5. Press **Save [F4]**.
6. Where applicable, the message "File saved to xxxxx" is displayed.

Criteria Fields

Field	Description	F1 Lookup /Help
Export Type	Enter an export type mnemonic or press **Lookup [F1]**.	Yes
Export Destination	Enter an export destination mnemonic or press **Lookup [F1]**.	Yes
File Name	Enter a file name.	

Output Identifiers

- UR
- Admission Time/Date
- Admission ID
- Admission Type
- Discharge Time/Date
- Healthcare Facility
- Ward
- Category
- Consultant
- Doctor
- Account
- Health Fund
- Health Fund Number
- Health Fund Level
- Bed
- Clinical Unit

21.5 Patient Soundex

The 'Patient Record Links' functionality allows the user to export data to assist with identifying where File (UR) Numbers are linked to another.

1. Enter the **Export Type** or press **Lookup [F1]** to select a mnemonic.
2. Enter the **Export Destination** or press **Lookup [F1]** to select a mnemonic.
3. If required, enter the **File Name** , for example: C:\Auslab\Patient-Soundex.csv .
4. Press **[Enter]**.
5. Press **Save [F4]**.
6. Where applicable, the message "File saved to xxxxx" is displayed.

Criteria Fields

Field	Description	F1 Lookup /Help
Export Type	Enter an export type mnemonic or press **Lookup [F1]**.	Yes
Export Destination	Enter an export destination mnemonic or press **Lookup [F1]**.	Yes
File Name	Enter a file name.	

Output Identifiers

- UR
- Date of Birth
- Sex
- Surname
- Given Name(s)
- Middle Name
- Admission Time/Date
- Discharge
- Ward
- Healthcare Facility
- Clinical Unit

22 SS Package Configuration Option

The **SS Package** option allows for the configuration of the package status request map and package report file paths for file exports.

22.1 Package Status Request Map

The (PH) Package Status Request Map screen configures orderable requests whose status will be reported in the Reported and Reporting Analyst columns of the Department view of the Package Status screen.

Configuration Table

Field	Description/Data	F1 Lookup
Reported Requests	A maximum of 72 orderable requests can be added to the Package Status Request Map table.	Yes

To Update the Request Map

1. Add or remove a request via the table as required.
2. Select the **Save [F4]** icon to save Package Status Requests table.
3. The prompt *"Changes saved"* is displayed. Click **OK** to confirm.

22.2 Package Report File Paths

The **Package Report File Paths** option enables users to nominate a path to output the CSV and XML files so that they don't need to be entered each time.

Configuration Table

Field	Description/Data
CSV Default Path	Enter a valid path for Package Report Output Files. (A maximum of 50 characters).
XML Default Path	Enter a valid path for Package Report Output Files. (A maximum of 50 characters).

To Update File Paths

1. Enter or Edit the default path for CSV file exports.
2. Enter or Edit the default path for XML file exports.
3. Select the **Save [F4]** icon to save the Package Report File Paths.
4. The prompt *"Changes saved"* is displayed. Click **OK** to confirm.

End of Manual

This page has been intentionally left blank.