

# Trakcare Downtime results printing procedure

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This SOP aims to provide a way, using Microsoft Access and the CSV-export function on CITM-results viewer, to print the results exported from CITM in a clear, formatted way to present to clinicians in the hospital.

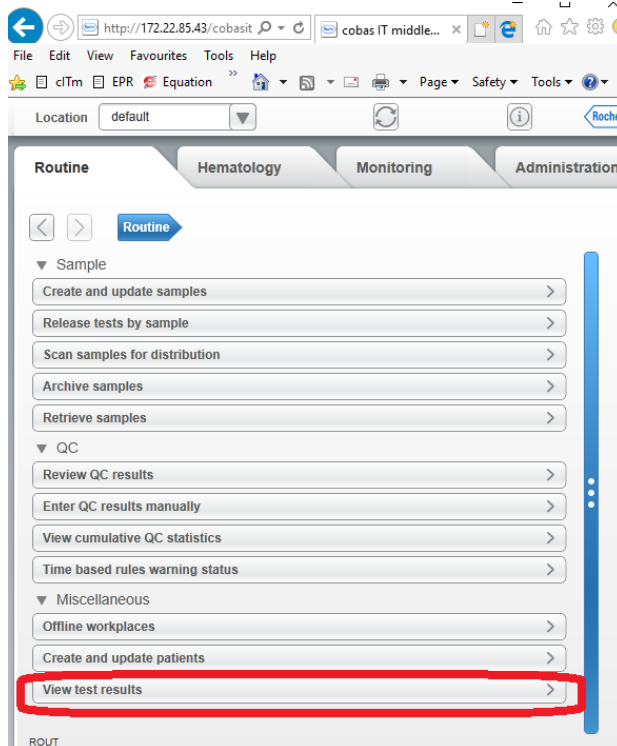
## Requirements:

1. CSV file with results which was exported from CITM (unaltered in any way), saved as the filename "SAM\_numbers.csv" in the following path: S:\Laboratories\Chemical Pathology\Common\
2. Computer with a valid Microsoft Access 2007 (or later) installation.
3. "TRAK\_downtime\_results\_printing" database file, located at S:\Laboratories\Chemical Pathology\Common\TRAK\_downtime\_results\_printing.
4. Printer.

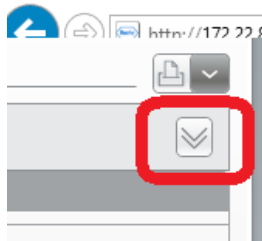
## Procedure:

The procedure involves two essential sets of steps:

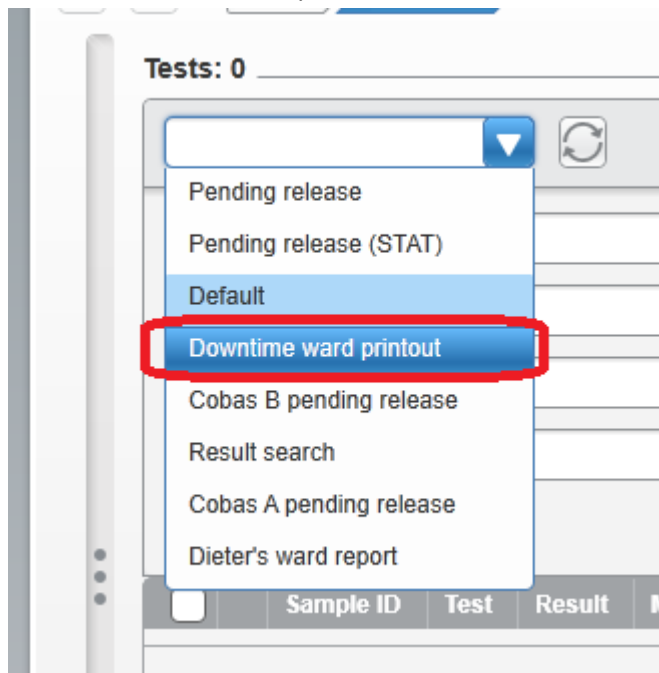
- 1 – Creating the CSV file from which the results should be generated.
- 2 – Importing the CSV file with the results onto a Microsoft Access database file.
  1. Export the CSV of the results which must be printed as follows:
    - 1.1 Log in to CITM
    - 1.2 Select "View test results"



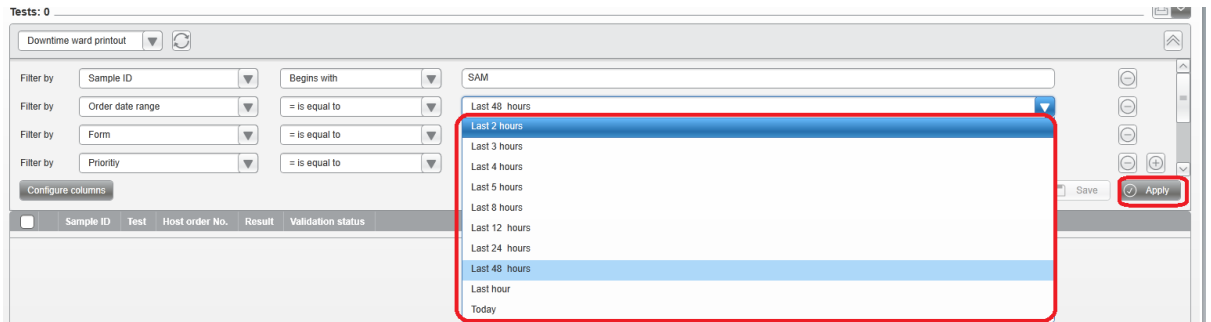
- 1.3 Wait for the page to load. This may take a few minutes.
- 1.4 Click on the drop down arrow to open the filter settings:



- 1.5 Select "Downtime ward printout"

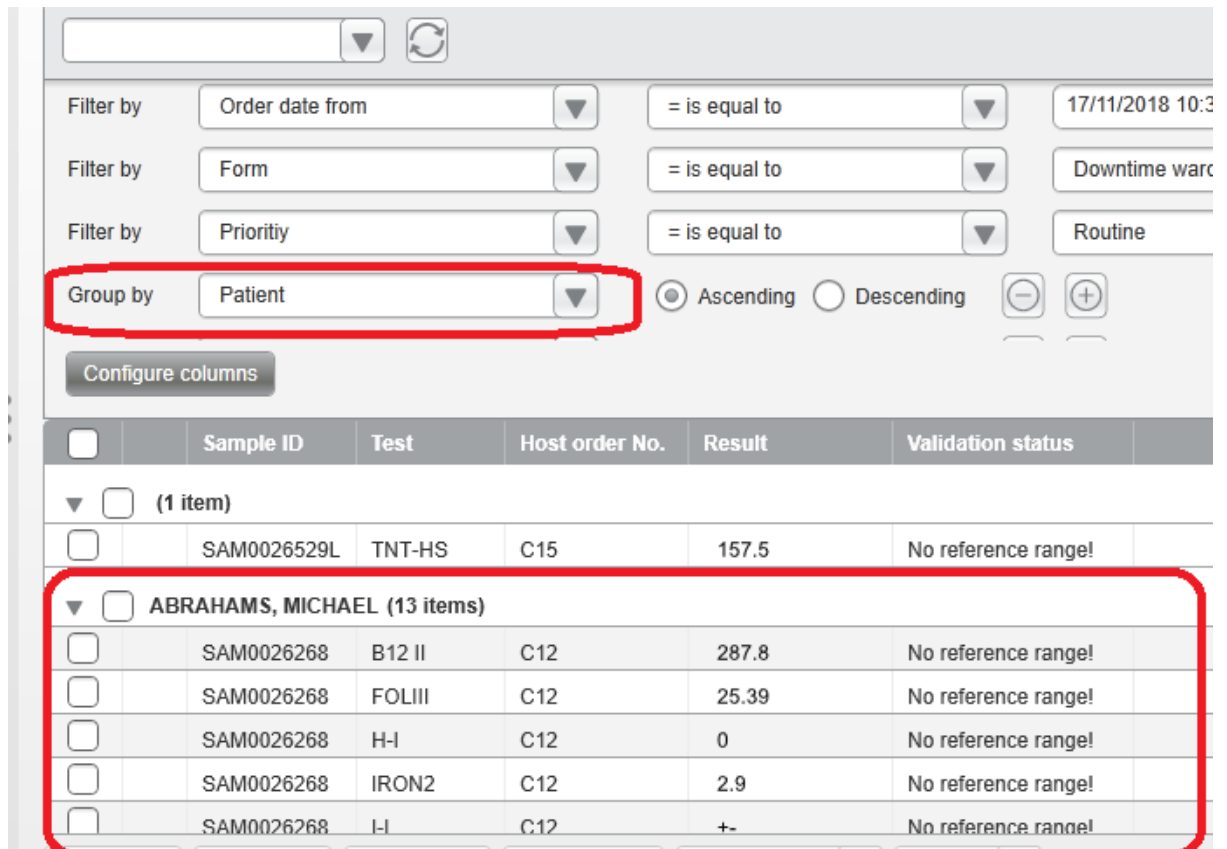


1.6 In order date range, select the hour range of the results which needs to be printed and click “Apply”:

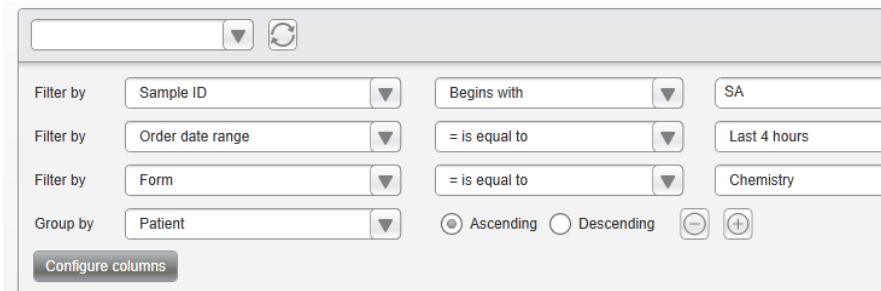


Wait for the page of the results to load. This may take a few minutes. If it takes too long, reduce the Order date range to limit the search filter and reduce loading time.

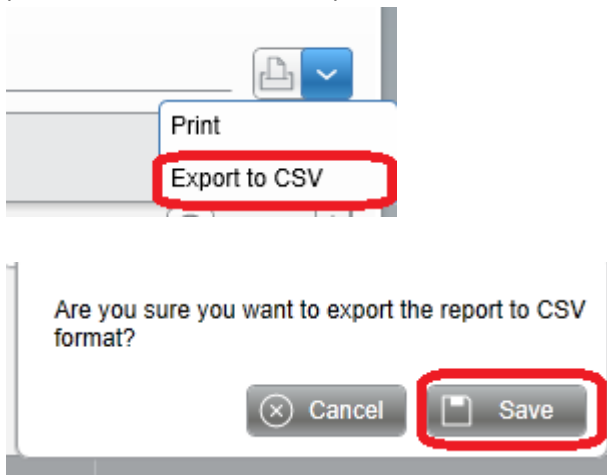
Make sure the results shown are grouped by patient:



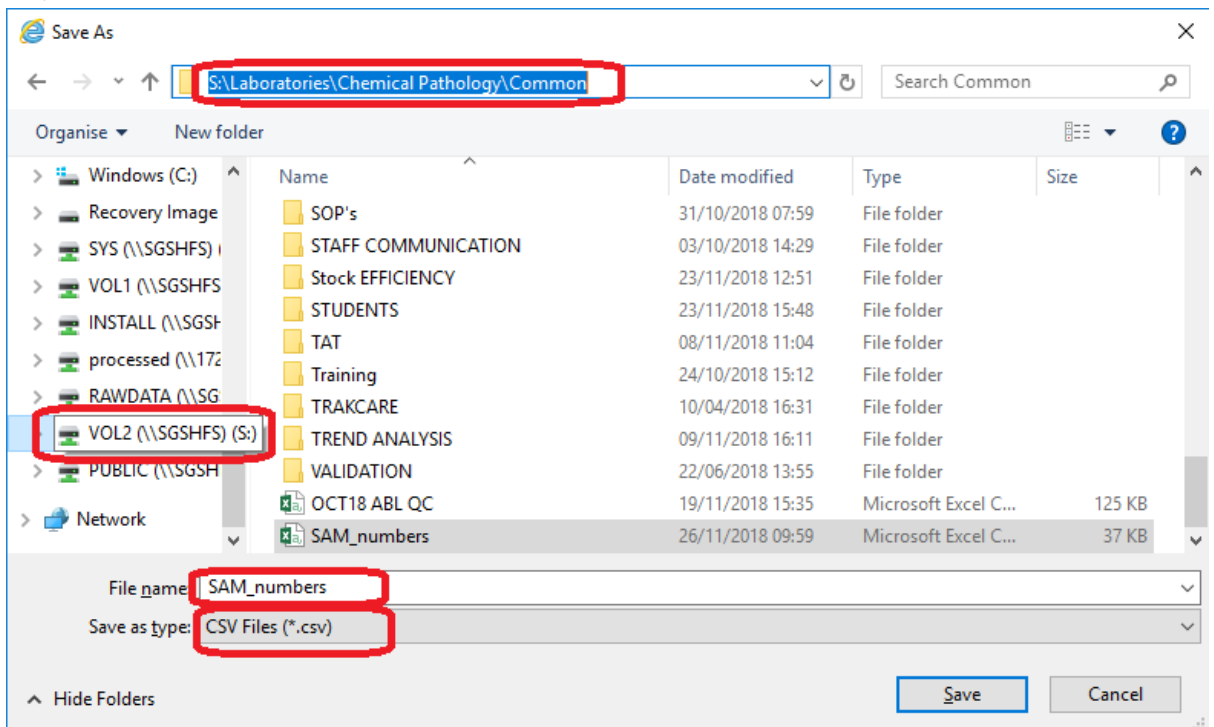
NB – if episodes other than SAM is needed, update the first item in the filter as follows, by filling in the relevant episode prefix needed as follows (SA used as example):

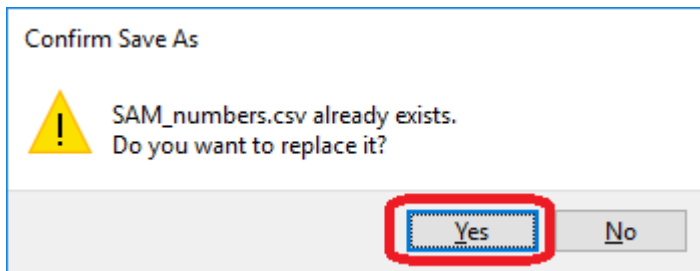


1.7. Click the drop-down button on the top right-hand corner of the screen next to the printer button and click “Export to CSV” and then click “Save”.



Save the file in S:\Laboratories\Chemical Pathology\Common as the file name “SAM\_numbers” and as file type “CSV file”. When prompted if you want to overwrite the file, select YES.



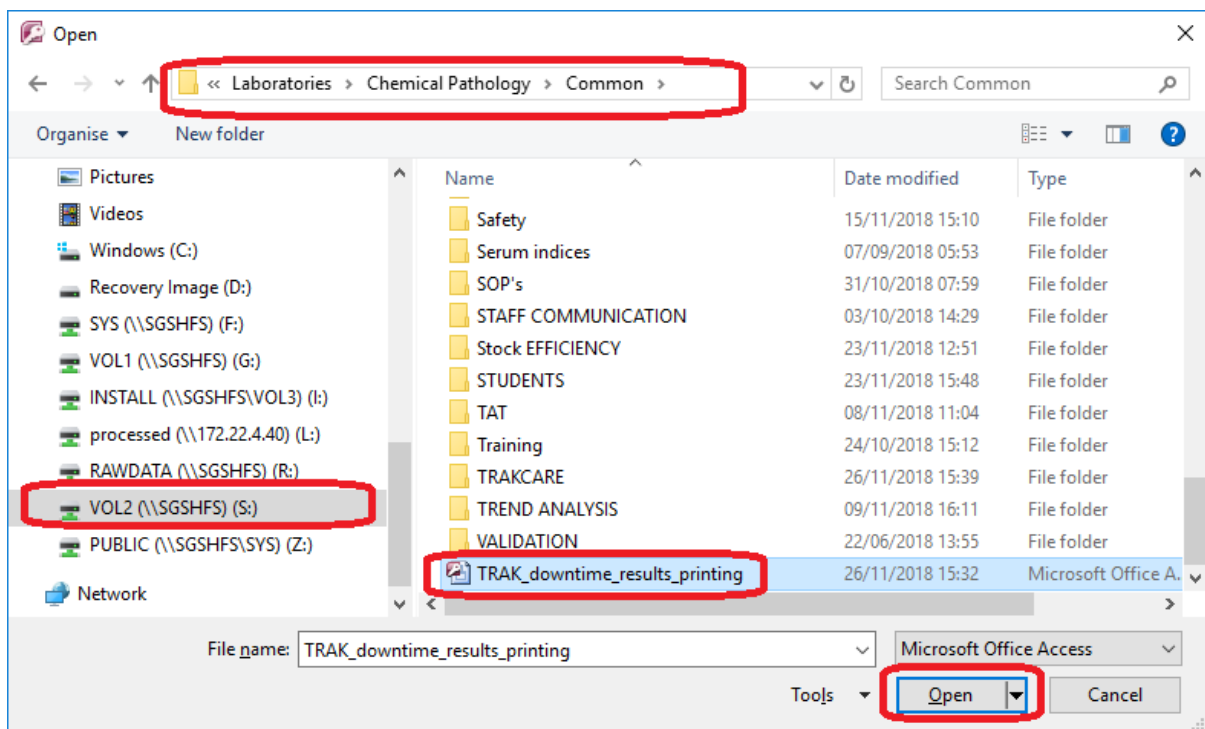


## 2. Importing the CSV file to the Microsoft Access Database file:

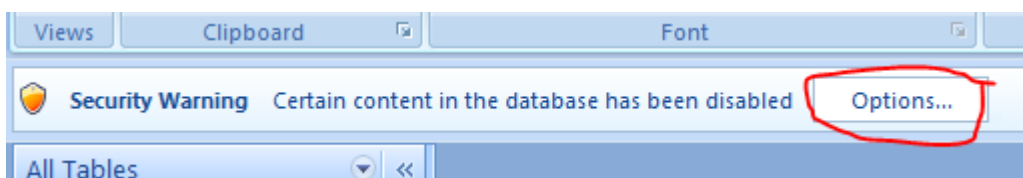
2.1 Open Microsoft Access

2.2 In Microsoft Access, press (Ctrl+O) to open a document.

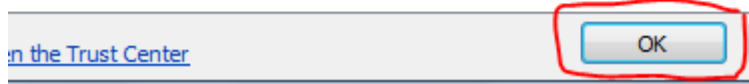
2.3 Locate the file "TRAK\_downtime\_results\_printing" at S:\Laboratories\Chemical Pathology\Common and Open it.



3. A security warning might be displayed. In this case click on "Options..."-button, tick "Enable this content" and click OK.



- Help protect me from unknown content (recommended)
- Enable this content

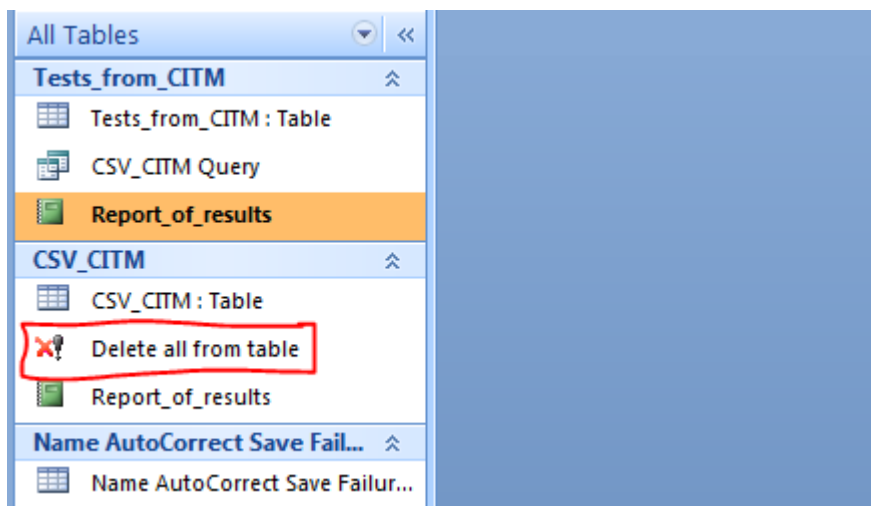


4. If any tabs are open in the database file, close all, by **right-clicking on the tab** and select **“Close All”**:

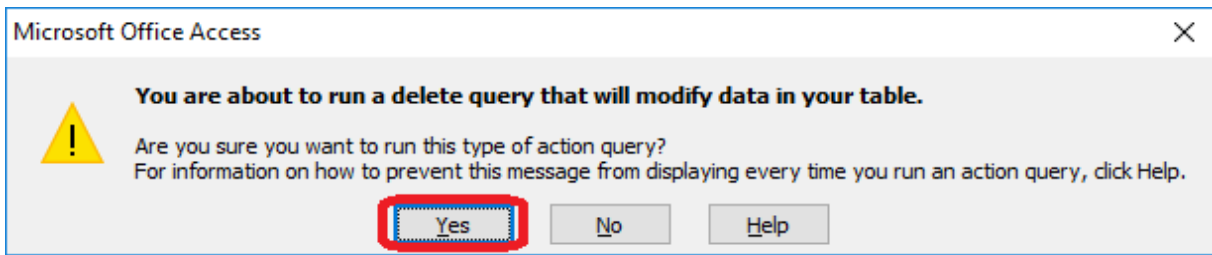


5. **IMPORTANT:** In the “All Tables” panel to the middle left of the window, **double click** on **“Delete all from table”**. This will clear the previously imported results and prevents the previous results to be printed in duplicate.

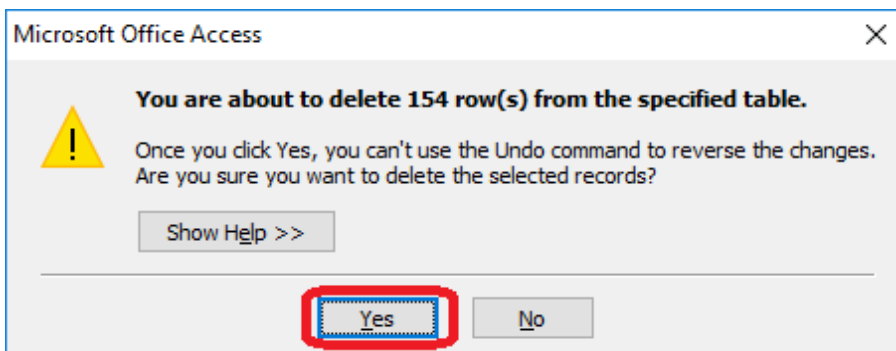
Results are imported by adding new rows from the CSV-file from CITM and it DOES NOT check for duplicates automatically. If this step is accidentally omitted, the results will be displayed in duplicate.



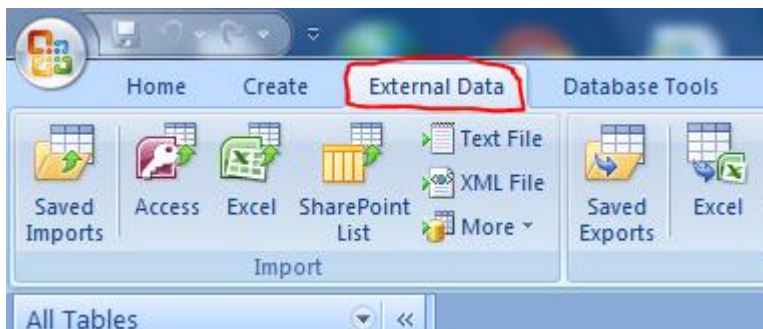
6. Click **“Yes”** on the confirmation which notes: “You are about to run a delete query that will modify data in your table.”



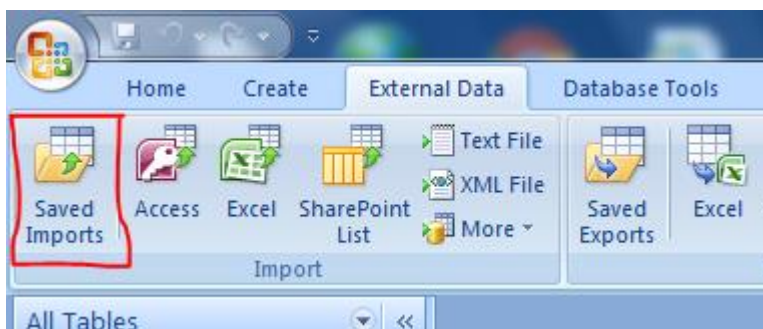
7. Click "Yes" on the confirmation which notes: "You are about to delete \* row(s) from the specified table."



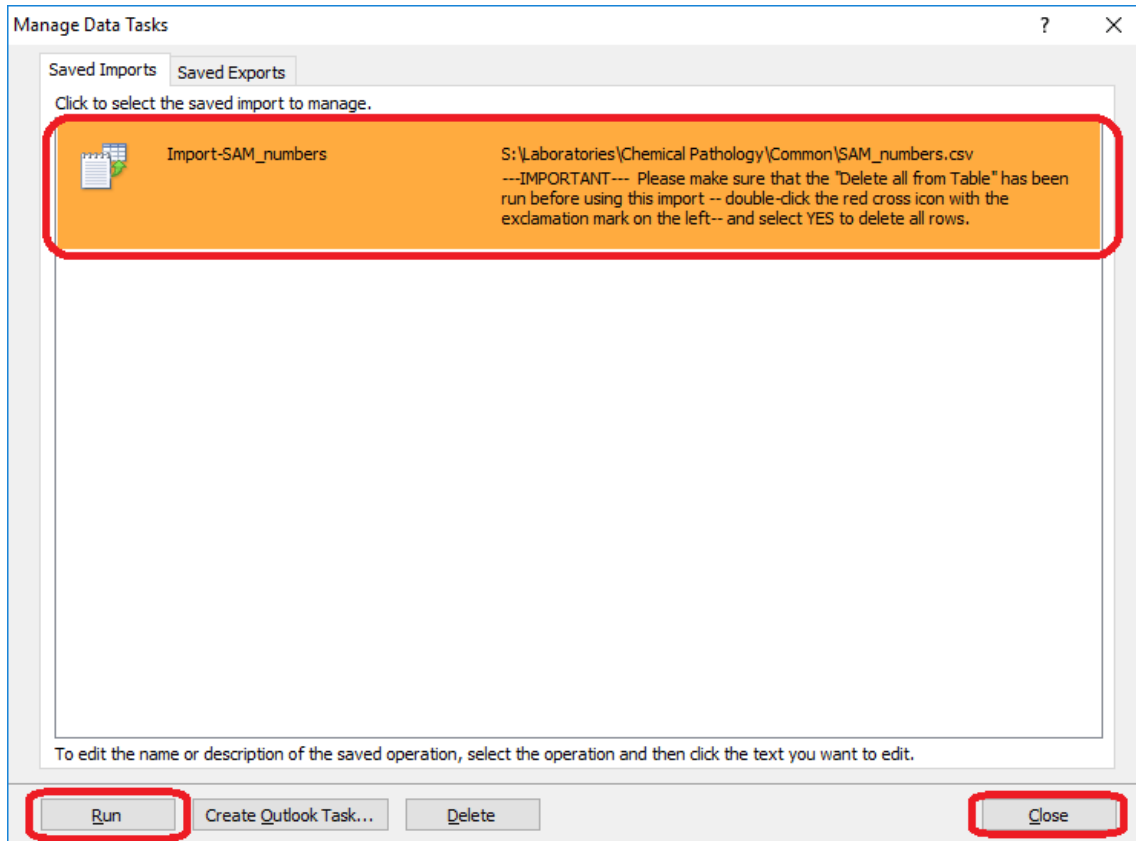
8. Click on the "External Data" tab in the main window.



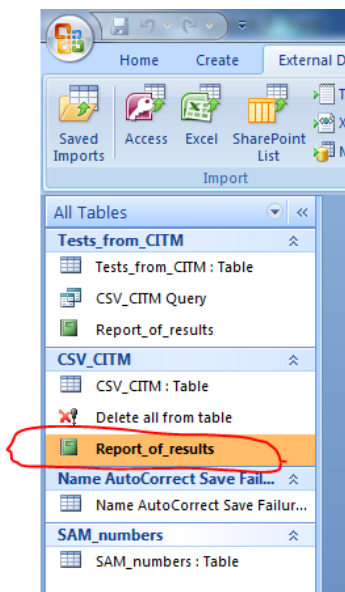
9. Click on "Saved Imports"

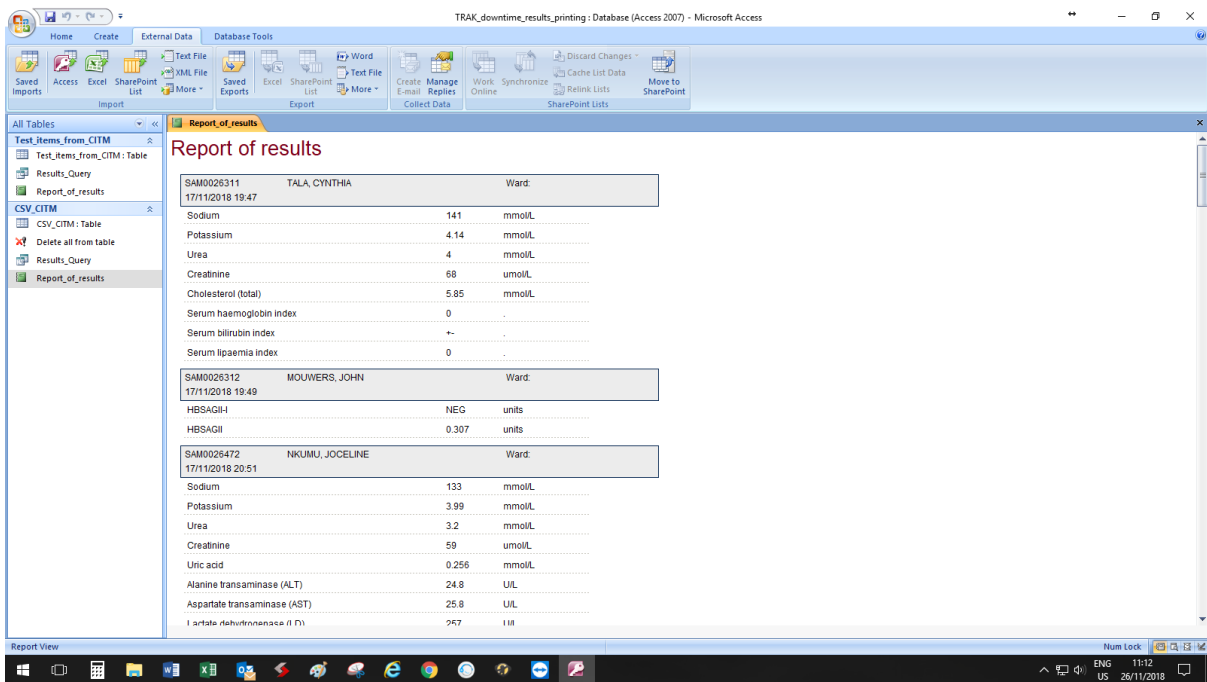


10. Click on “**Import-SAM\_numbers**” and then click “Run” and “Close” the window.



11. **Double click** on “**Report\_of\_Results**”. Now all the imported results should be displayed on the report.

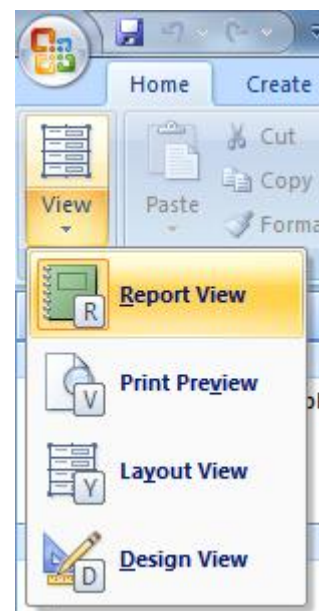




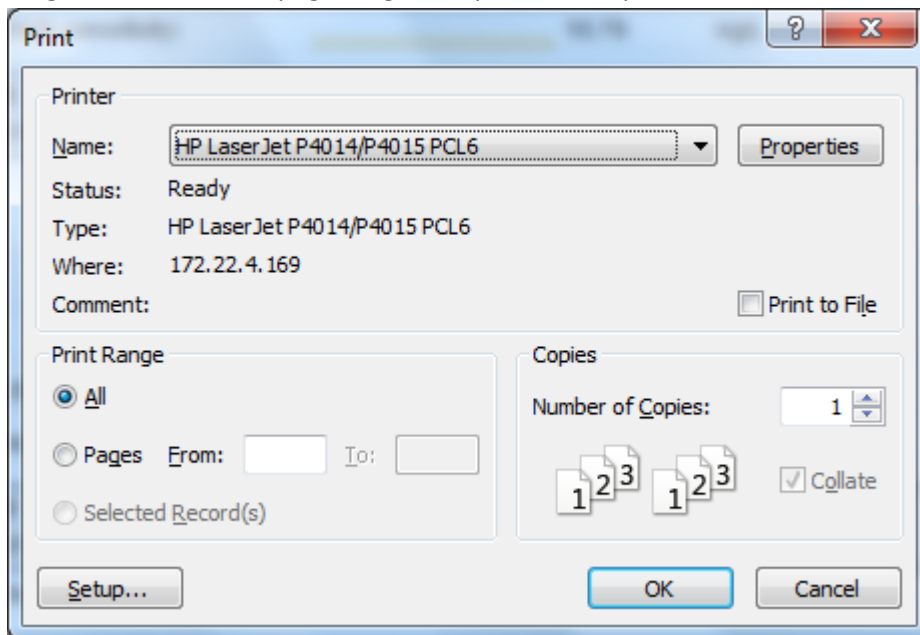
The result should then be displayed, ordered and Grouped by the Ward (captured under the field “Host Order Number” by pre-analytical staff.)

Hit **Ctrl+P** to print this report. (Step 13)

12. If only certain pages of the report needs to be printed, change the view to “**Print preview**” by clicking on the “Home” tab, click on the “View” button with the down arrow and select print preview. You can then see which relevant results will be on which pages and take a note of only those pages that needs to be printed.



13. Press (Ctrl+P) to open the print window. Tick “All” to print all pages of patient results or tick “Pages” and select the page range that you want to print.



14. Click “OK” to print.