

D.22 ELECTRONIC SPECIMEN TRACKING

I. PRINCIPLE:

Electronic specimen tracking enables sites and clinics the ability to electronically build and monitor shipping manifests for the purpose of shipping laboratory specimens between locations. This is done using eTracking software – a highly customized spreadsheet that allows management and tracking of patient specimens.

II. REQUIREMENTS:

Users are required to have LROE and LRLABXT Vista laboratory options, as well as access to the V02-MS-Shipping-Manifests-M group. These options can be added on a per-user basis by the laboratory ADPAC using the ECAR system.

III. INSTALLATION:

Click [Here](#) and follow the prompts to install eTracking, or navigate to [\\r04alnnas21\v02-ms\\$\MS-Shipping-Manifests\V02\Bin\](#) and copy the eTracking icon to your desktop. Users of the software are able to send an installation link by clicking the “Share eTracking” button in the software, (this does Not give users automatic access – they will still need to request access and required keys for the individual from the laboratory ADPAC and/or eTracking administrator.)

IV. PROCEDURE:

- A. [Starting eTracking](#)
- B. [Creating a New Outgoing Shipment](#)
- C. [Adding to a Shipment](#)
- D. [Receiving a Shipment](#)
- E. [Miscellaneous Procedures](#)

A. Starting eTracking

Open the eTracking software by double-clicking the desktop shortcut.



Figure 1 – eTracking Desktop Icon

D.22 ELECTRONIC SPECIMEN TRACKING

Microsoft Office Excel will open with the following screen.

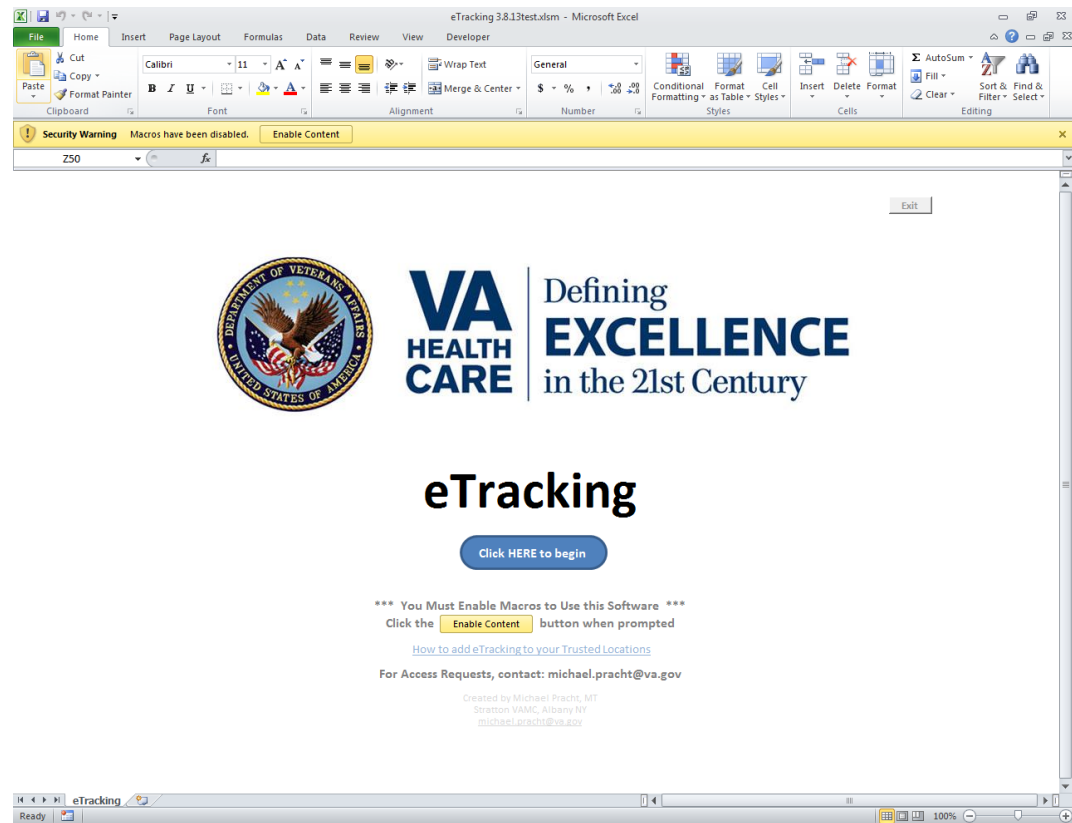


Figure 2 – eTracking Start Screen

If a yellow box appears near the top of the screen asking to Enable Content, click the “Enable Content” button**.

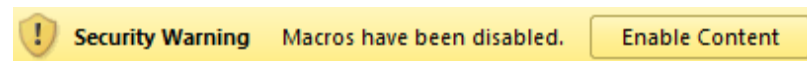


Figure 3 – Enable Content Warning

Note: eTracking requires the use of macros to automate processes. You **Must enable macros to use the eTracking software. To prevent this notification from reappearing, click the '[How to add eTracking to your Trusted Locations](#)' link on the main window and follow the instructions.

You may also receive the following Security Warning. If so, click the “Do not ask me again for network files” box and click ‘Yes’.

D.22 ELECTRONIC SPECIMEN TRACKING

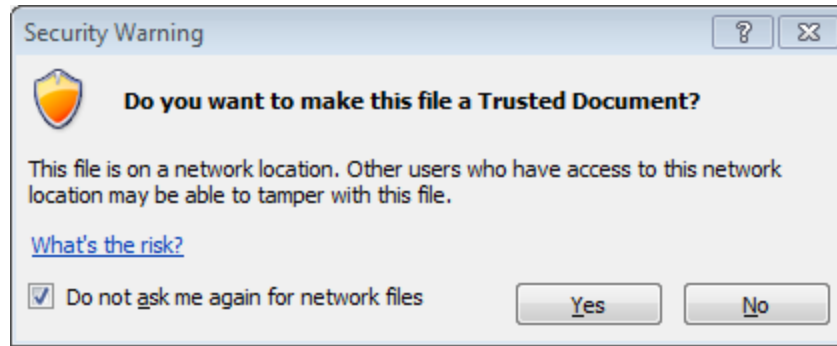


Figure 4 – Security Warning Pop-up

The eTracking main menu will now be shown.

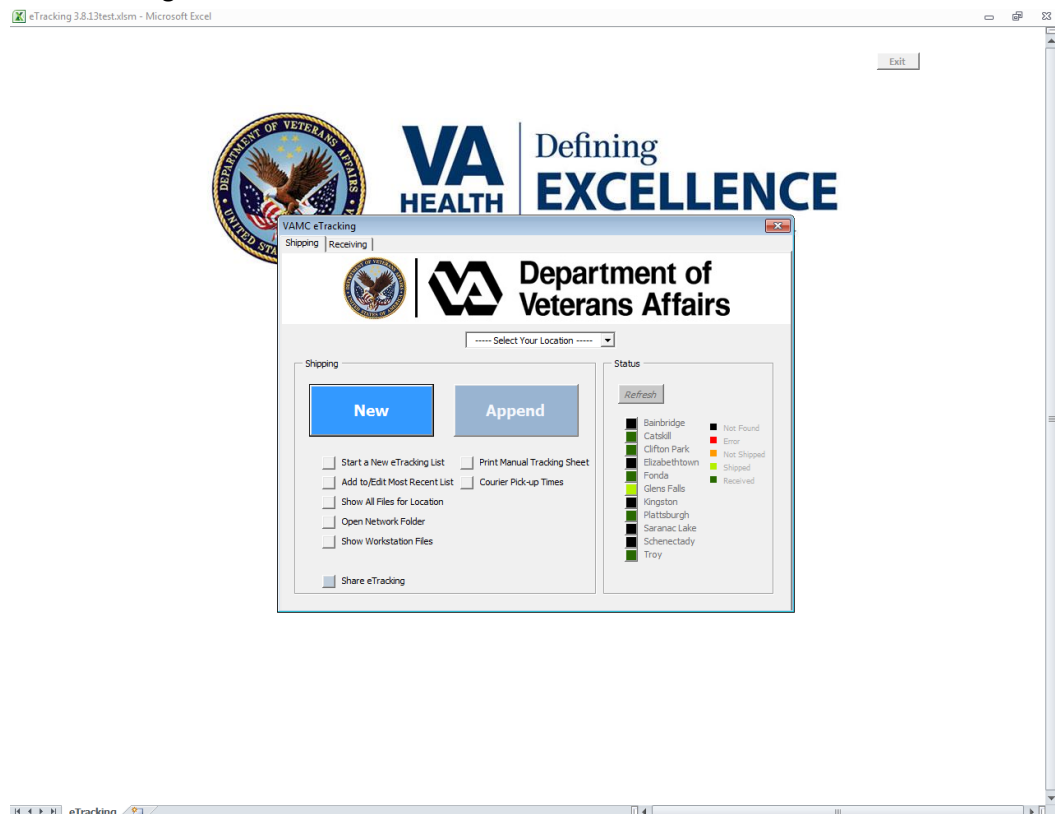


Figure 5 – Main Menu

B. Creating a New Outgoing Shipment

D.22 ELECTRONIC SPECIMEN TRACKING



Figure 6 – Main Shipping Menu

- To create a new outgoing shipment, be sure you've selected the 'Shipping' tab (6-1) – this is the default choice when starting eTracking.
- Choose your location from the dropdown box (6-3), then press the "New" button (6-4) from the Shipping Menu, (located on the left side of the window.)
- The following pop-up window appears.

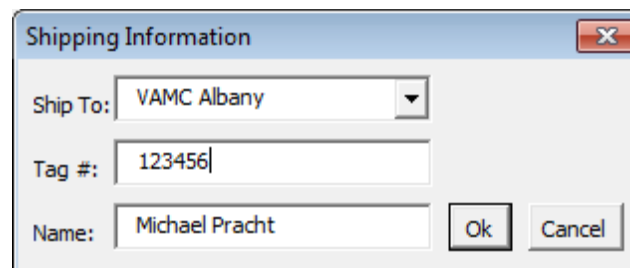


Figure 7 – Shipment Information

- Enter/verify your information in the pop-up window and click OK.
- A new eTracking list is created, populated with your selections.

D.22 ELECTRONIC SPECIMEN TRACKING

Figure 8 – New eTracking List


- (8-1), (8-2), (8-4) – Entered information and current date & time
 - (8-3) – Menu options
 - (8-5) – Routing information and requirements
 - (8-6) – Scan box & options
 - (8-7) – Specimen status
 - (8-8) – Manually added specimens & comments
 - (8-9) – Scanned specimen window
- Once opened, the Shipping Scan box (8-6) will be the default selection

Figure 9 – Shipping Scan Box

- (9-1) – Selects the Shipping Scan Box to begin scanning in specimens
 - (9-2) – Add manual (ie. non-barcoded) specimen
 - (9-3) – Remove specimen from list
 - (9-4) – Mark specimen for cancellation
 - (9-5) – Tube quantity indicator/spin buttons
 - (9-6) – Scan Box
 - (9-7) – Finalize shipment
- Scan in all barcoded specimens. Specimens can only be scanned into the eTracking list when the Shipping Scan Box (9-6) is selected.
 - You can only scan in One barcode per specimen UID
 - Duplicate UIDs will prompt an error dialog box
 - If a scan error is detected, a warning box will pop up
 - A successful scan will prompt a verification sound when a new line is added to the list
 - To include extra tubes along with a specimen, change the tube quantity indicator Before scanning in the specimen
 - Ie. 3 yellow top tubes are drawn, but only one is barcoded
 - Change the tube quantity indicator (9-5) to 3 and then scan in the barcode
 - The updated quantity will show in the Sum column
 - Continue scanning as usual

D.22 ELECTRONIC SPECIMEN TRACKING

MASTER.xlsm [Read-Only] - Microsoft Excel


Department of Veterans Affairs

Bainbridge CBOC
 109 North Main Street
 Bainbridge, NY 13733

Shipping Time: 10/21/16 16:22
 Tag Number: 123456
 Shipped By: Michael Pracht

Manually Added Specimens & Comments

Ship From: **Bainbridge CBOC**
 109 North Main Street
 Bainbridge, NY 13733
 (607) 967-8590
 #65210
 #65211

Ship To: **VAMC Albany**
 113 Holland Ave.
 Albany, NY 12208
 (518) 626-5000

Attn: **Laboratory**
 Via: Courier - On Ice
 Arrive By: 10/21/2016
 Total Sent: 20

Rectified:
 Errors:
 Pending: 20

Ship Add Remove Cancel

1 2 3 4 5 6 7 8 9 10

Date	#	UID	Time Shipped	Time Received	(hh:mm:ss)	Acc #	Sum	Specimen Comments	
10/21/2016	1	UID9900000123	16:19:15			ALCH 123	1		
10/21/2016	2	UID9700000456	16:19:22			ALSCH 456	1		
10/21/2016	3	UIDLC00000789	16:19:31			ALFLC 789	1		
10/21/2016	4	UID5A00000999	16:19:52			ALSOC 999	1		
10/21/2016	5	UID7100000789	16:20:10			ALSER 789	1		
10/21/2016	6	UID6900000456	16:20:19			ALMI 456	1		
10/21/2016	7	UIDL600000123	16:20:28			ALSMI 123	1		
10/21/2016	8	UIDM700000432	16:20:31			ALSOM 432	1		
10/21/2016	9	UIDM900000987	16:20:39			ALSMO 987	1		
10/21/2016	10	UID7500000234	16:20:46			ALHE 234	1		
10/21/2016	11	UID9100000555	16:20:52			ALCO 555	1		
10/21/2016	12	UID8A00000231	16:21:00			ALUA 231	1		
10/21/2016	13	UIDL100000333	16:21:09			ALBB 333	1		
10/21/2016	14	UID5100000345	16:21:20			ALINC 345	1		
10/21/2016	15	UIDN200000333	16:21:29			ALMRSA 333	1		
10/21/2016	16	UID5N00000666	16:21:39			ALNYS 666	1		
10/21/2016	17	UID5L00000222	16:21:49			ALSOL 222	1		
10/21/2016	18	UID3300000111	16:21:53			ALSOP 111	1		
10/21/2016	19	UIDM000000321	16:22:03			ALMYC 321	1		
10/21/2016	20	UID5Q00000336	16:22:10			ALSOQ 336	1		

Figure 10 – Building an eTracking Shipment

- (10-1) – Date added to list
 - (10-2) – Row number (Used as an identifier if no Acc # is available)
 - (10-3) – UID Unique Identifier (This is the information scanned from the barcode)
 - (10-4) – Time scanned
 - (10-5) – Status column
 - (10-6) – Accession number (This is calculated from the UID. Not all UIDs will yield an accession number - short UIDs will not have an accession number)
 - (10-7) – Sum column (Reflects the number of colored tubes drawn)
 - (10-8) – Specimen comments (Comments relative to the specimen)
 - (10-9) – Cancellation marker (Signals lab personnel to cancel the tagged specimen)
 - (10-10) – Finalize shipment button
- Once all items are added to the eTracking list, click the “Ship” button (10-10) to finalize the shipment and print a copy of the list

C. Adding to a Shipment

- From the main eTracking Shipping window (6-1), choose your location (6-3)
- Click the “Append” button (6-5) to open your most recently shipped tracking list
- Scan in additional specimens as needed
- Once completed, click the “Ship” button (9-7)
- Additional specimens may be added by following this process again

D.22 ELECTRONIC SPECIMEN TRACKING

D. Receiving a Shipment

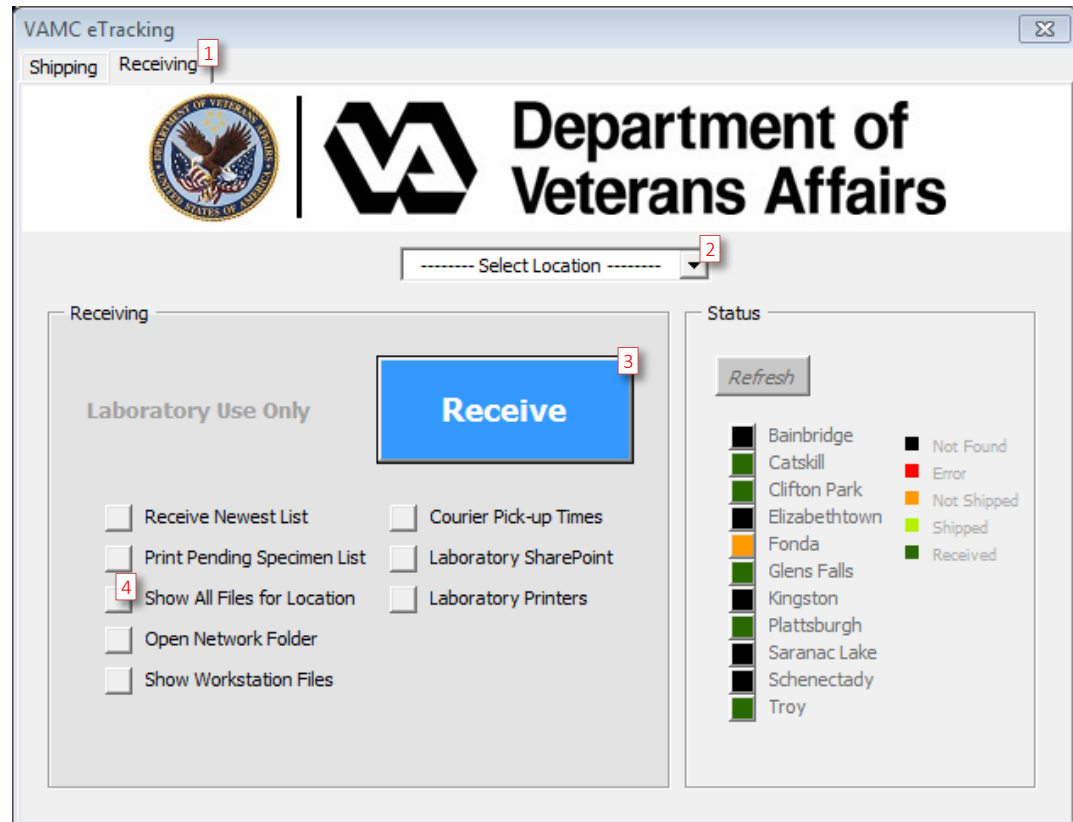


Figure 11 – Receiving Main Menu

- Click on the “Receiving” tab (11-1) from the main eTracking window
- Select the location you wish to receive from the dropdown box (11-2)
- Click the “Receive” button (11-3) to receive the most recent eTracking list from your chosen location
 - If you wish to access past lists for your location, click the “Show all files for location” button (11-4)
- The most recently shipped eTracking list will open

D.22 ELECTRONIC SPECIMEN TRACKING

10-21-2016 (BAI to ALB) SHIPPED.xlsm - Microsoft Excel

Department of Veterans Affairs **Bainbridge CBOC**
 109 North Main Street
 Bainbridge, NY 13733

Shipping Time: 10/21/16 16:22
 Tag Number: 123456
 Shipped By: Michael Pracht

Ship From: **Bainbridge CBOC**
 109 North Main Street
 Bainbridge, NY 13733
 (607) 967-8590
 #65210
 #65211

Ship To: **VAMC Albany**
 113 Holland Ave.
 Albany, NY 12208
 (518) 626-5000

Attn: Laboratory
 Via: Courier - On Ice
 Arrive By: 10/21/2016
 Total Sent: 20

Rectified: ☐ Verify Tag: ☐
 Errors: ☐ Rec'd By: MP
 Pending: 20 All OK: ☐

Ship Add Remove Cancel
 1 Ship

Receive Override Find
 Receive

Date	#	UID	Time Shipped	Time Received	(hh:mm:ss)	✓	Acc #	Σ	Specimen Comments
10/21/2016	1	UID9900000123	16:19:15			<input type="checkbox"/>	ALCH 123	1	
10/21/2016	2	UID9700000456	16:19:22			<input type="checkbox"/>	ALSCH 456	1	
10/21/2016	3	UIDLC00000789	16:19:31			<input type="checkbox"/>	ALFLC 789	1	
10/21/2016	4	UID5A00000999	16:19:52			<input type="checkbox"/>	ALSOC 999	1	
10/21/2016	5	UID7100000789	16:20:10			<input type="checkbox"/>	ALSER 789	1	
10/21/2016	6	UID6900000456	16:20:19			<input type="checkbox"/>	ALMI 456	1	
10/21/2016	7	UIDL60000123	16:20:28			<input type="checkbox"/>	ALSMI 123	1	
10/21/2016	8	UIDM700000432	16:20:31			<input type="checkbox"/>	ALSOM 432	1	
10/21/2016	9	UIDM900000987	16:20:39			<input type="checkbox"/>	ALSMO 987	1	
10/21/2016	10	UID7500000234	16:20:46			<input type="checkbox"/>	ALHE 234	1	
10/21/2016	11	UID9100000555	16:20:52			<input type="checkbox"/>	ALCO 555	1	
10/21/2016	12	UID8A00000231	16:21:00			<input type="checkbox"/>	ALUA 231	1	
10/21/2016	13	UIDL100000333	16:21:09			<input type="checkbox"/>	ALBB 333	1	
10/21/2016	14	UID5100000345	16:21:20			<input type="checkbox"/>	ALINC 345	1	
10/21/2016	15	UIDN200000333	16:21:29			<input type="checkbox"/>	ALMRS 333	1	
10/21/2016	16	UID5N00000666	16:21:39			<input type="checkbox"/>	ALNYS 666	1	
10/21/2016	17	UID5L00000222	16:21:49			<input type="checkbox"/>	ALSOL 222	1	
10/21/2016	18	UID3300000111	16:21:53			<input type="checkbox"/>	ALSO 111	1	
10/21/2016	19	UIDM00000321	16:22:03			<input type="checkbox"/>	ALMYC 321	1	
10/21/2016	20	UID5Q00000336	16:22:10			<input type="checkbox"/>	ALSOQ 336	1	

Figure 12 – Receiving a Shipment

- (12-1) – Filename [Date (FROM to TO) Status]
- (12-2) – Manually added specimens and comments, as well as specimen comments from the shipping location will show here
- (12-3) – Receiving Box
- (12-4) – Receipt entries – Tag verification, initials of individual receiving, and shipment status appear here
- (12-5) – Specimen comments can be added for receiving troubleshooting/quality issues
- The Receiving Scan Box will be the default selection

Receive Override Find
 Receive


Figure 13 – Receiving Scan Box

- (13-1) – Selects the Receiving Scan Box
- (13-2) – Overrides specimens with a Pending or Error status
- (13-3) – Finds UUIDs and/or Accession numbers in the list
- (13-4) – Receiving Scan Box
- (13-5) – Finalize receipt button
- Scan in all specimens from the shipment
 - If a specimen is not received, perform troubleshooting to find the cause
 - Select the unreceived specimen in the eTracking list and click the "Override" button (or press Ctrl-O)
 - Enter your corrective actions in the pop-up box

D.22 ELECTRONIC SPECIMEN TRACKING

- Specimens that were sent but not scanned will show up as “Error” status
 - Enter a specimen comment for each of these items to change the status to “Rectified”
 - Remind shipping location that all specimens need to be accounted for on the eTracking list
- Enter all specimen quality/troubleshooting comments in the ‘specimen comments’ field
- When all items are rectified, choose ‘Yes’ or ‘No’ from the “All OK:” dropdown box, signifying that all specimens were deemed either acceptable or unacceptable
 - Unacceptable specimens must have a specimen comment describing the issue and resolution
 - You must select ‘No’ if any specimen is deemed unacceptable

10-21-2016 (BAI to ALB) SHIPPED.xlsm - Microsoft Excel



**Department of
Veterans Affairs**

Bainbridge CBOC
109 North Main Street
Bainbridge, NY 13733

Shipping Time: 10/21/16 16:22
Tag Number: 123456
Shipped By: Michael Pracht

Menu | Print | ?

Ship From: **Bainbridge CBOC**
109 North Main Street
Bainbridge, NY 13733
(607) 967-8590
#65210
#65211

Ship To: **VAMC Albany**
113 Holland Ave.
Albany, NY 12208
(518) 626-5000

Attn: **Laboratory**
Via: Courier - On Ice
Arrive By: 10/21/2016
Total Sent: 20

Ship | Add | Remove | Cancel

1 | |

Receive | Override | Find

|

Rectified: 20 Verify Tag: ☒
Errors: Rec'd By: MP
Pending: All OK: Yes

Date	#	UID	Time Shipped	Time Received	(hh:mm:ss)	✓	Acc #	Σ	Specimen Comments	
10/21/2016	1	UID9900000123	16:19:15	10/21/2016 18:32	02:13:11	<input checked="" type="checkbox"/>	ALCH 123	1		
10/21/2016	2	UID9700000456	16:19:22	10/21/2016 18:32	02:13:07	<input checked="" type="checkbox"/>	ALSCH 456	1		
10/21/2016	3	UIDLC00000789	16:19:31	10/21/2016 18:32	02:13:04	<input checked="" type="checkbox"/>	ALFLC 789	1		
10/21/2016	4	UID5A00000999	16:19:52	10/21/2016 18:32	02:12:48	<input checked="" type="checkbox"/>	ALSOC 999	1		
10/21/2016	5	UID7100000789	16:20:10	10/21/2016 18:32	02:12:34	<input checked="" type="checkbox"/>	ALSER 789	1		
10/21/2016	6	UID6900000456	16:20:19	10/21/2016 18:32	02:12:28	<input checked="" type="checkbox"/>	ALMI 456	1		
10/21/2016	7	UIDL60000123	16:20:28	10/21/2016 18:32	02:12:24	<input checked="" type="checkbox"/>	ALSMI 123	1		
10/21/2016	8	UIDM70000432	16:20:31	10/21/2016 18:32	02:12:28	<input checked="" type="checkbox"/>	ALSOM 432	1		
10/21/2016	9	UIDM900000987	16:20:39	10/21/2016 18:33	02:12:26	<input checked="" type="checkbox"/>	ALSMO 987	1		
10/21/2016	10	UID7500000234	16:20:46	10/21/2016 18:33	02:12:24	<input checked="" type="checkbox"/>	ALHE 234	1		
10/21/2016	11	UID9100000555	16:20:52	10/21/2016 18:33	02:12:22	<input checked="" type="checkbox"/>	ALCO 555	1		
10/21/2016	12	UID8A00000231	16:21:00	10/21/2016 18:33	02:12:19	<input checked="" type="checkbox"/>	ALUA 231	1		
10/21/2016	13	UIDL100000333	16:21:09	10/21/2016 18:33	02:12:16	<input checked="" type="checkbox"/>	ALBB 333	1		
10/21/2016	14	UID5100000345	16:21:20	10/21/2016 18:33	02:12:10	<input checked="" type="checkbox"/>	ALINC 345	1		
10/21/2016	15	UIDN200000333	16:21:29	10/21/2016 18:33	02:12:05	<input checked="" type="checkbox"/>	ALMRS 333	1		
10/21/2016	16	UID5N00000666	16:21:39	10/21/2016 18:33	02:12:00	<input checked="" type="checkbox"/>	ALNYS 666	1		
10/21/2016	17	UID5L00000222	16:21:49	10/21/2016 18:33	02:11:57	<input checked="" type="checkbox"/>	ALSOL 222	1		
10/21/2016	18	UID3300000111	16:21:53	10/21/2016 18:33	02:11:56	<input checked="" type="checkbox"/>	ALSOP 111	1		
10/21/2016	19	UIDM000000321	16:22:03	10/21/2016 18:33	02:11:52	<input checked="" type="checkbox"/>	ALMYC 321	1		
10/21/2016	20	UID5Q00000336	16:22:10	10/21/2016 18:34	02:11:51	<input checked="" type="checkbox"/>	ALSOQ 336	1		

Figure 14 – A completed eTracking List

- Press the “Receive” button (13-5) to finalize and print the eTracking list

D.22 ELECTRONIC SPECIMEN TRACKING

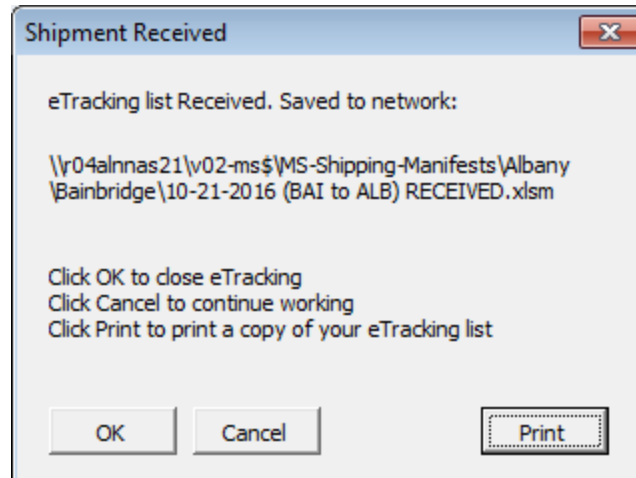


Figure 15 – Finalize Shipment Received Pop-up

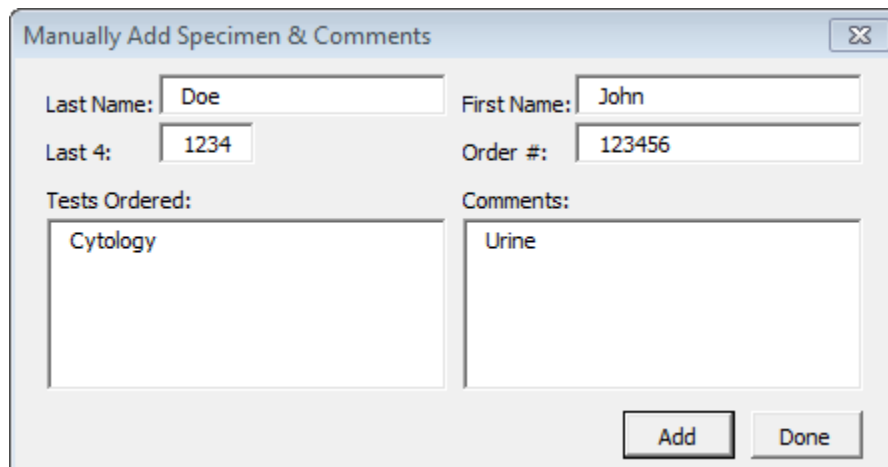
E. Miscellaneous Procedures

- 1. [Manually Add Specimen to eTracking List](#)
- 2. [Remove a Specimen from an eTracking List](#)
- 3. [Mark a Specimen for Cancellation](#)
- 4. [Override a Specimen as Received](#)
- 5. [Find a UID or Accession Number in an eTracking List](#)

1. Manually Add Specimen to eTracking List

- Manually add a specimen and/or comments when a barcode is not available to scan
- Typically, these specimens will be cytology, A&P, or specimens with unsigned orders (**Always attempt to have the orders signed/corrected before shipping specimens)
- Click the 'Add' button (9-2) above the Shipping Scan Box (9-6)
- Please include all relevant information, including patient name (first and last), last four of social security number, order number, tests ordered, and any additional comments
- Click the 'Add' button when finished entering specimen information
- When completed, click the 'Done' button

D.22 ELECTRONIC SPECIMEN TRACKING



A screenshot of a software dialog box titled "Manually Add Specimen & Comments". The dialog has a close button (X) in the top right corner. It contains several input fields: "Last Name:" with the value "Doe", "First Name:" with the value "John", "Last 4:" with the value "1234", and "Order #:" with the value "123456". Below these are two larger text areas: "Tests Ordered:" containing the word "Cytology" and "Comments:" containing the word "Urine". At the bottom right are two buttons: "Add" and "Done".

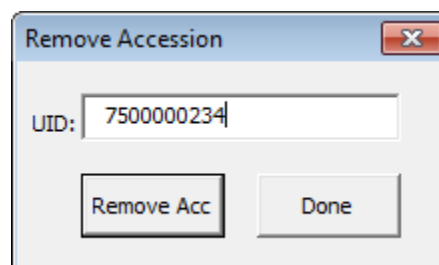
Figure 16 - Manually Add Specimen and/or Comments

2. Remove a Specimen from an eTracking List

- Remove specimens from the eTracking list when added in error (ie. a specimen that you have but will not ship with the current list)
- Do Not remove specimens accessioned in error or other specimens that need to be cancelled.
- Choose the specimen UID in the eTracking list you would like to remove
- Click the 'Remove' button (9-3) (or press Ctl-R)

Alternate Routine:

- With the Shipping Scan Box selected, click the 'Remove' button (9-3)
- A pop-up will display prompting for the UID you wish to remove
- Scan in or manually enter the appropriate UID and click 'Remove Acc'
- Click 'Done' when finished



A screenshot of a software pop-up dialog box titled "Remove Accession". It has a close button (X) in the top right corner. Inside, there is a label "UID:" followed by a text input field containing the value "7500000234". At the bottom are two buttons: "Remove Acc" and "Done".

Figure 17 - Remove Accession Pop-up

3. Mark a Specimen for Cancellation

- Mark specimens for cancellation when accessioned in error or when accessioned without an accompanying specimen

D.22 ELECTRONIC SPECIMEN TRACKING

- This includes duplicate orders, missed draws, urines not voided, or other accessioning errors
- Marking specimens on the eTracking list for cancellation will Not cancel the order – it will only notify technologists at the receiving location to cancel the order
- Choose the specimen UID in the eTracking list you would like cancelled
- Click the 'Cancel' button (9-4) (or press Ctl-C)
- Enter a cancellation comment in the resulting pop-up box

Alternate Routine:

- With the Shipping Scan Box selected, click the 'Cancel' button (9-4)
- A pop-up will display prompting for the UID you wish to mark for cancellation
- Scan in or manually enter the appropriate UID and click 'Cancel Acc'
- Enter a cancellation comment in the resulting pop-up box
- Click 'Done' when finished

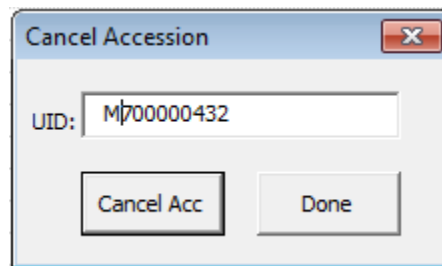


Figure 18 - Cancel Accession Pop-up

4. Override a Specimen as Received

- Override specimens that are listed on the eTracking list but were not received
- Overriding a specimen requires corrective action comments
- Choose the UID of the specimen you wish to Override
- Click the 'Override' button (10-3) (or press Ctl-O)
- Enter an override comment including corrective actions, as well as any other steps taken

D.22 ELECTRONIC SPECIMEN TRACKING

SOP - 10-21-2016 (BAI to ALB) RECEIVED.xlsm - Microsoft Excel

Department of Veterans Affairs

Bainbridge CBOC
 109 North Main Street
 Bainbridge, NY 13733

Shipping Time: 10/21/16 16:22
 Tag Number: 123456
 Shipped By: Michael Pracht

Ship From: **Bainbridge CBOC**
 109 North Main Street
 Bainbridge, NY 13733
 (607) 967-8590
 #65210
 #65211

Ship To: **VAMC Albany**
 113 Holland Ave.
 Albany, NY 12208
 (518) 626-5000

Attn: Laboratory
 Via: Courier - On Ice
 Arrive By: 10/21/2016
 Total Sent: 19

Rectified: 18 Verify Tag: ☒
 Errors: Rec'd By: MP
 Pending: 1 All OK: Yes

Ship | Add | Remove | Cancel |
 1.

Receive | Override | Find |

Date	#	UID	Time Shipped	Time Received	(hh:mm:ss)	✓	Acc #	I	Specimen Comments
10/21/2016	1	UID9900000123	16:19:15	10/21/2016 18:32	02:13:11	<input checked="" type="checkbox"/>	ALCH 123	1	
10/21/2016	2	UID9700000456	16:19:22	10/21/2016 18:32	02:13:07	<input checked="" type="checkbox"/>	ALSC 456	1	
10/21/2016	3	UIDL000000789	16:19:31	10/21/2016 18:32	02:13:04	<input checked="" type="checkbox"/>	ALFLC 789	1	
10/21/2016	4	UIDSA00000999	16:19:52	10/21/2016 18:32	02:12:48	<input checked="" type="checkbox"/>	ALSDC 999	1	
10/21/2016	5	UID7100000789	16:20:10	10/21/2016 18:32	02:12:34	<input checked="" type="checkbox"/>	ALSER 789	1	
10/21/2016	6	UID6900000456	16:20:19	10/21/2016 18:32	02:12:28	<input checked="" type="checkbox"/>	ALMI 456	1	
10/21/2016	8	UIDM700000432	16:20:31	10/21/2016 18:32	02:12:28	<input checked="" type="checkbox"/>	ALSMO 432	1	
10/21/2016	9	UIDM800000287	16:20:39	Override		<input checked="" type="checkbox"/>	ALSMO 987	1	
10/21/2016	10	UID7500000234	16:20:46	10/21/2016 18:33	02:12:24	<input checked="" type="checkbox"/>	ALHE 234	1	
10/21/2016	11	UID9100000555	16:20:52	10/21/2016 18:33	02:12:22	<input checked="" type="checkbox"/>	ALCO 555	1	
10/21/2016	12	UID8A00000231	16:21:00	10/21/2016 18:33	02:12:19	<input checked="" type="checkbox"/>	ALUA 231	1	
10/21/2016	13	UIDL100000333	16:21:09	10/21/2016 18:33	02:12:16	<input checked="" type="checkbox"/>	ALB8 333	1	
10/21/2016	14	UID5100000345	16:21:20	10/21/2016 18:33	02:12:10	<input checked="" type="checkbox"/>	ALUNC 345	1	
10/21/2016	15	UIDN200000333	16:21:29	10/21/2016 18:33	02:12:05	<input checked="" type="checkbox"/>	ALNMS 333	1	
10/21/2016	16	UID5N00000666	16:21:39	10/21/2016 18:33	02:12:00	<input checked="" type="checkbox"/>	ALNYS 666	1	
10/21/2016	17	UID5L00000222	16:21:49	10/21/2016 18:33	02:11:57	<input checked="" type="checkbox"/>	ALSOL 222	1	
10/21/2016	18	UID3300000111	16:21:53	10/21/2016 18:33	02:11:56	<input checked="" type="checkbox"/>	ALSOP 111	1	
10/21/2016	19	UIDM000000321	16:22:03	10/21/2016 18:33	02:11:52	<input checked="" type="checkbox"/>	ALMYC 321	1	
10/21/2016	20	UID5000000336	16:22:10	10/21/2016 18:34	02:11:51	<input checked="" type="checkbox"/>	ALSDQ 336	1	

Override
 Override Comment: *

Figure 19 - Overriding a Specimen

5. Find a UID or Accession Number in an eTracking List

- Find a specimen via UID or accession number
- The eTracking list will change focus with the queried specimen located at the top of the screen
- Click the 'Find' button
- Scan in a UID in the UID field
Or
- Select the Acc # field and type in the accession number
- Click 'Find'

Find Accession

UID:

5L00000222

Acc#:

Find

Done

Figure 20 - Find Accession Pop-up

V. RESOURCES:

- General questions about the software may be directed to the laboratory
- Access requests can be made to michael.pracht@va.gov or the laboratory ADPAC

D.22 ELECTRONIC SPECIMEN TRACKING

- In-depth questions and comments, as well as requests for additional features, bug reports, etc. may be directed to michael.pracht@va.gov
- Help files, walkthroughs, tutorials, and training materials may be found in the Resources folder on the eTracking network drive: [\\r04alnnas21v02-ms\\$\\MS-Shipping-Manifests\\V02\\Resources](\\r04alnnas21v02-ms$\\MS-Shipping-Manifests\\V02\\Resources)