The end result of this process is the generation (printing) of a unique bar coded processing label for one or more packs.



MaQs

Packing_Using Online Check List



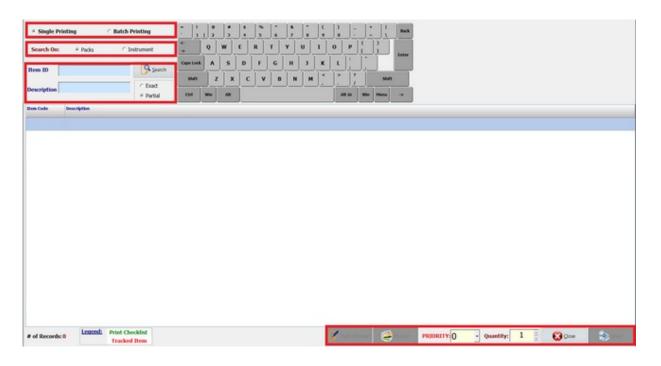
The person printing the label for the tray will usually be the person who packs the tray, so after clicking 'Packing', MaQS will ask for valid credentials to be entered before the item selection screen can be used. Pack labels can be printed using either the *Single Printing* or *Batch Printing* mode.

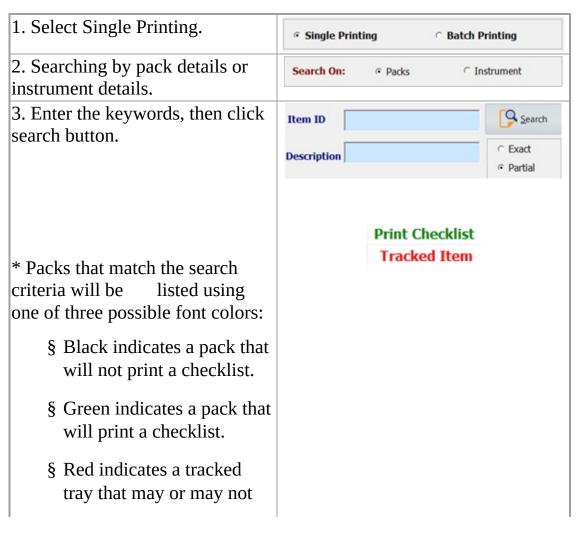


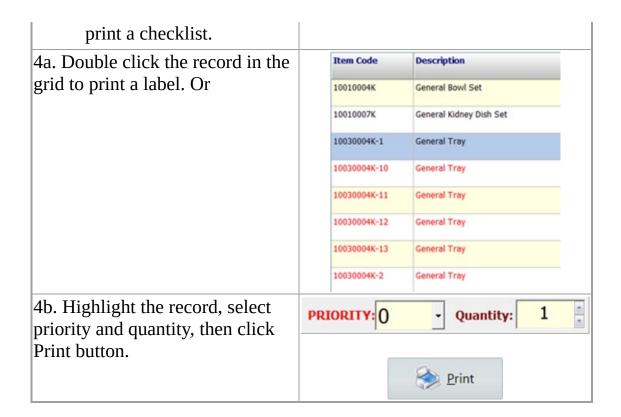
If Use Online Check List box is ticked in the 'Hospital Site' settings in MaQS Admin module, please follow the instruction below. Otherwise, please go to <u>'Packing without using Online Check List'</u>



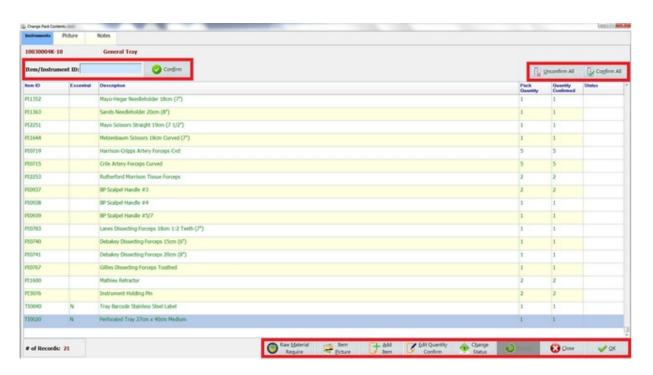
Performing a Single Printing: The *Single Printing* option will allow one or more labels of the same pack to be printed before another pack can be selected for printing.

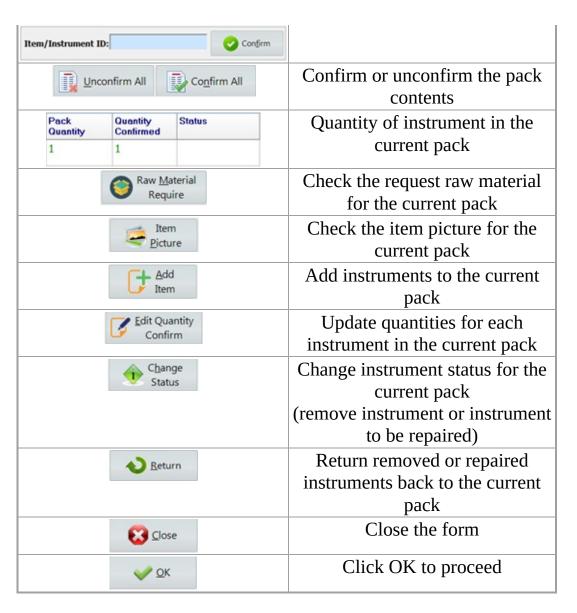


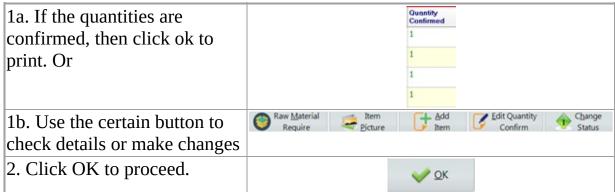




If there are more than one instrument in the tray, it will direct to 'change pack contents' window.

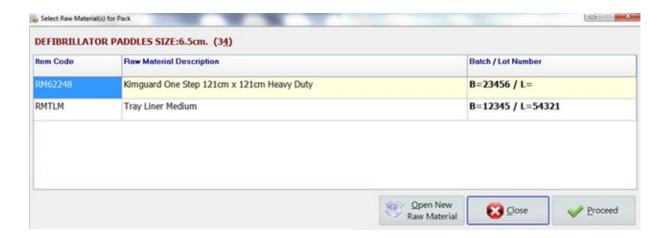


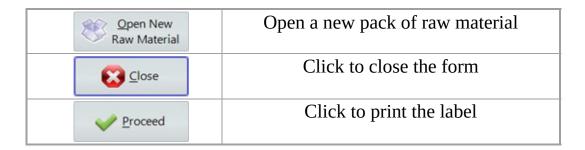


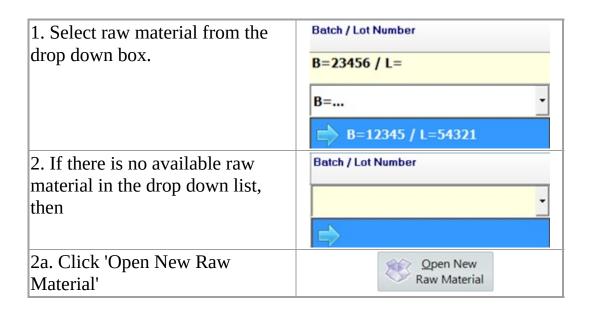


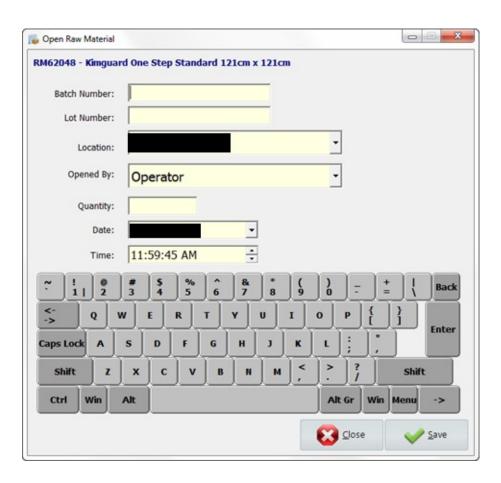
If 'prompt raw material' box is ticked, it will direct to 'select raw materials for pack' window. Otherwise, it will print the label.

Prompt Raw Material Selection







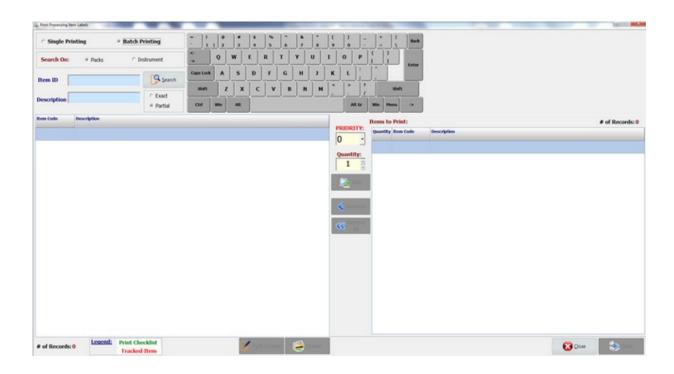


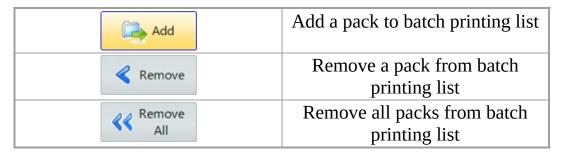
Batch Number	Batch number of the new raw material pack.
Lot Number	Lot number of the new raw material pack.
Location	The location where the raw material used for.
Opened By	The operator to open the new raw material pack.
Quantity	Quantities of raw material in the new pack.
Date	Date to open the new raw material pack.
Time	Time to open the new raw material pack.

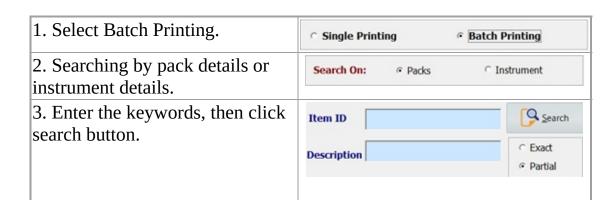
Fill the raw material detail for new raw material and click save to confirm.

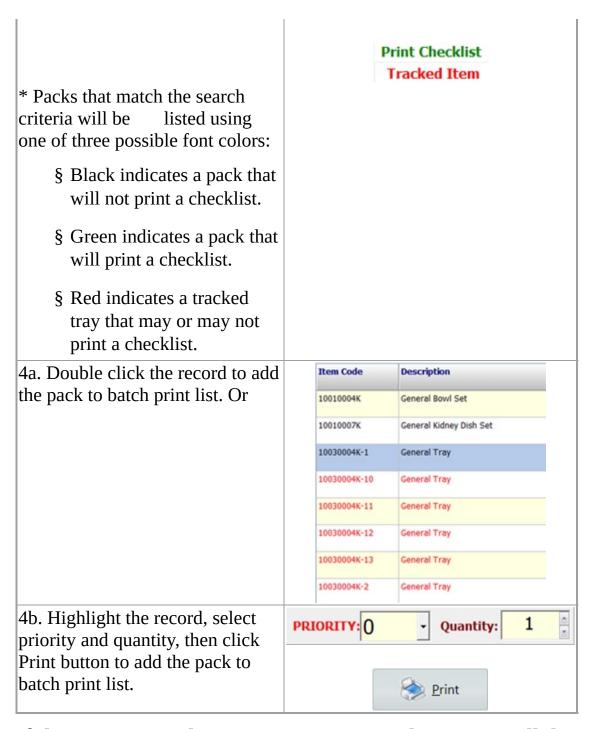
1. Fill the raw material detail for new raw material and click save to confirm.	<u>S</u> ave
2. Click proceed to print the label	<u>Proceed</u>

Performing a Batch Printing: The *Batch Printing* option allows multiple packs with vary quantities to be selected and then printed in one batch.

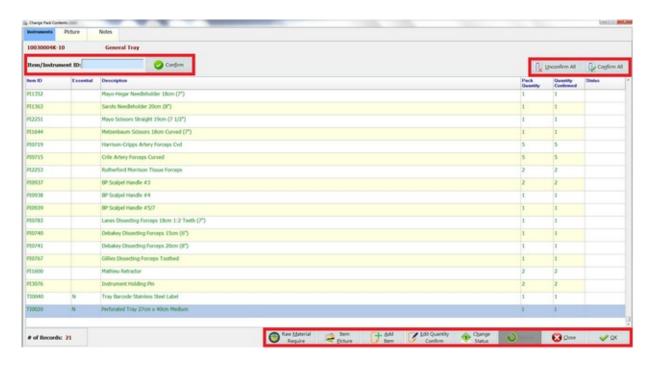


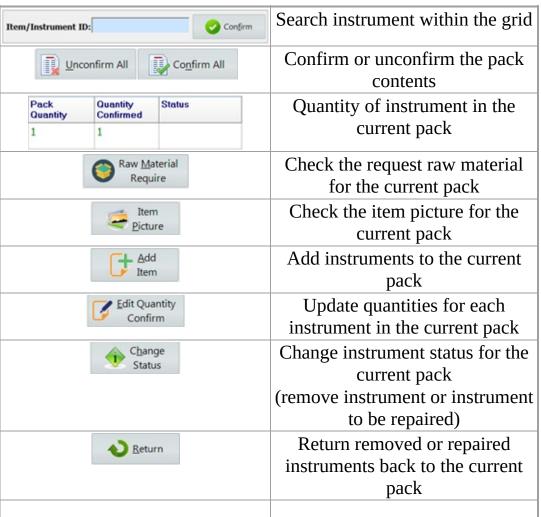




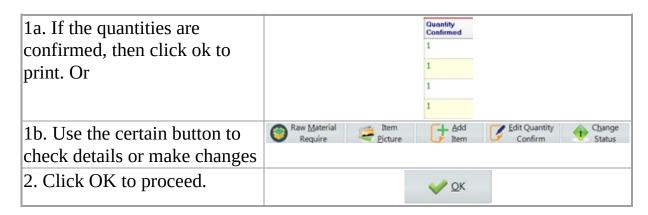


If there are more than one instrument in the tray, it will direct to 'change pack contents' window.

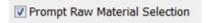


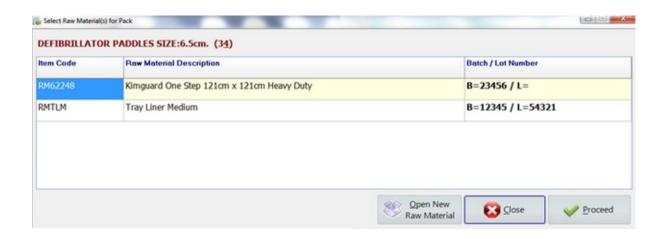






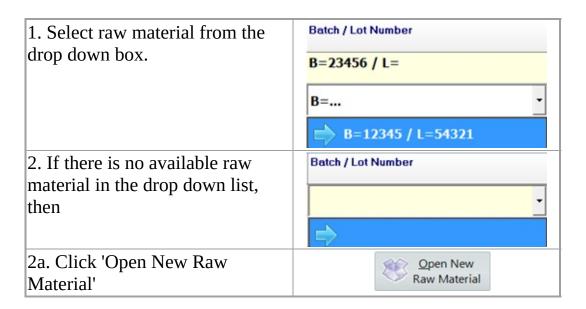
If 'prompt raw material' box is ticked, it will direct to 'select raw materials for pack' window. Otherwise, it will add the pack to batch print list.

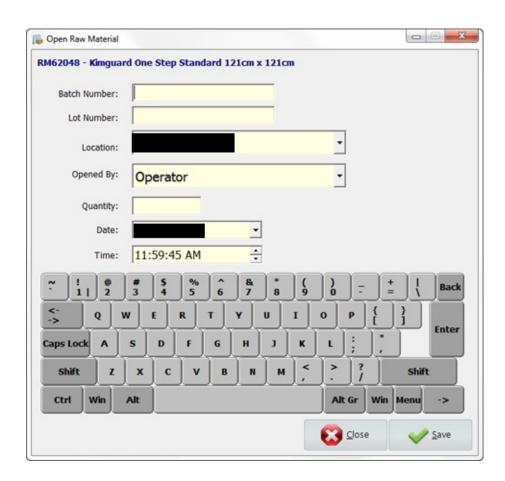




Open New Raw Material	Open a new pack of raw material
Close	Click to close the form
	Click to add the pack to batch print list







Batch Number	Batch number of the new raw material pack.
Lot Number	Lot number of the new raw material pack.
Location	The location where the raw material used for.
Opened By	The operator to open the new raw material pack.
Quantity	Quantities of raw material in the new pack.
Date	Date to open the new raw material pack.
Time	Time to open the new raw material pack.

1. Fill the raw material detail for new raw material and click save to confirm.	<u>S</u> ave
2. Click proceed to add the pack to batch print list.	<u>Proceed</u>
3. Click print to print all labels in the batch.	Print

MaQs List

Packing_Without Online Check



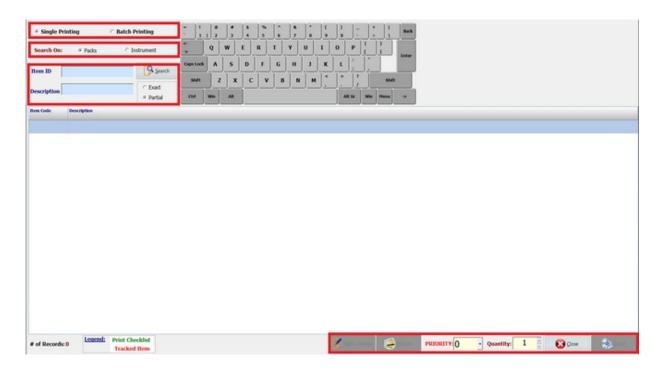
The person printing the label for the tray will usually be the person who packs the tray, so after clicking 'Packing', MaQS will ask for valid credentials to be entered before the item selection screen can be used. Pack labels can be printed using either the *Single Printing* or *Batch Printing* mode.

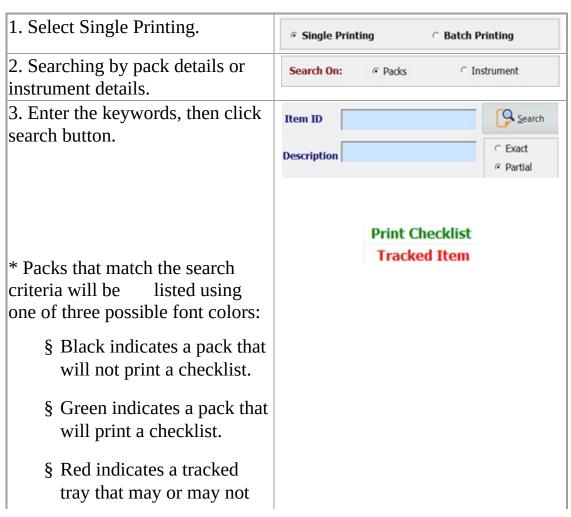


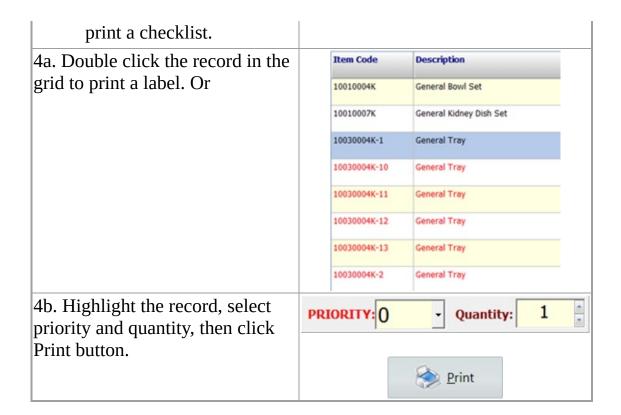
If Use Online Check List box is not ticked in the 'Hospital Site' settings in MaQS admin module, please follow the instruction below. Otherwise, please go to <u>'Packing Using Online Check List'</u>



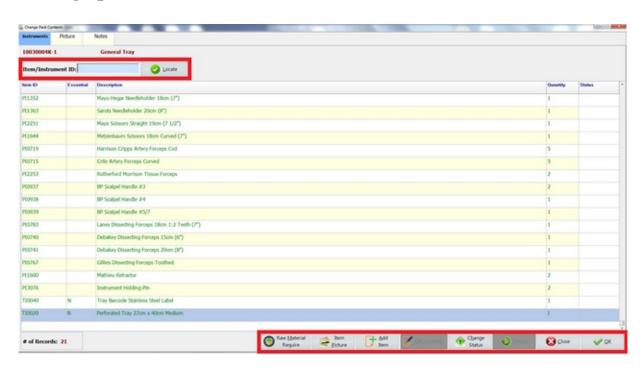
Performing a Single Printing: The *Single Printing* option will allow one or more labels of the same pack to be printed before another pack can be selected for printing.







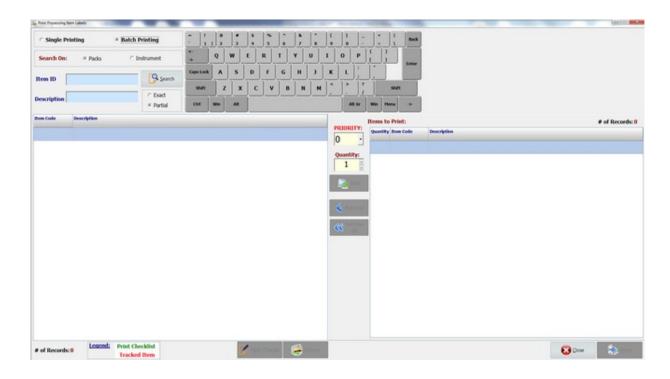
If there are more than one instrument in the tray, it will direct to 'change pack contents' window.

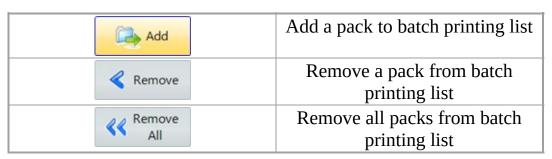


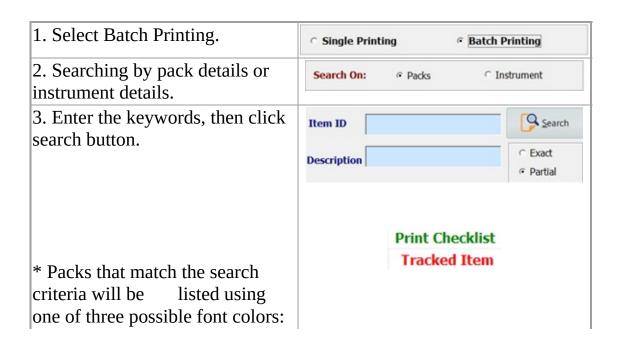
Item/Instrument ID: Confirm	
Raw <u>M</u> aterial Require	Check the request raw material for the current pack
Item Picture	Check the item picture for the current pack
Add Item	Add instruments to the current pack
Edit Quantity Confirm	Update quantities for each instrument in the current pack (button is disabled when not using online check list)
C <u>h</u> ange Status	Change instrument status for the current pack (remove instrument or instrument to be repaired)
♦ Return	Return removed or repaired instruments back to the current pack
₩ Close	Close the form
⊘ K	Click OK to proceed

1. Use the certain button to	Raw Material Require	Item Picture	Add Item	Edit Quantity Confirm	Change Status
check details or make changes					
2. Click OK to print.			⊘ <u>O</u> K		

Performing a Batch Printing: The *Batch Printing* option allows multiple packs with vary quantities to be selected and then printed in one batch.

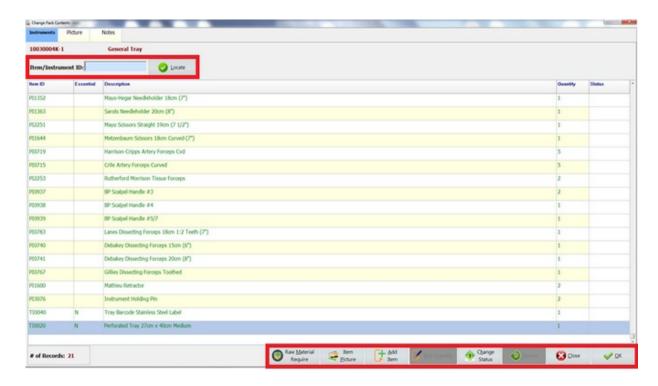


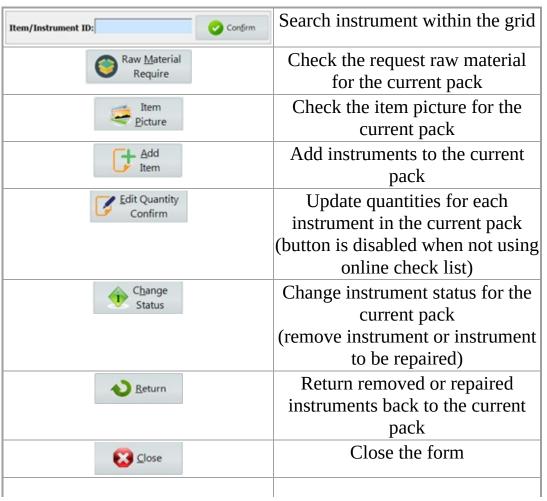




§ Black indicates a pack that will not print a checklist.§ Green indicates a pack that will print a checklist.§ Red indicates a tracked tray that may or may not print a checklist.		
4a. Double click the record to add	Item Code	Description
the pack to batch print list. Or	10010004K	General Bowl Set
	10010007K	General Kidney Dish Set
	10030004K-1	General Tray
	10030004K-10	General Tray
	10030004K-11	General Tray
	10030004K-12	General Tray
	10030004K-13	General Tray
	10030004K-2	General Tray
4b. Highlight the record, select priority and quantity, then click	PRIORITY: 0	- Quantity: 1
Print button to add the pack to batch print list.		Print Print

If there are more than one instrument in the tray, it will direct to 'change pack contents' window.







Click OK to proceed

1. Use the certain button to	Raw Material Require Picture Add Sedit Quantity Change Status
check details or make changes	
2. Click proceed to add the pack to batch print list.	<u>Proceed</u>
3. Click print to print all labels in the batch.	₩ <u>O</u> K

MaQs Raw Material

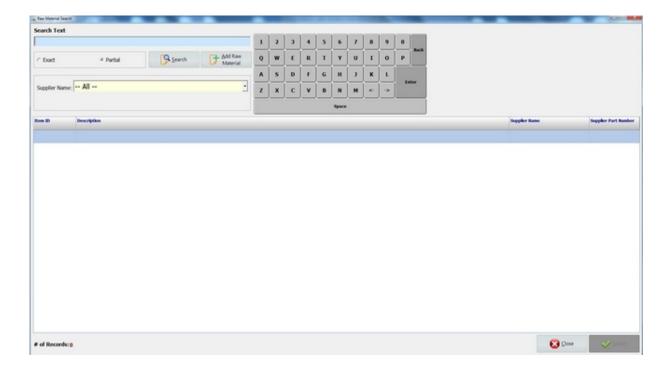


Raw Material refers to the consumables used in creating a pack and are not included in either the sum of the technical ratings or the instrument count but can be added to the cost of producing the pack and will appear as an additional cost.



Enter the search criteria in the *Search Text* field or directly click search to show all records.

Search Options	
Exact Search	Search for product with the exact input from Item ID and
	Description
Partial Search	Search for products that contains characters from Item ID
	and Description
Supplier Name	Search for products in selected supplier.



Select *Add Raw Material* to create new records. Select *Select* to view details. Select *Close* to close the form.

The following form will appear after clicking Add Raw Material.



* Mandatory fields are highlighted in yellow.

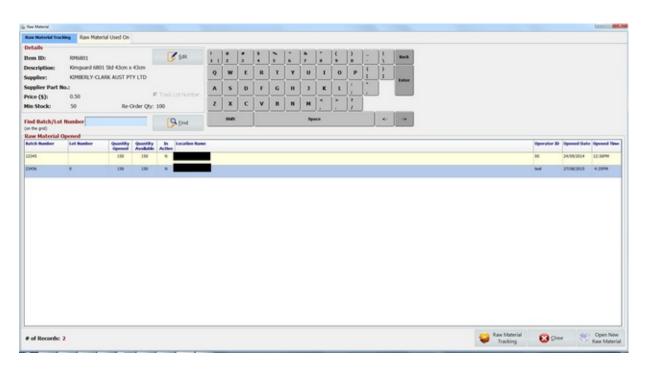
Item ID:	Can be an unique number or alphabet and is limited to 20 characters long.
Track Lot Number:	Select if track the lot number of the raw material.
Description:	A brief description of the raw material.
Weight:	The weight of the raw material.
Supplier:	Select a supplier from drop down list.
Supplier Part Number:	Type in part number that provided by supplier.
Min Stock:	Minimum stock in store.

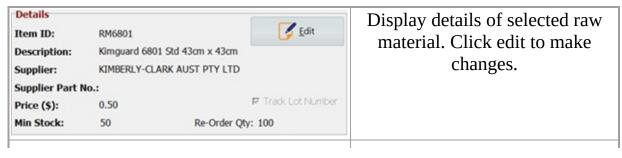
Price:	Cost for this raw material	
	The quantities that needs to reorder for this raw	
	material when it reaches the minimum stock.	
Is Not Active	Select if it is not active.	

Raw Material Details:



Highlight the search result in the grid, then click to launch the raw material detail form.







Click to modify raw material details.



* Mandatory fields are highlighted in yellow.

Item ID:	Can be an unique number or alphabet and is limited to 20 characters long.
Track Lot Number:	Select if track the lot number of the raw material.
Description:	A brief description of the raw material.
Weight:	The weight of the raw material.
Supplier:	Select a supplier from drop down list.
Supplier Part	Type in part number that provided by supplier.

Number:	
Min Stock:	Minimum stock in store.
Price:	Cost for this raw material
Re-Order Quantity:	The quantities that needs to reorder for this raw material when it reaches the minimum stock.
Is Not Active	Select if it is not active.

Click



to open a new box of raw material.

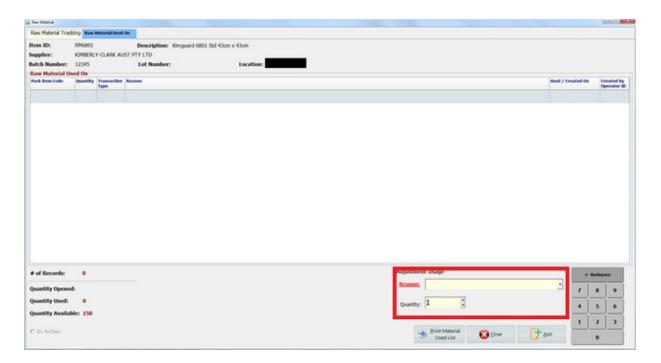


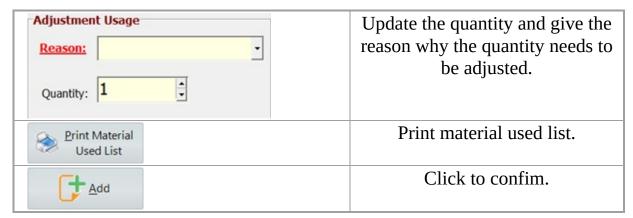
Batch Number	Batch number on the new raw material pack.
Lot Number	Lot number on the new raw material pack (If available).
Location	The location where the raw material used for.
Opened By	The operator to open the new raw material pack.

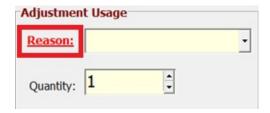
Quantity	Quantities of raw material in the new pack.
Date	Date to open the new raw material pack.
Time	Time to open the new raw material pack.

Click Raw Material Tracking

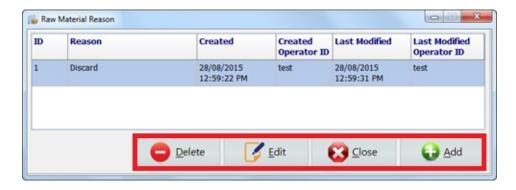
to track raw material usage.







Click *Reason* to launch setting page.



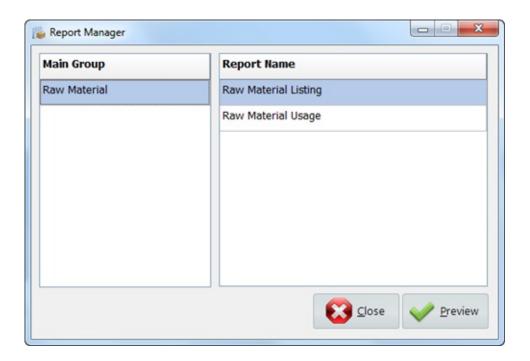
Select *Add* to add a new reason. Select *Delete* to remove a reason. Select *Edit* to modify a reason. Select *Close* to close the form.



ID	Reason ID will be automatically
	generated.
Reason	A brief description.

The report manager determines many of the reports that will be generated automatically when required.

To use the report, highlight report and click preview or double click each report to launch the filter window, enter searching criteria to generate the report .



The setting option is located in the main screen, this gives access to the <u>Process</u> <u>Location Selection</u>.



This sets the default site and store for the Packing program.

Select a correct site and store for this location.

