

Daily Review Report

The purpose of this report is to document the date, time and user name when the CheckPoint program was proactively checked. If the current reading at the time of the report is not in compliance, then the user can document a comment. The report can then be approved by a supervisor or a 2nd reviewer.

Alternatively, a report documenting the number of alerts during a selected time period can be created. This is useful audit report for the blood bank, where a user can document the review of the alerts and corrective action which may have occurred during the time that a manager has not been present. For example, at 7:00 AM each morning, a manager can pull up a 15 hour report to review all alerts which may have occurred between 4:PM to 7:00AM of the next day.

Current Reading Report

1. Click on New Current Reading Report
2. The report will show the current readings of all the equipment in the user's group (as set up in Settings\Groups).
3. All "Checked" boxes will be pre-checked.
4. If a reading is out of range, then uncheck the box and enter a comment.
5. SAVE, then enter user ID and password.
6. The report will be recorded in the next "Approve Current Reading Report."

Approve Current Reading Report

1. From the drop down menu, select the reference date and time period.
2. All Current Reading Report during the selected period will appear in date/time order.
3. Double click on any report to review the report.
4. A supervisor (or any other user) can approve the report, recorded with the date\time.
5. All reports can be retrieved by selecting the reference date and time period.

New Alert Report

1. Click on New Alert Report.
2. Select the reference date and the number of past hours or days.
3. The report will show the number of alerts which occurred during this period.
4. All "Checked" boxes will be pre-checked.
5. The user can uncheck any box and enter comments.
6. SAVE, then enter the user ID and password.
7. The report will be recorded in the next "Approve Alert Report."

Approve Alert Report

1. From the drop down menu, select the reference date and time period.
2. All Alert Reports during the selected period will appear in date/time order.
3. Double click on any report to review the report.
4. A supervisor(or any other user) can approve the report, recorded with date\time.
5. All reports can be retrieved by selecting the reference date and time period.