

ID#	Name	Function Description	Function Tasks , system actions & links to other functions (by #)
7	Search “pending lists”	To manage workflow by staff and supervisor	<p>Preconditions: specimens are accessioned (ID# assigned) and have been associated with a protocol.</p> <p>Flow:</p> <ol style="list-style-type: none"> 1. Results page could show Lab ID/Patient Account # and name/ Specimen login date, time and type/ approx. volume/ batch#/ status (cancelled) and stage of processing / IRB / module (Autopure Ext or Phenol Ext) / track pts /total # specimens 2. Be able to sort results by date, tech, lab location, protocol #, track pts 3. generate alert if delay > X# days, sent to supervisor <ol style="list-style-type: none"> a. link to lab workflow page b. link to specimen profile page <p>Post-conditions: activity acknowledged by user sends each specimens next step to the subsequence pending lists for immediate review.</p> <p>Assumptions: that specimens may go through different steps following one shared processing step; that a specimen may be stored immediately following a processing step.</p>
11	Process a group (create batch)	Set-up to update multiple samples at once (process, status, etc)	<p>Preconditions: all specimens are accessioned prior to being added to batch.</p> <p>Flow:</p> <ol style="list-style-type: none"> 1. Wand in or import list of #s 2. Generate batch ID# 3. Attach this batch id to each specimen in the batch 4. Associate batch ID# with protocol module 5. Add/edit/delete tech initials 6. Auto-date and time for batch 7. Archive-and-clear current storage information 8. update any specimen information as needed (ex: approximate remaining volume, comments) <p>> Modify volume of any specimen by linking into specimen profile</p> <p>> search by batch #</p> <p>> Search by lab ID#</p> <p>Post-conditions: any batch activity becomes part of the specimen’s historical profile.</p>

			<p>Assumptions:</p> <ul style="list-style-type: none"> • Be able to act on this list in any way, including generating location list (organized as “freezer – shelf – rack – box – slide” and as an efficient sequence), with filtering to [best specimen] if more than one (by least volume – to use up) or nearest located? • Can we keep a group together for a while? Does a specimen not show up in an available list if it is already part of a group of specimens? Does a group get a name or a number for later retrieval? Where to store that?
27	Update re-agent lot#	Update lot# and date of re-agent supply upon its being changed	<p>Preconditions:</p> <ul style="list-style-type: none"> ◆ When re-agent supply runs out, let the user search for the re-agent, update its current lot#, check the date of renewed supply. <p>Flow:</p> <ol style="list-style-type: none"> 1. Identify re-agent 2. Change lot# (type twice?) 3. Input “today’s date” <p>Post-conditions:</p> <ul style="list-style-type: none"> ◆ This lot# would be used for all processing that follows.
13	Prepare “qualified specimens” list	Finalize list of specimens for delivery to lab as a “pull request” or “will receive for processing”	<p>Pre-conditions: specimens may be recognized by study-specific data ID# and/or by labID# - cross-reference.</p> <p>Flow:</p> <ol style="list-style-type: none"> 1. Import list of specimens from excel/access/other 2. Pull in protocol requirements by IRB# 3. Compare specimen attributes with protocol requirements for qualification 4. Flag all non-qualifying specimens and show discrepancy (specimen type, approx. volume, other?) 5. Flag all redundant listing and those specimens with outstanding characteristics 6. Upon send, create request # as a project # for reference. <p>Post-conditions:</p> <ul style="list-style-type: none"> • Next step = Assign activity to list (15) • User (study coordinator) should be able to export finalized list to their database (access/excel). <p>Assumption:</p> <ul style="list-style-type: none"> ◆ This functionality should be at homepage of site.