

The following are the steps for maintaining Lab Data -

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## 1. To Setup a department -

- 1.1 In Administration, go to Test Section page
- 1.2 Check whether the Department exists in the list
- 1.3 To add a new department, click on "Add" button
- 1.4 Enter the name of the new department in the "Test Section Name" field Enter JSS in the Organization field (this must be selected from a suggestion drop down)
- 1.5 Is External must be set to N (which is the default value)
- 1.6 Enter the name of the new department again in the Description field
- 1.7 Set Is Active to Yes from the drop down
- 1.8 Click the Save button
- 1.9 Click the Exit button

\* You can edit a Department by selecting the department in the Test Section page and click Edit button

\* If you don't want to use a department name anymore, you can select it on the Test Section page and click on Deactivate

## 2. To Setup a Sample -

- 2.1 In Administration, go to Type Of Sample page
- 2.2 Check whether the Sample exists in the list
- 2.3 To add a new Sample, click on "Add" button
- 2.4 Add the name of the sample in Description
- 2.5 Select "H" as Domain (stands for "Human")
- 2.6 Add short name for Sample in Local Abbreviation (maximum 10 chars)
- 2.7 Set Active to "Y" (default value is "Y")
- 2.8 Set Sort Order to 0 (default value is 0)
- 2.9 Set Is Active to Yes from the drop down
- 2.10 Click the Save button
- 2.11 Click the Exit button

\* You can edit a Sample by selecting the sample in the Type of Sample page and click Edit button

\* If you don't want to use a sample name anymore, you can select it on the Type of Sample page and click on Deactivate

## 3. To setup a Panel -

- 3.1 You can setup Panel only in OpenERP

#### **4. To setup a Test -**

- 4.1 You can setup a Test only in OpenERP
- 4.2 Once a Test has been setup in OpenERP, in the lab software, in Administration, go to Test page
- 4.3 Search for the Test by the exact Test name in the "Search by Test Description" field or look for it in the list below
- 4.4 Select the test and click on Edit button
- 4.5 Change Test Section from "New" to the Department in which the test is done (this value must be selected from a suggestion drop down)
- 4.6 Do NOT change the name of the Test Name or the Test Description
- 4.7 Select Unit of Measure (if applicable). If Unit of Measure is not applicable, select a blank option from the drop down
- 4.8 Click the Save button
- 4.9 Click the Exit button

#### **5. To setup a Unit Of Measure -**

- 5.1 In Administration, go to Unit of Measure page
- 5.2 Check whether the Unit of Measure already exists in the list
- 5.3 To add a new Unit of Measure, click on "Add" button
- 5.4 Add the name of the Unit of Measure in both the fields
- 5.5 Click the Save button
- 5.6 Click the Exit button

\* You can edit a Unit of Measure by selecting the Unit of Measure in the Unit of Measure page and click Edit button

#### **6. To define what values can be chosen from drop down while entering a result -**

- 6.1 Go to Dictionary
- 6.2 Check whether the value you want to enter already exists
- 6.3 To add a new value, click on Add
- 6.4 Select Bahmni Lab from the "Category"
- 6.5 Set Active to "Y" (default value is "Y")
- 6.6 In Dictionary Entry Field, enter the value you want to see in the drop-down (such as Positive or Negative). You can only add one value per entry
- 6.7 Click Save
- 6.8 Click on Exit

\* You can edit a value by selecting the value on the Dictionary page and clicking on the Edit button

\* If you don't want to use a value anymore, you can select it on the Dictionary page and click on Deactivate

## **7. To Setup Test Result Type -**

### **7.1 If the test result is of type Remark -**

- 7.1.1 Go to Test Result
- 7.1.2 Click Add
- 7.1.3 Enter the Test Name in the Test Result Test (this needs to be selected from a suggestion drop down)
- 7.1.4 In the test result type enter 'R'
- 7.1.5 Do NOT enter any other information in any other fields
- 7.1.6 Click Save
- 7.1.7 Repeat steps for each value you would like to see in the drop down while entering result

### **7.2 If the test result is of type Drop-down -**

- 7.2.1 Go to Test Result
- 7.2.2 Click Add
- 7.2.3 Enter the Test Name in the Test Result Test (this needs to be selected from a suggestion drop down)
- 7.2.4 In the test result type enter 'D'
- 7.2.5 In Test Result Value enter one value you would expect in the drop down when the user is entering the result (this needs to be selected from a suggestion drop down)
- 7.2.6 Do NOT enter any other information in any other fields
- 7.2.7 Click Save
- 7.2.8 Repeat steps for each value you would like to see in the drop down while entering result

(for example, if you want to have "Positive and "Negative" as result options in the drop down, you must make two result type entries for the same test, and have Positive entered once in the Test Result Value field and Negative the next time in the Test Result Value field)

### 7.3 If the test result is of type Numeric and to define result limits -

- 7.3.1 Go to Result Limits page
- 7.3.2 Click on Add
- 7.3.3 Select the test for which you want to define limits from the drop-down field  
Test
- 7.3.4 Select Result Type as drop-down
- 7.3.5 If the result limits of adult male, adult female and children of all ages is the same, you can leave Gender and Age Days, Min and Max as blank
- 7.3.6 If the result limits for this test are different for Male or Female, select the gender from the Gender drop down
- 7.3.7 If the result limits for this test are different for a child, enter age in years or days in Min and Max fields. Leave 'max' blank if there is no upper age for range.  
(For example if the result limit is being set for a child between 5 and 12 years, enter 5 in Min and 12 in max.)
- 7.3.8 Enter the normal range of values for the result in Normal Range Low and High fields
- 7.3.9 Enter the valid range of values for the result in Valid Range Low and High fields  
(If there are no ranges you want to specify, leave the field blank)

### 8. To Associate a Test with a Panel -

- 8.1 Go to Panel Item page
- 8.2 Check whether the Panel and Test you want to associate already exists
- 8.3 To add a new association, click on Add
- 8.4 In Parent Panel field, enter the Panel that you want to associate (this needs to be selected from a suggestion drop down)
- 8.5 In Test field, enter the test name that you want to associate (this needs to be selected from a suggestion drop down)
- 8.6 In Sort Order field enter 1
- 8.7 Click Save
- 8.8 Click on Exit

\* You can edit a Panel - Test association by selecting the value on the Panel Item page and clicking on the Edit button

\* If you don't want to use a Test to Panel association anymore, you can select it on the Panel Item page and click on Deactivate

## **9. To Associate a Test with a Sample -**

- 9.1 Go to Type of Sample with Test Association page
- 9.2 Check whether the Sample and Test you want to associate already exists
- 9.3 To add a new association, click on Add
- 9.4 Select the sample you want to associate from the Sample drop-down
- 9.5 Select the Test you want to associate from the Test drop-down
- 9.6 Click Save
- 9.7 Click on Exit

\* You can edit a Sample - Test association by selecting the value on the Type of Sample with Test Association page and clicking on the Edit button

\* If you don't want to use a Sample to Test association anymore, you can select it on the Type of Sample with Test Association page and click on Deactivate

## **10. To Associate a Sample with a Panel -**

- 10.1 Go to Type of Sample with Panels Association page
- 10.2 Check whether the Sample and Panel you want to associate already exists
- 10.3 Click on Add
- 10.4 Select the sample you want to associate from the Sample drop-down
- 10.5 Select the panel you want to associate from the Panel drop-down
- 10.6 Click Save
- 10.7 Click on Exit

\* You can edit a Sample - Panel association by selecting the value on the Type of Sample with Panel Association page and clicking on the Edit button

\* If you don't want to use a Sample to Panel association anymore, you can select it on the Type of Sample with Panel Association page and click on Deactivate