

START HERE

Is the printer required?

Yes

Make sure it is switched on

No

**USER GUIDE:
LOAD RELEASE
FRIDGE
NON NETWORK**

The screen above is the Welcome Screen. Is it showing?

No

Scan the barcode on the right-hand side of box.

Yes

Do you have access to a keyboard and pointer control?

No

Make sure these accessories are available before continuing on to the next step

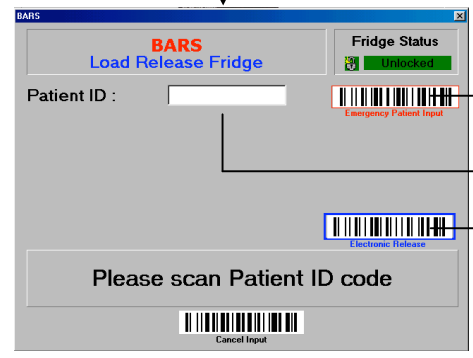
Yes

Scan 'Load Release Fridge' followed by your Staff ID. The next screen to appear should be identical to the one below.

No

Refer to User Guide overleaf (Network)

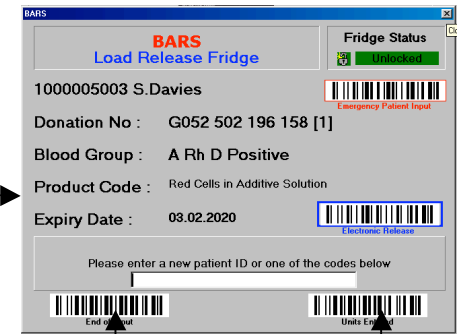
Yes



To load Emergency Blood, scan the red **Emergency Patient Input** barcode.

For Electronic Release, scan the blue **Electronic Release** barcode.

Scan the Donation number, followed by the blood group, product code and expiry date of each pack to be loaded into the fridge if prompted



Scan Patient ID. The patient's surname should be entered either with the scanner or via the keyboard followed by his/her forename. **Remember to press tab after each entry.** If the patient is known to the system the name will be displayed when the Patient ID is scanned. Proceed to the Donation number.

To confirm input, a list of units entered can be viewed by scanning 'Units Entered' on the screen. When input is complete, scan 'End Input' and a full listing of all packs entered will be printed.