

Test Plan R1: Results – by Sample (manual entry)

No	Activity Plan R1 Results – by Sample (manual entry) The Data sheet gives information on data to be entered.	Expected result	Ref. Cross-check list	Re-sponsible	Comments	Appendix or Error form
1.	Results – by Sample	Enter Sample Results screen opens				
2.	Select the correct sample	The “Sample” screen is shown				
3.	Enter the results according to the data sheet	Results which have Specs, Detection limits, or Measure limits are flagged with IN or OUT (out is red). Results without such limits and specs are marked with N/A				
4.	Press the More button	Information about Component, Limits, Status / Condition, Information, SystemIDs, and Attributes are listed				
5.	Text results	Can be selected from List Of Values or entered manually	38			
6.	Numeric results	All samples/tests are available. Numeric results can be entered. Text results can be chosen from a list, or entered manually.	38			
7.	Specification checking	The out-of-spec-results are flagged with OUT in red letters	38			
8.	Out of measure limit	Flagged OUT red letters	38			
9.	Out of Detection limit	Flagged OUT in red letters	38			
10.	Press Commit, or the Close button (system asks if you want to commit the results, answer Yes)	Enter Authentication Information screen shows with your Username and an open field for the password	1			
11.	Press OK and give the correct password	The screen Enter Sample Results is still shown plus the Message: “Electronic Signature Event recorded for the user [your Full name], Date and time”				

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12.	Calculated results	Calculated results (in black on the data sheet) are calculated by the LIMS. The results are the same on the data sheets and in LIMS.	38, 58			

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Testing Performed Date:	Signature:
Checked by Date:	Signature: