

Back Office: Batches

Scenario

Batches can be used to filter information about the EBM by status, location, patient, and date. You can also use Batches to perform a quick print of a label.

You have logged into the back office.

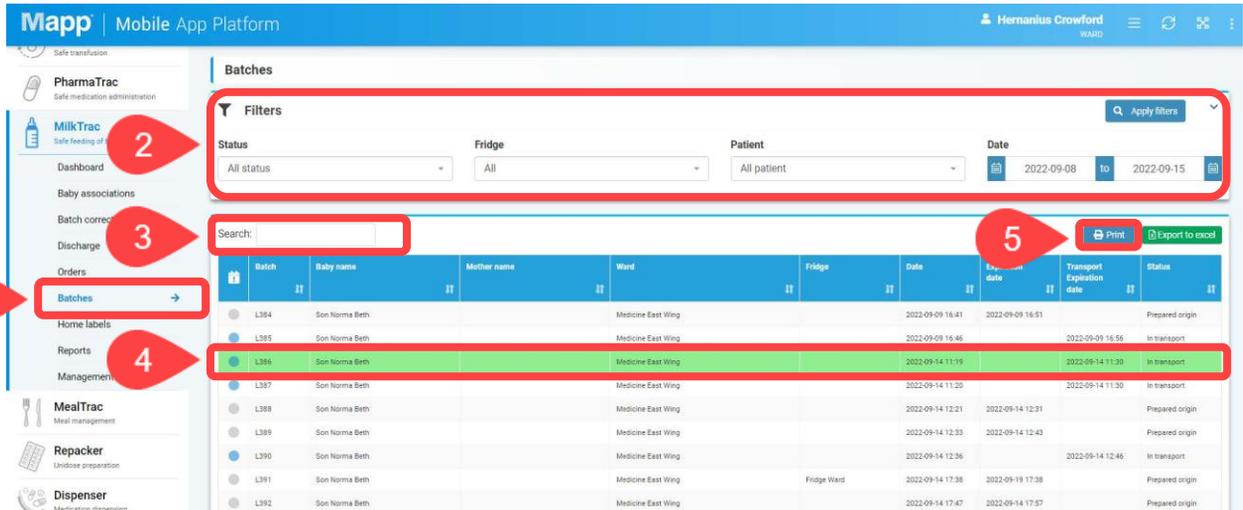
Instruction: Batches



1. Select **Batches**
2. You can then filter by:
 - a) Status (Valid, expiry date approaching, expired, in transit, and unavailable)
 - b) Location (Fridge, freezer, etc)
 - c) Patient (You can type in the MRN in the drop down box)
 - d) Date (Ensure the date range includes the dates you want to use, as this will be automatically applied)

Status Information	
● Valid	Milk that can be administered
● Expiry date approaching	Milk that is reaching its expiry date and time. Requires approval when used for administration
● Expired	Expired milk
● In transit	Milk in transit. Milk that has been transferred for administration, or to be stored in a different fridge/freezer
● Unavailable	Milk not available

Instruction: Quick Print



1. Select **Batches** from the menu
2. You can filter by status, location, patient or date. Ensure you click **Apply filters**
3. You can then, if necessary, search for a specific batch
4. Select the batch
5. Click on Print
6. Select the appropriate printer