



Medtech32

Changing Lab Opening Hours on the Lab Test Request Form

1. Login as a Medtech user with administrative security. Ideally on the server itself.
2. To edit the Lab Form, select from the menu bar *Setup* then *In/Outbox* then select the *Outbox Document*. The Outbox Document list should now be visible. Double-click *Lab (Laboratory Order)* in the Code column, this will open the Document Designer.
3. Select the *Document* tab. You should now see the current Lab Order as printed. This is presented in what is essentially a simple word processing programme where you can add/edit text including changing font style or size etc.
4. Scroll through the document and locate Lab opening hours and alter the text as required
Once complete click on *OK*.
5. Finished. You can now close any Medtech screens that have been open during this process and return to normal operations.

Note: *This can be performed on a live system with other users logged in, but ensure the "current" lab form isn't in use. This could cause corruption of the form.*

The changes are dynamic so there is no need for users to logout and back in.

For assistance with this procedure please phone the Medtech Helpdesk.