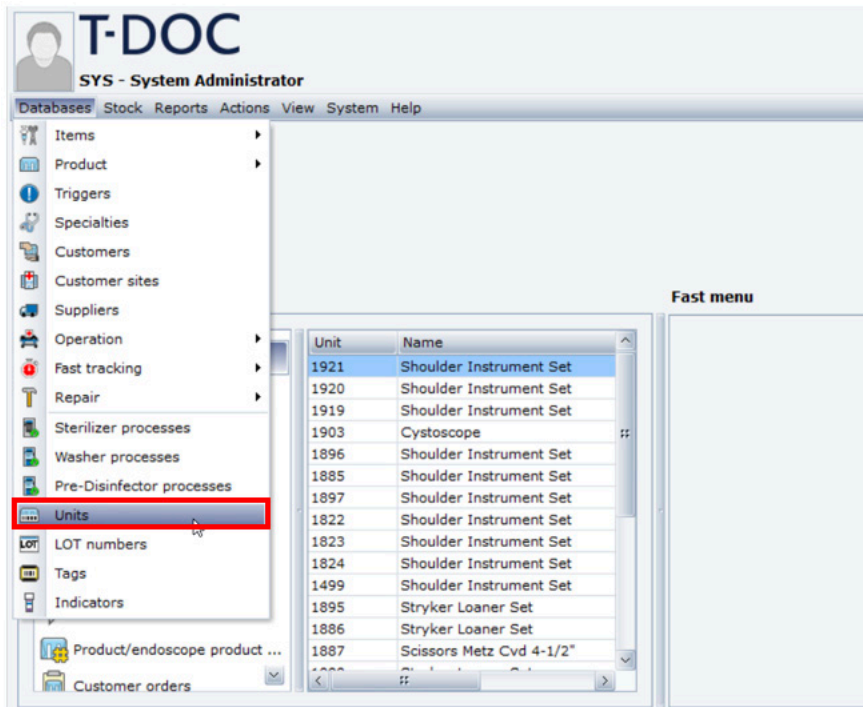


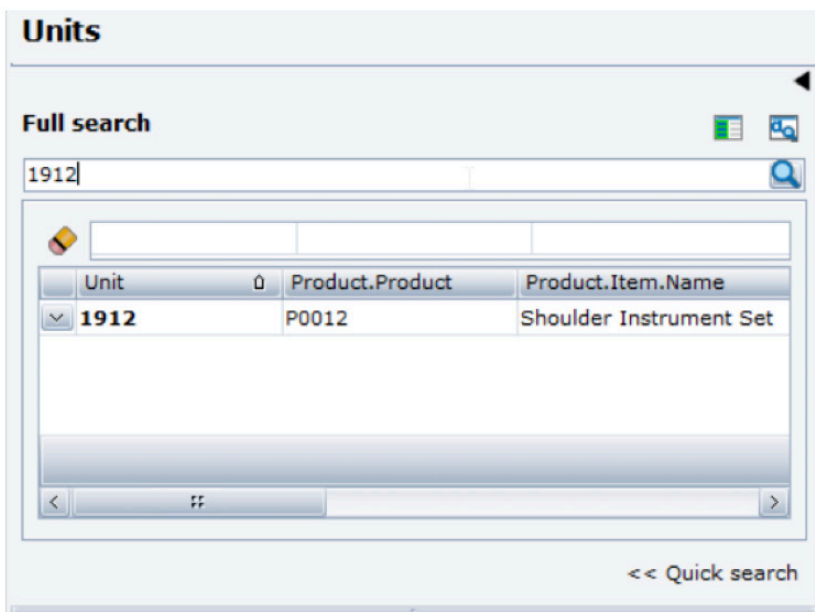
T-DOC v16

Manually Dispatch Units

1. To manually dispatch a unit, Click **Databases > Units**



2. In the left pane, use the **Full search** text box to search for the correct unit number. Once found, double-click the unit



- Click the **Daily** functions button
- Click **Dispatch**



1912 - P0012 Shoulder Instrument ...

Pack new unit
Batch registration
Dispatch
Return
Wash registration
Cancel unit
Send for repair
Receive from repair

Prev. Unit Next Unit
Serial no.
P0012-017

processing Sealing Items Fast tracking Indicators LOT Tags Events

Location
Location
OrderPickArea
Room
Customer
OR
Operating Room
Stock

On stock
Error
0 None
Factory
GH
Getinge Hospital
Traceability
Expiration date
3/14/2020

- Click search button to find a **Customer** (destination)
- Type search phrase in main text box. Double-click the customer you are dispatching the unit to



Dispatch unit 1912, P0012-017, Shoulder Instrument Set

Dispatch to customer
 Return to stock

Customer


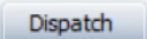
Unit Serial no. Name
1912 P0012-017 Shoulder Instrument Set

Dispatch Close

Search for

of


Customer	Name
D1	Out for Repair
43	Core A
Cardiac 1	Cardiac OR 1
CST	Cassette Storage Room
OR	Operating Room
OR 1	Operating Room 1
OR 2	Operating Room 2
OR 3	Operating Room 3
ORDECON	OR Decontam
ORTHO	Orthopedic

7. The Customer name will appear in the dispatch window.
 - a. If you need to add additional units click 
8. Click  Manual dispatch is complete



Dispatch unit 1912, P0012-017, Shoulder Instrument Set

Dispatch to customer

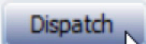
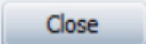
Customer



Return to stock

Unit	Serial no.	Name
1912	P0012-017	Shoulder Instrument Set

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