Direct Transmission of PT Results

User Guide, Part 2 of 3

SCC Soft Reports Installation

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INTRODUCTION

What are the PT Extract and Test Compendium Reports?

PT Extract Report

The PT extract report is a report query that has been developed to aggregate the collection of PT data elements from the LIS, format them to CAP-specific guidelines, and place the output (PT results file) in your laboratory's designated pickup folder, where it can be picked up and transferred to the direct transmission CAP PT hub. The report is intended to be integrated within the LIS making it accessible like other reports in your LIS.

Test Compendium Report

For some LISs, a second report query is available that can aggregate the complete list of tests that your laboratory performs, including your laboratory's test codes, description, unit of measure (UOM), and specimen type. This report, called a test compendium report, will be saved to a temporary location on your computer.

This list of tests may be useful for the mapping process that needs to be completed within the hub. During the process:

You will need to map your laboratory's…	To the…
LIS Test Description	CAP Test Description
LIS Test Code	CAP Test Code
LIS Test Unit of Measure	CAP Test Unit of Measure
LIS Test Specimen Type	CAP Test Specimen Type

There are several methods available to complete the mapping process. With some of the methods, your laboratory may find it helpful to utilize part or all of your laboratory's test compendium, since the hub allows you to upload/import to simplify the test mapping process. Only quantitative tests and direct transmission enabled programs need to be mapped.

Report Setup in SCC Soft: An Overview

SCC Soft has partnered with the CAP to provide support for the report and the direct transmission solution, which is covered under your current maintenance/support agreement. SCC Soft is prepared to:

- Install the PT extract report
- Install the test compendium report
- Set up print drivers to export the data
- Modify the report to accommodate LIS updates/upgrades
- Address report issues

Here is a high-level overview of the setup process for the PT extract and test compendium reports.

PT Extract Report

1	Install the extract report and modify the query (as needed) to point to the appropriate network folder location (agent pickup location).
2	Make the report accessible to the end user by modifying security and adding the report to the LIS report menu.
3	Perform testing to ensure a file is extracted to the appropriate network folder location (agent pickup location).

Test Compendium Report

1	Install the test compendium report.
2	Make the report accessible to the end user by modifying security and adding the report to the LIS report menu.

Note: The CAP can provide support throughout the setup process. Work with your laboratory's point of contact to coordinate any support with the CAP.

INSTALLING THE EXTRACT AND TEST COMPENDIUM REPORTS

SCC Soft Initial Report Installation

The PT extract report for SCC Soft is a simple structured query language (SQL) query that pulls data from the Soft database and exports it as a ".csv" formatted file. When you are ready to install the report, follow these simple steps:

1. Enter a support task.
2. Type the description: "CAP-Report Request".
3. Click **lab type** task.

Note: You will need to advise the SCC Soft support team of the network folder path for the pickup folders. (Your IT/IS team will be able to provide this information.)

After the extract report has been installed and before the support request is closed, the support analyst will provide instructions and report parameter information so that you may test the report and provide any feedback.

SCC Soft Report Post-Installation

If you require any assistance with the report post-installation, follow these steps:

1. Enter a support task.
2. Type in the description: "CAP-Report Request".
3. Include the initial task number you received when the report was installed.
4. Click **lab type** task.

The support analyst will work with you to gather the necessary information to resolve the case. If the case proves to require additional expertise, it will be assigned to a support specialist.

TROUBLESHOOTING GUIDE

Troubleshooting Matrix

Note: The LIS vendor (SCC Soft) is responsible for troubleshooting problems with report installation and operation.

Problem	Potential Causes/Areas for Investigation
Error message when running the report	- LIS system changes/updates made that may have impacted the report - Invalid information being entered into the report parameters - Infrastructure or network issues - LIS system issues
Report runs but no file is found in the pickup folder	- The appropriate CAP printer was not defined, or no printer selected - Report issues - Security changed not enabling access for the report to write to the pickup location - The file was moved by the agent, verify in the Archive folder or the hub
Report runs extremely slow	- Report issue - Network or infrastructure issue
Cannot find the report to run	- Report was moved due to a change - User does not have the appropriate security to view the report - Verify that you have the right environment and location - Report was removed by a system upgrade or change, or backup restore