

Bench Transfer is used when the test needs to transfer to another bench, work site, or a different location. Bench Transfer must be completed from Pending Inquiry.

Complete a Bench Transfer from Pending Inquiry

STEP 1: Select **Pending Inquiry** from the App Bar.

STEP 2: Select **All pending**.

STEP 3: Search for the **Test site**.

- QNORTH ST
- QUNION ST
- QYARMOUTH

STEP 4: Select the **Q location**.

STEP 5: Click **OK**.

STEP 6: Select the **Orders** to be transferred.

- Filter list by **Collected Date & Time**.
- To multi-select orders hold **CTRL + left -click** each order.

STEP 7: Select **Task** on the top toolbar.

STEP 8: Select **Transfer**.

STEP 9: Select **Select Orders**.

STEP 10: Select **All Details**.

STEP 11: Select **Transfer** to destination.

STEP 12: Click the **Magnifying glass icon**.

STEP 13: Select **Test Site** from the list.

STEP 14: Click **OK**.

STEP 15: Select **Reprint labels**.

STEP 16: Select **Download to instrument**.

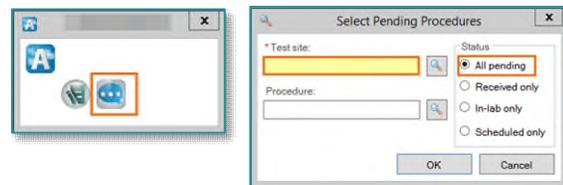
STEP 17: Select **OK**.

STEP 18: Verify **Collection class**.

STEP 19: Select **Label Print**.

STEP 20: Select **Container**.

STEP 21: Select **OK**.



PathNet General Lab: Pending Inquiry

Test Site	Procedure	Priority	Accession	Collected	Status	Name	Com.	Worksh.	Specimen Location
QUNION ST	HA	ST	23-076-20012	03/17/2023 10	Pending	TESTING PATHNET01			Union St PSC Logn
QUNION ST	HA	ST	23-076-20012	03/17/2023 10	Pending	TESTING PATHNET01			Union St PSC Logn
QUNION ST	OLU	ST	23-076-20012	03/17/2023 10	Pending	TESTING PATHNET01			Union St PSC Logn
QUNION ST	WBCSM	RT	23-075-20011	03/16/2023 14	In-Lab	TESTING TC7			QUEST Union St Log

