

This Quick Reference Guide (QRG) reviews the process of activating the Labs Phase

## Activate Labs Phase

Activate Lab Phase for Lab Draws

- From the Orders screen:
- **<u>STEP 1</u>**: Verify the FIN and location to ensure you are working with the correct encounter.
- **<u>STEP 2</u>**: Click the **Labs** phase.
- **<u>STEP 3</u>**: Click the **Activate Actions** drop-down arrow for the appropriate day.
- STEP 4: Click <sup>W</sup> Activate
- STEP 5: Click Orders For Signature
- STEP 6: Click Sign
- **<u>STEP 7</u>**: Click the <sup>**C** 3 minutes ago</del> Refresh icon.</sup>

NOTE: The labels will print to the default lab label printer configured for your location.