

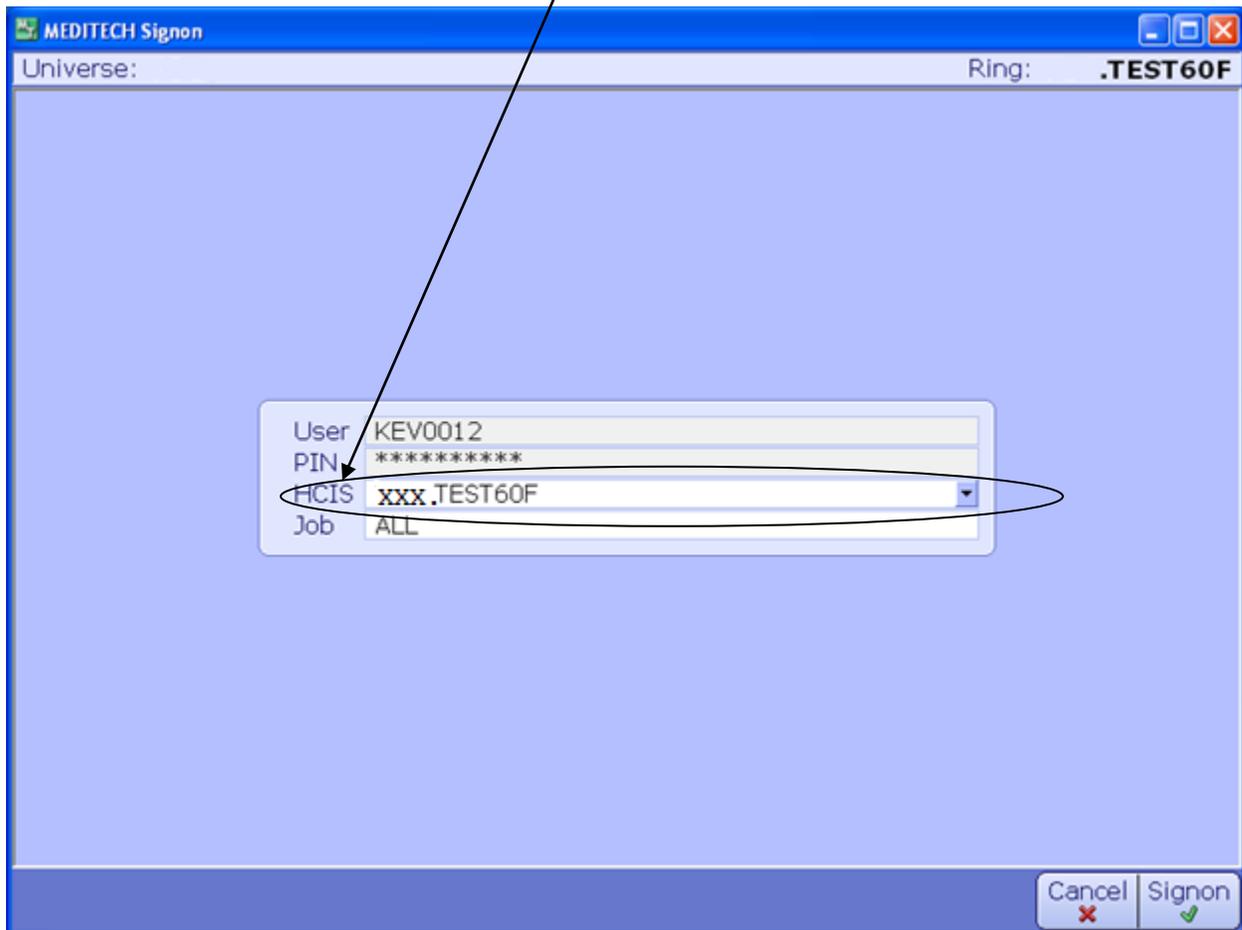
## Meditech 6.0: Report Queues

### REPORT QUEUE MAINTENANCE – now that your printers

have been added to the Universe Printer Dictionary, you will need to create your Report Queues. Certain module, such as ITS and OM, use the assignment of the report queue to link to the network report printer on the print server for the purpose of automated orders printing. You will find that the majority, if not all, network report printers in your clinical areas will need to have an associated Report Queue. However, you should analyze your list to verify this.

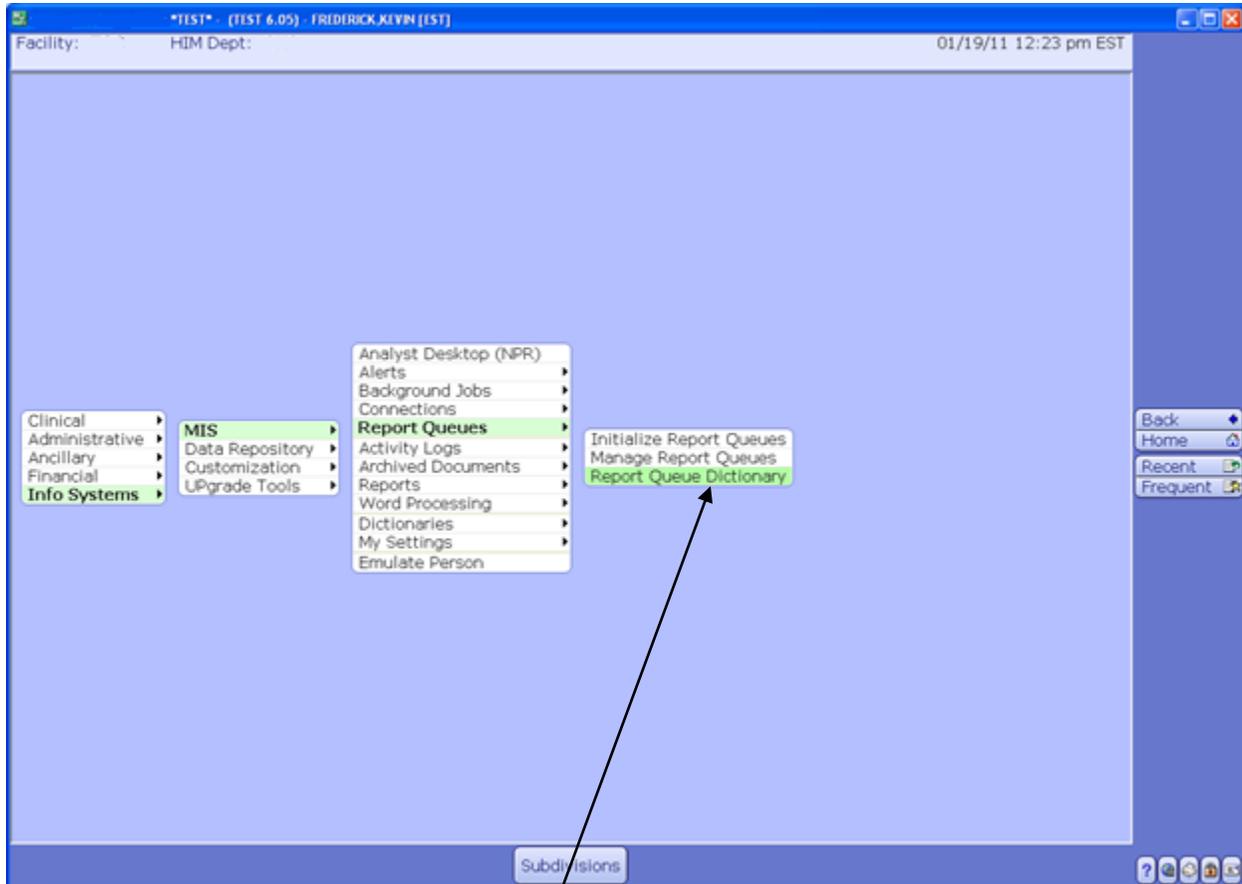
PLEASE NOTE: Not all modules utilize Report Queues. It is recommended that your Report Queue naming convention be closely linked to your printer naming convention. I have included a sample naming convention at the end of this document. This will help the analyst when they are building reports and orders to select the appropriate queue.

To begin, you will want to sign into the Live Ring (or test ring if you are in the process of implementing 6.0). Select the desired ring.



## Meditech 6.0: Report Queues

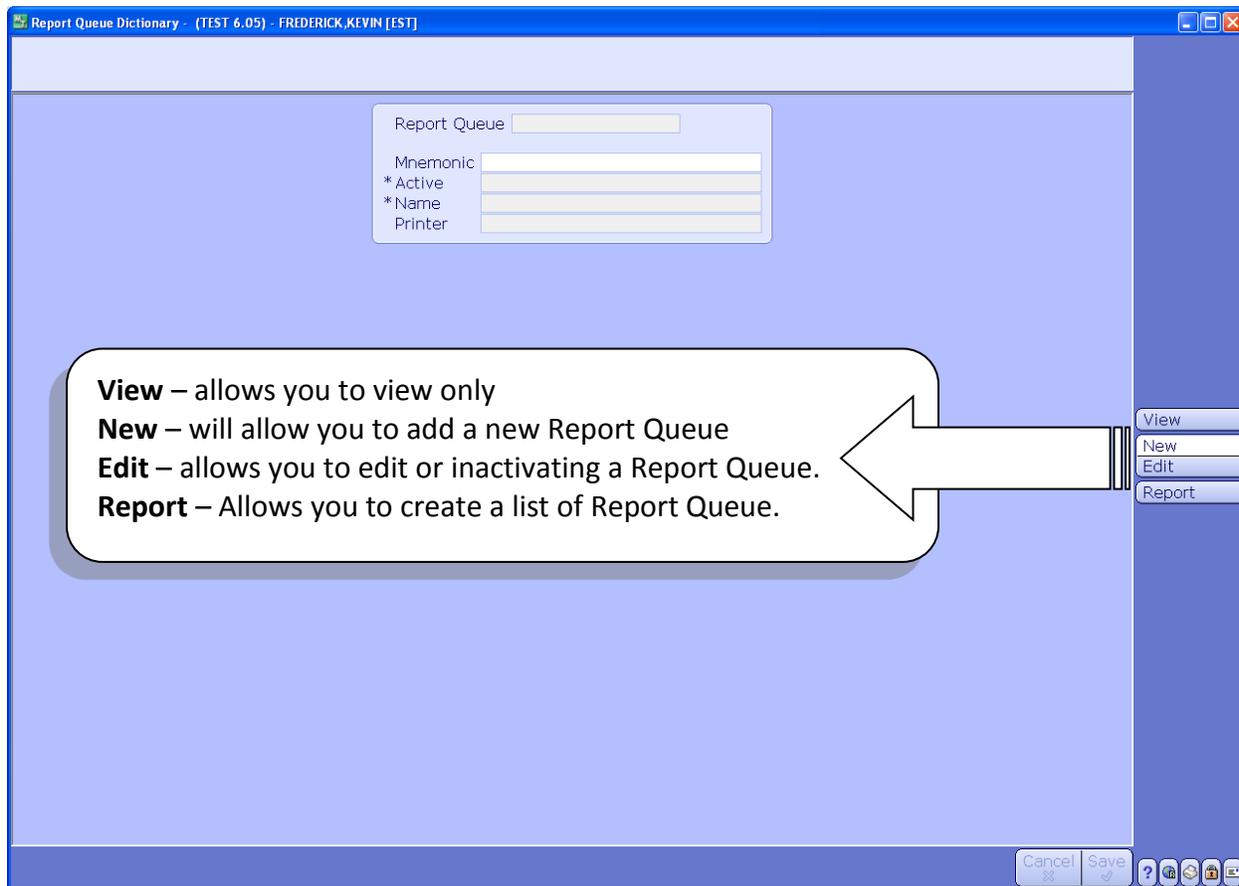
Once the main menu presents itself, you will want to navigate to **Info Systems** → **MIS** → **Report Queues** → **Report Queue Dictionary**.



Double Click on Report Queue Dictionary.

## Meditech 6.0: Report Queues

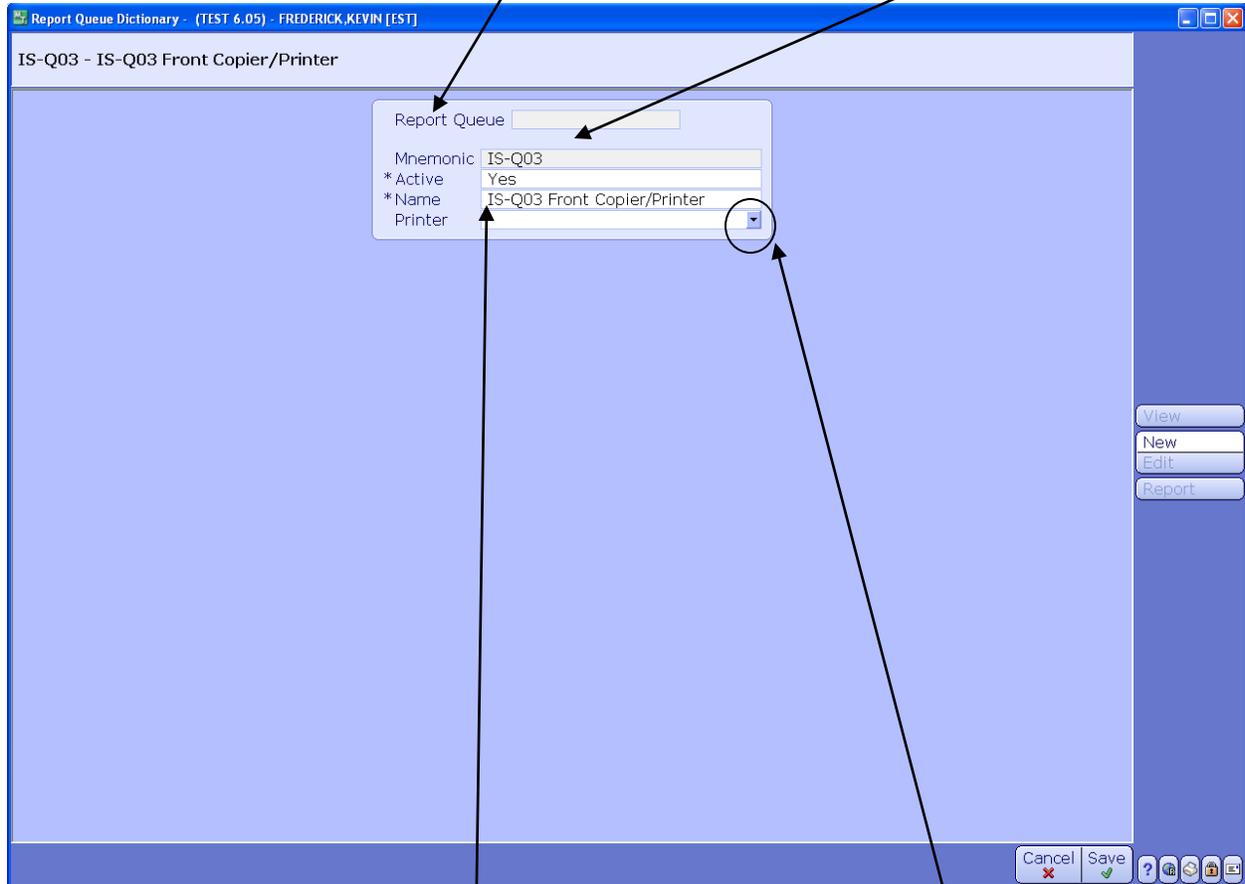
You will be presented with the Report Queue Dictionary:



For this exercise, we are going to add a new Report Queue.

## Meditech 6.0: Report Queues

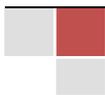
Enter the name of the Report Queue in the **Mnemonic Field** and hit enter. The “Yes” in **Active** should automatically default in. Please refer to the section on Report Queue Naming Convention below to ensure the correct name is being assigned.



Similar to the Printer Dictionary, the **Name** should be something meaningful so the correct Queue is selected when the dictionaries are being created in the modules.

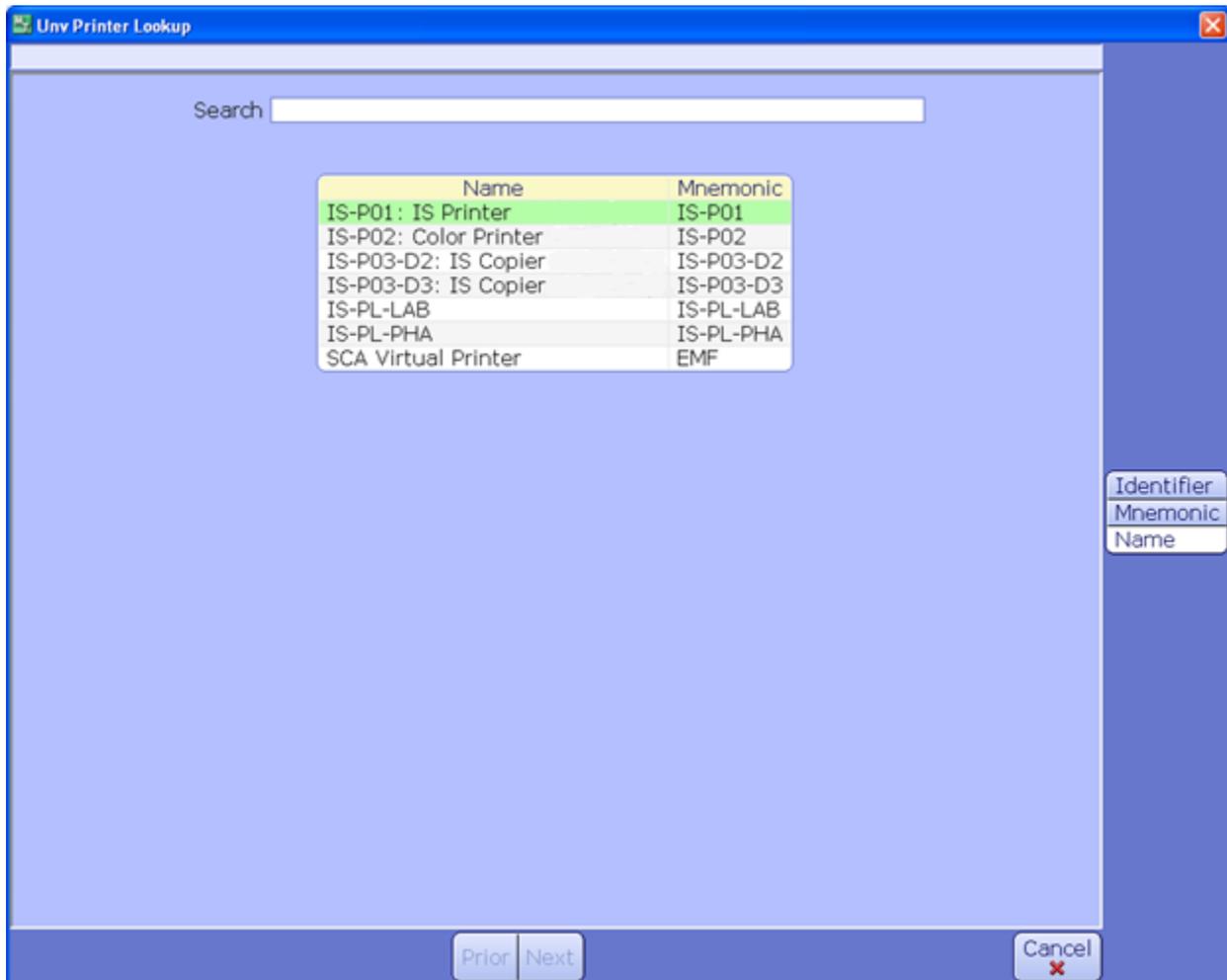
To access a list of available **Printers**, you will have to click on the down arrow.

Please NOTE: You can see the end result by going to the Location Dictionary under the Device tab.

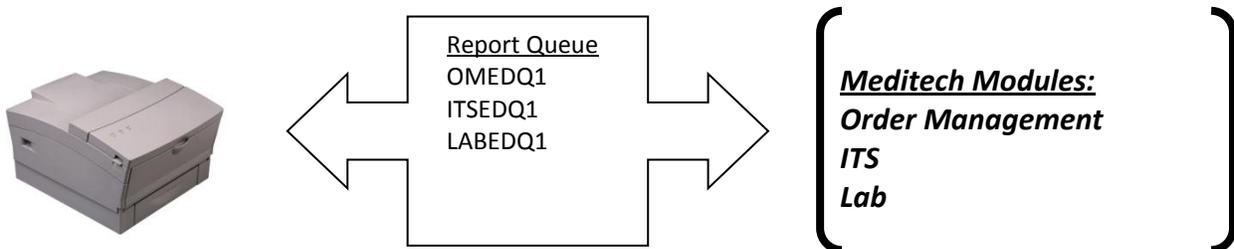


## Meditech 6.0: Report Queues

You may choose the printer your wish to associate with the Report Queue. Double click on the printer to select.



You can associate multiple Report Queues to a single printer creating a one-to-many situation.



This may be warranted when you are maintaining the Report Queues to view the reports. Please see Report Queue Maintenance document.

## Meditech 6.0: Report Queues

Once you have verified the entries are correct, you will have to click on Save to file.

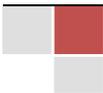
Report Queue Dictionary - (TEST 6.05) - FREDERICK, KEVIN [EST]

IS-Q03 - IS-Q03 Front Copier/Printer Last Edit: 01/19/11 12:42 pm

Report Queue	IS-Q03
Mnemonic	IS-Q03
* Active	Yes
* Name	IS-Q03 Front Copier/Printer
Printer	IS-P01: IS Printer M3035mfp

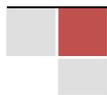
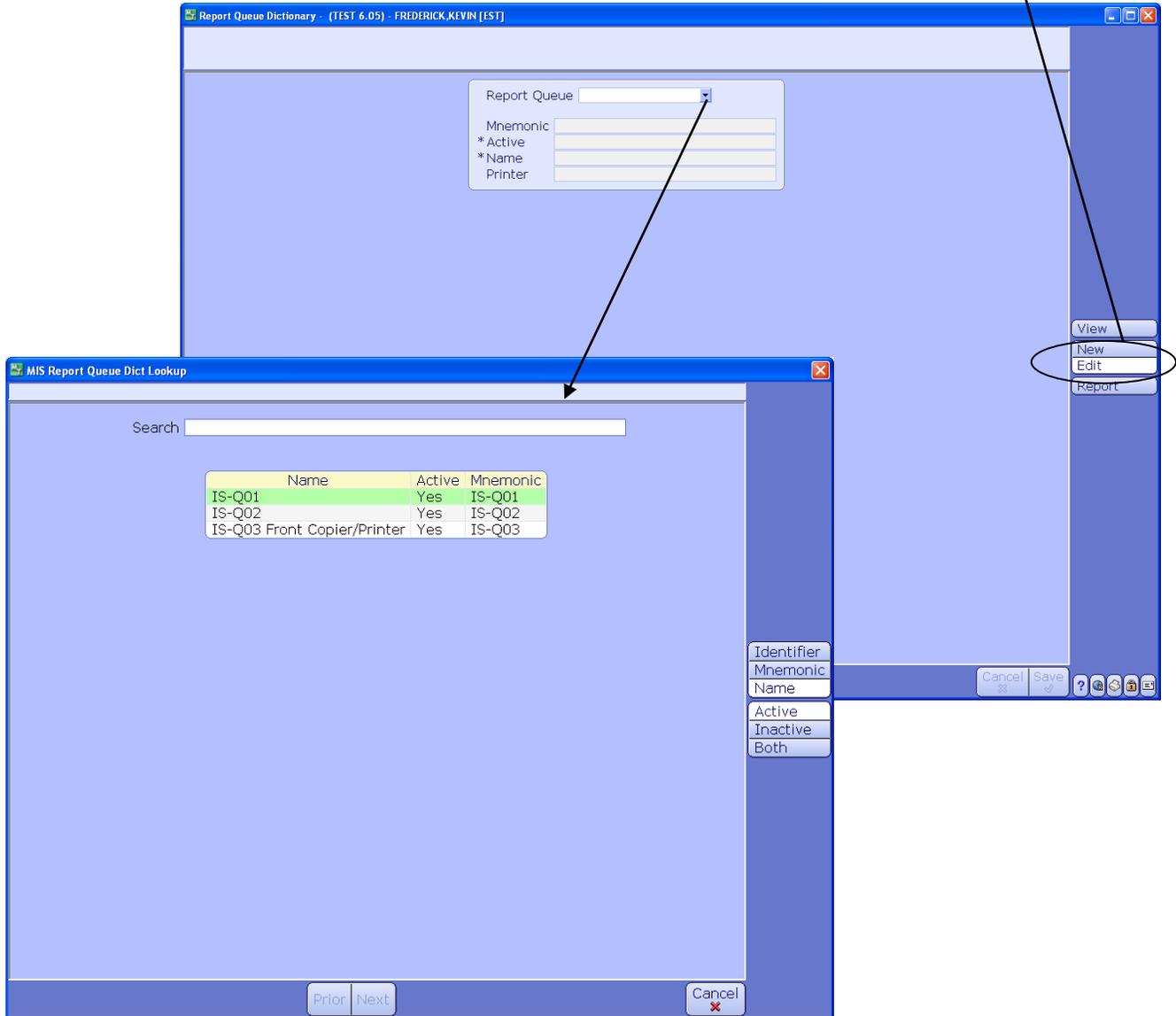
View  
New  
Edit  
Report

History Cancel Save



## Meditech 6.0: Report Queues

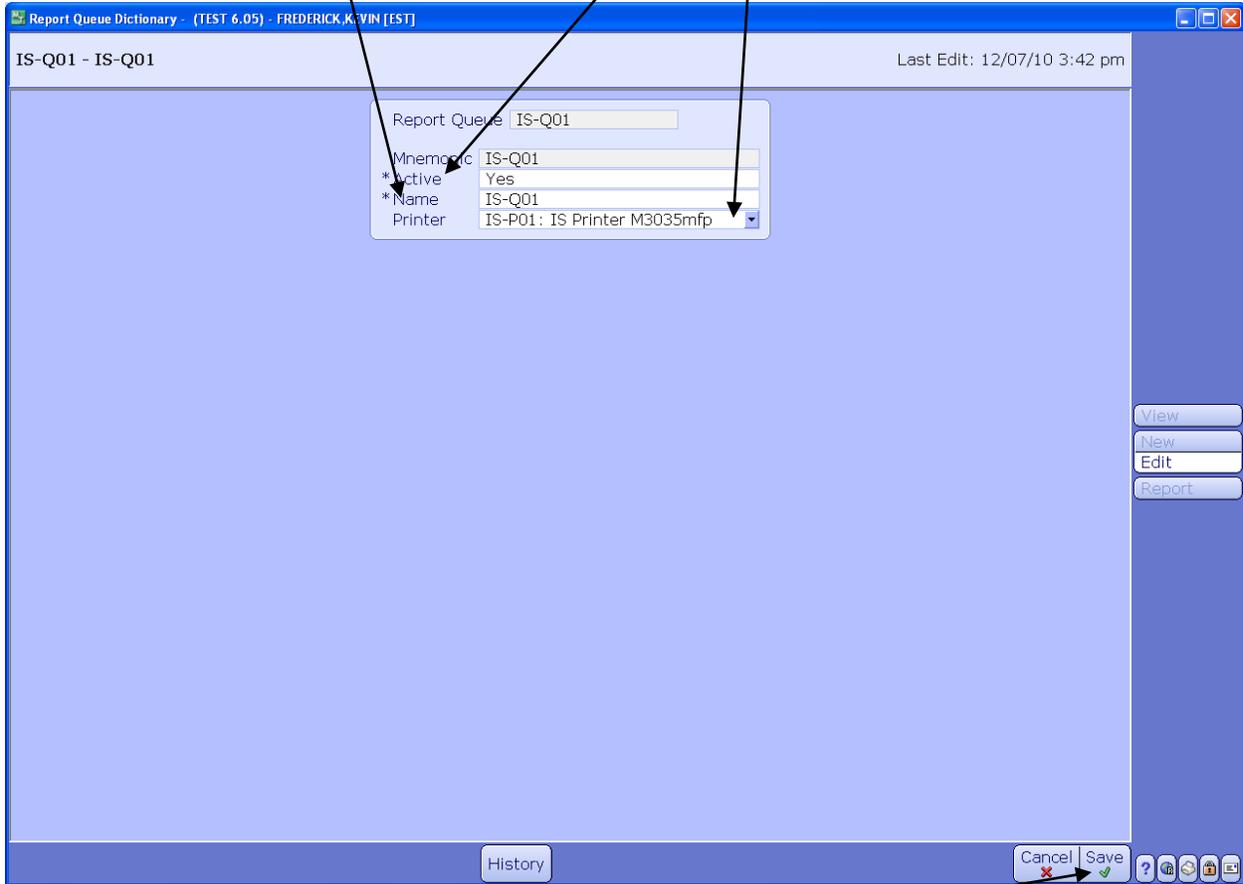
To modify a Report Queue or to inactivate a Report Queue, you will have to select Edit. The program will automatically default to Edit during the initial entry into the program. Select your Report Queue from the Drop Down Box.



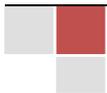
## Meditech 6.0: Report Queues

To inactivate a Report Queue, enter No in the **Active** Field.

You may modify the **Name** or you may change the **Printer**, by selecting the drop down box.

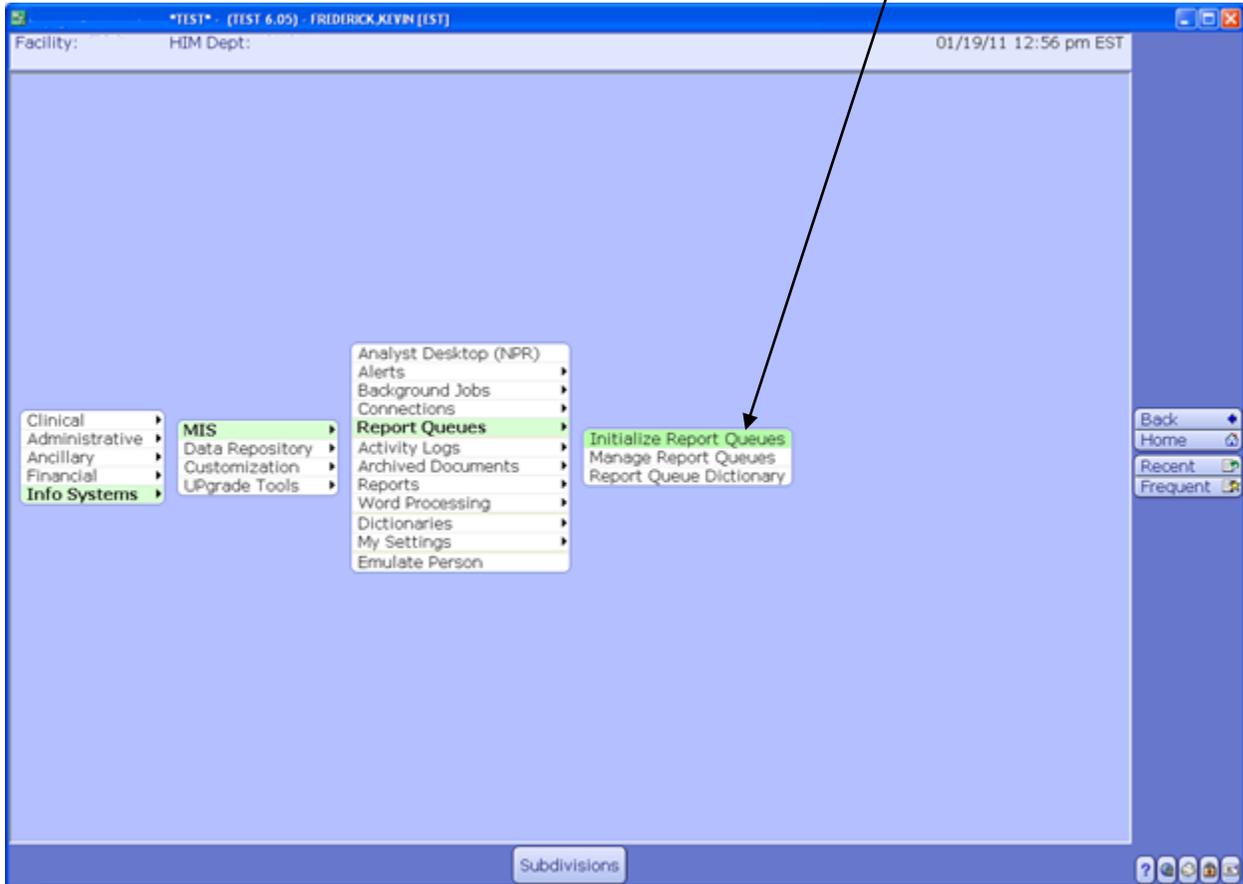


To file your changes, click on **Save**.



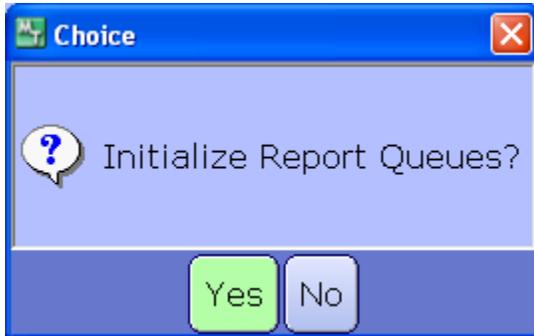
## Meditech 6.0: Report Queues

**INITALIZE REPORT QUEUE** – If you have modified, inactivated, or added Report Queues, you MUST now select the Initialize Report Queues. You're changes will NOT go into effect until you take this option. Double click on the Initialize Report Queues option.



## Meditech 6.0: Report Queues

You will be prompted with a choice to Initialize Report Queues. To continue, select Yes. To stop and go back to the menu, select No.



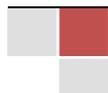
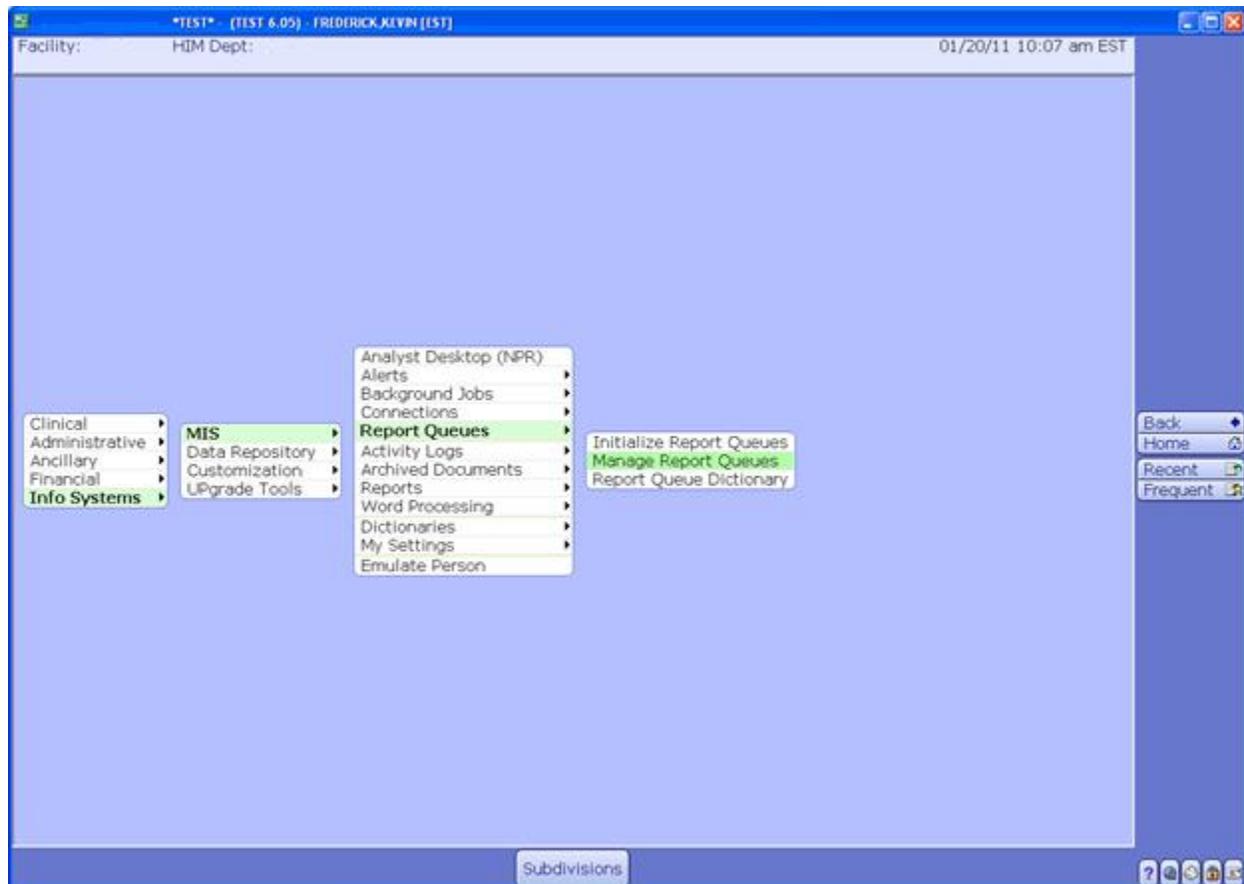
Once it is complete, you will return to the menu.

**PLEASE NOTE:** You MUST have your MIS Specialist perform an Import Routine for Report Queue Dictionary. You will want to enter this into a task. You will want to make sure you include the list of queues you want them to import. This creates the queue.

## Meditech 6.0: Report Queues

**MANAGING REPORT QUEUES** – one of the unique advantages to the Meditech 6.0 is the ability to monitor and manage the report queues. This functionality allows you to see what reports are queuing. It also allows you to see a history of the queue; as well as, the ability to re-queue reports, move or delete them.

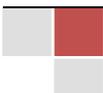
To go to the Manage Report Queues function, click on **Info Systems → MIS → Report Queues → Manage Report Queues**.



## Meditech 6.0: Report Queues

Once the Manage Report Queues main screen presents itself, you will want to select the queue you wish to work with. To select the queue, click on the name of the queue, and then click on **Detail** button at the bottom of the screen.

Name	Mnemonic
IS-Q01	IS-Q01
IS-Q02	IS-Q02
IS-Q03 Front Copier/Printer	IS-Q03



## Meditech 6.0: Report Queues

The queue is sorted by day and is defaulted to the current day.

You may work with one or multiple documents. To work with specific document(s), you will need to click on the check off box for the desired reports.

IS-Q01  
Entries for 01/12/11

0 of 1 Selected

Number	Description	Category	Priority	Status	Queue Date/Time	Sent Date/Time
0	A00000000022 TEST, GUY	Order	Stat	Sent	01/12/11 4:06 pm	01/12/11 4:07 pm

Requeue  
Move  
Delete

Select Detail Prev Day Next Day Hide Deleted Refresh

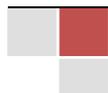
**Requeue** – allows you to reactivate the document for reprint.  
**Move** – you can move the document to another queue. This will be beneficial if a printer is not working.  
**Delete** – if a report was generated by accident, it allows you to delete it.

To **select another date**, you will need to scroll through to the desired date by using the Prev Day or Next Day button.

**Hide/Show Delete** – allows you to either view deleted reports or to hide them. It is a toggle function. If you delete the wrong report, you will need to use this function to view the report and requeue for printing.

**Refresh** will allow you to update the screen.

**Select** will bring you back to your Report Queue List.

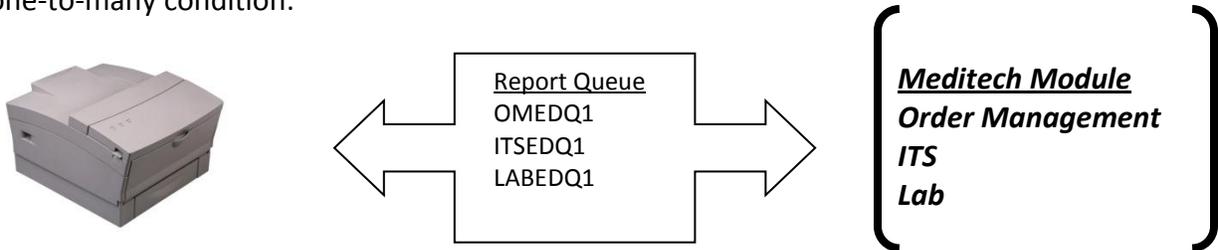


## Meditech 6.0: Report Queues

# REPORT QUEUE NAMING CONVENTION – the

maximum number of digits allowed by Meditech, at this point in time, is 10 characters. The report queue will be used by the application module to direct a report to a printer without specifying the actual printer. A default Report Queue can be associated to a location in the Location Dictionary.

You may associate multiple queues to a single printer creating a one-to-many condition:



The sum total of these four criteria must not exceed 10 characters:

**MMDDCCQ##**

Module Dept Campus Ltr Printer  
 Code Code Code Identifier

The **Module Code** will consist of 2 characters in length.

The **Department and Campus Code** will not exceed 5 characters in total length.

The letter "Q" will be used to identify that it is a Report Queue.

The **Printer Identifier** will be a 2 digit number in length. This should correlate to the Printer Numeric ID.

**For Examples:**

Name	Module	Department	Campus	Printer
OM4WQ01	OM	4W	Main Campus	Printer #1
ITEDQ03	ITS	ED	Main Campus	Printer #3
LBUCECQ02	Lab	Urgent Care	East Campus	Printer #2
OMPTWCQ01	OM	PT	West Campus	Printer #1

Module Codes	Id
Order Management	OM
ITS	IT
Laboratory	LA

# Meditech 6.0: Report Queues

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