



**eCourier**

# Acknowledging a Job

When you are acknowledging a job, you will need to:

1. Double click on the collection part of the job on the new tab
2. Then click acknowledge
3. Then click on start

Once you have acknowledged a job it will move from the new tab to collections.

1. Click on route- when you start on your journey.
2. Navigate takes you to maps to plan the journey





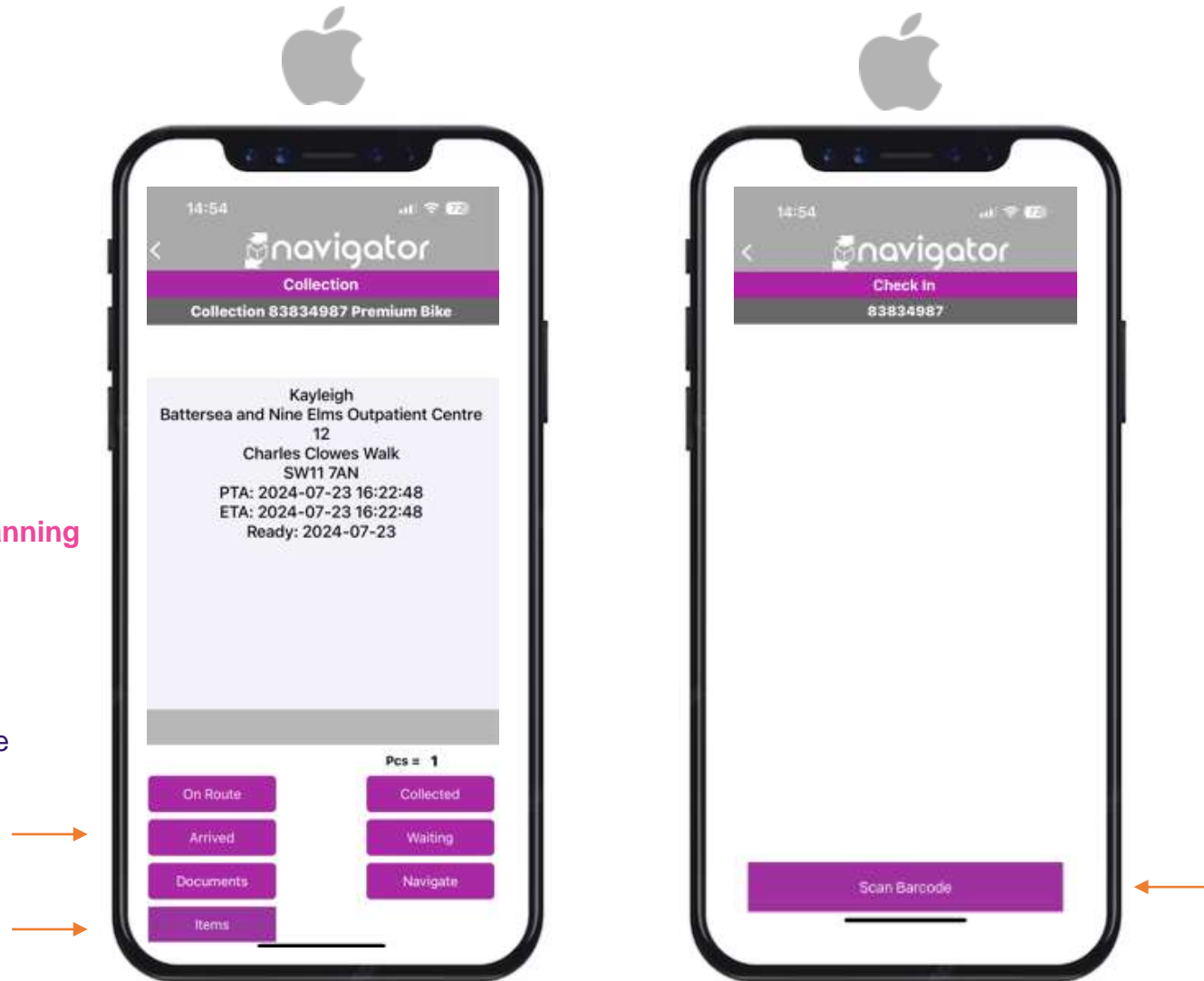
# iPhone Scanning

To start scanning you will need to:

1. Click Arrived
2. Then click items

Once you have clicked on items it will move to the scanning screen :

1. Click on Scan Barcode.
2. This will then open your camera allowing you to scan the location barcode and then the item



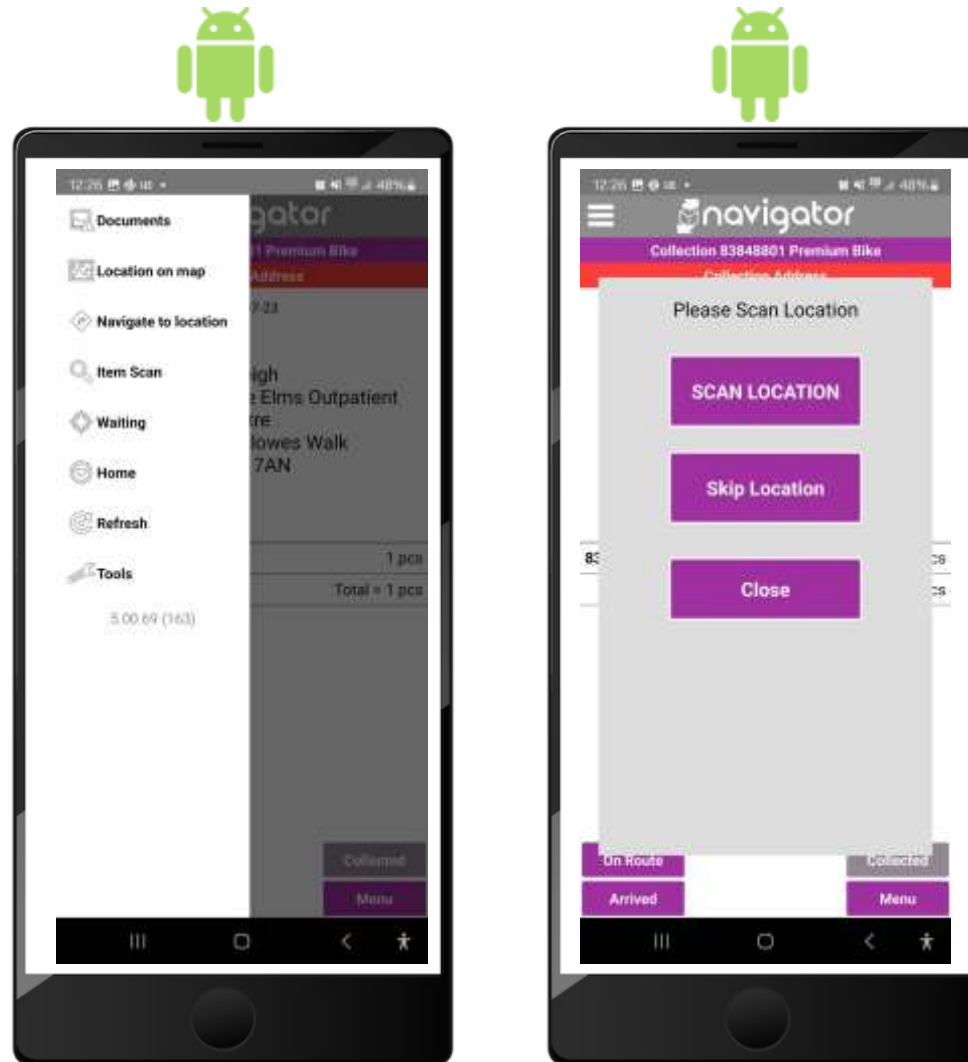
# Android Scanning

To start scanning you will need to:

1. Click Arrived
2. Then click onto the 3 lines in the left-hand corner and click item scan.

Once you have clicked on items it will move to the scanning screen :

1. Click on Scan Location.
2. Click Scan Barcode.



# Scanning Process

## Collection :

1. Scan Location Barcode.
2. Scan in sample bags.
3. If there is nothing to be collected, scan the NTG barcode, you will then need to complete the full process as if you had collected samples. Scan Location, Scan NTG, Scan Location again and finally scan NTG.
4. Once this has been completed, return to your job screen and mark job as collected.

## Delivery :

At delivery, you will complete the same process you have on collection.

1. Click arrived at delivery.
2. Scan Location Barcode for the delivery address.
3. Scan samples out.
4. Get a full name of the member of staff you are handing items over to.

**If for any reason a bag has scanned through incorrectly, please alert the control team and provide them with the bag number so this can be added to the notes. If your job does not sign off due to the faulty barcode, please ask the control team to sign off your docket with the name of the member of staff who has received the sample bags.**



Encrypted Barcode Location



Battersea and Nine Elms Outpatient Centre  
12 Charles Clowes Walk

SW11 7AN

Contact 020 7565 1575

**HCAHealthcare uk**  
Laboratories



Nothing To Go