

## Inactivating a Laboratory test

**1. First Change the TYPE field in the Laboratory Test file in Fileman to “NEITHER” to prevent the lab test from being ordered in the Laboratory package.**

- Enter or Edit File Entries
- Print File Entries
- Search File Entries
- Modify File Attributes
- Inquire to File Entries
- Utility Functions ...
- Data Dictionary Utilities ...
- Transfer Entries
- Other Options ...

Select VA FileMan <PROD> Option: **enter or Edit File Entries**

Input to what File: ORDERABLE ITEMS// **LABORATORY TEST** (3961 entries)  
EDIT WHICH FIELD: ALL// **TYPE**  
THEN EDIT FIELD:

Select **LABORATORY TEST NAME**: XXXC-REACTIVE PROTEIN, HS (PacLab)  
TYPE: **NEITHER**//

**2. Set an Inactive date in the ORDERABLE ITEM file in Fileman to prevent the test being ordered in CareVue.**

- Enter or Edit File Entries
- Print File Entries
- Search File Entries
- Modify File Attributes
- Inquire to File Entries
- Utility Functions ...
- Data Dictionary Utilities ...
- Transfer Entries
- Other Options ...

Select VA FileMan <PROD> Option: **enter or Edit File Entries**

Input to what File: **ORDERABLE ITEMS**// (9600 entries)  
EDIT WHICH FIELD: ALL// **INACTIVATED**  
THEN EDIT FIELD:

Select **ORDERABLE ITEMS NAME**: XXXC-REACTIVE PROTEIN, HS (PacLab)

INACTIVATED: ← **This is a date and time for inactivating this item. If this field has a value, this item will not be available to select for ordering after this date.**