

HOW TO REPORT a NON-TEST ONLINE

using the SMS portal

What is a non-test?

- **any deviation** from the normal testing schedule of **one test, per sterilizer, per week**
- **loaned unit ≠ non-test**
if using a **loaned unit, DO NOT report a non-test**; instead, write “loan” or “loaner” on envelope & submit as usual

Where do I report it?

- report a non-test **online** at **go.osu.edu/smsportal**
- see next page for screen shot instructions



When do I report a non-test?

- a non-test should be **reported online** on the date of **your normal testing** (on the same day that the test would normally be run)

What do I need to report online?

- **non-functioning unit** add in comments area “not working” or “down” or “repair”
- **office closure** add in comments area “office closed”
- **date** add in comments area “date” if date is different than the day you enter it

Why do I need to report this?

- Per the OSDB, any non-test week must be documented.
- Normally, you would record this “non-test” information on a paper or electronic log in your office.
- By entering this information, all your non-test dates along with the reason will now be visible on your monthly reports.
- Entering this in the SMS portal allows you to keep all your documentation in one place should your office ever be audited.

How do I enter this in the SMS portal?

- See the step-by-step instructions on the next page.

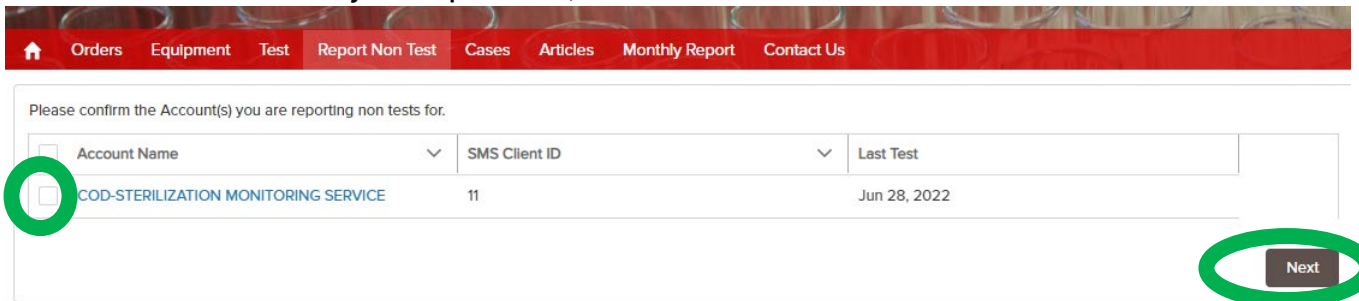
HOW TO REPORT a NON-TEST ONLINE

1. log-in using your SMS portal log-in at go.osu.edu/smsportal
if you do not have a portal, or need your password reset, contact us at smsosu@osu.edu

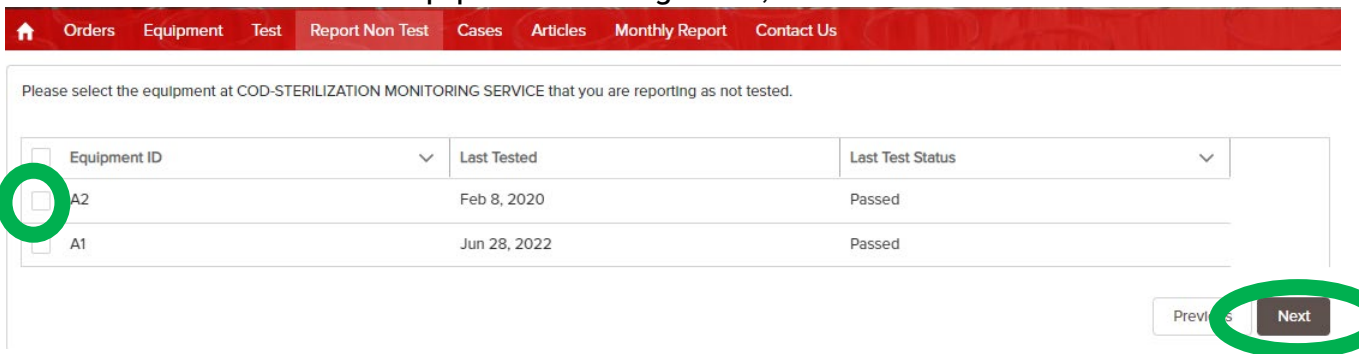
2. click “Report Non-Test”



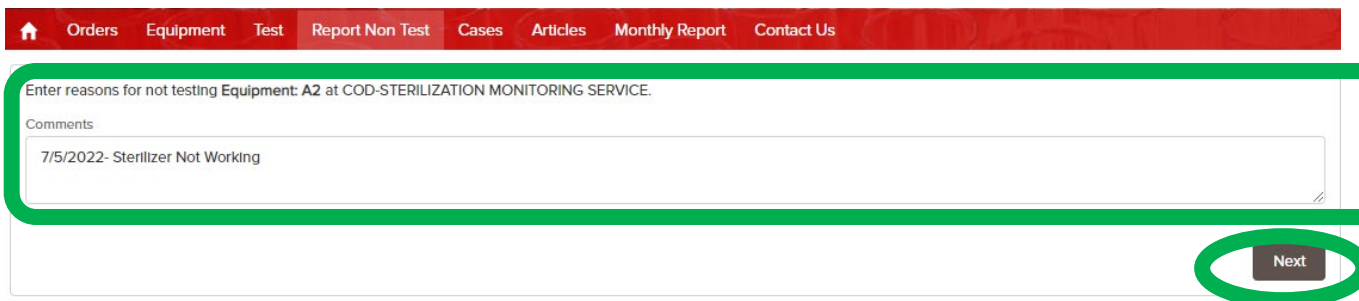
3. click the check-box next to your department, and click next



4. click the check-box next to the equipment not being tested, and click next



5. type reason for not testing in the “Comments” and click next



6. once the “account select” screen re-appears, close tab or log out --- you are done

