HemaTrax™ ISBT-128
Blood & Blood Component
Standalone Labeling Application

Version 6.2.1

OCTOBER 2008

by Lawrence E. Cullen

(This page intentionaly blank.)

Table of Contents

(This page intentionally blank.)

Overview

The HemaTrax ISBT-128 Blood & Blood Product Labeling Application is a Windows program that runs on Microsoft's Windows 2000 and XP platforms. The current application is the result of many man years of development by Digi-Trax Services, Inc.. This application makes it possible for a blood bank or transfusion service to manufacture their labels from blank stock. A facility is able to make the labels they need when they need them. This software makes manufacturing blood and blood product labels easy and intuitive.

The HemaTrax label manufacturing application produces labels that comply with the content and format rules as described in the United States Industry Concensus Standard for the Uniform Labeling of Blood and Blood Components Using ISBT-128 Version 2.0.0, November 2005, and the ISBT 128 Standard Technical Specification Version 3.0.0, June 2007. These documents are available to all registered ICCBBA licensees at the International Council for Commonality in Blood Banking Automation website (www.iccbba.com).

HemaTrax supports printing labels on either the SATO America or Zebra Technologies thermal bar code printers which have been specifically enhanced by Digi-Trax Services, Inc. to best support blood bank labeling and the ISBT-128 standards. These printers provide 300 dot per inch (dpi) print resolution. They also provide for an optional serial transmission error protocol and have been enhanced to store scaleable outline fonts and the biohazard symbol graphic in the printer's non-volatile memory.

Beside printing labels serially from the host computer system, labels may also be printed via the local network through the use of one or more Digi International serial terminal servers or labels may be printed directly on a printer that has an Ethernet connection.

The HemaTrax application supports the printing of three of the 2" x 2" label quadrants (ABO-Rh, Product, and Expiration Date and Time). It supports printing of the two quadrant combinations of the 4" x 2" label (ABO-Rh/Expiration Date and Time, Product/Expiration Date and Time) and prints the full face label (4" x 4"). Other label formats that are supported include: Facility Name and Location, Facility/Product, Intended Recipient, and the generic 2" x 2" Instruction label.

The HemaTrax application enforces a user log-on security feature that prevents unauthorized individuals from using the system.

HemaTrax tracks the activities of every user from the time they log on until they log off. This activity logging feature allows for the reporting of all activities that have occurred over a specified period of time. The activity logs can be archived from time to time.

HemaTrax installs with a product label database that is populated with all of the product labels that are defined in the ICCBBA product table at the time of the HemaTrax application release. Currently the ICCBBA product table contains definitions for over 5,800 products. The user has access to these product label definitions and may make changes to them if that is necessary. The user may also define new products or in-process products at anytime.

HemaTrax provides a label manufacturing audit report that lists the user, the date and time, label type, and number of labels printed. This label audit reporting feature helps reduce the time spent producing label accountability records.

(This page intentionally blank.)

Version Release Notes

This release of the HemaTrax Standalone application includes many changes. The following paragraphs detail these changes and corrections. This release incorporates a new print engine library and product label database. Some functionality in the Standalone application has been changed as well. The user should make a point of downloading the latest copy of the U.S. Industry Consensus Standards document from the ICCBBA web site. The most current document, at the time of this writing, is the Version 2.0.0, November 2005 document. Since there have been several corrections made to this document and no change in the version number or date, it is important to download a fresh copy and also check the errata sheet.

Product Label Database

The product label database table have been regenerated to correct a few problems and to implement an extension in the HemaTrax product code key. The word "APHERESIS" while appearing as a modifier in the previous releases' database, didn't have the modifier list fully populated to include compound modifiers such as "DEGYLCEROLIZED REJUVENATED APHERESIS" nor were there codes for such compound modifiers in the HemaTrax product code key. This situation has been rectified in this release.

The product label database has also been expanded to include additional products that had been added since the Version 6.1 release.

The additional information wording, which includes volume, content and storage temperature, generated for several products has been corrected in this release.

Alternate Product Label Database Migration

When upgrading from the previous version of the Standalone application (Version 6.1 Commercial) the installation process includes an application that runs automatically during the install to update any user created product label definitions to the most current format. This update process corrects component class names and modifiers as needed. The update also encodes an additional character in the HemaTrax product code key.

Important Note: ***If you are updating from Version 6.0 release of the Standalone application, then your product label definitions will be dropped from the new release. The Version 6.0 application used a ten digit product code key field that cannot be converted properly to the new twelve digit key. The existing Version 6.0 AltPCode files located in the "Data" subdirectory are not deleted. They are renamed and ignored by the Version 6.2 update.***

Facility Table Migration

When upgrading from the previous version of the Standalone application (Version 6.1 Commercial) the installation process includes an application that runs automatically and updates the facility information table to expand the registration number field to ten digits and expand the license number field to eight characters. This provides space for newer issued FDA registration numbers which have been increased in length to ten digits and allow for DoD blood center license numbers which may be in the format "1234-123".

Printer Port Definition Migration

When upgrading from the previous versions of the Standalone application (Version 6.0 or Version 6.1 Commercial) the installation process includes an application that runs automatically and converts any existing "Portcfg.bin" file remaining after doing the Windows uninstall of the previous HemaTrax Standalone application. Versions prior to the

HemaTrax Standalone Version 6.0 release used a text file named "Portcfg.txt". The text file cannot be converted and will be ignored by the new application.

Print Engine Updated

This release of the Standalone includes the very latest release (Version 6.0) of the HemaTraxLIB.dll dynamically linked library. This library component serves as the label formating and printing engine of the application. There are many changes in this new update. Some font sise changes have been made to accommodate additional printed information on the product label.

The full face label text including the "Properly Identify..." and "See Circular of Information..." statements have been moved to an optional external file.

Corrected character font width tables have been implemented to improve text centering capabilities with the Zebra Z4M printer.

Changes have also been incorporated to implement recent changes in the label printing specifications as found in the U.S. Industry Consensus Standards. Any occurrence of the word "BIOHAZARDOUS" has been replaced with the word "BIOHAZARD" on all labels. The word "BIOHAZARD" now appears at the end of the intended use phrase on the ABO-Rh label (quadrant two).

For a narrow range of products (RECOVERED PLASMA, SOURCE PLASMA and SOURCE LEUKOCYTES) quadrant four is now used to print FDA required testing messages. When printing 2" x 2" product labels for these products these products will yield two label sets; one label for quadrant three and one for quadrant four.

Standalone Application Corrections and Changes

Collection Dates Now Accepted

When specifying a product that takes a collection date the previous release of the Standalone application failed to allow for input of the collection date. This release corrects that short coming.

External Files Now Populate Product Maintenance Pull Down Lists

The modifier, component class, anticoagulant, additive solution, storage temperature and volume selection tables of the product maintenance windows are now all populated from external files and no longer hard coded in the application program.

Facility Maintenance Corrected and Extended

In the previous Version 6.1 release, when a change was made to the primary facility name during facility maintenance, the name change would not take effect. This has been corrected in this release.

The entry of FDA registration numbers up to ten digits and license numbers up to eight characters in length is now permitted.

The entry of facility and licensee names each up to one hundred characters in length is now possible. By inserting a vertical bar in the name field the point at which the line will wrap can be forced. A name cannot be wrapped to more than two lines on a label.

HemaTrax Manual in Adobe Acrobat PDF Format

Previous releases of the HemaTrax Standalone application provided the manual as HTML files. The local browser was used to view these files when the selection was made from the "Help" menu. The manual is now distributed in Adobe Acrobat format as "HemaTraxManual.pdf". Your system must have a copy of the Adobe Acrobat Reader installed in order to view the manual. The Adobe Acrobat Reader may be freely downloaded from the www.adobe.com web site.

Installation

Upgrading to a New Release

If you are upgrading from a previously installed copy of HemaTrax Standalone with a new release and the new release is **NOT** marked as a "PATCH", then you must remove the current application before installing the new upgrade. The proper way to do this is to make use of the Microsoft Windows utility for adding and removing applications. This utility is found in the "Control Panel". **Do not manually delete the application directory and files as this will destroy files that could be migrated by the installation wizard later.**

IMPORTANT NOTE: After removing the application with the Microsoft Remove utility there will be directories and files left behind. Do not delete or move these directories and files they will be used by the update program. In fact it is a good idea to back up all of these directories and the files contained in them before proceeding with the rest of the upgrade process.

After using the method indicated above to remove the current application, proceed to the paragraph entitled "New Installation".

Patching an Existing Release

If you are installing a "Patch" to an existing installed application, you may do so without doing an uninstall. A patch will add or correct files in place and may depend on files from the previous install being there. So do **NOT** uninstall before running a patch. Once a patch has completed the procedure is finished and you do not have to read further about the installation procedures here.

New Installation

The installation of HemaTrax is automated through the use of a software installation wizard.

HemaTrax is installed by inserting the supplied CD-ROM in the appropriate drive and then waiting a few seconds for the installation wizard to automatically start.

Some systems have the autostart feature disabled. In those cases the installation process may be started by clicking on the "My Computer" icon, then clicking the "Add or Remove Programs" icon and then following the instructions on the screen.

An alternative manual installation procedure is to click on the "Start" button located on the task bar which causes the pop-up menu to be displayed. The user next clicks on "Run" menu item which causes the RUN window to be displayed. The user next enters the "<drive>:\SETUP.EXE" in the "Open" entry box, and then clicks the "OK" button.

Where <drive> is the drive letter associated with the unit that is being used to read the CD-ROM; typically this is "D" for a CD-ROM drive.

Important Note:
It may be necessary to disable Virus Detection services during the installation of the HemaTrax Standalone software. Some virus detection programs, most notably "Penicillin", causes an incomplete installation of the files or a terminal error to occur during the installation process.

After the installation wizard loads and starts, the process of installation will begin after a short and simple question and answer exercise.

Important Note: ***If you are updating from Version 6.0 release of the Standalone application, then your product label definitions will be dropped from the new release. The Version 6.0 application used a ten digit product code key field that cannot be converted properly to the new twelve digit key. The existing Version 6.0 AltPCode files located in the "Data" subdirectory are not deleted. They are renamed and ignored by the Version 6.2 update.***

At the end of the installation process the user will be asked to remove the CD-ROM and to click the "Finish" button in order to restart the computer.

(This page intentionally blank.)

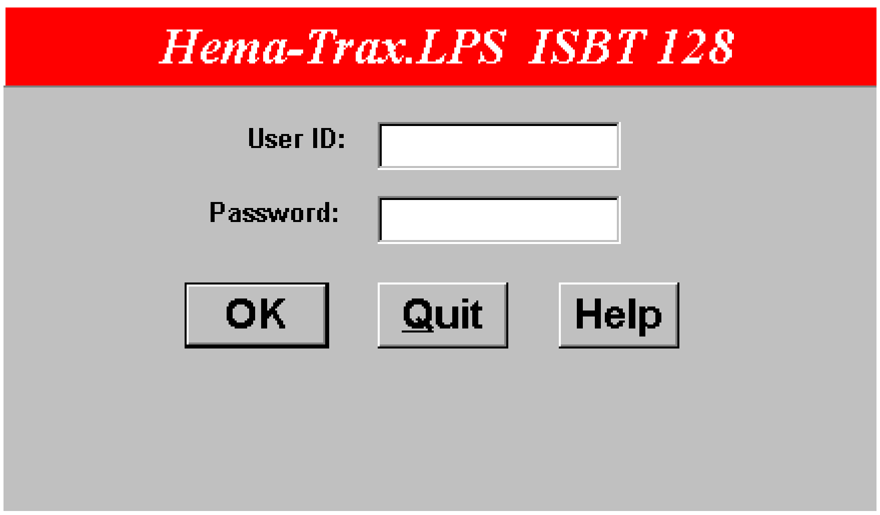
Initial Logon

After installation, HemaTrax may be executed by clicking on the Start button of the Task Bar, revealing the Windows pop-up menu. From the menu, click on the Programs item to reveal a list of programs. In the list of programs you will find HemaTrax Standalone listed, click on this item and the application will be started.

When the HemaTrax is first started, it will be necessary to log on with full administrative authority in order to enter new users with various authorities and in order to establish various hardware configuration parameters.

Initial User ID & Password

In order to initially gain access to HemaTrax it is necessary to use the initial default User Id and User Password which is the word "**DEFAULT**" in both cases.



Note: *Once you have established a user with a Security Level of three (3) the user id and password of "DEFAULT" will no longer be available.*

When a user signs on to the HemaTrax program a User Id and User Password must be first entered. At the HemaTrax log on window the cursor is initially positioned in the User Id field where the user must type at least five characters and then press the 'Tab' key to move on to the User Password entry field. At the User Password field the user must type at least five characters for the password and then either press the 'Enter' key or click on the 'OK' button.

(This page intentionally blank.)

Set Up

Initially set up requires that you have administrative access to all of the HemaTrax menu functions. The process of initially setting up includes the following tasks:

Software Set Up

Use the **Options** function available from the Setup menu to establish the following:

- Auto-logoff timeout
- (Optional) Security levels required to access the four primary menu selections
- User Password Expiration Period
- Establish FDA as the Labeling Compliance Authority (Default)
- Replace "VOLUNTEER DONOR" with "AUTOLOGOUS DONOR" on the full face label for autologous donations (Optional)
- Establish the Expiration Date format (Defaults to USA format)

Use the **Port Configuration** function available from the Setup menu to establish the following parameters for each available port:

- The Device attached (None, SATO [CL412BB or BB8450], Zebra[any Digi-Trax supplied 300 dpi printer])
- Baud Rate of attached device
- Whether or not CRC error detection protocol is to be used (for SATO or Zebra printers only)

Use the **Label Assignment** function of the Setup menu to establish which port number for each of the following label groups will be used to image the labels in that label group:

- ABO-Rh, Product, Expiration (Collection Date) Labels (2"x2" Labels)
- Full Face labels (4"x4" Labels)
- ABO-Rh/Expiration (Collection) Date Label, Product/Expiration (Collection) Date Label (4"x2" Labels)
- Facility/Product label (2"x3.25" Label)
- Replicant Unit Id Labels
- Intended Recipient Labels

Use the **Replicant Unit Id Format** function available from the Setup menu to select the label format file that defines the label geometry to be used to image replicant unit id sets.

Use the **Facility Information** function found on the Maintenance pull-down menu to enter information for each facility for which label information will be printed.

Use the **Instruction Label** function of the Maintenance menu to specify any instruction labels that will be printed.

Use the **Licensed Products** by Facility function available from the Maintenance pull-down menu to identify all of the licensed products for each facility for which Facility or Full Face Labels will be printed.

Use the **Qwik-Pik Product List** function available from the Maintenance pull-down menu to select all products which will be routinely manufactured and labeled, in the order of highest priority for quick selection.

Use the **User/Password** function from the Maintenance pull-down menu to establish a user id, password and security access level for each user intended to have access to the system.

Hardware Set Up

Hematrax software minimally requires the following hardware:

Quantity	Description
1	Personal Computer System with: 128 Meg RAM 20 MB Available Hard Disk Storage CD-ROM Drive
1	Digi-Trax Enhanced Blood Bank Printer such as: SATO BB-CL412e Zebra BB-Z4M (300 dpi)
1	Serial Cable (Null Modem) for each printer connected to a serial COM port.

Printer Set Up

This is a generic description of the printer settings used by the HemaTrax software. For printer specific setting instructions, please refer to the manufacturer's user guide provided with the printer either as a paper manual or text files on CD-ROM.

Communications Settings

When connecting serially to the bar code printer, you must match the printer communication port settings to match those set in the HemaTrax program. It is recommended that you use the default settings established by HemaTrax. The default serial COM port settings initially used by HemaTrax are:

- 9600 Baud
- No Parity
- 8 Data Bits
- 1 Stop Bit
- DSR/DTR

Error Detection Protocol

HemaTrax, by default, assumes that the error detection protocol of the printer is enabled. The Zebra Technologies and SATO America printers each have their own unique ways of enabling this functionality. For the SATO America printer, this is not published in their manuals, as this is a feature that has been specifically engineered for Digi-Trax by the SATO company.

Printer / Manufacturer	Protocol Enabling Instruction
BB-CL412e / SATO	DSW-1,7-8 On (Up)
BB-Z4M / Zebra	Enable Zebra Protocol See the manual for instructions

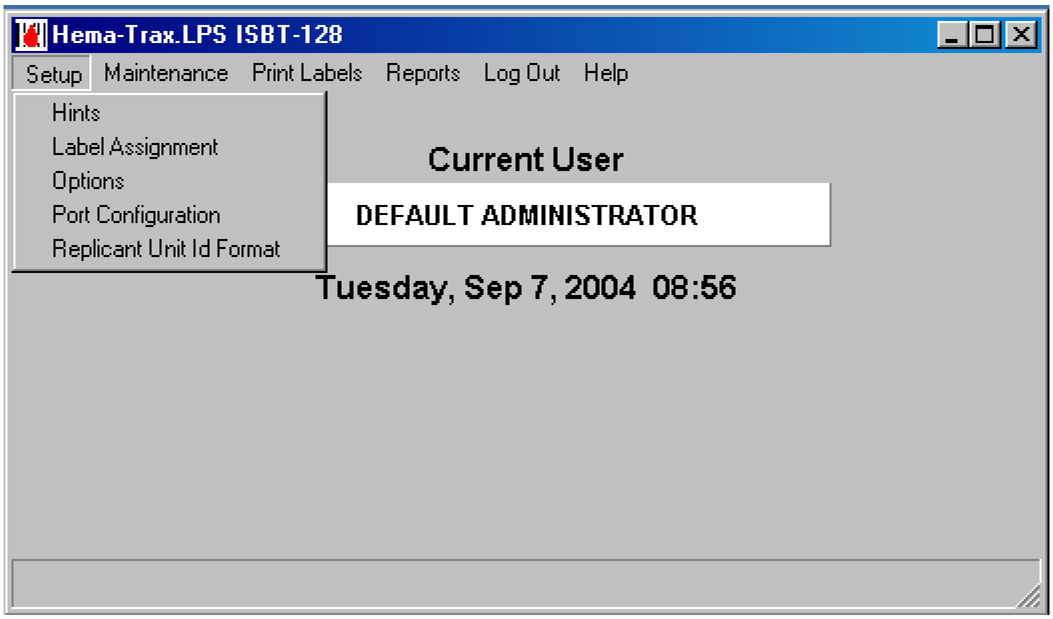
Optional Hardware

Other hardware supported by HemaTrax includes the devices listed in the table below:

Manufacturer	Hardware Device
Digi International	Ether-Lite Terminal Server TS series Terminal Servers

Setup Functions

Upon initial installation or when adding or changing hardware attached to the computer it may be necessary to enter the Setup function available from the main menu screen to change communications parameters or to redirect label formats to different communications ports . Placing the mouse cursor on the Setup function of the main menu and pressing the left mouse button or entering the Alt+S key combination will cause the Setup pull down menu to appear.



The pull down menu provides five functions:

1. Hints
2. Label Assignment
3. Options
4. Port Configuration
5. Replicant Unit ID Format

To select one of these functions, left click on the desired function title. Alternatively, press the underscored letter in the desired function title, for example type 'P' for Port Configuration or type 'L' for Label Assignment.
The order in which these set up functions should be initially performed is important. When a newly installed program is being set up, typically the set up functions should be visited in the following order:

1. Options
2. Port Configuration
3. Label Assignment
4. Replicant Unit Id Format

(See Initial Software Set Up for more information.)

Hints, Setup

The Setup pull-down menu provides the user with a method of toggling Hints mode on or off.

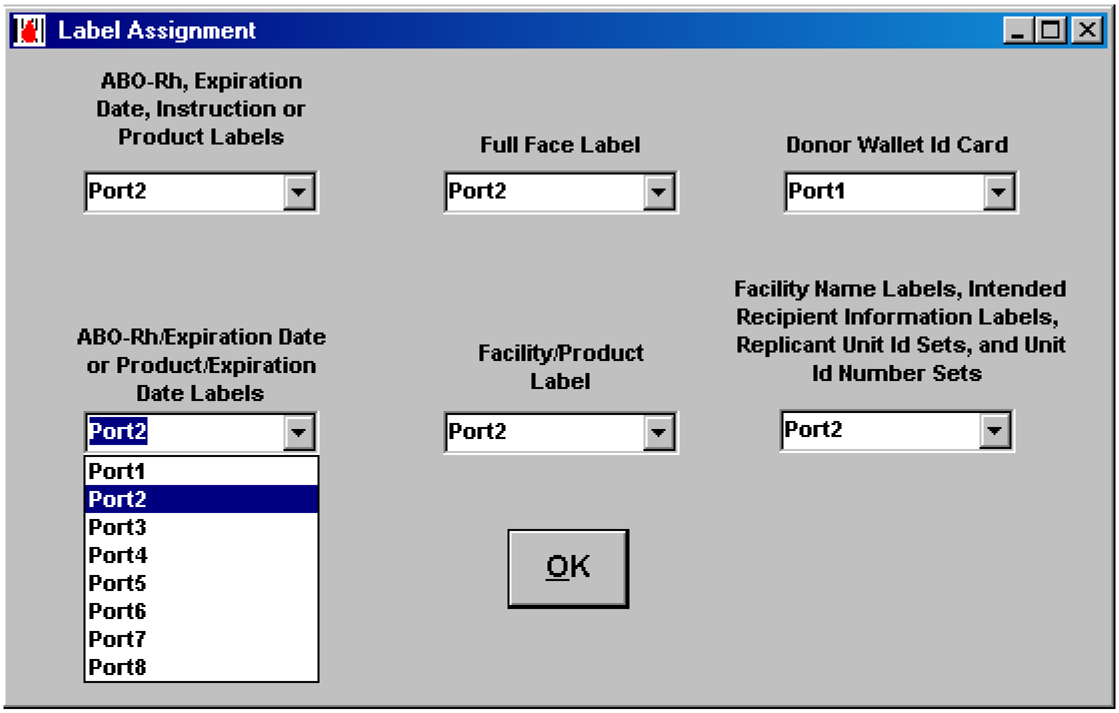
The Hints mode is toggled by placing the mouse cursor on the Hints title of the Setup pull-down menu and clicking on it.

Normally the program operates with Hints OFF (not checked).

When Hints mode is ON and the user places the mouse pointer on a button, entry box or other screen control then a box will temporarily appear on the screen with text that explains the use or actions taken by that control. Turning Hints ON assists new users who are learning the package.

When the Setup pull-down is displayed the user can determine that Hints mode is ON by observing a check mark in front of the Hints title.

Label Assignment, Setup



When initially setting up the HemaTrax Standalone program, or when changing hardware attached to the computer it may be necessary to enter the Setup function of the main menu screen and perform Label Assignment.

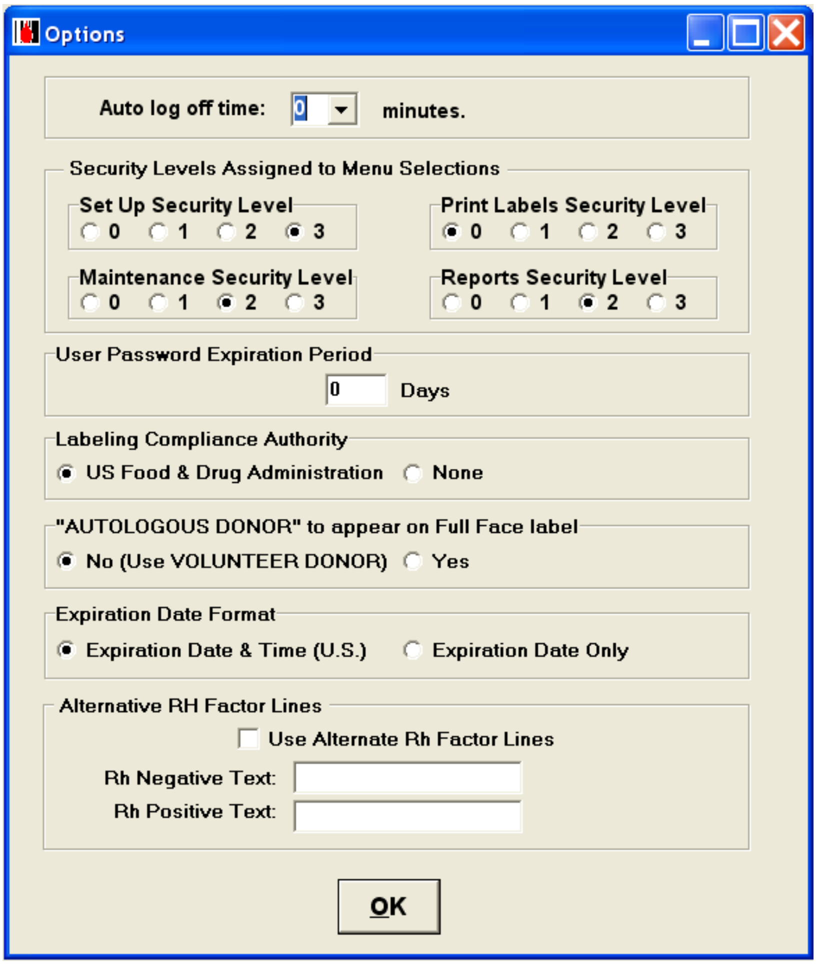
Label Assignment allows the operator to select the ports to which the various label formats will be transmitted.

The Label Assignment window is accessed by first selecting the Setup function at the main menu, this causes the Setup pull-down menu to appear. The Label Assignment function may now be selected.

In the Label Assignment window the various label types are listed in groups, below each label group list, in a combo box, the user may select one of up to eight possible ports to direct the label output. By clicking on the downward pointing arrow located to the right of each combo box, a list of ports is displayed. By clicking on the desired port description, the combo box text area is filled in with the selected entry. After making any new selection or desired changes, the user saves the assignments by clicking the 'OK' button. To abandon any changes the user will just close the window with the button in upper right-hand corner.

Options, Setup

When initially setting up the HemaTrax Standalone program it may be desirable to change certain operational characteristics specific to the particular site's requirements. The Options window provides some important configuration options. To access the Options window select Options from the Setup pull-down menu available from the HemaTrax Standalone main menu.



From the Options window the user may set Auto log off time, assign Security Levels Assigned to Menu Selections, set the User Password Expiration Period, select the Labeling Compliance Authority, select whether or not "AUTOLOGOUS DONOR" to appear on Full Face Label in the upper left quadrant of the full face label, and determine the Expiration Date Format to be used.

Auto log off time

The Auto log off time setting appears in the Options window which is available from the Setup pull-down menu.

The Auto log off time is set by selecting one of several times from a combo box within the panel labeled "Auto log off time" at the top of the Options window. A time other than those in the list may be manually entered in the combo box if the times listed are not satisfactory. The integer value selected or entered is in minutes.

A value of 0 (zero) indicates that NO Auto log off will be enforced.

A value greater than 0 (zero) indicates that number of minutes of inactivity that will pass before the HemaTrax program automatically returns to the User Id & Password entry window.

Security Levels Assigned to Menu Selections

The Security Levels Assigned to Menu Selections settings appear in the Options window which is available from the Setup pull-down menu.

Within the panel labeled Security Levels Assigned to Menu Selections there are four radio button groups as follows: "Setup Security Level", "Maintenance Security Level", "Print Labels Security Level", and "Reports Security Level". Each radio button group holds four buttons labeled 0 (zero) through 3. These numbered buttons represent the required level of security (authority) that a user must have in order to select and use the associated menu selection. 0 (zero) represents the lowest level of authority and 3 represents the highest level.

Note: *When users are defined to HemaTrax through the User/Password function available from the Maintenance pull-down menu, they are assigned security levels in the range 0 (zero) to 3.*

User Password Expiration Period

The User Password Expiration Period setting appears in the Options window which is available from the Setup pull-down menu.

Within the panel labeled "User Password Expiration Period" there is an edit box which will accept an integer value between 0 (zero) and 999 days. If you set this value to 0 (zero) then the user's password never expires. A positive integer value indicates the number of days that the user's password will be allowed to remain unchanged.

Label Compliance Authority

The Label Compliance Authority setting appears in the Options window which is available from the Setup pull-down menu.

Within the panel labeled "Label Compliance Authority" these are two radio buttons, "US Food & Drug Administration" and "None". The default selection is set to "US Food & Drug Administration". This selection affects what label text appears on the blood product and other labels. Selecting None will drop some "US Industry Consensus" / FDA required text from the labels.

"AUTOLOGOUS DONOR" to appear on Full Face label

The "AUTOLOGOUS DONOR" to appear on Full Face label setting appears in the Options window which is available from the Setup pull-down menu.

With in the panel labeled "AUTOLOGOUS DONOR" to appear on Full Face label are two radio buttons, "No (Use VOLUNTEER DONOR)" and "Yes".

While the US FDA officially recognizes only two donor types (PAID and VOLUNTEER), some sites have elected to secure a variance which allows them to further differentiate donor types to also include "AUTOLOGOUS".

The default setting is "No (Use VOLUNTEER DONOR)".

Selecting the "Yes" radio button causes HemaTrax to automatically print "AUTOLOGOUS DONOR" in lieu of "VOLUNTEER DONOR" on full face labels in the upper left quadrant, when an autologous donation type/intended use selection has been made.

Expiration Date Format

The Expiration Date Format setting appears in the Options window which is available from the Setup pull-down menu.

The Expiration Date Format setting controls the format of the expiration date (collection date) as it appears on the date (and time) label (lower right-hand quadrant). The settings are done by selecting one of two radio buttons located inside the panel labeled "Expiration Date Format". The radio buttons are labeled, "Expiration Date & Time (U.S.)" and "Expiration Date Only".

The default setting is "Expiration Date & Time (U.S.)", this means that the date & time bar codes and label text will conform to that established in the "U.S. Industry Consensus Standards" document.

If "Expiration Date Only" is selected then the expiration-date-only format, as described in the ICCBBA ISBT 128 specification, will be used.

Alternative RH Factor Lines

The "Alternative RH Factor Lines" panel contains a check box and two text entries. This panel is used to change the Rh Factor line text to something other than the standard text used by the HemaTrax application. These alternative text lines will be used where the Rh Negative or Rh Positive lines normally appear either at the bottom of the ABO-Rh label in the case of standard blood products. These alternate lines are also used to the right of the ABO-Rh bar code in the case of autologous or directed labels. The standard text used in the United States is given immediately below:

Rhesus Factor	U.S. Label Text
Negative	Rh NEGATIVE
Positive	**Rh POSITIVE**

Default Rh Factor lines used in the United States

Use Alternate Rh Factor Lines

The "Use Alternate Rh Factor Lines" check box is used to indicate when the two lines immediately below are to be used instead of the standard text used in the United States.

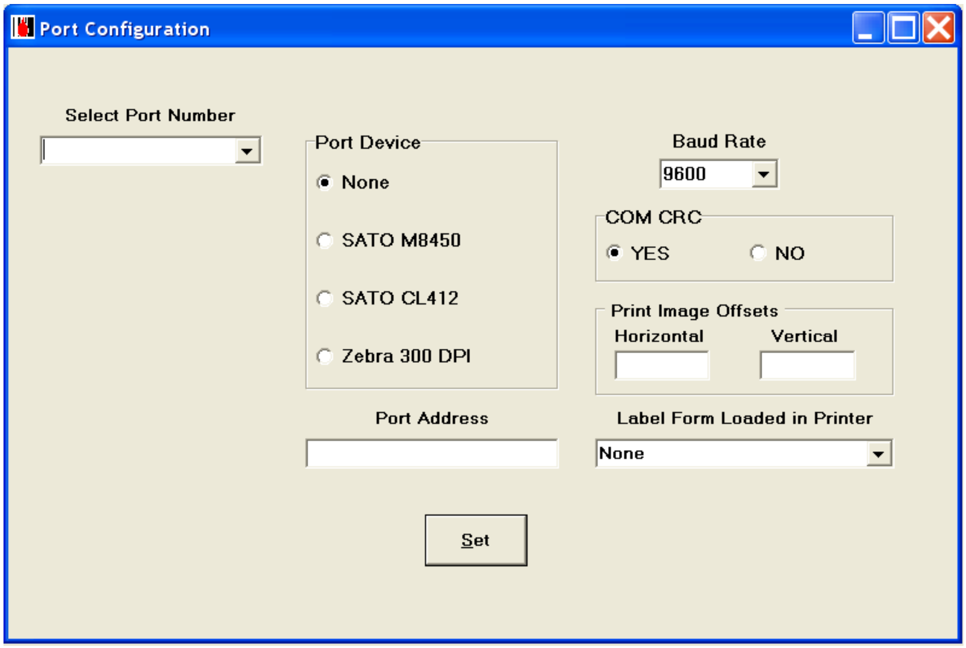
Rh Negative Text

This edit box is used to specify the alternative text to appear on ABO-Rh labels when the unit has been determined to be Rh Negative. This entry has been limited to twenty characters.

Rh Positive Text

This edit box is used to specify the alternative text to appear on ABO-Rh labels when the unit has been determined to be Rh Positive. This entry has been limited to twenty characters.

Port Configuration, Setup



When initially setting up the HemaTrax Standalone program, or when changing hardware attached to the computer it may be necessary to enter the Setup function of the main menu screen and perform Port Configuration.

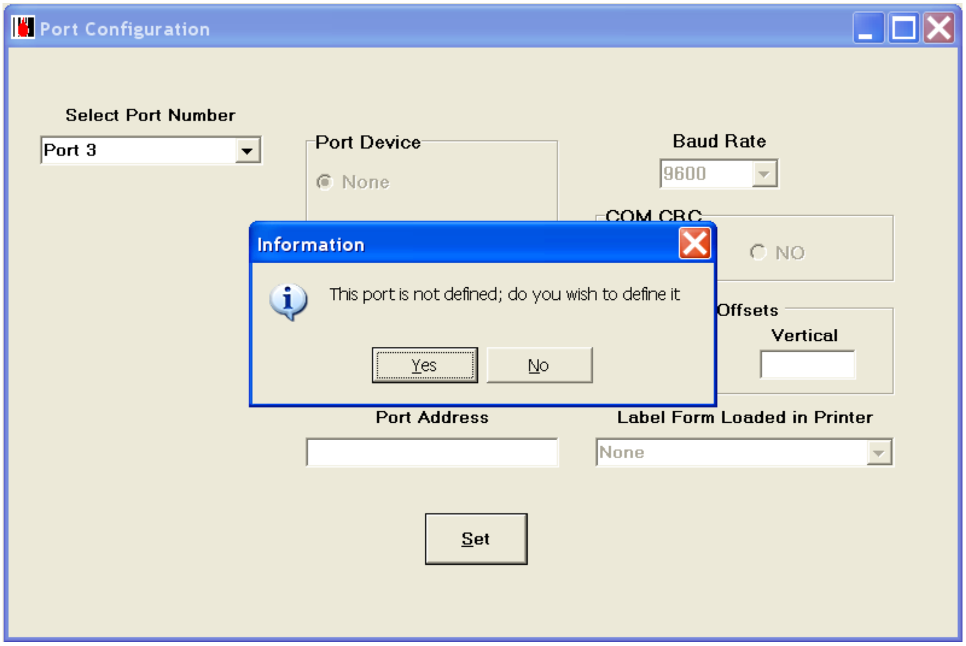
The Port Configuration function determines what label print devices are attached to the eight available ports of the workstation.

Select Port Number

The **Select Port Number** list box allows the user to select one of eight possible ports to be used for label printing. The selection is made by first clicking on the down-arrow located at the right of the box. When the down-arrow button is clicked a list of eight ports (Port1 to Port8) will be displayed. The user selects the desired port by clicking on one of the choices listed. After clicking on a selection one of two actions will occur; (1) a port definition that was previously defined will be displayed via the buttons, boxes and lists in the window, or (2) a dialog will appear to indicate that the selected port is not currently defined.

When a predefined port is displayed, the user can make any needed changes and then save them by clicking on the "Set" button.

When the port has not been previously defined the dialog box, as shown below, will be displayed.



The user will indicate whether or not a new definition is to be made. If making a new definition the user will fill in the information using the various button boxes and lists available in the window. To save the new definition the "Set" button is clicked.

Port Device

Port device selection is made by clicking one of the four mutually exclusive Port Device radio buttons. This will establish the printer model to be associated with this port.

Port Address

The port address edit box is used to describe the connection to the port device. This entry will either define the serial communications port or an IP address to be used to communicate with the port device (printer). If a COM port is to be used then the user must specify it by entering COMx, where the 'x' is a serial port number. Examples of some valid serial communications ports are (COM1, COM2, ... COM9, COM10, ... COM32).

If the port address entry is for a port device attached via Ethernet, then the dotted IP address should be used. An example of one possible IP address is:

192.168.0.115

Baud Rate

The Baud Rate setting for each of four possible COMx ports controls the data transfer rate between the computer and the printer attached to the port. The baud rate entry is made from the Port Configuration screen available from the Setup menu selection. The baud rate may be selected from a list by clicking on the down pointing arrow just to the right of the baud rate entry field. Just click on one of the available baud rates from the list in order to make a valid selection. The baud rate must be one of the following: 1200, 2400, 4800, 9600, or 19200. Always make a baud rate setting, even if you have designated the Port Description as an IP address.

COM CRC

The cyclic redundancy check (CRC) selection determines whether or not a special serial transmission error detection data format will be used for the blood bank printer that is being defined as the port device. The selection is made by clicking on one of the radio buttons. Either YES or NO is clicked to determine whether CRC transmission error checking protocol will be used on the serial COM connection between the computer and the printer. If you select YES, then you must also make certain that the printer is configured to handle CRC checking.

Print Image Offsets

There are two entries that constitute the Print Image Offsets. These are made by making numeric entries in the "Horizontal" and "Vertical" edit boxes. The horizontal offset moves the print image to the right and the vertical offset moves the image down on the printed label. Each of these entries expresses the degree of movement in millimeters. These entries allow for fractions of a millimeter to be specified, such as "2.3" (excluding the quotation marks).

Label Form Loaded in Printer

Use this list box to select the form that is currently loaded in the printer associated with this port. By clicking on the down-arrow button at the right of this box, a list of all the possible label forms is displayed. Click on the form description in this list that matches the label form currently loaded in the printer. This feature prevents invalid label formats from being inadvertently sent to the printer.

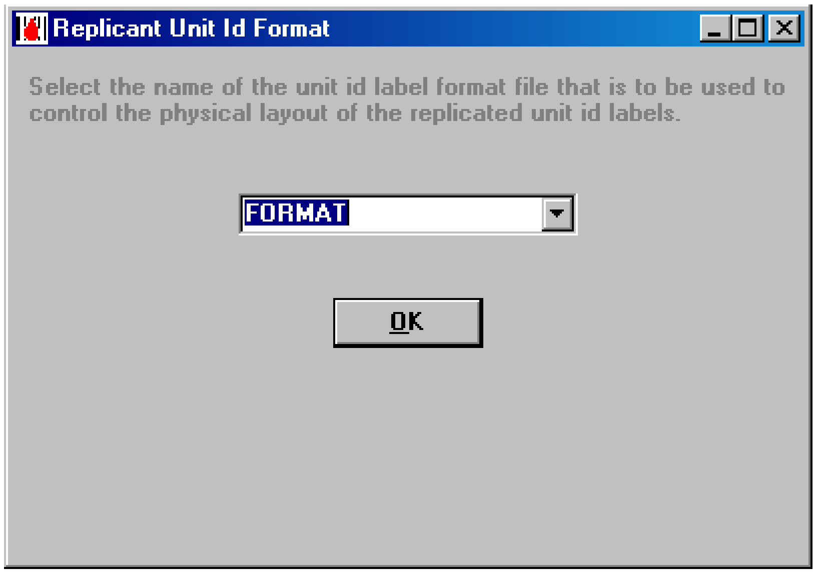
Set

After making port configuration changes or defining a new port device, the settings should be saved by clicking on the 'Set' button. To abandon any port configuration settings that may have been made, just close the window by clicking the button in the upper right-hand corner.

Replicant Unit Id Format, Setup

The Replicant Unit Id Format setting function is available from the Setup pull-down menu. Access the Setup menu by either clicking on the Setup title or by pressing the Alt-S key combination. With the Setup pull down menu now displayed, either click on the Replicant Unit Id Format title line of press the 'R' key to execute this set up function.

After selecting Replicant Unit Id Format, the window illustrated immediately above will displayed at center screen. This window includes a panel of instruction text located above an unlabeled combo box and a button labeled "OK".



Selecting a Replicant Unit Identification Number Set Format

For a newly installed system, the combo box will be empty, otherwise the currently selected replicant unit ID format name will appear in the box. By clicking on the down-arrow button at the right side of the combo box a pull-down list of all the current unit identification number set design files is displayed. The user may select one of these design files from the list by placing the mouse pointer on the desired design file name and clicking on it.

Note: *All of the unit identification number set design files are located in the sub-directory named "Format". All of these design file names have a ".FMT" file name extension. When viewing the format names, as listed in the combo box pull-down list, you will not see the ".FMT" file name extension.*

Unit identification number set design files can be created or edited through the Maintenance pull-down menu "Unit Id Label Format" selection.

Saving the Format Selection

After selecting a new or changing an existing replicant unit identification number set format you must click on the "OK" button to save the selection and close the window.

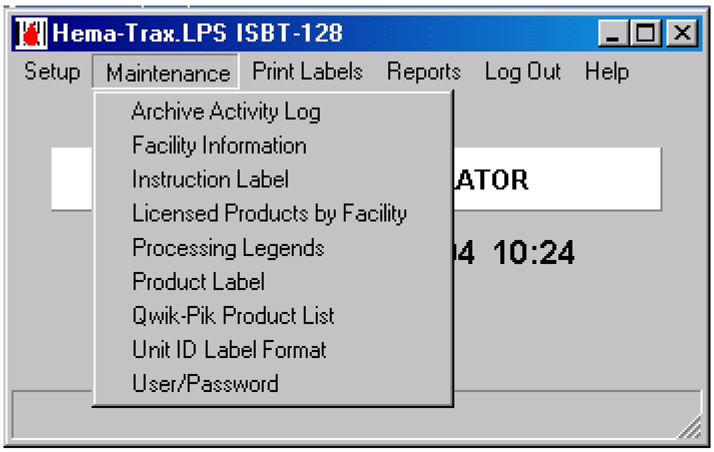
To exit the window without making any changes click on the upper right-most button, (X), located at the top, right corner of the window.

(This page intentionally blank)

Maintenance

Maintenance Pull-Down Menu

The Maintenance pull down menu is selected by either clicking on the Maintenance title in the menu bar or by pressing the Alt+M key combination. Either of the afore mentioned actions causes the Maintenance pull-down menu, shown below, to appear.



The Maintenance pull-down menu provides a list of the nine maintenance functions as follows:

1. Archive Activity Log
2. Facility Information
3. Instruction Label
4. Licensed Products by Facility
5. Processing Legends
6. Product Label
7. Qwik-Pik Product List
8. Unit ID Label Format
9. User/Password

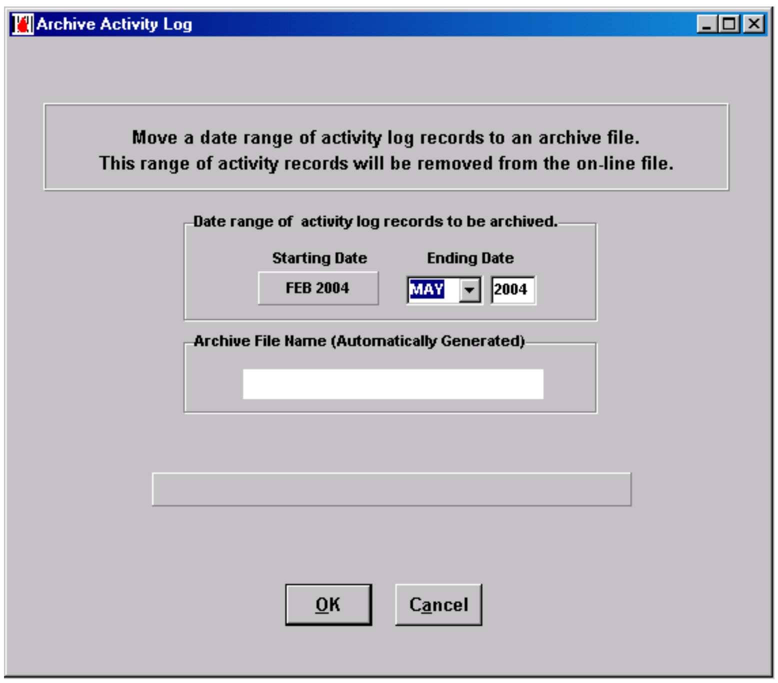
The pull-down menu items may be selected by either placing the mouse cursor on the item title and clicking the left mouse button, or by pressing the underlined letter in the item title.

(This page intentionally blank.)

Archive Activity Log

The Archive Activity Log maintenance function allows the user to move a portion of the Activity Log on-line records from the (LOG.TXT) log file to an off-line file in the same LOG directory. The archived (moved) records will no longer be available for viewing as a part of the on-line file (LOG.TXT). The archived records can still be viewed and printed via the Off-Line Archive Report printing function. The archiving portions of the log file serves to keep the activity log file at a manageable size so that reports that are displayed or printed do not become too lengthy and thus require inordinate amounts of time to review or print.

The Archive Activity Log function is selected from the Maintenance menu pull-down list. You may access the function by clicking on Maintenance pull-down menu selection and then clicking on the Archive Activity Log title found in the pull-down list. Alternatively, you may press the Alt-M key combination, which displays the Maintenance pull-down list, and then press the 'A' key.



The Archive Activity Log function should be run during off hours so that it doesn't interfere with normal operations. While the function is running the activity log file is opened and locked for sustained periods of time and could be inadvertently accessed for update for other workstations.

The frequency of this operation could be once every six months or once a month depending on the activity load on the system. Many activities are logged, from program start-up to program termination. Each time a user logs on or off, labels are printed, a memo is logged, or any database record is added, changed, or deleted, a log record gets appended to the LOG.TXT file. So it doesn't take long to build up a large number of records in the file. If two or three users use the system on a daily basis five days a week and two hundred products are labeled each day (52,000 products annually), then in one month approximately 5,500 log entries are feasible. With a monthly log file of 5,500 records, a full month's activity log report will be over 300 printed pages.

When this function has been selected the Archive Activity Log window is displayed. The archive function opens the log file and scans through all of the records checking to see if any records are out of date order and that the date fields are not corrupted in any way. During this time the text "Checking Date Order / Finding Start Record Date" will be displayed in the panel above the buttons at the bottom of the window.

If no activity records exist in the file then an informational dialog box will appear on the screen with the message "The Activity Log File is empty" and an "OK" button. If the date of the first record is in the current month as indicated by the system's clock, then an information dialog box will appear in the window stating, "No activity log records of previous months to archive." with an "OK" button. Clicking on the "OK" button, in either of these cases, causes the Archive Activity Log window to be closed.

Starting Date

If one or more activity log records from previous months are detected, then the Archive Activity Log window is displayed and the starting date representing the date of the first record in the activity log file is displayed in the panel labeled "Starting Date". The Archive Activity Log function always starts with the earliest possible record in the file.

Ending Date

Below the "Ending Date" label is a combo box and an edit box; the month prior to the current month will be displayed in the combo box and the year associated with the previous month will be displayed in the edit box. These entries indicate the month and year of the last records to be archived from the activity log file. These settings may be changed by the operator before the archive function is started.

The action of archiving a portion of the activity log file is started when the "OK" button is clicked. After clicking the "OK" button, a file name for the archive file will be generated and appear in the panel immediately below then "Archive File Name" label and the process of producing the archive and moving the records will begin.

Function Processing

The panel just above the buttons at the bottom of the window will indicate the current process. The stages of processing reflected in this panel are as follows:

- Copying Range of Log Records to Archive file
- Copying balance of LOG records to temporary LOG
- Verifying Archived Records to Source Records of LOG file
- Original log to Temporary log record verification
- Archive operation completed successfully.

At the successful completion of processing the Archive Activity Log window will be closed. The Archived Log File name is constructed automatically and takes the following form:

LOG(Starting Date)_to_(Ending Date).Txt

For example, archiving the log records from May 2, 1998 to May 30, 1998 would result in an archived log file name of "LOG1998-05-02_to_1998-05-30.Txt".

Processing Errors

If an error is detected by the function during processing, a dialog box will be displayed in the window indicating what problem has been encountered. Depending on the level or type of error this message may make sense or may seem cryptic. Basic errors that occur at low levels, such as reading or writing files will typically display an operating system error number with a basic description of the activity being performed when the error occurred. Higher level errors will typically indicate an exact problem with data read or input from the operator. Proceed to the Archive Activity Log Error Recovery section below for more assistance.

Archive Activity Log Error Recovery

The following error dialog box messages may occur initially when the Archive Activity Log window is initially displayed:

No activity log file found.

This message indicates that the LOG.TXT file has not been found in the LOG subdirectory. The file may have been either deleted or the file name altered.

Log File Record: (Record Number) Date invalid (Invalid Date Fragment)
Log File Record: (Record Number) Out of date sequence

These messages are indicative of data file corruption. Since the log file is a text file, it may be possible to use a text editor to find the records in question and correct the problems. Either the offending records can be reordered, the dates corrected or if the records are severely damaged the records deleted.

Error: (Error Number) occurred while reading the log file

The exact cause for this type of message may be difficult to identify. Possible causes are hardware problems or in a multi-user environment, someone else may have already gained exclusive access to the file.

The following error dialog box messages may occur after clicking on the "OK" button:

Error opening (Path)\LOG.TXT
Error opening (Path)\(Archive File Name)
Error: (I/O Error #) while reading log file
Error: (I/O Error #) occurred while creating temporary log file
Error: (I/O Error #) occurred while reading log file during temporary log file creation.
Error: (I/O Error #) occurred while writing to temporary log file during temporary log file creation.
Error: (I/O Error #) opening archive file for verification.
Error: (I/O Error #) opening log file for verification.
Error: (I/O Error #) reading archive file for verification.
Error: (I/O Error #) occurred while reading log file during verification.
Archive-Log verification failed at record:(Record #)
Error: (I/O Error #) occurred while opening temporary log file during verification.
Error: (I/O Error #) reading temporary log for verification.
Error: (I/O Error #) reading log file for verification.
Log-TempLog verification failed at record:(Record #)

Low level errors, which are identified as "Error: (I/O Error #) ...", are typically caused by either a hardware failure (such as a disk head crash or interface electronics failure) or a system level conflict. A system level conflict could be the result of a file sharing access violation on a network caused when more than one user attempts to access a file exclusively.

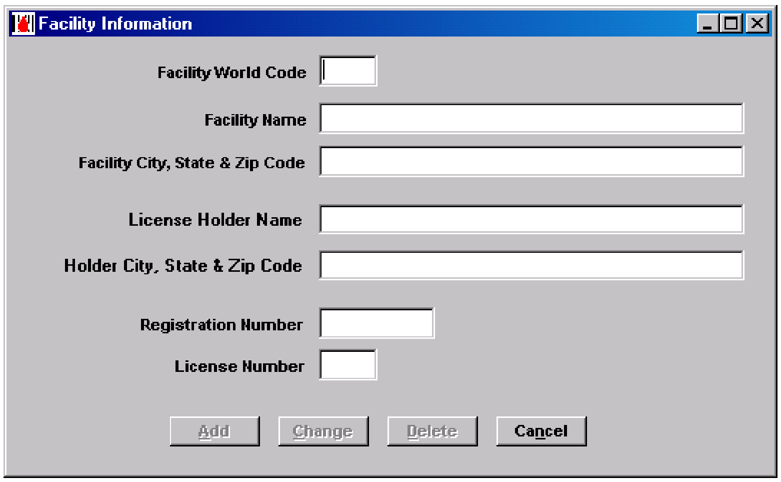
(Also see Error Numbers for more help.)

(This page intentionally blank)

Facility Information, Maintenance

This function makes it possible to enter and maintain facility information for one or more collection/processing facilities.

The "Facility Information" function is selected from the Maintenance menu pull-down list. You may access the function by clicking on Maintenance menu selection (which displays the Maintenance pull-down list) and then clicking on Facility Information in the resulting pull-down list. Alternatively, you may press the Alt-M key combination (which displays the Maintenance pull-down list) and then press the 'F' key.



With the cursor positioned in the Facility World Code edit box, the user may enter the Facility World Code for either a new or an existing facility. After entering the code the user advances to the next edit box by pressing the 'Tab' key.

Adding a New Facility

If the Facility World Code entered does NOT currently exist in the database and after the 'Tab' key is pressed, then the "Add" button located at the bottom of the window will be enabled and the "Change" and "Delete" buttons disabled. The edit boxes of the window will remain empty and the cursor will advance to the Facility Name edit box. The user now proceeds to enter the balance of information for the following edit boxes:

Facility Name

The Facility Name is a required edit box entry with a maximum entry length of 100 characters. This name will appear in the facility information area (middle third of the upper left hand quadrant) of full face labels. By including a vertical bar character, "|", in the name, the point at which the line will wrap can be forced.

Facility City, State & Zip Code

The Facility City, State & Zip Code is a required edit box entry with a maximum entry length of 36 characters. This location information will appear in the facility information area (middle third of the upper left hand quadrant) of full face labels.

License Holder Name

The License Holder Name is an optional edit box entry with a maximum entry length of 100 characters. This is name of the central FDA license number holder. This edit box is only used if more than one location shares a common license number held by a central facility name. This license holder name will appear in addition to the collection and processing facility name in the facility information area (middle third of the upper left hand quadrant) of full face labels for all licensed products. By including a vertical bar character, "|", in the name, the point at which the line will wrap can be forced.

Holder City, State & Zip Code

The Holder City, State & Zip Code entry is an optional edit box entry with a maximum length of 36 characters. This is the location information of the central FDA license number holder. This edit box is only used if more than one location shares a common license number held by a central facility name. This license holder location does not appear in the facility information area (middle third of the upper left hand quadrant) of full face labels for all licensed products.

Registration Number

The Registration Number is a required entry for all U.S. or FDA regulated facilities. The entry is numeric only with a maximum entry length of 10 digits. HemaTrax Standalone determines that the facility is FDA regulated based on the contents of the Facilty World Code entry. "W0000 - W9999" and "K0000 - K4999" facility world code ranges indicate a U.S. facility causing the Registration Number field to become a required entry.

License Number

The License Number is a required entry for all U.S. or FDA regulated facilities that are manufacturing licensed products. The entry accepts a combination of numerals and dash characters with a maximum entry length of 7 characters.

After completing these entries, click on the "Add" button located at the bottom of the window. If all required entries have been made and the format of the entries is correct, the record is added to the facility information database and the entry fields of the window cleared for the next entry.

Changing Existing Facility Information

If the Facility World Code entered currently exists in the database and after the 'Tab' key is pressed, then the "Change" and "Delete" buttons located at the bottom of the window are enabled. The edit boxes of the window will be filled with the entries found in the database for this facility and the cursor will advance to the Facility Name edit box. The user now proceeds to change the displayed information. It is important to note here that the Facility World Code entry can not be changed. To change the Facility World Code the existing facility record should be deleted and a new record then added.

After the appropriate entries have been changed, click on the "Change" button located at the bottom of the window. The appropriate facility record in the database will be updated. After the database is updated, all of the edit boxes in the window will be cleared in preparation for the next operation.

Deleting an Existing Facility

If the Facility World Code entered currently exists in the database and after the 'Tab' key is pressed, then the "Change" and "Delete" buttons located at the bottom of the window will be enabled. The edit boxes of the window will be filled with the entries found in the database for this facility and the cursor will advance to the Facility Name edit box. To delete the displayed record the user clicks on the "Delete" button located at the bottom of the window. The appropriate facility record in the database will be deleted. After the database record is removed, all of the edit boxes in the window will be cleared in preparation for the next operation.

Cancel

Clicking on the "Cancel" button causes all fields to be cleared and positions the cursor in the "Facility World Code" entry box so that the user may specify a different facility code.

Facility World Code

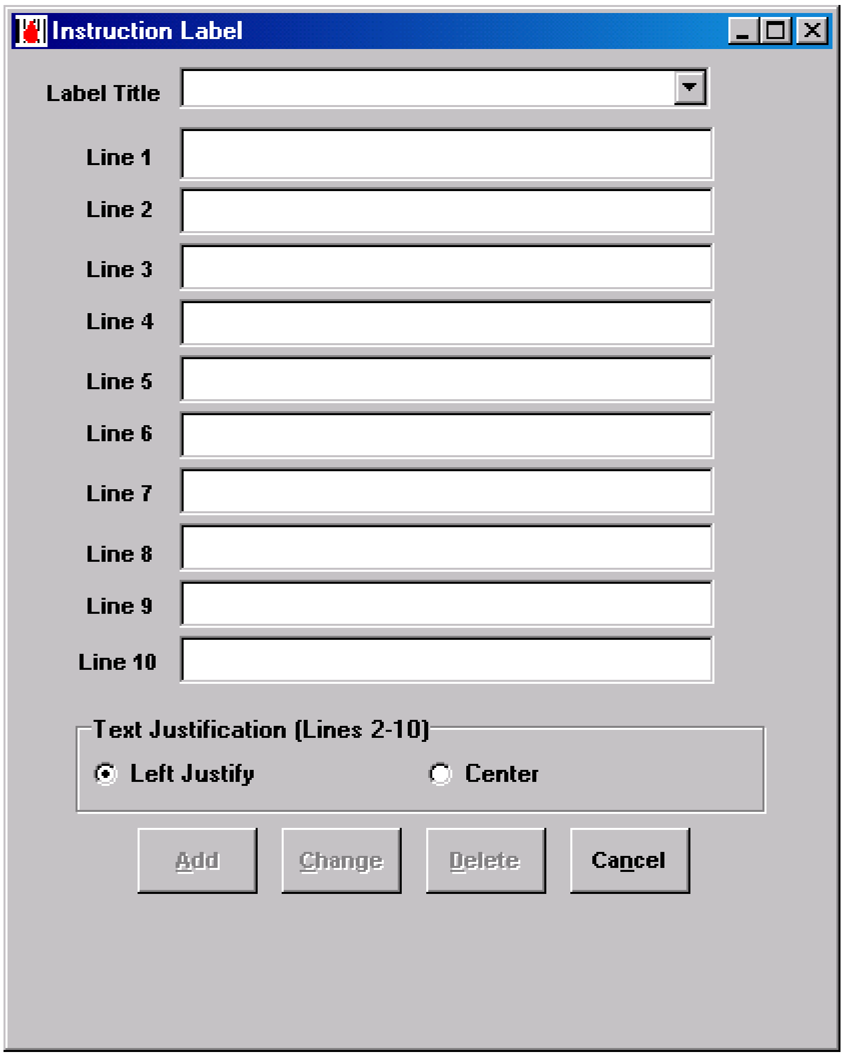
This code is a five character alpha numeric entry. The first character of this entry may be in the range (A - Z, 0 - 9). The last four characters of this entry must be in the range (0 - 9). In the United States the ranges of applicable codes are (K0000 - K4999 and W0000 - W9999). For more information about the assignments of these codes, please reference the ICCBBA documentation on this subject.

(This page intentionally blank.)

Instruction Label, Maintenance

This function makes it possible to enter and maintain instruction label information for one or more instruction label designs.

The "Instruction Label" function is selected from the Maintenance menu pull-down list. You may access the function by clicking on Maintenance menu selection (which displays the Maintenance pull-down list) and then clicking on Instruction Label in the resulting pull-down list. Alternatively, you may press the Alt-M key combination (which displays the Maintenance pull-down list) and then press the 'I' key.



With the cursor positioned in the Label Title combo box, the user may either enter the name of a new instruction label to be created or pull-down the list of currently defined instruction labels to select from. After either entering a new Label Title or selecting one from the pull-down list, the user advances to the next edit box by pressing the 'Tab' key.

Clicking on the "Cancel" button clears all edit box entries, resets the radio button selection, deselects any selected Instruction Label record and returns the cursor to the Label Title combo box. No additions, changes or deletions are committed to the database.

Adding a New Instruction Label

If the instruction Label Title entered does NOT currently exist in the database and after the 'Tab' key is pressed, then the "Add" button located at the bottom of the window will be enabled and the "Change" and "Delete" buttons remain disabled. The edit boxes of the window will remain empty and the cursor will advance to the Line 1 edit box. The user now proceeds to enter the balance of information for the edit boxes labeled Line 1 through Line 10. The user may decide to either left justify or center lines 2 - 10 by selecting the appropriate radio button in the Text Justification (Lines 2-10) radio button group. The new record is added by clicking on the "Add" button.

Instruction Label Line 1

Line 1 of the Instruction Label is printed in a slightly larger font and is always centered horizontally in the label. The maximum number of characters allowed for this entry is 22.

Instruction Label Lines 2 - 10

Lines 2 through 10 of the Instruction Label are printed in a font that is slightly smaller than that of Line 1. Lines 2 through 10 may be either left justified or centered horizontally in the label. These line entries have a maximum entry length of 26 characters.

Changing an Existing Instruction Label

If the instruction Label Title entered currently exists in the database and after the 'Tab' key is pressed, then the "Change" and "Delete" buttons located at the bottom of the window will be enabled. The edit boxes of the window will be filled with the entries found in the database for this instruction label and the cursor will advance to the Line 1 edit box. The user now proceeds to change the displayed information. After the appropriate entries have been changed, click on the "Change" button located at the bottom of the window and the appropriate instruction label record will be updated in the database. After the database is updated, all of the edit boxes in the window will be cleared in preparation for the next operation.

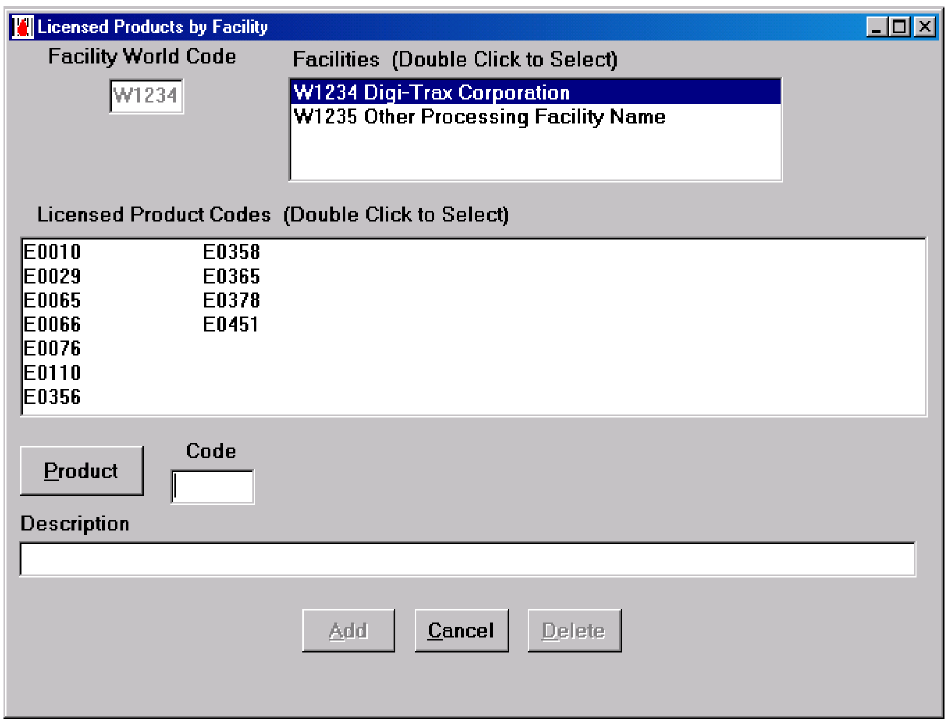
Deleting an Existing Instruction Label

If the instruction Label Title entered currently exists in the database and after the 'Tab' key is pressed, then the "Change" and "Delete" buttons located at the bottom of the window will be enabled. The edit boxes of the window will be filled with the entries found in the database for this instruction label and the cursor will advance to the Line 1 edit box. To delete the displayed record the user clicks on the "Delete" button located at the bottom of the window. The appropriate instruction label record will be deleted from the database. After the database record is removed, all of the edit boxes in the window will be cleared in preparation for the next operation.

Licensed Products, Maintenance

The Licensed Products by Facility maintenance function allows a list of products to be associated with a specific facility world code as U.S. FDA Licensed products. This information is used when printing full face labels to include or exclude the facility's license number under the processing facility's name and location in the upper left-hand label quadrant based on which product is being produced. When a full face label is being specified and a product, which has been indicated as licensed by the facility, is selected the operator will be prompted to click on an "Include License" check box. The license number is not automatically included because other factors such as donation type, complete of testing, etc., may preclude inclusion of the license number on the full face label.

The "Licensed Products by Facility" function is selected from the Maintenance menu pull-down list. You may access the function by clicking on Maintenance menu selection (which displays the Maintenance pull-down list) and then clicking on Licensed Products by Facility in the resulting pull-down list. Alternatively, you may press the Alt-M key combination (which displays the Maintenance pull-down list) and then press the 'L' key.



If no facilities are defined when the maintenance function is executed, you will see a error message dialog window appear in the center of the screen with the message "No facilities found; At least one must be defined.". Pressing the 'Enter' key or clicking on the "Abort" button in this dialog box will cause the error dialog window to close. You must enter at least one facility by using the Facility Information function available from the Maintenance menu pull-down.

When the Licensed Products by Facility window is initially displayed the panel labeled Facility World Code will appear empty. For each of the facilities that are defined in the database, a facility number and name will appear on a line in the Facilities list box.

Selecting a Facility

Selecting a facility for making additions and deletions in the list of licensed products is accomplished by double clicking on the desired facility in the Facilities list box. Upon double clicking the desired facility, the number of the selected facility will be displayed in the panel labeled Facility World Code panel and any licensed product code already associated with the select facility, if any, will display in multiple columns in the list box labeled Licensed Product Codes located approximately in the center of the window.

Adding Licensed Products for a Specific Facility

After selecting a facility, you may specify the product code to be added by either entering the ICCBBA product code in the edit box labeled Code or by searching for the product code based on known product attributes by clicking on the "Product" button located just to the left of the Code edit box. If you have manually entered a known ICCBBA product code in the Code edit box, pressing the 'Tab' key causes the code to be looked up in the product database. If a product is selected from the window displayed after clicking on the "Product" button or if the product code manually entered is found after the 'Tab' key was pressed, then the product's description will be displayed in the Description panel near the bottom of the window and the "Add" button will be enabled.

By clicking on the "Add" button the new product code will be added to the licensed products database for the selected facility. After clicking the "Add" button the product code will appear listed in the appropriate alphanumeric sort sequence in the Licensed Product Codes list box, the Code edit box and the product's Description panel will be cleared and the cursor will be returned to the Code edit box for the next entry.

If instead of clicking on the "Add" button, the "Cancel" button is clicked, the Code edit box and the product's Description panel will be cleared. When the "Cancel" button is clicked the specified product code is not added to the licensed products database and the cursor is returned to the Code edit box for the another entry.

Deleting Licensed Products for a Specific Facility

After selecting a facility, you may specify the product code to be deleted by double clicking on the specific product code in the Licensed Product Codes list box. After double clicking on the specific product code, the product's ICCBBA code will appear in the Code edit box, the product's description will appear in the Description panel, and the "Delete" button will be enabled.

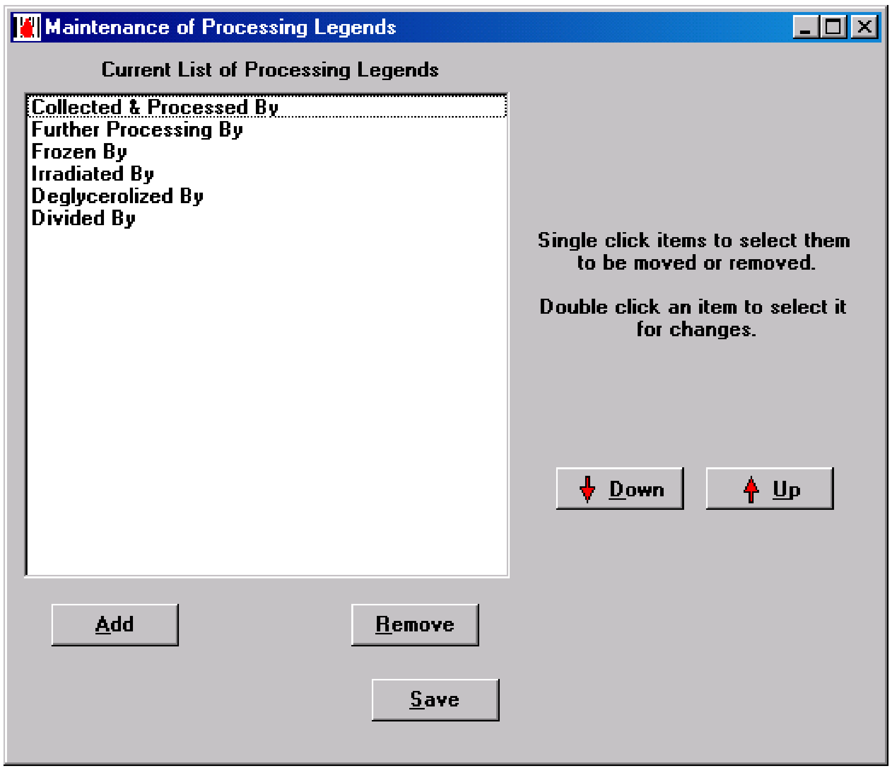
By clicking on the "Delete" button the selected product code will be removed from the licensed product codes database for the specified facility. After the "Delete" button is clicked the selected product code will be removed from the Licensed Product Codes list box, the contents of the Code edit box and Description panel will be cleared, the "Delete" button is disabled, and the cursor is returned to the Code edit box.

If instead of clicking on the "Delete" button, the "Cancel" button is clicked, the Code edit box and the product's Description panel will be cleared. When the "Cancel" button is clicked the specified product code is not deleted from the licensed products database and the cursor is returned to the Code edit box.

Processing Legends, Maintenance

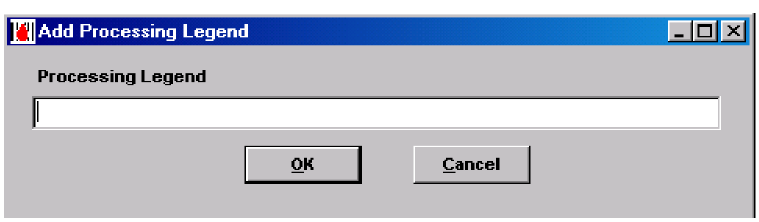
This function makes it possible to enter and maintain processing legends which appear on the date & time label.

The Processing Legends maintenance function is available under the Maintenance selection pull-down menu of the main menu. You may access the function by clicking on Maintenance menu selection (which displays the Maintenance pull-down list) and then clicking on Processing Legends in the resulting pull-down list. Alternatively, you may press the Alt-M key combination (which displays the Maintenance pull-down list) and then press the 'r' key.



Add

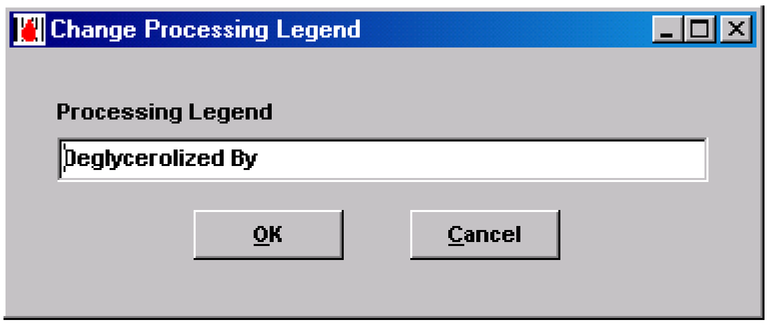
To add a new processing legend, click on the Add button located in the lower left-hand portion of the window. Clicking this button will cause the "Add Processing Legend" window, shown below, to appear.



Type the new processing legend text into the "Processing Legend" edit box provided and then click on the OK button to complete the addition process. Now the new legend will appear at the end of the processing legends list. If instead of clicking the OK button, you click on the Cancel button, then the add process is abandoned and no addition is made to the processing legends list.

Change

To change a processing legend, selection is made by double-clicking on the legend in the list. After the legend is selected, the "Change Processing Legend" window, shown immediately below, will appear. The selected legend is displayed in the "Processing Legend" edit box, ready for any changes to be made.



Make any changes that you desire to the text of the legend in the edit box. When you have finished making any changes to the text, click on the OK button to complete the change process. After clicking the OK button, the selected legend in the processing legends list will reflect the changes that you have made. If instead of clicking the OK button, you click on the Cancel button then the change process is abandoned and no change is made to the selected legend in the processing legends list.

Remove

To remove a processing legend from the list, single-click on the processing legend entry to be removed. With the entry now selected (highlighted), click on the Remove button located below and to the right edge of the processing legends list box. Upon clicking the Remove button the selected entry will be removed from the list.

Ordering of Legends

The order in which legends appear in the list box also reflects the order that these entries will be displayed in the combo boxes of the Date and Time Label printing windows of the HemaTrax Standalone application program. The legends can be organized into any order of appearance that you desire through the use of the "Down" and "Up" button located to the right of the processing legends list box.

To move a legend up or down in the displayed list, first single-click the legend that is to be moved. With the legend now selected (highlighted) move it by clicking on the either the "Down" button or the "Up" button. Each time one of these buttons is clicked, the legend text is moved one line.

Save

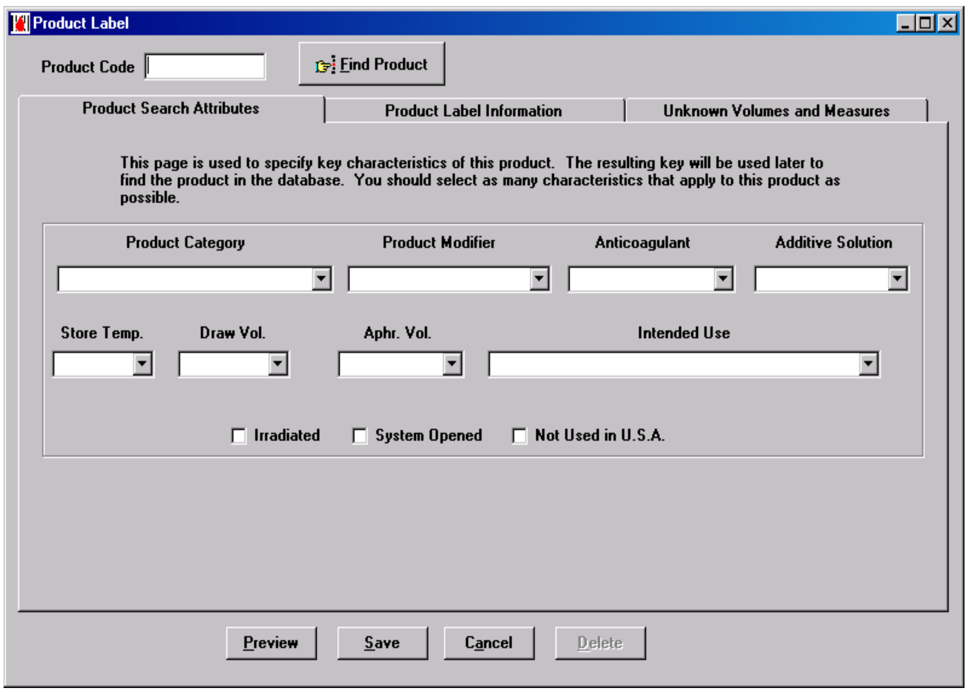
Clicking the Save button permanently commits all of the changes to the processing legends file. Closing the window without clicking the Save button causes all of the changes made, since the window was displayed, to be lost.

Product Label, Maintenance

This function makes it possible to enter and maintain product code and label information.

The Product Label maintenance function is available under the Maintenance selection pull-down menu of the main menu. You may access the function by clicking on Maintenance menu selection (which displays the Maintenance pull-down list) and then clicking on Product Label in the resulting pull-down list. Alternatively, you may press the Alt-M key combination (which displays the Maintenance pull-down list) and then press the 'P' key. When the window is initially displayed the first tabbed page (Product Search Attributes) of the three pages is displayed as shown above.

Above the tabbed pages is the Product Code edit box and "Find Product" button.



Product Code

The Product Code edit box accepts a five alphanumeric character entry which must conform to the ICCBBA specification for a valid product code. The first character may be (A - Z) and the remaining four characters must each be in the range (A-Z, a-z, 0-9). This is a required entry field and can only be supplied if you already know the ICCBBA assigned code. (See Find Product button description for an alternative way to locate existing product codes by searching for them based on their search attributes.)

There are three tabbed pages labeled as follows:

- Product Search Attributes
- Product Label Information

- Unknown Volumes and Measures

You may move to any tabbed page by clicking on the tab of the page that you wish to view.

Below the tabbed pages are four buttons: "Preview", "Save", "Cancel" and "Delete".

Preview

When the "Preview" button is clicked, a window is displayed with a representation of what the printed product label might look like.

Save

When the "Save" button is clicked, the contents of the current Product Label window is saved in the HemaTrax Standalone™ product database. After the database is updated, all of the edit boxes and other windows controls are initialized to accept the next product label definition and the cursor is returned to the Product Code edit box for the next entry.

Cancel

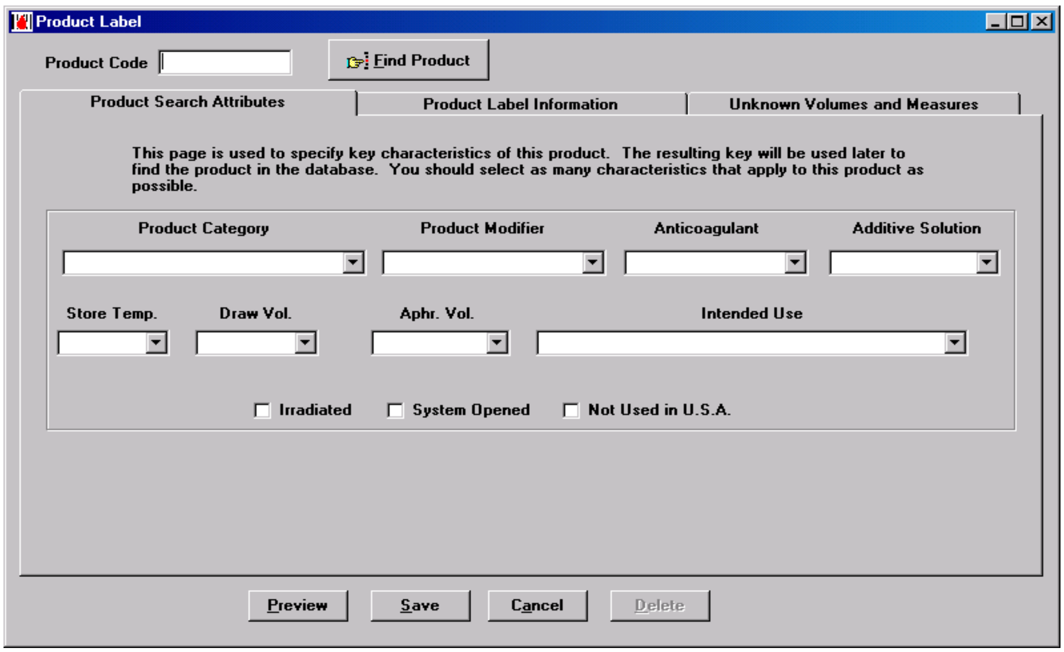
Clicking on the "Cancel" button causes all of the edit boxes and other windows controls are initialized to accept the next product label definition and the cursor is returned to the Product Code edit box for the next entry. Any entries that have been made are ignored and the product database is not updated.

Delete

When the "Delete" button is clicked a Warning dialog box will appear at center screen with the message, "Are you sure you want to delete this product code?" and with a "Yes" and "No" button. Clicking on the "Yes" button causes the currently displayed product to be deleted from the database. After the product is deleted from the database, all of the edit boxes and other windows controls are initialized to accept the next product label definition and the cursor is returned to the Product Code edit box for the next entry. Clicking on the "No" button causes the dialog box to be cleared and no other actions are taken.

Product Search Attributes

In the illustration below, the Product Label window is depicted with the Product Search Attributes tabbed page selected.



The Product Search Attributes notebook tab contains information that is used when a search is to be performed for a product by specifying some or all of its known attributes.

Product Category

The Product Category is selected from the combo list box. This product category selection will be used later for searching for a specific category of products as defined in the ICCBBA database. The list that follows includes all of the product catagories that are currently used in the ICCBBA product database and in the United States:

Cryoprecipitate
Fresh Frozen Plasma
Granulocytes
Granulocytes/Platelets
Leukocytes
Lymphocytes
Monocytes
Plasma
Platelet-Rich Buffy Coat
Platelet-Rich Plasma
Platelets
Pooled Cryoprecipitate
Pooled Fresh Frozen Plasma
Pooled Granulocytes
Pooled Plasma
Pooled Platelet-Rich Buffy Coat
Pooled Platelets
Pooled Serum
Red Blood Cells
Serum
Whole Blood

Product Modifier

The is one of a group of predefined modifiers that may be either selected from a combination list box or entered in an edit box. These modifiers are as follows:

Apheresis
Deglycerolized
Deglycerolized Apheresis
Deglycerolized Rejuvenated
Deglycerolized Rejuvenated Apheresis
Frozen
Frozen Apheresis
Frozen Rejuvenated
Frozen Rejuvenated Apheresis
Liquid
Liquid Apheresis
Rejuvenated
Rejuvenated Apheresis
Thawed
Thawed Apheresis

Anticoagulant

The Anticoagulant combo box is used to specify the anticoagulant that will be associated with a product when it is to be searched for. The current list of selections available are as follows:

None	**CP2DA**	**Glycerol 17%**	**NaCitrate-HES**	**PASIII**
0.5CPD	**CPD**	**Glycerol 35%**	**NaCitrate-HES-ACD-A**	**SAGM**
ACD-A	**CPD-50**	**Glycerol 40%**	**None**	**Trisodium Citrate**
ACD-B	**CPDA-1**	**Heparin**	**PAGGS-M**	
CP2D	**DMSO**	**NaCitrate**	**PASII**	

Additive Solution

The Additive Solution combo box is used to specify the additive solution that will be associated with a product when it is to be searched for. The current list of selections available are as follows:

None
AS1
AS2
AS3
AS5

Store Temp.

The Store Temp. combo box list allows the storage temperature of a product to be searched for to be specified. Currently the list of available storage temperatures that may be selected include the following:

REFG (1 to 6 C)	**<= -18°C**	**<= -30°C**
RT (Room Temp.)	**<= -20°C**	**<= -65°C**

< 37°C	**< -20°C**	**<= -80°C**
20 to 24°C	**<= -25°C**	**<= -120°C**

Draw Vol.

The Draw Vol. combo box list allows the original draw volume of a product to be searched for to be specified. Currently the list of available draw volumes that may be selected include the following:

?	**200 mL**	**400 mL**	**500 mL**
	250 mL	**450 mL**	

Irradiated

The Irradiated check box is used to indicate that the product to be searched for is irradiated.

System Opened

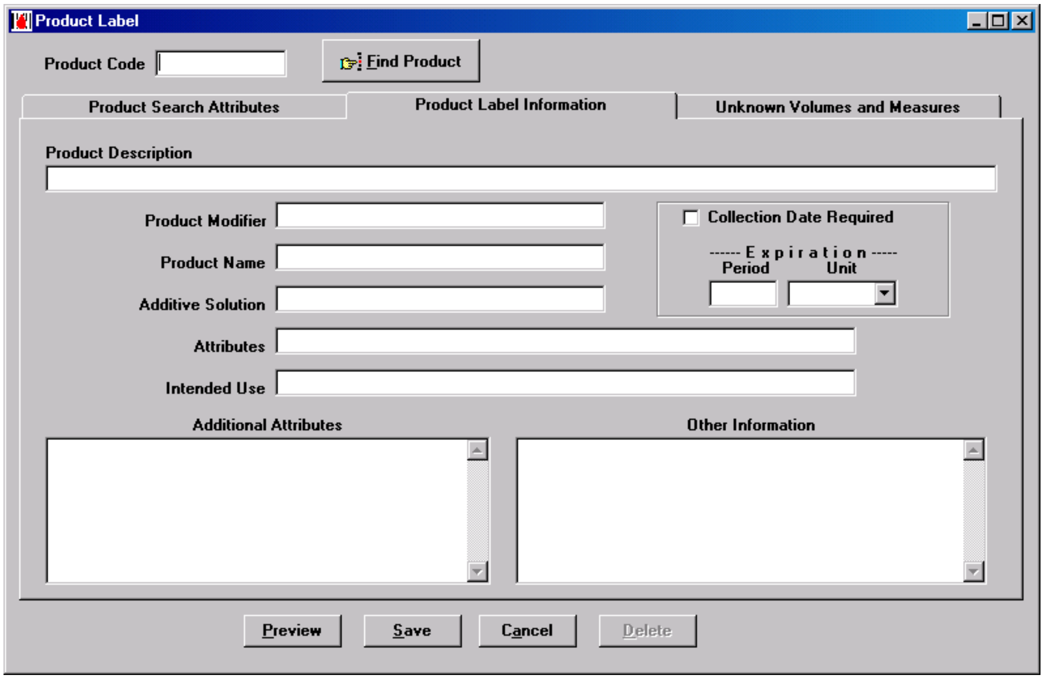
The System Opened check box is used to indicate that the product to be searched for has been opened to a non-sterile environment.

Not Used in U.S.A.

The Not Used in U.S.A. check box is used to indicate that this product is not recognized by the U.S. Food and Drug Administration (FDA).

Product Label Information, Maintenance

In the illustration below, the Product Label window is depicted with the Product Label Information tabbed page selected.



The Product Label Information tabbed page contains the specific information that is to be printed on the product label.

Product Description

The Product Description edit box accepts alphanumeric text intended to supply a nut shell description of the product. This description should use an abbreviated form of the product's proper name such as WB for Whole Blood or RBC for Red Blood Cells, etc. The description should also indicate any modifier information such as FRZN for Frozen or DEGLCYD for Deglycerolized. The description should also indicate the anticoagulant used. Inclusion of the volume of the product is important. The description should indicate the storage temperature and any other descriptive elements that differentiate this product from other products such as IRRD for Irradiated or OPN SYS for Opened System, etc. An example of a possible product description is shown below:

RBC,FRZN,AS-3,450 ML,-65C,REJUV DGLYCD, IRRD,OPN SYS

Note: This entry is not printed on the product label.

Product Name

The Product Name is the proper product name that may entered into an edit box. The maximum length of this entry is forty (40) characters. This product name will appear on the product label. The list that follows includes all of the product names that are currently used in the ICCBBA product database and in the U.S.A.:

Apheresis Cryoprecipitate	**Platelet-Rich Buffy Coat**
Apheresis Fresh Frozen Plasma	**Platelet-Rich Plasma**

Apheresis Granulocytes
Apheresis Granulocytes/Platelets
Apheresis Leukocytes
Apheresis Lymphocytes
Apheresis Monocytes
Apheresis Plasma
Apheresis Platelets
Apheresis Red Blood Cells
Cryoprecipitate
Fresh Frozen Plasma
Granulocytes
Leukocytes
Plasma
Platelets
Pooled Cryoprecipitate
Pooled Fresh Frozen Plasma
Pooled Granulocytes
Pooled Plasma
Pooled Platelet-Rich Buffy Coat
Pooled Platelets
Pooled Serum
Red Blood Cells
Serum
Whole Blood

Additive Solution

The Additive Solution is an edit box entry that is printed on the product label immediately below the product's proper name. The maximum entry length for the Additive Solution edit box text is forty (40) characters. There are currently four possible additive solution text lines that might appear on a product label. All of these additive solutions are used exclusively with the Red Blood Cell product category and are as follows:

Adenine-Saline (AS-1) Added
Adenine-Saline (AS-2) Added
Adenine-Saline (AS-3) Added
Adenine-Saline (AS-5) Added

Attributes

The Attributes is an edit box that accepts one or more of the attributes as defined in the U.S. Industry Consensus Standard and in the ICCBBA Product Code Database specification. The maximum entry length for this edit box is one hundred (100) characters. Multiple Attributes may be placed in this box by separating each block of attribute text with the vertical bar character '|'. This text is printed on the product label below the product name or below any additive solutions. Some of these attributes are as follows:

CYROPRECIPITATE REMOVED
DIVIDED
IRRADIATED
LEUKOCYTES REDUCED

Collection Date Required

The Collection Date Required check box is found on the Product Label Information tabbed page of the Product Label maintenance window. Checking this box indicates that this product requires that the collection date, rather than an expiration date, must appear in the product labeling.

Expiration Period

The Expiration Period edit box accepts a numeric value that represents the number of Expiration Units that may transpire from the date of collection before the product shelf life has expired. This is an optional entry.

Expiration Unit

The Expiration Unit is a combination box list entry that indicates the units used to measure the expiration period of a product. The current expiration units are as follows:

DAYS
HOURS
YEARS

Intended Use

The Intended Use entry may be either for an edit box or a selection from a combo box list. This entry represents intended manufacturing use. The maximum entry length for this edit box is one hundred (100) characters. Some of the uses that may be entered or selected are as follows:

For transfusion
For mnf:injectable
For mnf:injectable, restr use
For mnf:noninjectable
For mnf:noninjectable, restr use
Not for tx or mnf

Additional Attributes

The Additional Attributes memo box accepts entries that indicate the Original draw volume of product, the anticoagulant used (possibly including the known volume of anticoagulant), the description and volumes of other additives, and the storage temperature. The maximum entry size for this memo box is five hundred (500) characters. This information is printed on the product label and its content and format are dictated by your compliance authority (in the U.S. this is the FDA).

Inclusion of the vertical bar character '|' in the text will force a hard return at this point in the text when the label is printed. The vertical bar character will not be printed on the label.

Inclusion of the question mark character '?' anywhere in the additional attributes text indicates that there is an unknown volume or measure at this point. When a label is about to be printed each '?' (question mark), appearing in the additional attributes text, needs to be replaced by the operator with the appropriate volume information before the label is printed. If a volume or measure is not supplied then a blank line, five spaces wide (_____), will appear on the printed label at this point.

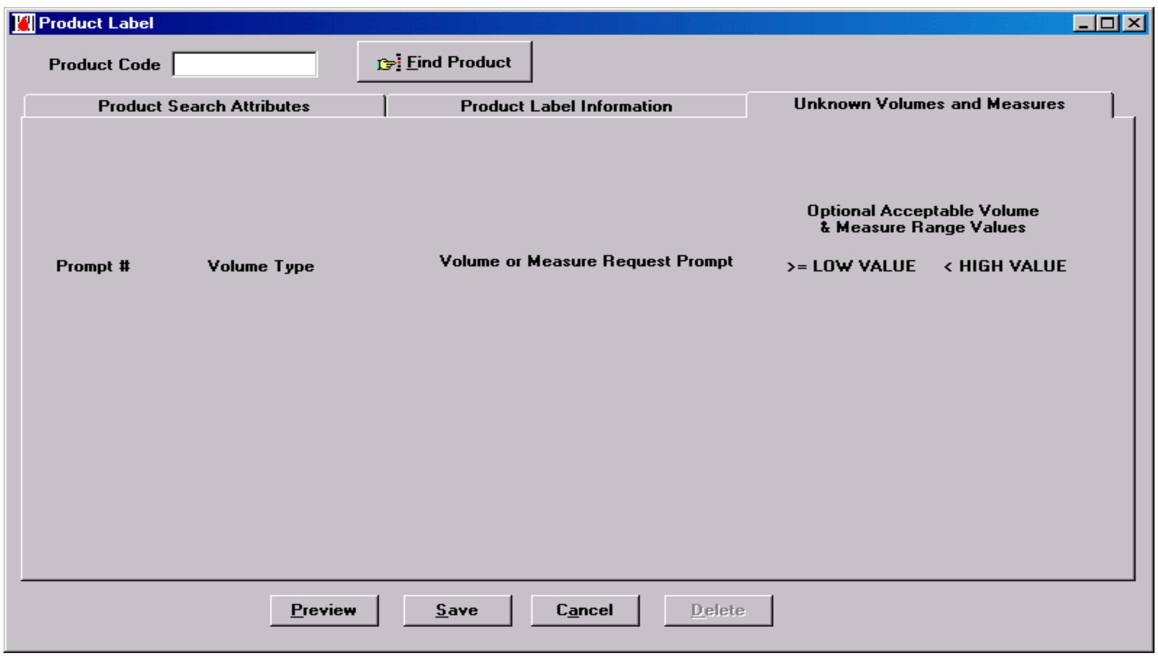
Important Note: To embed the degree symbol ' °' in the storage temperature text, hold down the "Alt" key while typing 248 on the numeric key pad (don't type 248 on the keys located across the top of the key board). When the 'Alt' key is released the degree symbol will appear in the text. At the time of this writing there was some confusion as to whether or not the degree symbol and the use of the period punctuation character was acceptable in the additional attributes text.

Other Information

The Other Information memo box entry is used for test results text and other text that will appear either below the Additional Attributes text on the product label or in quadrant four for products that take a collection date. The maximum entry length for this memo box is five hundred (500) characters.

Unknown Volumes and Measures

The Unknown Volumes and Measures tabbed page of the Product Label window is used to define the prompts and allowable ranges for unknown volumes and measures that are listed in the Additional Attributes portion of the product label definition. The Product Label maintenance window with the Unknown Volumes and Measures page displayed is shown immediately below.



For each occurrence of a question mark '?' appearing in the Additional Attributes memo text on the Product Label Information tabbed page, a row of three edit boxes will appear on this page. The rows of edit boxes are in direct relation to the occurrence of each question mark in the Additional Attribute memo text on the Product Label Information page. Each of the three unknown volumes and measures edit boxes that appear in a row on the Unknown Volumes and Measures page is defined below:

Volume or Measure Request Prompt

The Volume or Measure Request Prompt is an edit box that is used to enter the text that will prompt the user for an unknown volume entry just before a product with an unknown volume is printed. This entry should be brief but descriptive enough for the user.

Volume Type

The Volume Type is a code number that is not directly used by the HemaTrax Standalone application. This code is used by the HemaTrax ISBT-128 TCP/IP Print Server. The code takes the form of a single digit integer. The meaning assigned to the numeric value is given below:

Volume Type	Volume Description
0	No unknown value
1	Original Draw Volume (mLs)
2	Unit Volume (mLs)
3	Anticoagulant Volume (mLs)
4	HES Content (mEq)
5	Number of units in pool
6	Anticoagulant (abbrev.)
7 ...	Reserved

>= LOW VALUE

The >= LOW VALUE is an edit box entry that is used to optionally specify to the program what the minimum numeric value that may be accepted as an unknown volume. This entry may be of the form 9999.999.

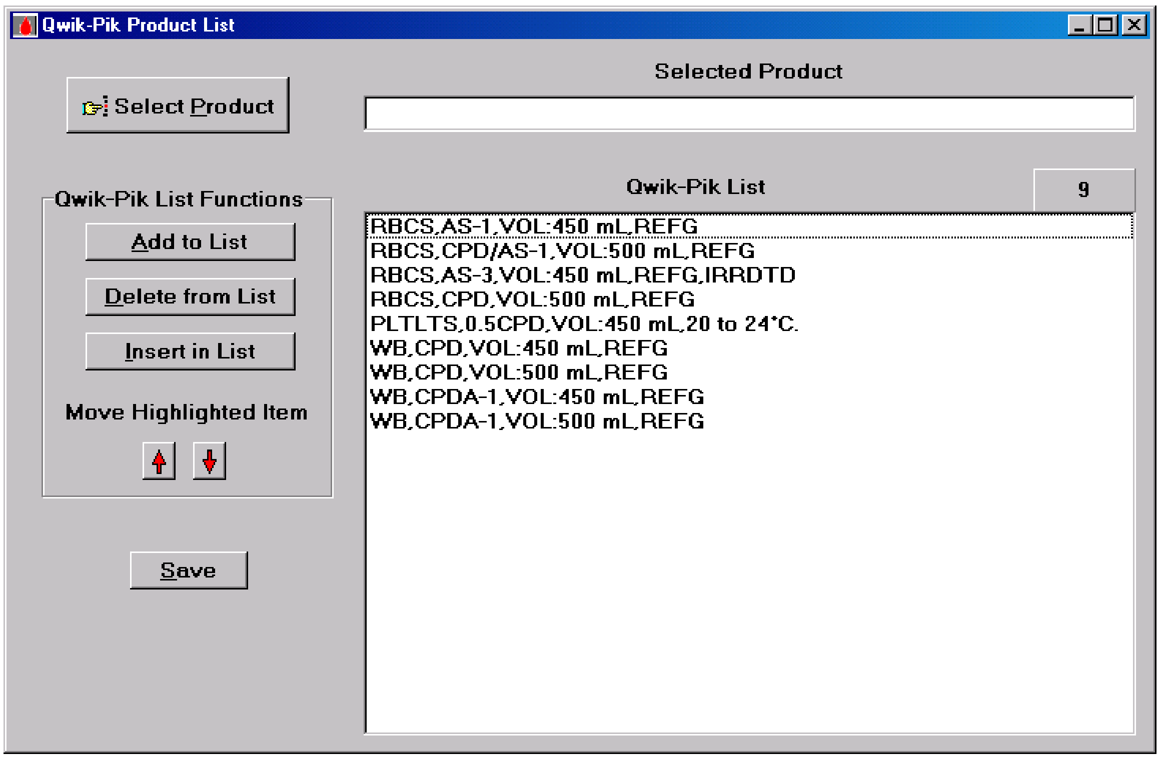
< HIGH VALUE

The < HIGH VALUE is an edit box entry that is used to optionally specify to the program what the maximum numeric value that may be accepted as an unknown volume. This entry may be of the form 9999.999.

Qwik-Pik Product List, Maintenance

The Qwik-Pik Product List maintenance function provides for the creation and maintenance of a list of up to one hundred (100) most commonly produced products. This allows users to quickly select a product without having to go through the more involved process of identifying a product from the ICCBBA product database.

You may access the function by clicking on Maintenance menu selection (which displays the Maintenance pull-down list) and then clicking on Qwik-Pik Product List in the resulting pull-down list. Alternatively, you may press the Alt-M key combination (which displays the Maintenance pull-down list) and then press the 'Q' key. The illustration above shows the Qwik-Pik Product List maintenance window that appears after the user has selected the function.



Select Product

The "Select Product" button works in similar fashion to the "Find Product" button of the Product Label maintenance window. The purpose of this button is to call up the window that can be used to select a narrow range of ICCBBA defined products from a product can be selected and then added to the current Qwik-Pik list.

The Selected Product panel displays a product that has been selected through the process mentioned above. With a product selected, use one of the two buttons of the Qwik-Pik List Functions panel ("Add to List", "Insert in List") to place the selected product either at the end of the current list or before the currently highlighted product item in the list respectively.

Qwik-Pik List Functions

The Qwik-Pik List Functions panel contains the "Add to List" button, the "Delete from List" button, the "Insert in List" button and the two Move Highlighted Item buttons.

Below the Qwik-Pik List Functions panel is the "Save" button. When this button is clicked, any changes that have been made to the Qwik-Pik list are saved and the Qwik-Pik Product List maintenance window is closed.

The Qwik-Pik List list box displays the current list of products in the order that they will be displayed during Qwik-Pik product selection.

At the top and to the right of the Qwik-Pik List list box is a panel that displays the current number of products that are in the list.

Add to Qwik-Pik List

Clicking the "Add to List" button of the Qwik-Pik List Functions panel appends the currently selected product, as displayed in the Selected Product panel, to the end of the current list as displayed in the Qwik-Pik List list box.

Note: If you click on the Add to List button without first selecting a product through the use of the Select Product button, a Warning dialog box will appear at center screen with the message, "You must first select a product to be inserted.". Press the 'Enter' key or click the OK button of the dialog box to clear it.

If you attempt to add a product to the Qwik-Pik list which is already in the list, a Warning dialog box will appear at center screen with the message, "This product is already in the Qwik-Pik list.". Press the 'Enter' key or click the "OK" button of the dialog box to clear it.

Delete from Qwik-Pik List

Clicking the "Delete from List" button of the Qwik-Pik List Functions panel deletes the product that is currently highlighted in the Qwik-Pik List list box.

Note: If you click the "Delete from List" button without first highlighting a product in the Qwik-Pik List list box, a Warning dialog box will appear at center screen with the message, "Qwik-Pik List item must first be highlighted.". Press the 'Enter' key or click the "OK" button of the dialog box to clear it.

Insert in Qwik-Pik List

Clicking the "Insert in List" button of the Qwik-Pik List Functions panel inserts the currently selected product, as displayed in the Selected Product panel, before the currently highlighted product in the Qwik-Pik List list box.

Note: If you click on the "Insert in List" button without first selecting a product through the use of the "Select Product" button, a Warning dialog box will appear at center screen with the message, "You must first select a product to be inserted.". Press the 'Enter' key or click the "OK" button of the dialog box to clear it.

If you try to insert a selected product without first highlighting a product in the Qwik-Pik List list box, a Warning dialog box will appear at center screen with the message, "Qwik-Pik List item must first be highlighted.". Press the 'Enter' key or click the "OK" button of the dialog box to clear it.

If you attempt to insert a product to the Qwik-Pik list which is already in the list, a Warning dialog box will appear at center screen with the message, "This product is already in the Qwik-Pik list.". Press the 'Enter' key or click the "OK" button of the dialog box to clear it.

Move Highlighted Item in Qwik-Pik List

There are two buttons labeled Move Highlighted Item in the Qwik-Pik List Functions panel. One button displays an arrow pointing up and the other shows an arrow pointing down. With a product of the Qwik-Pik List list box highlighted pressing these buttons moves the item up or down in the displayed Qwik-Pik List list box. This allows the user to re-order the items in the list, placing the most often accessed items to the front of the list.

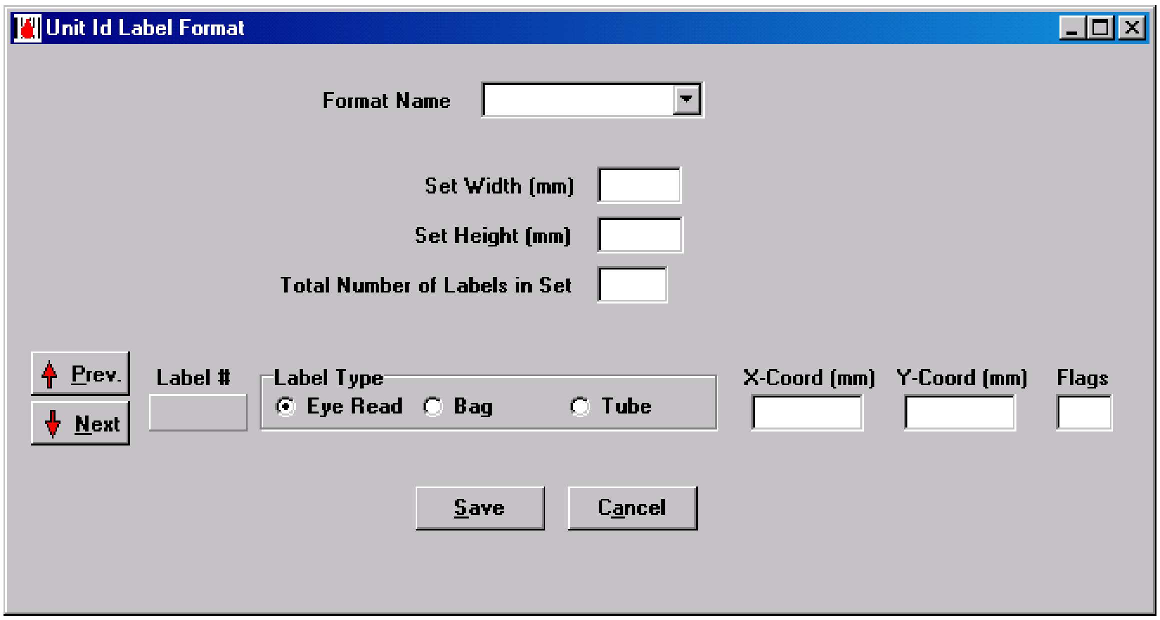
Note: If you click on either of the "Move Highlighted Item" buttons without first highlighting a product in the Qwik-Pik List list box, then a Warning dialog box will be displayed with the message, "Qwik-Pik List item must first be highlighted.". Press the 'Enter' key or click the "OK" button of the dialog box to clear it.

(This page intentionally blank.)

Unit Id Label Format, Maintenance

This function makes it possible to enter and maintain multiple unit number identification label set format files. Each Unit Id Label Format file describes the label geometry (physical layout) of a unit id number set.

You may access the function by clicking on Maintenance menu selection (which displays the Maintenance pull-down list) and then clicking on Unit Id Label Format in the resulting pull-down list. Alternatively, you may press the Alt-M key combination (which displays the Maintenance pull-down list) and then press the 'n' key. The illustration above shows the Unit Id Label Format maintenance window that appears after the user has selected the function.



Format Name

The Format Name combo box serves two purposes:

1. It allows the user to enter the format name of a new unit id label format file to be created.
2. It allows the user to select an existing unit id label format file for change or deletion.

This combo box allows the user to specify the unit id label format file name that is to be created or edited. The maximum length of this entry is 8 characters. All lower case alphabetic characters entered in this box (a-z) are converted to and displayed in upper case.

While the actual format file names stored in the "Formats" subdirectory include a file name extension of ".FMT" this extension is not specified as part of the name in this combo box entry.

Entering the name of a new format and then pressing the 'Tab' key causes the "Add" button to be enabled.

Set Width

The Set Width edit box provides the means of defining the overall width of the printable label set surface in millimeters. This is a required entry up to six numeric only characters in length. The label set width is specified in decimal notation such as 99.999. The value is expressed in metric units of a millimeter. The minimum label set width that may be specified is 29.5 mm. The maximum label set width that may be given is 108 mm.

Set Height

The Set Height edit box provides the means of defining the overall length of the printable label set surface in millimeters and is a required entry. This edit box accepts up to six numeric only characters. The label set height is specified in decimal notation such as 999.99. The value is expressed in metric units of a millimeter. The minimum label set height that may be specified is 6.0 mm. The maximum label set height that may be given is 190 mm.

Total Number of Labels in Set

The Total Number of Labels in Set edit box provides the means to establish the number of individual labels that compose a unit id label set, which is a required entry. This number is expressed as an integer value of up to two numeric characters. The acceptable range for this entry is (1 - 99).

Prev. & Next Buttons

The "Prev." and "Next" buttons allow the user to move between each label definition within the set.

Label

The Label # panel displays the number of the current label definition being examined, added or changed.

Label Type

The Label Type radio button group provides the means of indicating which type of label is being defined for each individual label that may appear in the label set. This may be one of three possible label types: Eye Read, Bag, or Tube. Each one of these selections indicates a specific set of predetermined label dimensions as follows:

> **Eye Read** indicates that the label is 29.5mm in width and 6.35mm in height.
>
> **Bag** indicates that the label is 44.45mm in width and 19mm in height.
>
> **Tube** indicates that the label is 29.5mm in width and 19mm in height.

Note: The default selection for Label Type is Eye Read.

X-Coord

The X-Coord edit box provides the means of specifying the upper left hand corner horizontal coordinate for each label defined in the set in millimeters and is a required entry. The measurement is taken from the upper left most point within the entire set of labels. This measurement is given in decimal notation in metric millimeter units. The maximum entry length is six numeric characters.

If the entered x-coordinate plus the width of the Label Type specified falls outside the dimensions of the label set, then a Warning dialog box will appear at center screen with the message, "The X-Coord plus the projected image width entered exceeds the specified width boundary."; pressing the "Retry" button will return the cursor to the X-Coord edit box for another try.

Y-Coord

The Y-Coord edit box provides the means of specifying the upper left hand corner vertical coordinate for each label defined in the set in millimeters and is a required entry. The measurement is taken from the upper left most point within the entire set of labels. This measurement is given in decimal notation in metric millimeter units. The maximum entry length is six numeric characters.

If the entered y-coordinate plus the height of the Label Type specified falls outside the dimensions of the label set, then a Warning dialog box will appear at center screen with the message, "The Y-Coord plus the projected image height entered exceeds the specified height boundary."; pressing the "Retry" button will return the cursor to the Y-Coord edit box for another try.

Flags

The Flags edit box provides the means of specifying the flag digits to be printed on each label in the set. This is not a required entry. The entry length is fixed at two digits when it is made. The user may make a one of two digit entry before leaving this field. A single digit entry will be automatically expressed as a two digit entry with a leading 0 (zero).

Save

The "Save" button allows a new label entry or changes to an existing label format to be saved.

Cancel

The "Cancel" button allows the current label set format to be aborted without making any changes or additions.

Adding a New Label Format

To add a new label format perform the following steps:

(1) Type the name of a new label format into the Format Name combo box and press the 'Tab' key. If this is a new label format name, an Information dialog box will appear prompting you with the question, "Create this new format file?". Click on the Yes button to create this new format file. Click on the No button to clear the Information dialog box form the window and return the cursor to the Format Name combo box for another try.

After clicking on Yes button, the Information dialog box will disappear and the cursor will advance to the Set Width edit box.

(2) Measure the width of the label set using a millimeter ruler. Measure from the outer edge of the left most label to the outer edge of the right most label. Enter the measurement in the Set Width edit box. Press the 'Tab' key to move to the next entry box.

Note: All measurements can be entered in decimal notation. If a measurement is 76.2 mm then you may enter 76.2.

If you enter a Set Width of less than 29.5 mm, then a Warning dialog will appear with the message, "Minimum set width is 29.5 mm.". Click on the Retry button in order to retry entry of the Set Width value.

If you enter a Set Width greater than 108 mm, then a Warning dialog will appear with the message, "Maximum set width is 108 mm.". Click on the Retry button in order to retry entry of the Set Width value.

(3) Measure the height of the label set from the top edge of the top label to the bottom edge of the label at the bottom of the label set. Enter the measurement in the Set Height edit box. Press the 'Tab' key to move to

the next entry box.

If you enter a Set Height of less than 6 mm, then a Warning dialog will appear with the message, "Minimum set height is 6.0 mm.". Click on the Retry button in order to retry entry of the Set Height value.

If you enter a Set Height greater than 108 mm, then a Warning dialog will appear with the message, "Maximum set height is 190 mm.". Click on the Retry button in order to retry entry of the Set Height value.

(4) Count the number of labels in one label set. Enter this count in the Total Number of Labels in Set edit box. Press the 'Tab' key to move to the next control.

If you enter a Total Number of Labels in Set value of 0 (zero), then a Warning dialog box with the message, "There must be at least one label in the set.". Click on the Retry button in order to retry entry of the Total Number of Labels in Set value.

The maximum number of 2 digits may be entered into the Total Number of Labels in Set edit box. Therefore the maximum number of labels in a set is restricted to 99.

(5) Select the radio group button corresponding to the Label Type for the label currently being defined. Do this by clicking on the appropriate button (Eye Read, Bag, or Tube). Press the 'Tab' key to move to the X-Coord edit box.

(6) At the X-Coord edit box take a measurement from the left most edge of the label set to the left edge of the current label being defined. Enter this measurement in millimeters; for the left-most labels this will be a measurement of 0 mm.

(7) At the Y-Coord edit box take a measurement from the top most edge of the label set to the top edge of the current label being defined. Enter this measurement in millimeters; for the top-most labels this will be a measurement of 0 mm.

(8) At the Flags edit box you may optionally enter a one or two digit number that will be printed on this label being defined. Press 'Tab' to move to the next control.

If a value is supplied for Flags and the label type is either Bag or Tube then the flag digits specified will be bar coded as well.

Leaving the Flags edit box blank indicates that no flag digits are to be printed on the eye read (interpretation line) portion of the label, but '00' (zero-zero) will be bar coded for any bar coded label.

If you enter a single digit Flags value, such as '1', it will be represented as '01' as soon as you exit from the Flags edit box.

(9) The cursor moves to the Prev. button after 'Tab'ing from the Flags edit box. At this point you may either click on the Next button or press the 'N' key to move to the next label definition. When the number in the Label # panel is equal to the Total Number of Labels in Set entry value, the definition of the label set geometry is complete. Other wise go back to step 5 and repeat the definition steps.

(10) After completing all of the definitions for the label set, click on the Save button to save the definitions under the file name assigned. After clicking the Save button the information will be stored in the file, the screen entries will be cleared and the cursor will be positioned in the Format Name combo box for the next entry.

(11) If at anytime you wish to abort a new label definition, you may click on the Cancel button which will not save any of the definition entries, the screen entries will be cleared and the cursor will be positioned in the Format Name combo box for the next entry.

Changing an Existing Label Format

To change an existing label format click on the down-arrow box located at the right side of the Format Name combo box; a pull-down list of existing format names will be displayed. Select the format that you wish to make changes to by clicking on the name in the pull-down list. After clicking on the desired format name, all of the controls of the Unit Id Label Format window will be set to reflect the information for the selected format name.

At this point you may make changes to Set Width, Set Height, Total Number of Labels in Set, or you may change the values for the first label (Label # 1) in the set which is also initially displayed. You can change the Label Type, X-Coord (mm), Y-Coord (mm), and Flags for each of the labels defined within the set.

To examine or change the values established for any label within the set you first must select (display) the values for the label that you wish to change. You may select the desired label (Label #) in the set by using the "Prev." and "Next" buttons to move through the list label definitions. Using the Alt-P and Alt-N key combinations works in the same way as clicking on the "Prev." and "Next" buttons respectively.

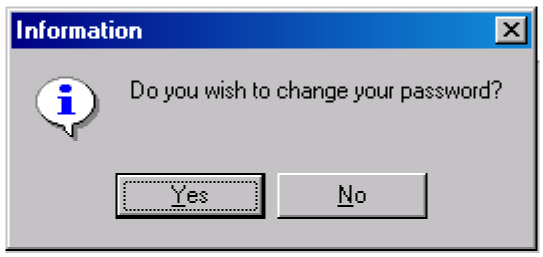
After making any changes you must click on the "Save" button or press the Alt-S key combination to save them.

(This page intentionally blank.)

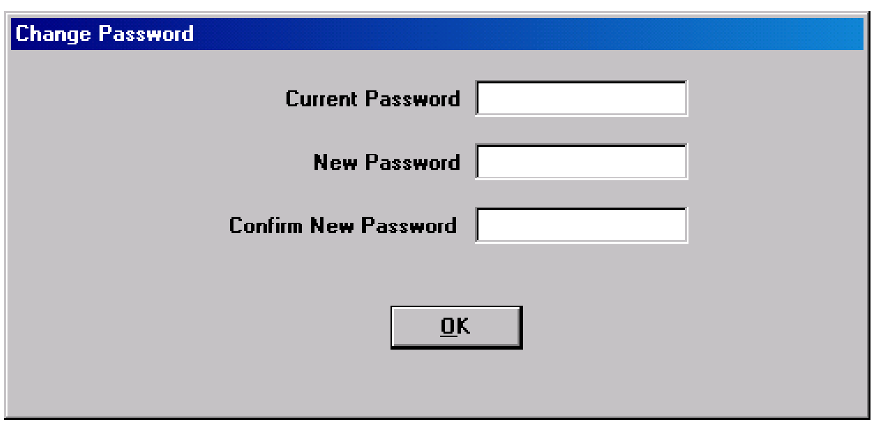
User/Password, Maintenance

The User/Password maintenance function is available under the Maintenance selection of the main menu. This function is available to all users, but with differing degrees of capability based on the user's assigned security level. This function makes it possible to enter and maintain user/password information for one or more HemaTrax Standalone^{TM} users.

The User/Password function is selected from the Maintenance menu pull-down list. You may access the function by clicking on Maintenance menu selection (which displays the Maintenance pull-down list) and then clicking on User/Password in the resulting pull-down list. Alternatively, you may press the Alt-M key combination (which displays the Maintenance pull-down list) and then press the 's' key.

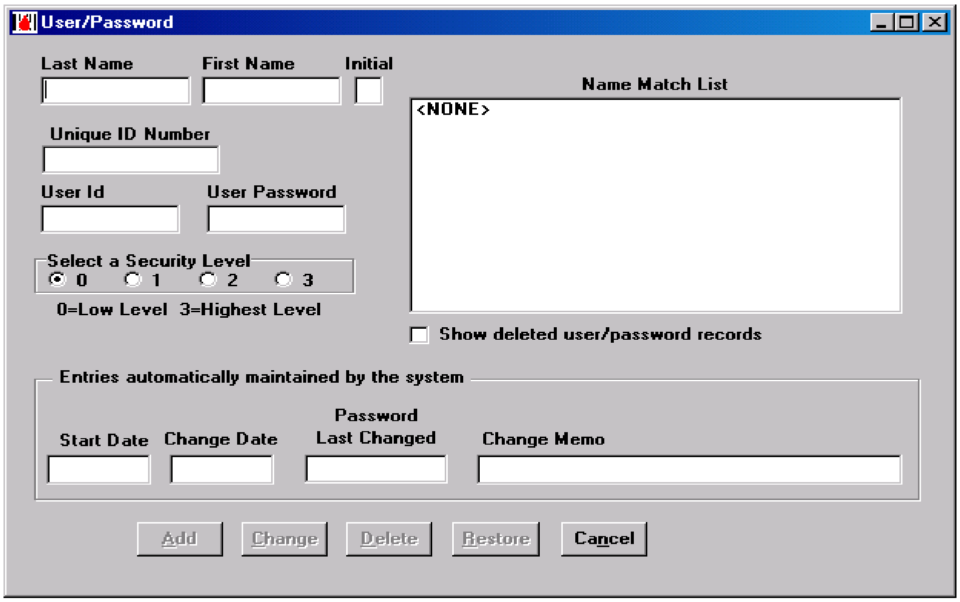


After selecting the User/Password function from the Maintenance pull-down menu the Information dialog box shown immediately above will be displayed, if the user is not the DEFAULT user. This function is available to all users defined in the user database, with the exception of the DEFAULT user. If the user has a security level less than 3 and the user clicks on the "No" button, then the Information dialog box is closed and the user has access to the main menu once again. If the user clicks the "Yes" button of the Information dialog box then the window shown immediately below is displayed.



In order to change the current user's password, the user must first enter the current password in the Current Password edit box and then press the 'Tab' key to move to the New Password edit box. The user must enter the new password in the New Password edit box and then press the 'Tab' key to move to the Confirm New Password edit box. The user must re-enter the new password in the Confirm New Password edit box and then either press the 'Enter' key or click on the "OK" button to cause the password in the database to be changed.

If the user is the DEFAULT user, or if the user has a security level of 3 assigned and has taken the steps necessary to complete the Information dialog and Change Password window, then the User/Password window shown immediately below will be displayed.



From the User/Password window shown above, the user with security level 3 access can add, change or delete users in the user/password database.

Last Name

The cursor is initially positioned in the Last Name edit box. The user must enter at least one character in the Last Name edit box before pressing the 'Tab' key to move onto the First Name edit box. If nothing is entered in the Last Name edit box and the 'Tab' key is pressed, an Error dialog box will appear at center screen with the message, "Last Name is required.". Pressing the 'Enter' key or clicking the "Retry" button closes this Error dialog and the cursor is once again positioned at the Last Name edit box for another entry.

Automatic Last Name Search

After making a partial or full last name entry in the Last Name edit box and then pressing the 'Tab' key, a database search for all records that match the last name or portion of last name is performed. All last name matches are then listed in the Name Match List list box located in the upper right portion of the window. The first item listed in the match list is always . By double clicking on any name listed in the Name Match List list box, the database record associated with the selected name will be immediately read and that information displayed in the appropriate edit boxes and controls of the User/Password window.

Adding a New User

Last Name

The Last Name is a required alphabetic entry field which will accept a maximum of fourteen (14) characters. All characters are automatically converted to uppercase as they are entered. Enter the last name of the new user in the Last Name edit box and then press the 'Tab' key. Check to see if the user is already listed in the Name Match List list box.

First Name

The First Name is a required alphabetic entry field which will accept a maximum of twelve (12) characters. All characters are automatically converted to uppercase as they are entered. Enter the user's first name in the First Name edit box and then press the 'Tab' key.

Initial

The Initial entry field is an optional alphabetic single character entry. When a character is entered into this field it is automatically converted to uppercase. The cursor is now at the Initial edit box ready to accept a middle initial. Press the 'Tab' key to optionally skip this entry.

Unique ID Number

The Unique ID Number entry is a required field that is up to twelve (12) alphanumeric characters in length. The minimum permissible length is one character. This unique number is used to differentiate between users that happen to have the same first and last name. Once this number is assigned to a user record it cannot be changed. The Unique ID Number edit box is typically used to enter a social security number, in the United States, or may take some other unique identifying number (employee number, civil id number, etc.). Type this entry and press the 'Tab' key to proceed.

Allowed Range of Characters

0 through 9

a through z

A through Z

- (dash) and . (period)

User Id

The User Id entry is a required field that is up to ten (10) alphanumeric characters in length, the minimum permissible length is five (5) characters. The User Id is established when the password record is created or edited for a user. The User Id field and the User Password fields are used in combination when a user wishes to gain access to the HemaTrax program. At the User Id edit box the user identification that will be used to sign onto HemaTrax is entered and then the 'Tab' key is pressed.

User Password

The User Password entry is a required field that is up to ten (10) alphanumeric characters in length, the minimum permissible entry length is five (5) characters. The User Password and User Id fields are used in combination to identify a specific user when logging into the program.

Select a Security Level

The security level is a required selection made when creating or editing the password record for a user. The security level is selected by clicking on a radio button associated with a number between 0 and 3. A security level of 0 is the lowest level. A security level of 3 is the highest (Administrative Authority). The selection is made by clicking on the appropriate numbered radio button.

Entries automatically maintained by the system

The panel labeled "Entries automatically maintained by the system" holds the Start Date, Change Date and Change Memo panels which are not accessible, but displayed to disclose all of the information retained in the user/password database record.

Start Date

When a new user is being entered the Start Date field will automatically be set to the current system date.

Change Date

When a new user is being entered or when a user password record is being changed, the Change Date field will automatically be set to the current system date.

Change Memo

When a new user is being entered or when a user password record is being changed, the Change Memo field will be automatically set to reflect activity last performed with the user record.

Adding a New User

To add the new user to the database you now click on the "Add" button. If all of the entries you have made are correct and acceptable then the user record will be add to the database. After the database is updated all of the edit boxes, list boxes and controls will be initialized and the cursor returned to the Last Name edit box for the next entry.

Canceling the Operation

If you should decide to abort the current entry, then click on the "Cancel" button to clear everything and return to entering a last name.

Changing User Information

To change an existing user record, first enter all or a portion of the user's last name in the Last Name edit box and then press the 'Tab' key. From the list of users displayed in the Name Match List list box, select the appropriate user by double clicking on the name. The edit fields and controls of the window will display the current user information. Notice that the Last Name, First Name and Unique Id Number edit boxes are disabled and not accessible for editing. You may make changes to the User Id, User Password and Security Level. After making the desired changes, you may update the selected user record by clicking on the "Change" button. To abort any changes click on the "Cancel" button. After clicking on either the "Change" or the "Cancel" buttons the edit boxes, list boxes and other controls in the window will be initialized and the cursor returned to the Last Name edit box for the next entry.

Deleting a User Record

To delete an existing user record, first enter all or a portion of the user's last name in the Last Name edit box and then press the 'Tab' key. From the list of users displayed in the Name Match List list box, select the appropriate user by double clicking on the name. The edit fields and controls of the window will display the current user information. To delete the user displayed, click on the "Delete" button. If you do not wish to delete the displayed record, click on the "Cancel" button which will not cause the selected user record to be deleted, but will cause the edit boxes, list boxes and other controls in the window will be initialized and the cursor to return to the Last Name edit box for the next entry.

Important Note: *When a user/password record is deleted, it is not actually physically deleted from the file. When a record is deleted, it is merely marked as "Deactivated" and made inaccessible by the user/password scanning functions.*

Restoring a Deleted User Record

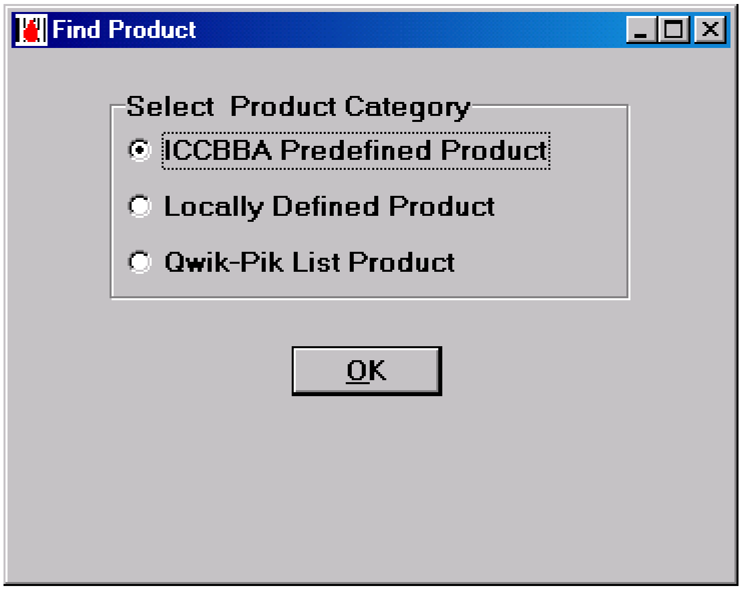
To restore a formerly deleted user record, first enter all or a portion of the user's last name in the Last Name edit box and then press the 'Tab' key. Next click on the check box labeled "Show deleted user/password records" located below the "Name Match List" list box. If there are any matching reocrds that are deleted, they will now be displayed. From the list of users displayed in the Name Match List list box, select the appropriate user record by double clicking on the user's name. The edit fields and controls of the window will display the current user information. To restore the user displayed, click on the "Restore" button. If you do not wish to restore the displayed record then click on the "Cancel" button, which will not cause the selected user record to be restored, but will cause the edit boxes, list boxes and other controls in the window will be initialized and the cursor to return to the Last Name edit box for the next entry.

Important Note: One of the first set up activities that should be performed on a newly installed system is to establish a user with the highest level administrative authority (Security Level 3). Establishing a high level user will immediately disable the default password, thereby enhancing the security of the system by inhibiting access by unauthorized users.

(This page intentionally blank.)

Find Product

By clicking on the "Find Product" or "Product" button, in a HemaTrax Standalone application window that requires a product selection from the ICCBBA product database, a Find Product window is displayed as shown immediately below:

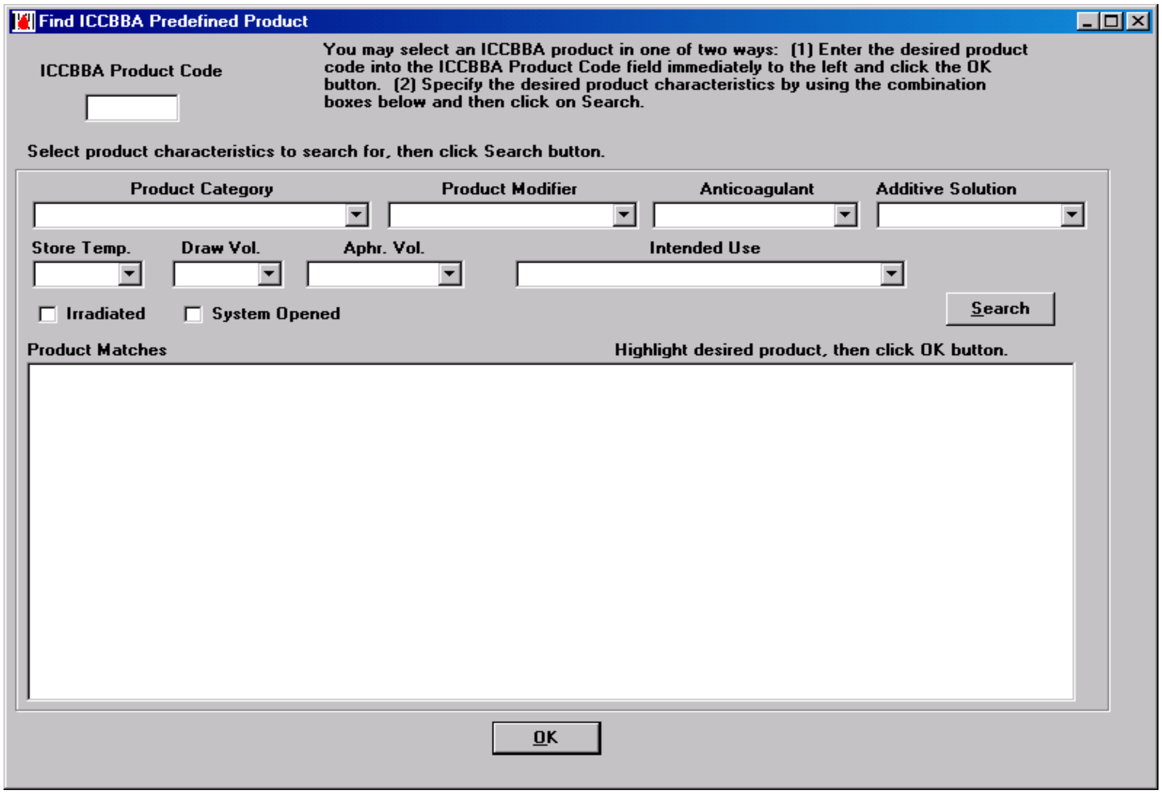


In the Find Product window is a Select Product Category radio button group which let's you determine the category of products and method to be used to search for them as follows:

- Clicking on the **ICCBBA Predefined Product** radio button indicates that only ICCBBA defined products from the ICCBBA product database will be searched.
- Clicking on the **Locally Defined Product** radio button indicates that only the product codes that have been defined for internal use in the blood bank will be searched.
- Clicking on the **Qwik-Pik List Product** button indicates that you wish to select the product code by picking the product title from the established Qwik-Pik list of products.

After clicking one of the radio buttons in the Select Product Category radio button group, either click on the "OK" button or press the 'Enter' key to proceed.

If you chose either the ICCBBA Predefined Product radio button or the Locally Defined Product radio button then a window will appear that looks like the one shown below:

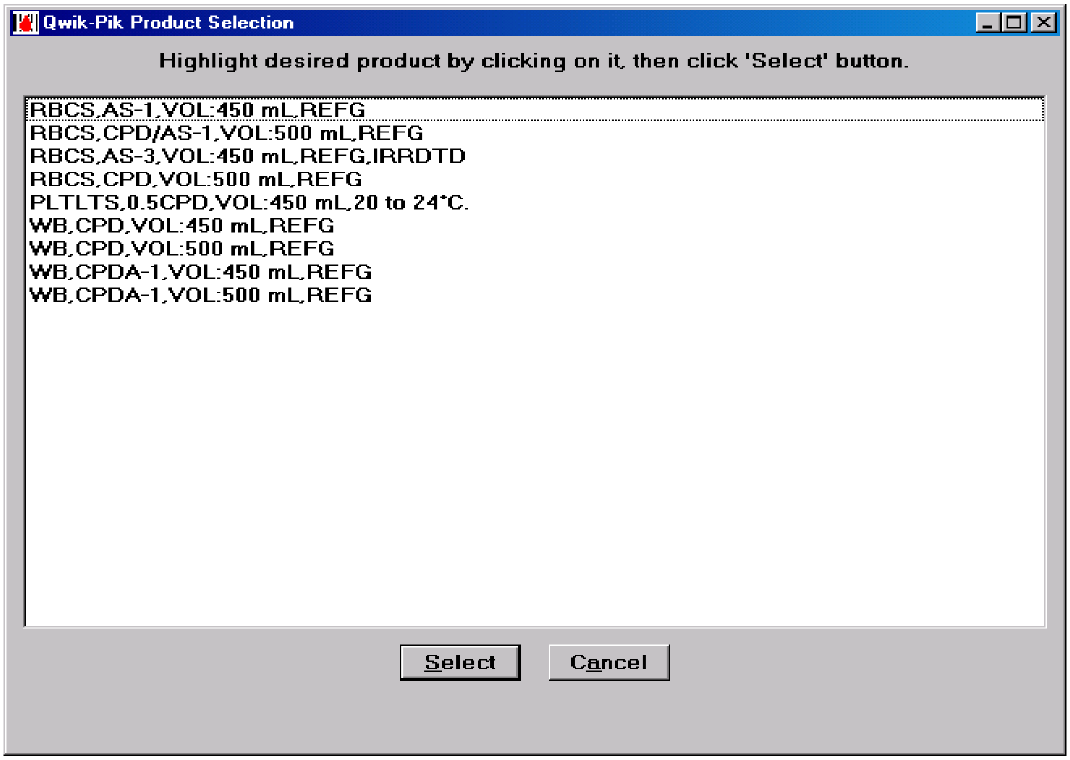


From this window you can either directly enter the ICCBBA product code or locally defined product code depending on which product category you have selected or you may use the mouse pointer to pick various search criteria from the panel labeled "Select product characteristics to search for, then click the Search button." By clicking on the downward pointing arrow of the right edge of each of the combination boxes, a list of possible search items is displayed for each of the following characteristics:

- Product Category
- Product Modifier
- Anticoagulant
- Additive Solution
- Store Temp.
- Draw Vol.
- Aphr. Vol.
- Intended Use
- Irradiated
- System Opened

After selecting the known characteristics, click on the "Search" button. Now the program searches the category of products selected looking for matches on all of the characteristics that have been chosen. Each matching product is then listed in the Product Matches list box located in the bottom half of the window. There is a limit of 100 matches established, at which time the search is terminated. Look through the list of products found for the one that describes the product that you want to edit. Select that product by clicking on it (highlighting it) and then click on the "OK" button located in the bottom, middle of the window. At this point the Find Product window will close.

If you have chosen the "Qwik-Pik List Product" button then the Qwik-Pik Product Selection window shown immediately below will appear:

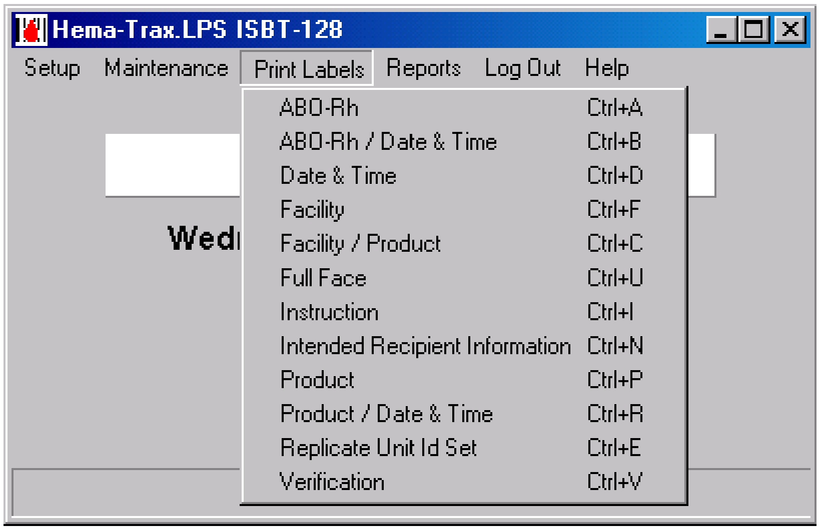


From the Qwik-Pik Product Selection window a product is selected by clicking on the product description in the list (highlighting it) and then clicking on the "Select" button located at the bottom of the window.

(This page intentionally blank.)

Print Labels

All of the label printing functions that are available from the Print Labels pull-down menu. This pull-down menu is shown in the illustration below.



Selecting the Print Labels menu item causes the pull-down menu shown above to appear. From this list the user may select one of the following label printing categories:

1. ABO-Rh
2. ABO-Rh / Date & Time
3. Date & Time
4. Facility
5. Facility / Products
6. Full face
7. Instruction
8. Intended Recipient
9. Product
10. Product / Date & Time
11. Replicate Unit ID Set
12. Verification

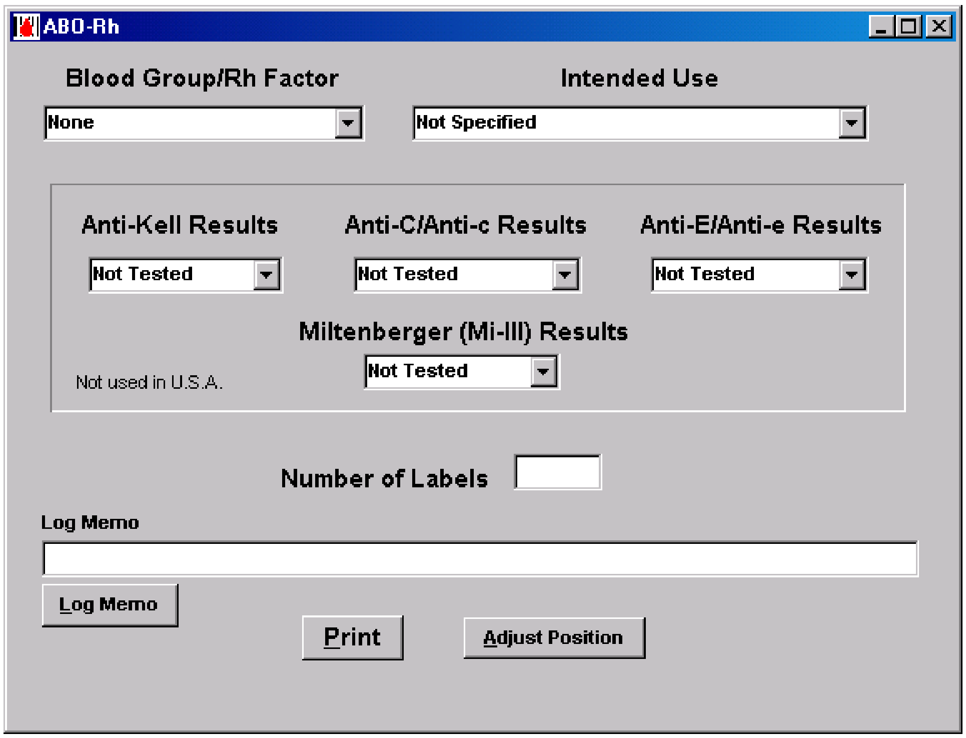
Each of these label manufacturing functions will be discussed in the section that follow.

(This page intentionally blank.)

ABO-Rh, Print Labels

The ABO-Rh selection of the Print Labels pull-down menu provides for the printing of ABO-Rh labels which form the upper right hand quadrant of the ISBT 128 full face label.

You may access the function by clicking on Print Labels menu selection (which displays the Print Labels pull-down list) and then clicking on ABO-Rh in the resulting pull-down list. Alternatively, you may press the Alt-P key combination (which displays the Print Labels pull-down list) and then press the 'A' key. The illustration below shows the ABO-Rh window that appears after the user has selected the function.



With the ABO-Rh window displayed, the user may begin specifying the contents of the 2 inch (25.4mm) square upper right-hand quadrant (ABO-Rh) ISBT-128 label. The only required entry is the selection of a Blood Group/Rh Factor. The following fields are available from this window:

Blood Group/Rh Factor

The Blood Group/Rh Factor combo box provides a pull-down list of the blood groups and associated Rh factors that may be selected for this label. This is a required selection and one must be made before the Print button is clicked. The pull-down list of possible blood groups and Rh factors includes the following:

O Negative	**Bombay Negative**	**POOLED ABO Rh Positive**
O Positive	**Bombay Positive**	**POOLED ABO Rh Negative**
A Negative	**O**	**POOLED ABO POOLED Rh**
A Positive	**A**	**Autologous Collection**
B Negative	**B**	**Biohazardous**

B Positive	**AB**	**Discard Unit**
AB Negative	**A POOLED Rh**	**Quarantine**
AB Positive	**AB POOLED Rh**	**Do Not Transfuse**
para-Bombay Negative	**B POOLED Rh**	**Fractionation Use Only**
para-Bombay Positive	**O POOLED Rh**	**Research Use Only**

Selection is made by clicking on the down-arrow located on the right side of this combo box to reveal the pull-down list. Then select the desired Blood Group and Rh Factor by clicking on the appropriate item in the list. The list is long so you may need to use the scroll bar located on the right edge of the pull-down list in order to find the item you want.

Move on to the next control by either pressing the 'Tab' key or using the mouse pointer and clicking on the next object.

Intended Use

The Intended Use combo box provides a pull-down list of the intended use (donation type) information that can be encoded as part of the bar code for the ABO-Rh label and the bar code of the Product label. This list includes the following:

Not Specified	**Dedicated Donor**
Autologous Use Only	**Paid Homologous Donor**
Autologous Use Only, Biohazardous	**Paid Directed Collection, Eligible for Crossover**
Autologous Collection, Eligible for Crossover	**Paid Research Collection**
Directed Donor Use Only	**Paid Source Collection**
Directed Donor Use Only, Biohazardous	**Volunteer Allogeneic Donation**
Directed Donation, Eligible for Crossover	**Volunteer Research Donation**
Directed Donor Use Only, Medical Exception	**Volunteer Source Donation**
Directed Donor Use Only, Limited Exposure	**Volunteer Therapeutic Collection**
Designated Donor	

Note: Failing to make an Intended Use selection causes the default "Not Specified" selection to automatically be made.

Anti-Kell Results

The Anti-Kell Results combo box is used to specify this phenotype test result. This test is currently not being specified in the United States, but may be used in other countries. To specify this test result, click on the down-arrow box at the right-hand side of the combo box to reveal the pull-down list. Find the desired test result statement and click on it. Press the 'Tab' key or click on the next desired control to move on.

The current items available in the Anti-Kell Results combo box pull-down list are as follows:

Not Tested

Negative

Positive

Note: Selection of a test result for this combo box disables the Miltenberger (Mi-III) Results combo box.

Anti-C/Anti-c Results

The Anti-C/Anti-c Results combo box is used to specify this phenotype test result. This test is currently not being specified in the United States, but may be used in other countries. To specify this test result, click on the down-arrow box at the right-hand side of the combo box to reveal the pull-down list. Find the desired test result statement and click on it. Press the 'Tab' key or click on the next desired control to move on.

The current items available in the Anti-C/Anti-c Results combo box pull-down list are as follows:

Not Tested

C-Neg c-Pos

C-Pos c-Neg

C-Pos c-Pos

Note: Selection of a test result for this combo box disables the Miltenberger (Mi-III) Results combo box.

Anti-E/Anti-e Results

The Anti-E/Anti-e Results combo box is used to specify this phenotype test result. This test is currently not being specified in the United States, but may be used in other countries. To specify this test result, click on the down-arrow box at the right-hand side of the combo box to reveal the pull-down list. Find the desired test result statement and click on it. Press the 'Tab' key or click on the next desired control to move on.

The current items available in the Anti-E/Anti-e Results combo box pull-down list are as follows:

Not Tested

E-Neg e-Pos

E-Pos e-Neg

E-Pos e-Pos

Note: Selection of a test result for this combo box disables the Miltenberger (Mi-III) Results combo box.

Miltenberger (Mi-III) Results

The Miltenberger (Mi-III) Results combo box is used to specify a phenotype test result. This test is currently not being specfied in the United States, but may be used in other countries. To specify this test result, click on the down-arrow box at the right-hand side of the combo box to reveal the pull-down list. Find the desired test result statement and click on it. Press the 'Tab' key or click on the next desired control to move on.

The current items available in the Miltenberger (Mi-III) Results combo box pull-down list are as follows:

Not Tested

Negative

Positive

Note: Selection of a test result for this combo box disables the Anti-Kell Results, Anti-C/Anti-c Results and Anti-E/Anti-e Results combo boxes.

Number of Labels

The Number of Labels edit box provides a three digit numeric only entry. This entry determines the number of labels that will be printed when the "Print" button is clicked. This numeric entry is common to all label printing windows. A default value of 1 (one) will be automatically assumed if no entry is made in this edit box.

"Print" Button

The "Print" button is used to initiate printing of labels. This activity can be initiated by either clicking on the "Print" button or by pressing the Alt-P key combination. If any invalid selections have been made or if there are any required entries that have not been specified, then typically these errors will be displayed to the user at the time this button is actuated.

"Adjust Position" Button

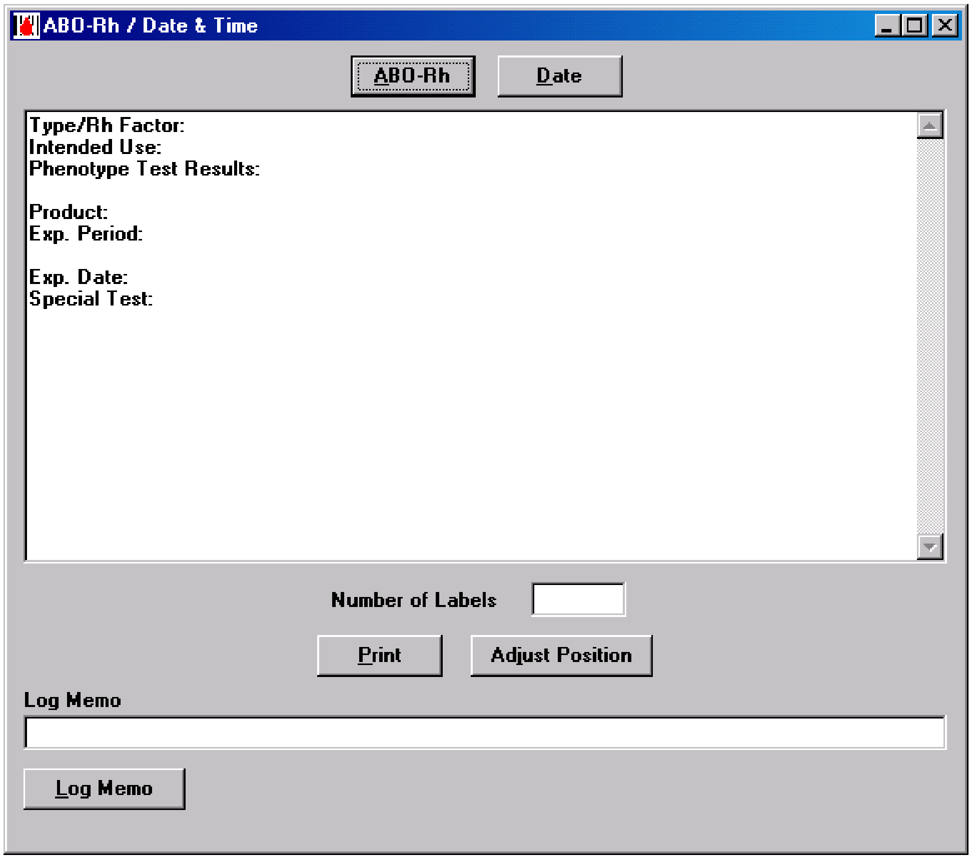
Clicking on the "Adjust Position" button causes the Adjust Position window to open at center screen. The purpose and use of this window is thoroughly covered in HELP Section 8. entitled, "Adjust Position".

Log Memo

There are two window objects associated with Log Memo. The Log Memo edit box and the "Log Memo" button. When the user wishes to insert a memo relevant to the current type of label being printed, a message entry is typed into the Log Memo edit box and then the "Log Memo" button is clicked to record the message in the activity log file. This message is marked so that it will be automatically associated with the specific type of labeling activity that is currently being performed. The user's name, the time and date are a part of this recorded message. One of the primary purposes for this facility is to allow users to place important label production notes in the activity log and that will appear in the label audit report when it is printed.

ABO-Rh / Date & Time, Print Labels

The ABO-Rh / Date & Time selection is made from the Print Labels pull-down menu. This function allows printing of the ABO-Rh / Date & Time combination of labels as a 4 x 2 inch (101.6 x 50.8 mm) label. To access the ABO-Rh / Date & Time selection, first either click on the Print Labels title of the main menu or press the Alt-P key combination. This will cause the Print Labels pull-down menu to appear. Now either click on the ABO-Rh / Date & Time title or press the 'B' key to complete the selection. After making the selection the window depicted below will be displayed.



At the top of the ABO-Rh / Date & Time window are two buttons:

ABO-Rh
Date

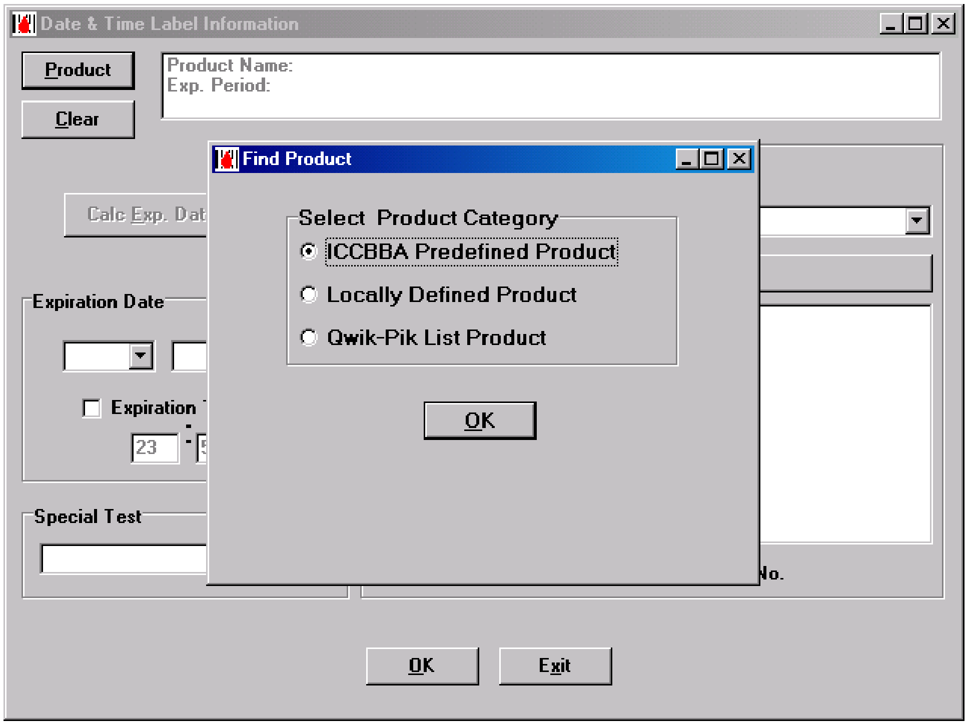
These buttons allow the user to access the ABO-Rh Information and Date & Time Information windows which are used to select the information that is to be printed for this combination of the two labels.

ABO-Rh

After clicking on the "ABO-Rh" button the ABO-Rh Information window will be displayed. From the ABO-Rh Information window make the appropriate ABO-Rh blood type and Intended Use selections. For more information regarding the use of the ABO-Rh Information window see the section that discussses ABO-Rh Information.

Date

After clicking on the "Date" button the Date Information window will be displayed with another window on top requesting a product selection be made. An illustration of what this will look like is shown immediately below:



For more information about the product selection process, see the section that discusses Find Product.

After selecting the product, the program will display the Date Information window where if a product was selected, the expiration date may be automatically calculated. In any case the Expiration Date may be manually entered through the use of the combination and edit boxes provided.

The information that has been supplied will be included in the unlabeled panel immediately below the "ABO-Rh" and "Date" buttons. This unlabeled panel lists the selections that have been made for the blood Type/Rh Factor, the Intended Use (Donation Type), the Phenotype Test Results, the selected Product, the product's Expiration Period, the Expiration Date and Time, any Special Test and the name of a Facility, if one was selected.

The remaining controls are common to all label printing windows and are as follows:

Number of Labels

The Number of Labels edit box provides a three digit numeric only entry. This entry determines the number of labels that will be printed when the Print button is clicked. This numeric entry is common to all label printing windows. A default value of 1 (one) will be automatically assumed if no entry is made in this edit box.

Log Memo

There are two window objects associated with Log Memo. The Log Memo edit box and the "Log Memo" button. When the user wishes to insert a memo relevant to the current type of label being printed, an message entry is typed into the Log Memo edit box and then the "Log Memo" button is clicked to record the message in the activity log file. This message is marked so that it will be automatically associated with the specific type of labeling activity that is currently being performed. The user's name, the time and date are a part of this recorded message. One of the primary purposes for this facility is to allow users to place important label production notes in the activity log and that will appear in the label audit report when it is printed.

"Print" Button

The "Print" button is used to initiate printing of labels. This activity can be initiated by either clicking on the "Print" button or by pressing the Alt-P key combination. If any invalid selections have been made or if there are any required entries that have not been specified, then typically these errors will be displayed to the user at the time this button is actuated.

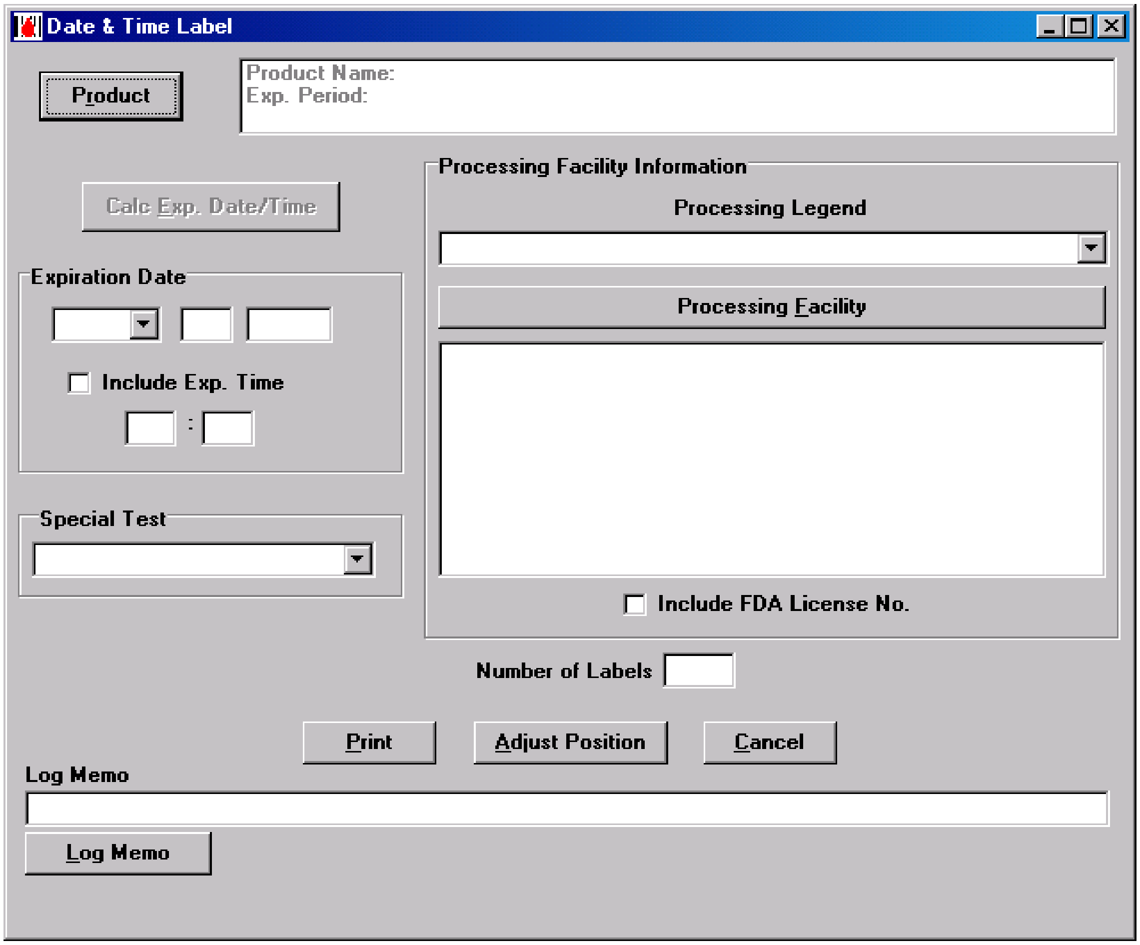
"Adjust Position" Button

Clicking on the "Adjust Position" button causes the Adjust Position window to open at center screen. The purpose and use of this window is thoroughly covered in HELP Section 8. Entitled "Adjust Position".

(This page intentionally blank.)

Date & Time, Print Labels

The Date & Time selection of the Print Labels pull-down menu allows access to the Date & Time Label printing function.



From this window the user may begin specifying the contents of the 2 inch (25.4mm) square lower right-hand quadrant (Date & Time) ISBT-128 label. The only required entry is the Expiration Date. The following control objects are available in this window:

"Product" Button

Clicking on this button allows the user to select a product for which the date calculations can then be automatically made. For more information about how to select a product, see the section entitled Find Product.

Note: If a product has been selected that requires a collection date, then no date will be printed or bar coded in the date and time quadrant. Only expiration dates are printed and bar coded in the lower right-hand quadrant.

"Calc Exp. Data/Time" Button

If a product is selected for which an expiration date is required, then this button will be enabled. If the product selected is an irradiated product then clicking this button causes the Irradiated Product Date & Time window to be displayed.

After entering the appropriate product dates and times and if the product takes an expiration date and time, then the current product's expiration date will be automatically calculated. The expiration time is automatically calculated and enabled if the product has an expiration period of 72 hours or less.

Expiration Date

At the top of the Expiration Date panel are three unlabeled entry boxes that are arranged in a horizontal row. From left to right these boxes are the month combo box, the day of month edit box, and the year edit box.

Include Exp. Time

The Include Exp. Time check box allows the user to force the inclusion of the expiration time on the label even though the product being labeled may not require that the time be printed. Immediately below this check box are two unlabeled edit boxes that are arranged horizontally. From left to right these edit boxes are the hour edit box and minutes edit box.

Special Test

The Special Test combo box allows the user to select a special test that has been performed for this product from the pull-down list. To display the pull-down list, click on the down-arrow button located at the right-hand side of the combo box. Select the special test by clicking on it with the mouse.

Processing Legend

The Processing Legend combo box provides a pull-down list of standard legends that can be selected from or the user may enter legend text directly in the combo box edit line. The text in this box will appear on the Date & Time label just above the processing facility's name and location lines located in the bottom third of the date and time label quadrant.

"Processing Facility" Button

Clicking on the "Processing Facility" button causes the Facility Information window to be displayed. From the Facility Information window the user may select a facility to be included as the processing facility at the bottom of the Date & Time label.

Processing Facility Information

At the bottom of the Processing Facility Information panel is an unlabeled list box. This unlabeled list box displays the processing facility name and location that has been selected for the bottom of the Date & Time label.

The remaining controls are common to all label printing windows and are as follows:

Number of Labels

The Number of Labels edit box provides a three digit numeric only entry. This entry determines the number of labels that will be printed when the Print button is clicked. This numeric entry is common to all label printing windows. A default value of 1 (one) will be automatically assumed if no entry is made in this edit box.

Log Memo

There are two window objects associated with Log Memo. The Log Memo edit box and the "Log Memo" button. When the user wishes to insert a memo relevant to the current type of label being printed, an message entry is typed into the Log Memo edit box and then the "Log Memo" button is clicked to record the message in the activity log file. This message is marked so that it will be automatically associated with the specific type of labeling activity that is currently being performed. The user's name, the time and date are a part of this recorded message. One of the primary purposes for this facility is to allow users to place important label production notes in the activity log and that will appear in the label audit report when it is printed.

"Print" Button

The "Print" button is used to initiate printing of labels. This activity can be initiated by either clicking on the "Print" button or by pressing the Alt-P key combination. If any invalid selections have been made or if there are any required entries that have not been specified, then typically these errors will be displayed to the user at the time this button is actuated.

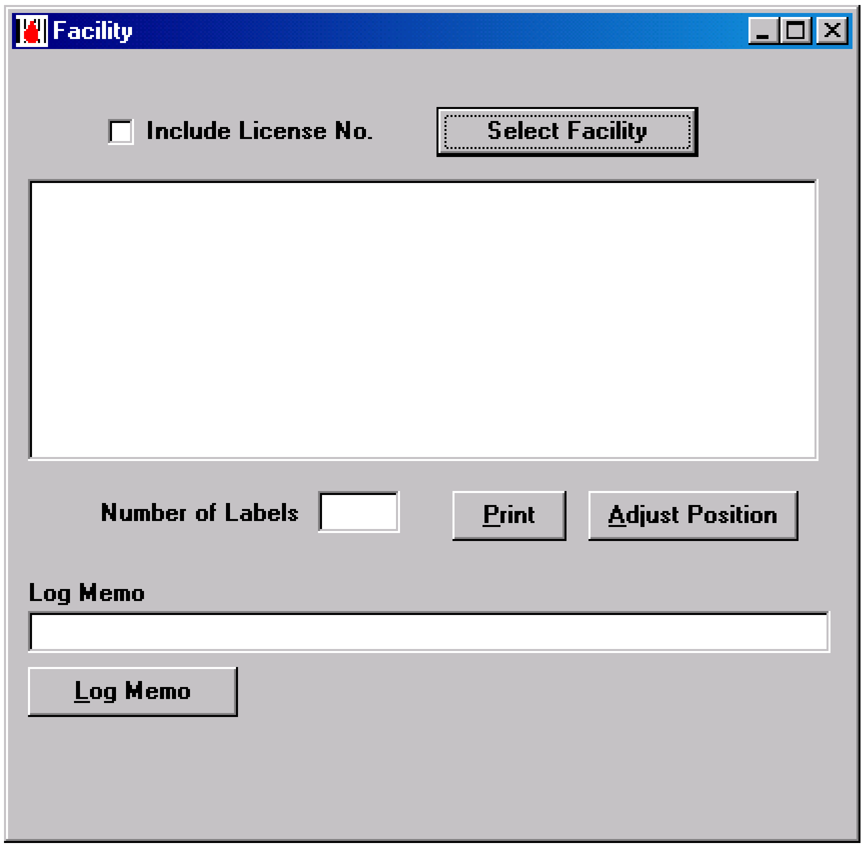
"Adjust Position" Button

Clicking on the "Adjust Position" button causes the Adjust Position window to open at center screen. The purpose and use of this window is thoroughly covered in the section entitled "Adjust Position".

(This page intentionally blank.)

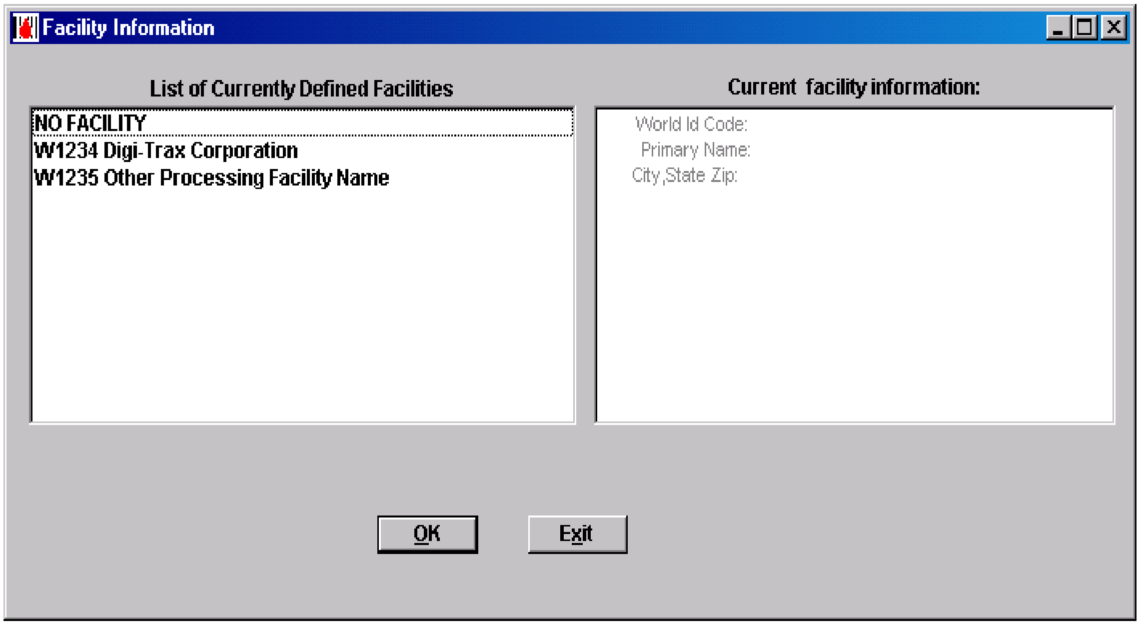
Facility

To select the Facility label printing function first select the Print Labels pull-down menu by either clicking on the Print Labels title of the main menu or by pressing the Alt-P key combination. With the Print Labels pull-down menu displayed either click on the Facility title or press the 'F' key. After selecting the Facility label printing function the window shown below will be displayed.



"Select Facility" Button

When the "Select Facility" button is clicked the Facility Information window is displayed as shown immediately below. The user then selects a facility from the Facility Information window and then returns to the Facility window to complete the entries and print the label(s).



Include License No.

Checking the Include License No. check box by clicking on it causes the License Number of the selected facility to be included immediately below the facility's location (city, state and zip code) line on the label(s) to be printed.

Selected Facility Information

The unlabeled list box immediately below the "Select Facility" button and the Include License No. check box displays the current label printing choices that have been made.

The remaining controls of the Facility window are common to all label printing windows and are as follows:

Number of Labels

The Number of Labels edit box provides a three digit numeric only entry. This entry determines the number of labels that will be printed when the Print button is clicked. This numeric entry is common to all label printing windows. A default value of 1 (one) will be automatically assumed if no entry is made in this edit box.

Log Memo

There are two window objects associated with Log Memo. The Log Memo edit box and the "Log Memo" button. When the user wishes to insert a memo relevant to the current type of label being printed, an message entry is typed into the Log Memo edit box and then the "Log Memo" button is clicked to record the message in the activity log file. This message is marked so that it will be automatically associated with the specific type of labeling activity that is currently being performed. The user's name, the time and date are a part of this recorded message. One of the primary purposes for this facility is to allow users to place important label production notes in the activity log and that will appear in the label audit report when it is printed.

"Print" Button

The "Print" button is used to initiate printing of labels. This activity can be initiated by either clicking on the "Print" button or by pressing the Alt-P key combination. If any invalid selections have been made or if there are any required entries that have not been specified, then typically these errors will be displayed to the user at the time this button is actuated.

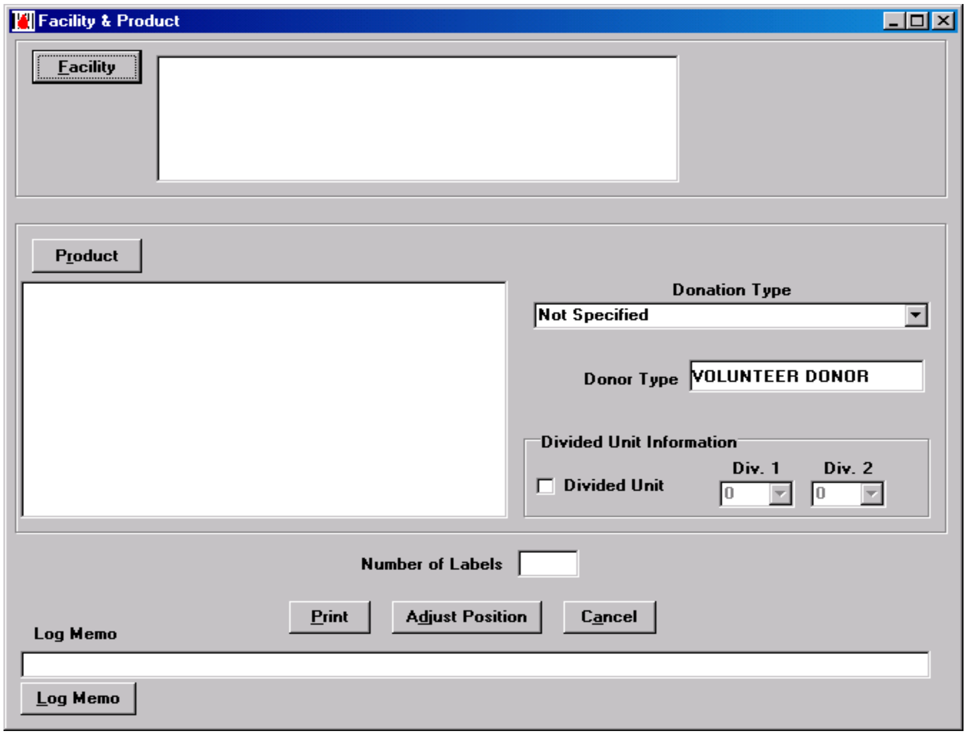
"Adjust Position" Button

Clicking on the "Adjust Position" button causes the Adjust Position window to open at center screen. The purpose and use of this window is thoroughly covered in the section entitled "Adjust Position".

(This page intentionally blank.)

Facility / Product

To select the Facility & Product label printing function first select the Print Labels pull-down menu by either clicking on the Print Labels title of the main menu or by pressing the Alt-P key combination. With the Print Labels pull-down menu displayed either click on the Facility & Product title or press the 'c' key. After selecting the Facility & Product label printing function the window shown below will be displayed.



"Facility" Button

Clicking on the "Facility" button causes the Facility Information window to be displayed. From the Facility Information window the user may choose the facility that is to appear on this label. For more information about the use of the Facility Information window see the section entitled Facility Label.

"Product" Button

Clicking on the "Product" button causes the Find Product window to be displayed. From the Find Product window the user may proceed to identify and select the product to be labeled. For more information regarding the Find Product window refer to the section entitled Find Product.

Donation Type

The Donation Type combo box is used to select the Donation Type (Intended Use) information that is to be also encoded as part of the product bar code on the product quadrant portion of the print label.

Donor Type

The Donor Type panel displays the donor type that is associated automatically with donation type/intended use selection that was made with the Donation Type combo box. This is a display panel only; no entry can be made here. The donor types that may be listed here are: VOLUNTEER, PAID and possibly AUTOLOGOUS.

Note: AUTOLOGOUS is only listed if this donor type was enabled from the Setup - Options function at software set up.

Divided Unit Information

The controls contained in the Divided Unit Information panel are used to specify that the unit is divided and what the two levels of division are. The division codes are included as part of the product bar code in the product label quadrant.

Divided Unit

The Divided Unit check box when checked indicates that he unit is divided and enables the Div.1 and Div.2 combo box controls.

Div. 1

The Div. 1 combo box provides a pull down list that is used to indicate the first level of division for the unit. The user pulls down the selection list and clicks on the appropriate level code. The level codes in the list are in the range (0, A - Z). A division code of 0 (zero) indicates that there is no division at this level.

Div. 2

The Div. 2 combo box provides a pull down list that is used to indicate the second level of division for the unit. The user pulls down the selection list and clicks on the appropriate level code. The level codes in the list are in the range (0, a - z). A division code of 0 (zero) indicates that there is no division at this level.

The remaining controls of the Facility & Product window are common to all label printing windows and are as follows:

Number of Labels

The Number of Labels edit box provides a three digit numeric only entry. This entry determines the number of labels that will be printed when the "Print" button is clicked. This numeric entry is common to all label printing windows. A default value of 1 (one) will be automatically assumed if no entry is made in this edit box.

Log Memo

There are two window objects associated with Log Memo. The Log Memo edit box and the "Log Memo" button. When the user wishes to insert a memo relevant to the current type of label being printed, an message entry is typed into the Log Memo edit box and then the "Log Memo" button is clicked to record the message in the activity log file. This message is marked so that it will be automatically associated with the specific type of labeling activity that is currently being performed. The user's name, the time and date are a part of this recorded message. One of the primary purposes for this facility is to allow users to place important label production notes in the activity log and that will appear in the label audit report when it is printed.

"Print" Button

The "Print" button is used to initiate printing of labels. This activity can be initiated by either clicking on the "Print" button or by pressing the Alt-P key combination. If any invalid selections have been made or if there are any required entries that have not been specified, then typically these errors will be displayed to the user at the time this button is actuated.

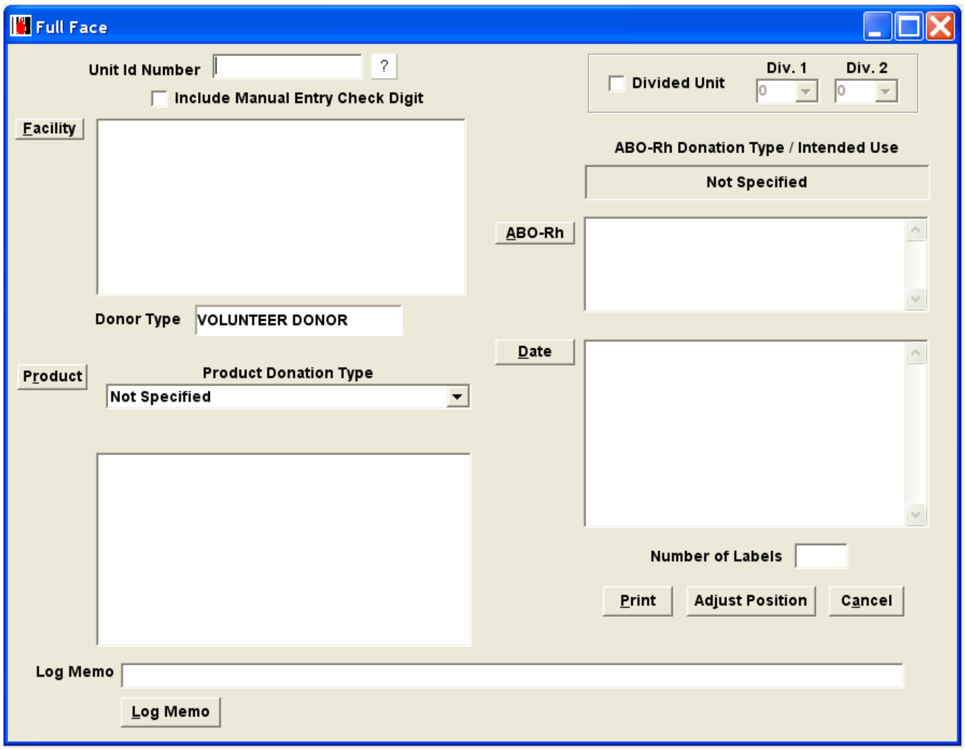
"Adjust Position" Button

Clicking on the "Adjust Position" button causes the Adjust Position window to open at center screen. The purpose and use of this window is thoroughly covered in HELP Section 8. entitled, "Adjust Position".

(This page intentionally blank.)

Full Face

To select the Full Face label printing function, first select the Print Labels pull-down menu by either clicking on the Print Labels title of the main menu or by pressing the Alt-P key combination. With the Print Labels pull-down menu displayed either click on the Full Face title or press the 'u' key. After selecting the Full Face label printing function the window shown below will be displayed.



Unit Id Number

The Unit Id Number edit box allows the user to either scan in the unit number bar code from the blood container or to manually enter the number. If the number is scanned in the user must still press the 'Tab' key to move on to the next windows object.

Include Manual Entry Check Digit

The Include Manual Entry Check Digit check box allows the user to select whether or not the manual entry check digit will be calculated and displayed in the square box to the right of the Unit Id Number edit box. If the Include Manual Entry Check Digit check box is checked, it will remain checked for the remainder of time that the Full Face label printing window is displayed or until the user removes the check mark by again clicking on the check box.

"Facility" Button

The "Facility" button allows the user to select a facility name and location if none has been supplied by either scanning or manually entering a unit number in the Unit Id Number edit box. By clicking on the "Facility" button the

Facility Information window will be displayed. The Facility Information window allows the user to select a facility by clicking on the facility's name found in a list box. It is important to select a facility because the facility number and product code supply important FDA License Number information that may need to be supplied on the full face label. For a detailed description of the use of the Facility Information window refer to the section entitled Facility Information Window.

Facility Information Panel

The large unlabeled panel immediately to the right of the "Facility" button provides the user with a description of the facility currently selected. This panel is strictly for display purposes only and does not provide the user with any entry capability.

Donor Type

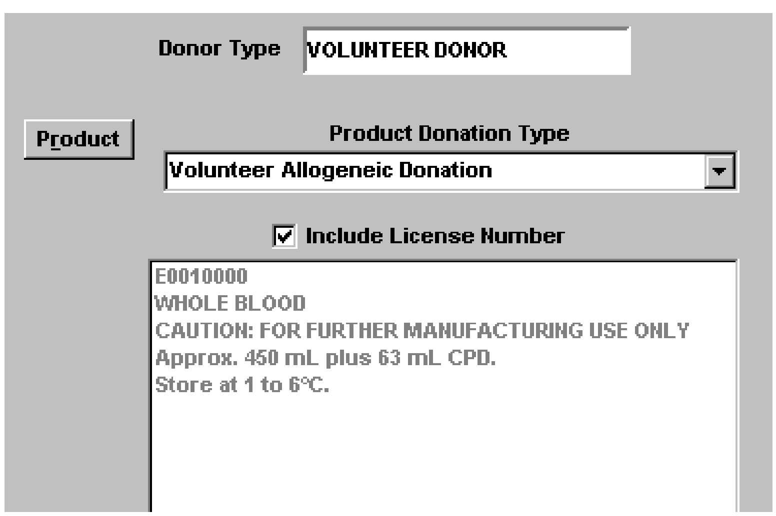
The Donor Type panel is for display purposes only. The contents of this panel reflect the donor type as is ascertained by the Donation Type or Intended Use selections that may be made either from the ABO-Rh Information window or from this Full Face window Donation Type combo box. The default value placed in this display panel is VOLUNTEER until otherwise specified.

"Product" Button

The "Product" button allows the user to select a product for the product label portion of the full face label. By clicking on the "Product" button the Find Product window will be displayed as the first window of several that may be presented as part of the product selection process. For more information regarding the Find Product window refer to the section entitled Find Product.

Include License No. Check Box

The "Include License No." check box only appears when a product code has been selected for which the facility given is licensed. Since the product code by itself doesn't fully determine whether or not the label should include the license number, the program requires the user to make the final determination, whether or not the license number should appear on the full face label. The image below shows the check box as it will appear in the Full Face window after a licensed product has been selected.



If the check box is not checked, then the face label will be printed without the license number. Not printing the license number is the default taken by the program. To include the license number place the mouse on the check box and click the left mouse button. With an 'x' in the check box the label will include the license number.

Product Information Panel

The large panel just to the right of the "Product" button provides the user with a description of the product that has been selected. The panel is for display purposes only and does not provide the user with any entry capability.

Donation Type

The Donation Type combo box is used to select the Donation Type (Intended Use) information that is to be encoded as part of the product bar code on the product quadrant portion of the print label.

Divided Unit

The Divided Unit check box when checked indicates that he unit is divided and enables the Div. 1 and Div. 2 combo box controls.

Div. 1

The Div. 1 combo box provides a pull down list that is used to indicate the first level of division for the unit. The user pulls down the selection list and clicks on the appropriate level code. The level codes in the list are in the range (0, A - Z). A division code of 0 (zero) indicates that there is no division at this level.

Div. 2

The Div. 2 combo box provides a pull down list that is used to indicate the second level of division for the unit. The user pulls down the selection list and clicks on the appropriate level code. The level codes in the list are in the range (0, a - z). A division code of 0 (zero) indicates that there is no division at this level.

ABO-Rh Donation Type / Intended Use Panel

This panel displays the current donation type / intended use selection . Which is made from a window that displays after the **"ABO-Rh"** button has been clicked. Typically when the Full Face label window is initially displayed, this panel will display the legend "Not Specified". Se the discussion of the use of the ABO-Rh button immediately below.

"ABO-Rh" Button

Clicking on the "ABO-Rh" button causes the ABO-Rh Label Information window to be displayed. From the ABO-Rh Label Information window the user may specify the blood group, Rh factor and intended use/donation type for the blood being labeled. For more information regarding the ABO-Rh Label Information window refer to the section entitled ABO-Rh Label Information Window.

ABO-Rh Information Panel

The panel to the right of the "ABO-Rh" button displays the ABO-Rh information that has been selected by the user for this full face label. The panel is strictly for display purposes only and does not provide the user with any entry capability.

"Date" Button

Clicking on the "Date" button causes the Date & Time Label Information window to be displayed. From the Date & Time Label Information window the user may either calculate the expiration date and time for the product automatically or may manually specify the date and time. For more information regarding the Date & Time Label Information window refer to the section entitled Date & Time Label Information.

Date & Time Information Panel

The panel immediately to the right of the "Date" button displays the current collection or expiration date and time, special test and processing facility information that have been specified for this full face label. The panel is provided for display purposes only and does not provide the user with any entry capability.

The remaining controls of the Full Face window are common to all label printing windows and are as follows:

Number of Labels

The Number of Labels edit box provides a three digit numeric only entry. This entry determines the number of labels that will be printed when the "Print" button is clicked. This numeric entry is common to all label printing windows. A default value of 1 (one) will be automatically assumed if no entry is made in this edit box.

Log Memo

There are two window objects associated with Log Memo. The Log Memo edit box and the "Log Memo" button. When the user wishes to insert a memo relevant to the current type of label being printed, an message entry is typed into the Log Memo edit box and then the "Log Memo" button is clicked to record the message in the activity log file. This message is marked so that it will be automatically associated with the specific type of labeling activity that is currently being performed. The user's name, the time and date are a part of this recorded message. One of the primary purposes for this facility is to allow users to place important label production notes in the activity log and that will appear in the label audit report when it is printed.

"Print" Button

The "Print" button is used to initiate printing of labels. This activity can be initiated by either clicking on the "Print" button or by pressing the Alt-P key combination. If any invalid selections have been made or if there are any required entries that have not been specified, then typically these errors will be displayed to the user at the time this button is actuated.

"Adjust Position" Button

Clicking on the "Adjust Position" button causes the Adjust Position window to open at center screen. The purpose and use of this window is thoroughly covered in the section entitled "Adjust Position".

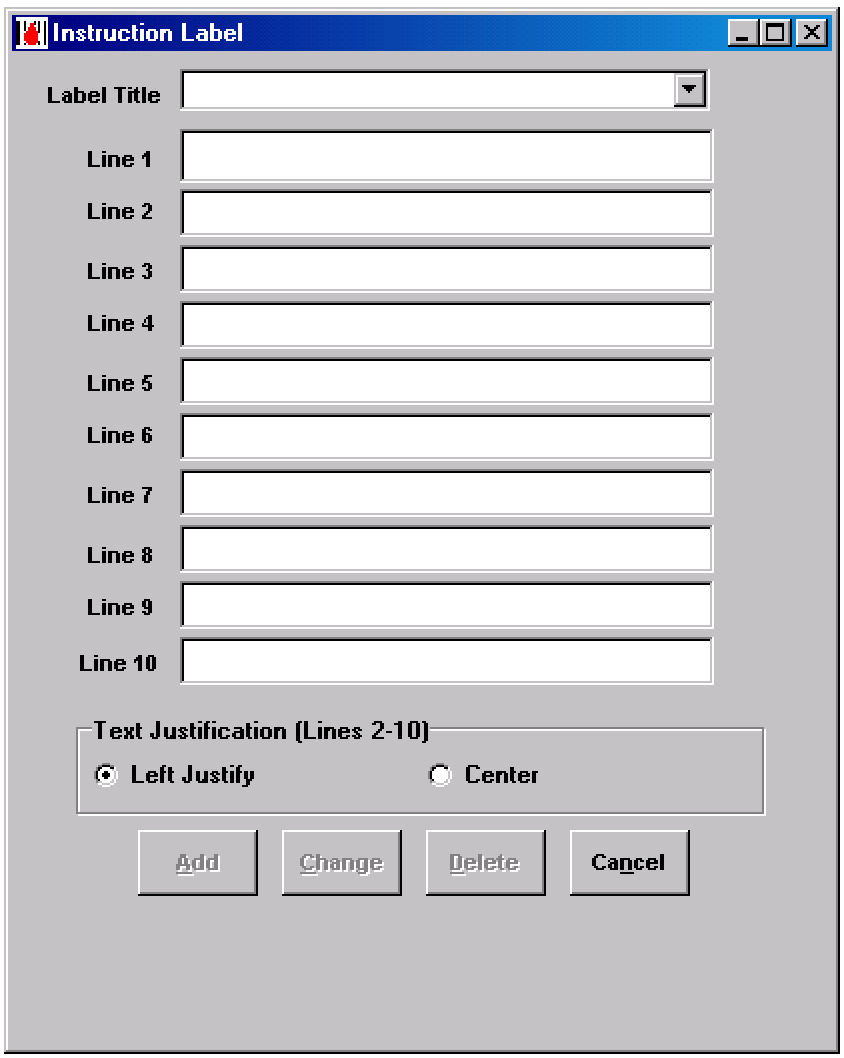
"Cancel" Button

Clicking on the "Cancel" button causes all of the selections and entries of the Full Face window to be cleared or reset. The only control not reset is the Include Manual Entry Check Digit check box. After the window has been reset, the cursor will be placed in the Unit Id Number edit box for the next entry.

Instruction

The Instruction label is not a label format that is governed by the ICCBBA ISBT-128 Technical Specification nor the U.S. Industry Standard documents. This label is provided as a generic 2" x 2" label form for general purpose labeling use in the facility.

To select the Instruction label printing function, first select the Print Labels pull-down menu by either clicking on the Print Labels title of the main menu or by pressing the Alt-P key combination. With the Print Labels pull-down menu displayed either click on the Instruction title or press the 'I' key. After selecting the Instruction label printing function the window shown below will be displayed.



From this window the user can select and print any of the labels that have been defined through the Instruction label maintenance function available from the Maintenance pull-down menu of the main menu.

Label Title

The Label Title combo box provides the user with a pull-down list from which various instruction label titles may be selected. The pull-down list is exposed by clicking on the down-arrow box located on the right side of the combo box. With the pull-down list displayed the user may scroll through the entries by using the scroll bar located along the right side of the list. Once the desired label title is found it is selected by clicking on it.

Lines 1 - 10

The Line 1 through Line 10 display the instruction label information that has been selected for printing. These lines are for display purposes only and do not provide the user with any entry capability.

The remaining controls of the instruction label printing window are common to all label printing windows and are as follows:

Number of Labels

The Number of Labels edit box provides a three digit numeric only entry. This entry determines the number of labels that will be printed when the "Print" button is clicked. This numeric entry is common to all label printing windows. A default value of 1 (one) will be automatically assumed if no entry is made in this edit box.

Log Memo

There are two window objects associated with Log Memo. The Log Memo edit box and the "Log Memo" button. When the user wishes to insert a memo relevant to the current type of label being printed, an message entry is typed into the Log Memo edit box and then the "Log Memo" button is clicked to record the message in the activity log file. This message is marked so that it will be automatically associated with the specific type of labeling activity that is currently being performed. The user's name, the time and date are a part of this recorded message. One of the primary purposes for this facility is to allow users to place important label production notes in the activity log and that will appear in the label audit report when it is printed.

"Print" Button

The "Print" button is used to initiate printing of labels. This activity can be initiated by either clicking on the "Print" button or by pressing the Alt-P key combination. If any invalid selections have been made or if there are any required entries that have not been specified, then typically these errors will be displayed to the user at the time this button is actuated.

"Adjust Position" Button

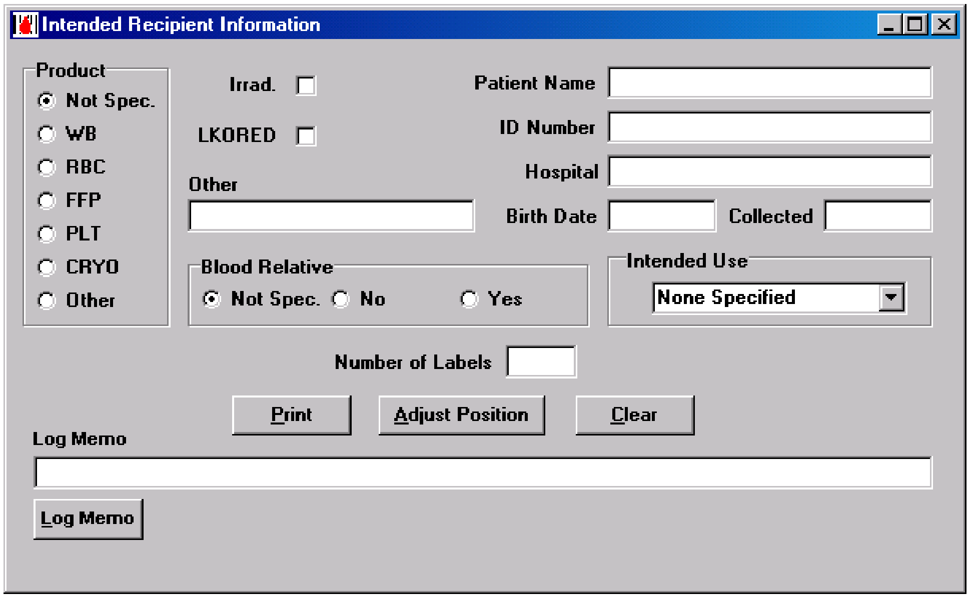
Clicking on the "Adjust Position" button causes the Adjust Position window to open at center screen. The purpose and use of this window is thoroughly covered in the section entitled "Adjust Position".

"Cancel" Button

Clicking on the "Cancel" button causes all of the selections and entries of the Intruction window to be cleared or reset. After the window has been reset, the cursor will be placed in the Select Instruction Label Title to be printed combo box for the next selection.

Intended Recipient Information

To select the Intended Recipient Information label printing function, first select the Print Labels pull-down menu by either clicking on the Print Labels title of the main menu or by pressing the Alt-P key combination. With the Print Labels pull-down menu displayed either click on the Intended Recipient Information title or press the 'n' key. After selecting the Intended Recipient Information label printing function the window shown below will be displayed.



Product

The Product radio button group allows the user to quickly specify one of the common products. If the product desired is not listed then click the Other radio button to enable the Other edit box to allow for a manual entry. The default button setting for this radio group is the Not Specified button.

Irrad.

The Irrad. check box is used to specify whether or not this product is irradiated. To check this box click on it with the mouse. To remove the check mark in this check box click on it with the mouse.

LKORED

The LKORED check box is used to specify whether or not this product is leukocyte reduced. To check this box click on it with the mouse. To remove the check mark in this check box click on it with the mouse.

Other

The Other edit box provides a space for the user to enter the name of a product that isn't listed in the Product radio button group. In order to enable the Other edit box the Product radio group button labeled Other must be selected.

Blood Relative

The Blood Relative radio group allows the user to indicate whether or not the labeled product is from a blood relative or not. There are three choices available here (Not Spec., No, Yes). Select one of the buttons by clicking on it with the mouse pointer. The default choice is Not Spec.

Patient Name

The Patient Name edit box allows the user to enter the patient's name to be printed on the label. This edit box will accept any alphanumeric entry up to twenty characters in length. All alphabetic characters entered in this box are displayed and printed as upper case (capitals).

ID Number

The ID Number edit box allows the user to enter the patient's identification number. This edit box will accept any alphanumeric entry up to twenty characters in length. Alphabetic characters entered in this field may be in either upper of lower case.

Hospital

The Hospital edit box allows the user to enter the name of the hospital. This edit box allows the user to enter up to twenty alphanumeric characters. All alphabetic characters entered in this field are automatically displayed and printer in upper case (capitals).

Birth Date

The Birth Date edit box allows the user to enter the patient's birth date. This edit box doesn't enforce any specific date format and does not perform any date checking on the entry. The user may enter up to twelve alphanumeric characters in this edit box. All alphabetic characters entered in this field are automatically displayed and printer in upper case (capitals).

Examples of possible entries are:

```
NOV 25 1999
11-25-1999
25 NOV 1999
```

Collected

The Collected date edit box allows the user to enter the date of blood collection. This edit box doesn't enforce any specific date format and does not perform any date checking on the entry. The user may enter up to twelve alphanumeric characters in this edit box. All alphabetic characters entered in this field are automatically displayed and printer in upper case (capitals). See the example date entries shown for Birth Date above.

Intended Use

The Intended Use combo box allows the user to specify the intended use (donation type) for this product. To access the pull-down list the user clicks on the down-arrow box located at the right side of the combo box. With the pull-down list displayed the user clicks on the desired list entry. The pull-down list provides the following choices: (None

Specified, AUTOLOGOUS, DEDICATED, DESIGNATED and DIRECTED). The default selection for this combo box is None Specified.

The remaining controls of the Intended Recipient Information label printing window are common to all label printing windows and are as follows:

Number of Labels

The Number of Labels edit box provides a three digit numeric only entry. This entry determines the number of labels that will be printed when the "Print" button is clicked. This numeric entry is common to all label printing windows. A default value of 1 (one) will be automatically assumed if no entry is made in this edit box.

Log Memo

There are two window objects associated with Log Memo. The Log Memo edit box and the "Log Memo" button. When the user wishes to insert a memo relevant to the current type of label being printed, an message entry is typed into the Log Memo edit box and then the "Log Memo" button is clicked to record the message in the activity log file. This message is marked so that it will be automatically associated with the specific type of labeling activity that is currently being performed. The user's name, the time and date are a part of this recorded message. One of the primary purposes for this facility is to allow users to place important label production notes in the activity log and that will appear in the label audit report when it is printed.

"Print" Button

The "Print" button is used to initiate printing of labels. This activity can be initiated by either clicking on the "Print" button or by pressing the Alt-P key combination. If any invalid selections have been made or if there are any required entries that have not been specified, then typically these errors will be displayed to the user at the time this button is actuated.

"Adjust Position" Button

Clicking on the "Adjust Position" button causes the Adjust Position window to open at center screen. The purpose and use of this window is thoroughly covered in HELP Section 8. entitled, "Adjust Position".

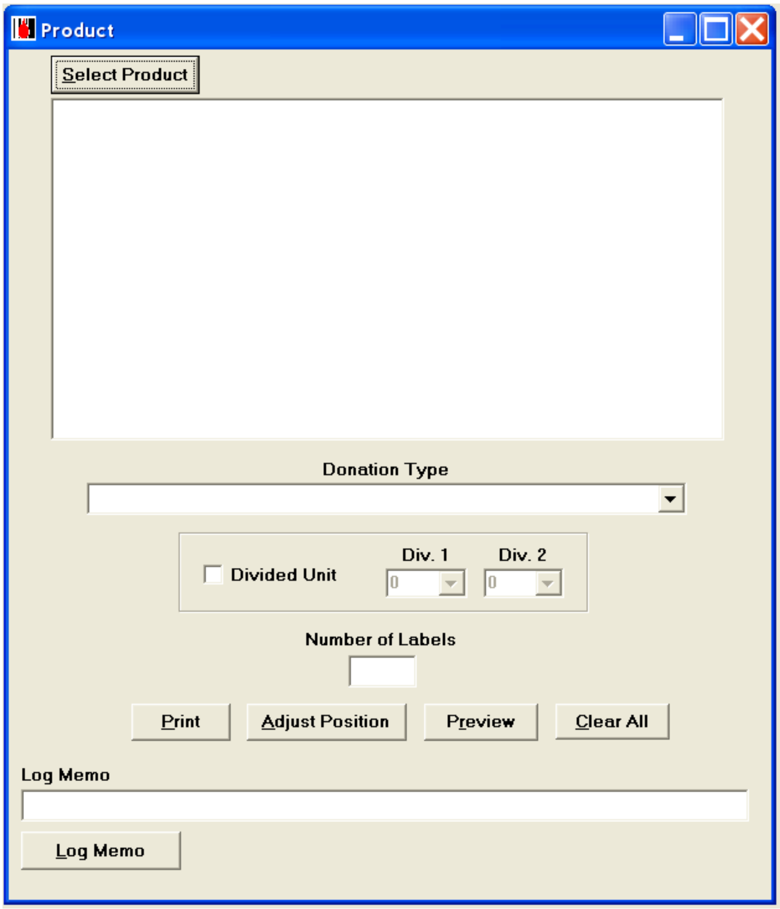
"Clear" Button

Clicking on the "Clear" button causes all of the selections and entries of the Intended Recipient Information window to be cleared or reset. After the window has been cleared, the Product radio button group will receive focus for the next entry.

(This page intentionally blank.)

Product

To select the Product label printing function, first select the Print Labels pull-down menu by either clicking on the Print Labels title of the main menu or by pressing the Alt-P key combination. With the Print Labels pull-down menu displayed either click on the Product title or press the 'P' key. After selecting the Product label printing function the window shown below will be displayed.



"Select Product" Button

The "Select Product" button allows the user to select a product for the product label portion of the full face label. By clicking on the "Select Product" button the Find Product window will be displayed as the first window of several that may be presented as part of the product selection process. For more information regarding the Find Product window refer to HELP Section 6. entitled, "Find Product".

Product Information Panel

The large panel immediately below the "Select Product" button provides the user with a description of the product that has been selected. The panel is for display purposes only and does not provide the user with any entry capability.

Donation Type

The Donation Type combo box is used to select the Donation Type (Intended Use) information that is to be also encoded as part of the product bar code on the product quadrant portion of the print label.

Divided Unit

The Divided Unit check box when checked indicates that he unit is divided and enables the Div. 1 and Div. 2 combo box controls.

Div. 1

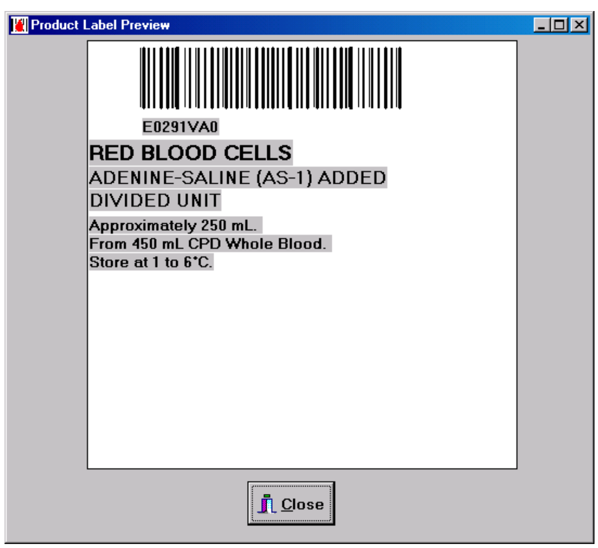
The Div. 1 combo box provides a pull down list that is used to indicate the first level of division for the unit. The user pulls down the selection list and clicks on the appropriate level code. The level codes in the list are in the range (0, A - Z). A division code of 0 (zero) indicates that there is no division at this level.

Div. 2

The Div. 2 combo box provides a pull down list that is used to indicate the second level of division for the unit. The user pulls down the selection list and clicks on the appropriate level code. The level codes in the list are in the range (0, a - z). A division code of 0 (zero) indicates that there is no division at this level.

"Preview" Button

Clicking on the "Preview" button causes the a widow to appear which gives a graphical representation of the product label that is to be produced. If there are unknown volumes or measures for this specific product, then the user will first be prompted to enter those values before the preview window is displayed. An example of the review window is shown below.



The remaining controls of the Product label printing window are common to all label printing windows and are as follows:

"Clear All" Button

Clicking on the "Clear All" button causes all of the entry fields and selects to be cleared in preparation for another product label to be specified. After clicking on this button the "Select Product" button will receive focus.

Number of Labels

The Number of Labels edit box provides a three digit numeric only entry. This entry determines the number of labels that will be printed when the "Print" button is clicked. This numeric entry is common to all label printing windows. A default value of 1 (one) will be automatically assumed if no entry is made in this edit box.

Log Memo

There are two window objects associated with Log Memo. The Log Memo edit box and the "Log Memo" button. When the user wishes to insert a memo relevant to the current type of label being printed, an message entry is typed into the Log Memo edit box and then the "Log Memo" button is clicked to record the message in the activity log file. This message is marked so that it will be automatically associated with the specific type of labeling activity that is currently being performed. The user's name, the time and date are a part of this recorded message. One of the primary purposes for this facility is to allow users to place important label production notes in the activity log and that will appear in the label audit report when it is printed.

"Print" Button

The "Print" button is used to initiate printing of labels. This activity can be initiated by either clicking on the "Print" button or by pressing the Alt-P key combination. If any invalid selections have been made or if there are any required entries that have not been specified, then typically these errors will be displayed to the user at the time this button is actuated.

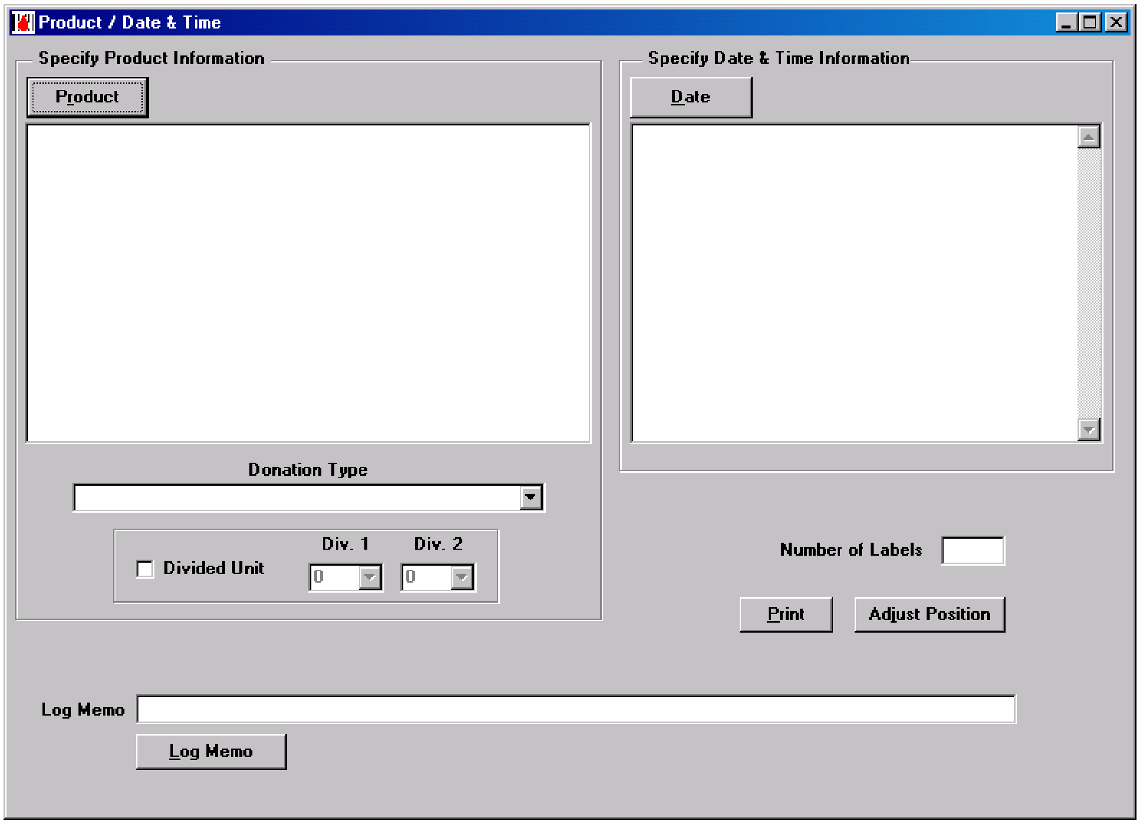
"Adjust Position" Button

Clicking on the "Adjust Position" button causes the Adjust Position window to open at center screen. The purpose and use of this window is thoroughly covered in HELP Section 8. entitled, "Adjust Position".

(This page intentionally blank)

Product / Date & Time

To select the Product / Date & Time label printing function, first select the Print Labels pull-down menu by either clicking on the Print Labels title of the main menu or by pressing the Alt-P key combination. With the Print Labels pull-down menu displayed either click on the Product / Date & Time title or press the 'r' key. After selecting the Product / Date & Time label printing function the window shown below will be displayed.



"Product" Button

The "Product" button allows the user to select a product for the product label portion of the full face label. By clicking on the "Product" button the Find Product window will be displayed as the first window of several that may be presented as part of the product selection process. For more information regarding the Find Product window refer to the section entitled Find Product.

Product Information Panel

The large panel immediately below the "Product" button provides the user with a description of the product that has been selected. The panel is for display purposes only and does not provide the user with any entry capability.

Donation Type

The Donation Type combo box is used to select the Donation Type (Intended Use) information that is to be also encoded as part of the product bar code on the product quadrant portion of the print label.

Divided Unit

The Divided Unit check box when checked indicates that he unit is divided and enables the Div. 1 and Div. 2 combo box controls.

Div. 1

The Div. 1 combo box provides a pull down list that is used to indicate the first level of division for the unit. The user pulls down the selection list and clicks on the appropriate level code. The level codes in the list are in the range (0, A - Z). A division code of 0 (zero) indicates that there is no division at this level.

Div. 2

The Div. 2 combo box provides a pull down list that is used to indicate the second level of division for the unit. The user pulls down the selection list and clicks on the appropriate level code. The level codes in the list are in the range (0, a - z). A division code of 0 (zero) indicates that there is no division at this level.

"Date" Button

Clicking on the "Date" button causes the Date & Time Label Information window to be displayed. From the Date & Time Label Information window the user may either calculate the expiration date and time for the product automatically or may manually specify a collection or expiration date and time. For more information about using the Date/Time Information window see Section 10.0 "Date/Time Information".

Date Information Panel

The unlabeled panel immediately to the right of the "Date" button displays the current collection or expiration date and time, special test and other processing facility information that have been specified for this full face label. The panel is provided for display purposes only and does not provide the user with any entry capability.

The remaining controls of the Product / Data & Time label printing window are common to all label printing windows and are as follows:

Number of Labels

The Number of Labels edit box provides a three digit numeric only entry. This entry determines the number of labels that will be printed when the "Print" button is clicked. This numeric entry is common to all label printing windows. A default value of 1 (one) will be automatically assumed if no entry is made in this edit box.

Log Memo

There are two window objects associated with Log Memo. The Log Memo edit box and the "Log Memo" button. When the user wishes to insert a memo relevant to the current type of label being printed, an message entry is typed into the Log Memo edit box and then the "Log Memo" button is clicked to record the message in the activity log file. This message is marked so that it will be automatically associated with the specific type of labeling activity that is currently being performed. The user's name, the time and date are a part of this recorded message. One of the primary purposes for this facility is to allow users to place important label production notes in the activity log and that will appear in the label audit report when it is printed.

"Print" Button

The "Print" button is used to initiate printing of labels. This activity can be initiated by either clicking on the "Print" button or by pressing the Alt-P key combination. If any invalid selections have been made or if there are any required entries that have not been specified, then typically these errors will be displayed to the user at the time this button is actuated.

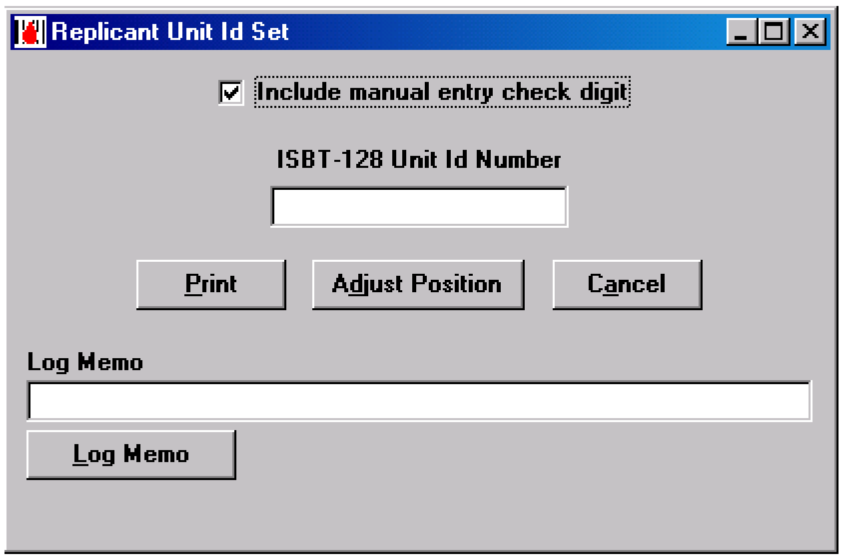
"Adjust Position" Button

Clicking on the "Adjust Position" button causes the Adjust Position window to open at center screen. The purpose and use of this window is thoroughly covered in HELP Section 8. entitled, "Adjust Position".

(This page intentionally blank.)

Replicate Unit Id Set

To select the Replicate Unit Id Set label printing function, first select the Print Labels pull-down menu by either clicking on the Print Labels title of the main menu or by pressing the Alt-P key combination. With the Print Labels pull-down menu displayed either click on the Replicate Unit Id Set title or press the 'e' key. After selecting the Replicate Unit Id Set label printing function the window shown below will be displayed.



Include manual entry check digit

The Include manual entry check digit check box allows the user to turn on or off the automatic calculation and inclusion of a manual entry check digit when printing the replicant unit number sets. With this check box checked, the program will compute the check digit for the number scanned or manually entered and include it as part of the printed unit id set.

Note: That with this check box checked it may be possible to produce replicant unit sets that have manual entry check digits where the original unit sets do not have check digits.

ISBT-128 Unit Id Number

The ISBT-128 Unit Id Number edit box will take either a manual entry or a bar code scan entry. The user may manually enter the full ISBT-128 eye read number from a unit. When the "Print" button is clicked the program checks that the number format entered matches the ICCBBA specifications.

The remaining controls of the Replicate Unit Id Set label printing window are common to all label printing windows and are as follows:

Number of Labels

The Number of Labels edit box provides a three digit numeric only entry. This entry determines the number of labels that will be printed when the "Print" button is clicked. This numeric entry is common to all label printing windows.

A default value of 1 (one) will be automatically assumed if no entry is made in this edit box.

Log Memo

There are two window objects associated with Log Memo. The Log Memo edit box and the "Log Memo" button. When the user wishes to insert a memo relevant to the current type of label being printed, an message entry is typed into the Log Memo edit box and then the "Log Memo" button is clicked to record the message in the activity log file. This message is marked so that it will be automatically associated with the specific type of labeling activity that is currently being performed. The user's name, the time and date are a part of this recorded message. One of the primary purposes for this facility is to allow users to place important label production notes in the activity log and that will appear in the label audit report when it is printed.

"Print" Button

The "Print" button is used to initiate printing of labels. This activity can be initiated by either clicking on the "Print" button or by pressing the Alt-P key combination. If any invalid selections have been made or if there are any required entries that have not been specified, then typically these errors will be displayed to the user at the time this button is actuated.

"Adjust Position" Button

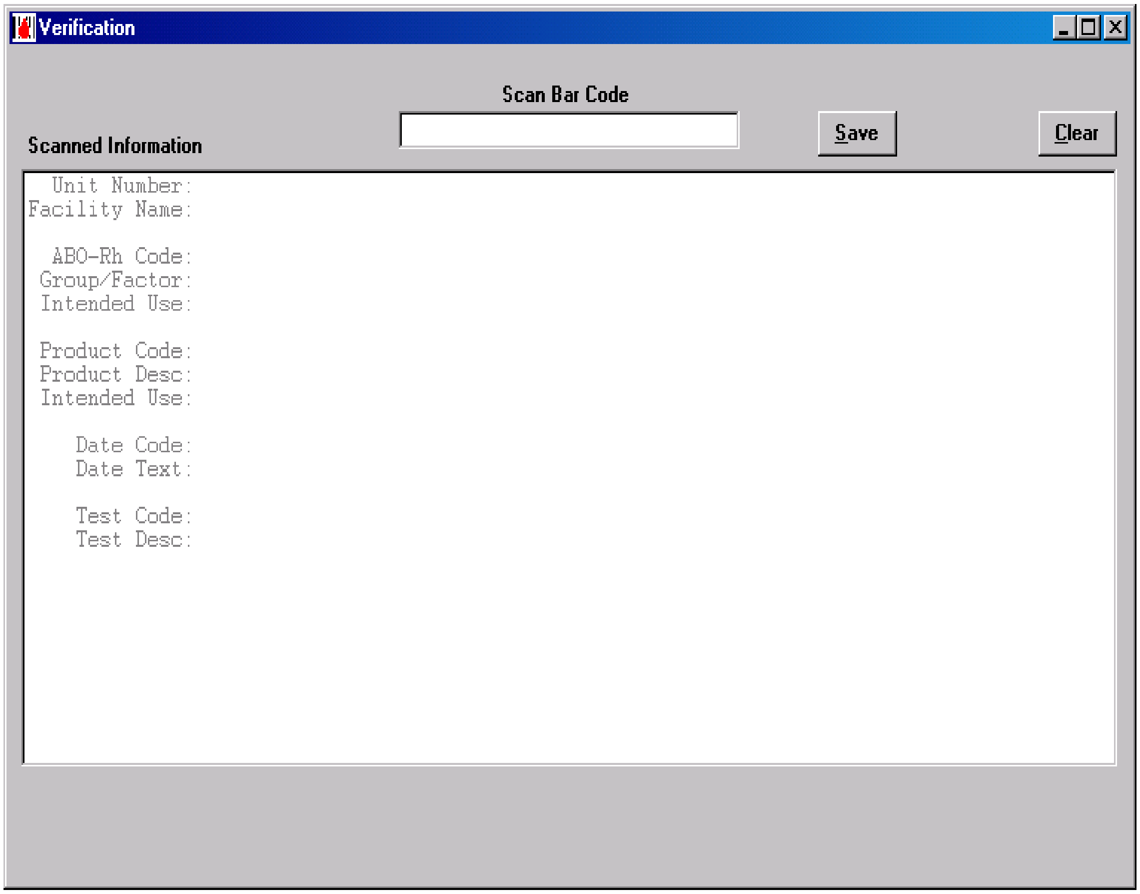
Clicking on the "Adjust Position" button causes the Adjust Position window to open at center screen. The purpose and use of this window is thoroughly covered in the section entitled Adjust Position.

"Cancel" Button

Clicking on the "Cancel" button causes all of the entries in the window to be cleared and the cursor to be returned to the ISBT-128 Unit Id Number edit box for another scan or manual entry.

Verification

To select the label bar code Verification function, first select the Print Labels pull-down menu by either clicking on the Print Labels title of the main menu or by pressing the Alt-P key combination. With the Print Labels pull-down menu displayed either click on the Verification title or press the 'V' key. After selecting the label bar code Verification function the Verification window shown below will be displayed.



Scan Bar Code

The Scan Bar Code edit box provides the bar code scanning entry point for all ISBT-128 bar codes. The cursor remains positioned in this edit box throughout the use of the verification function. When a bar code or group of concatenated bar codes is scanned the data will momentarily appear in this box while the codes are deciphered and the information placed in the Scanned Information panel located below this edit box. Scanning a bar code without a valid ICCBBA ISBT-128 data identifier prefix will cause a Warning dialog box to appear with the message, "Not a valid ISBT-128 bar code.".

Scanned Information

As valid ISBT-128 bar codes are scanned, the information and the English interpretations are displayed in the

Scanned Information panel. This panel lists the following information:

Unit Number

The unit number is listed without the leading "=" prefix character. Flag digits, which are not really part of the unit identification number, and the manual entry check digit, which is not typically encoded in the bar code, are not displayed.

Facility Name

The facility name is displayed based on the first five characters of the unit number. If the first five characters of the unit number can not be matched with that of a facility in the database, then the message "Not On File" will be displayed.

ABO-Rh Code

The scanned ABO-Rh alphanumeric code (four digits, not including prefix characters) is displayed here.

Group/Factor

The blood group and Rh factor description is derived from the ABO-Rh Code and displayed here.

Intended Use

The intended use/donation type information encoded in the ABO-Rh Code is interpreted and displayed here.

Product Code

The scanned alphanumeric product code (eight characters, not including prefix characters) is displayed here.

Product Desc

Based on the product code scanned, a lookup on the product database is made and if there is a match the product description stored in the matched database record is displayed here.

Intended Use

The intended use/donation type information encoded in the Product Code is interpreted and displayed here.

Exp. (Coll.) Date Code

The scanned numeric expiration (collection) date and time code (six or ten digits, depending on the date and time structure used, not including prefix characters) is displayed here.

Exp. (Coll.) Date Text

Based on the Exp. (Coll.) Date Code a human readable interpretation is computed and displayed here. This may include the expiration time if that bar code data structure was scanned.

Test Code

The scanned alphanumeric Test Code (not including the prefix characters) is displayed here.

Test Desc

Based on the Test Code scanned a human readable interpretation is accessed from a match on the code in the test code text file and displayed here.

"Save" Button

Clicking on the "Save" button causes all of the scanned code to be saved as a single line record in a verification text file. This file can be used later to produce a verification report.

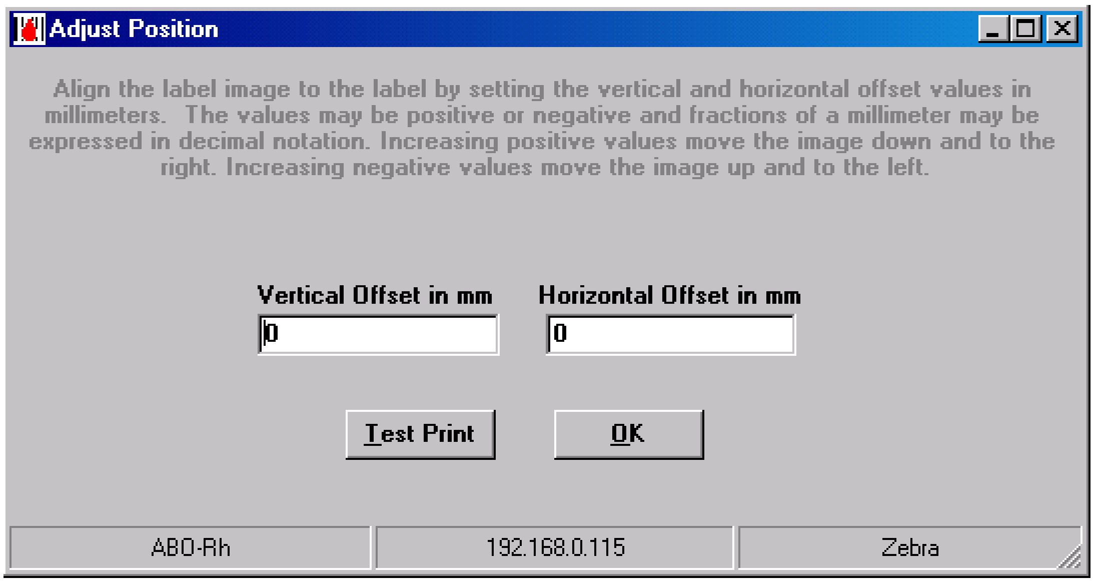
"Clear" Button

Clicking on the "Clear" button clears all of the scan codes and human readable interpretations from the display and discards the scanned codes.

(This page intentionally blank.)

Adjust Position

When the "Adjust Position" button, found on all label printing windows, is clicked, a label image offset window is displayed for the current printer selected for label printing. From the Adjust Position window shown immediately below, the user may move the image being printed in order for the information to be properly positioned on the labels.



The Adjust Position window includes a text panel that gives brief instructions on the use of the window. There are two edit boxes one used to list and change the current Vertical Offset in mm and the other for Horizontal Offset in mm. There are two buttons located at the bottom of the window, "Test Print" and "OK".

Vertical Offset in mm

The Vertical Offset in mm edit box is found on the Adjust Position window, which is available from any label printing window. This edit box allows the user to specify the vertical offset from the upper left-hand corner of the label where the image is to be located. This feature allows the user to adjust for slight differences that may occur between manufactured batches of labels, print head alignment differences and other variables that could effect the printed image position on the labels. There is no entry length limit established on this entry. The entry may be made as whole millimeter units such as 12 or may be entered as a number with a decimal fraction such as 5.25.

Note: While negative number entries are allowed, their use is discouraged as this may produce unexpected results.

Horizontal Offset in mm

The Horizontal Offset in mm edit box is found on the Adjust Position window, which is available from any label printing window. This edit box allows the user to specify the horizontal offset from the upper left-hand corner of the label where the image is to be located. This feature allows the user to adjust for slight differences that may occur between manufactured batches of labels, print head alignment differences and other variables that could effect the printed image position on the labels.

There is no entry length limit established on this entry. The entry may be made as whole millimeter units such as 12 or may be entered as a number with a decimal fraction such as 5.25.

Note: While negative number entries are allowed, their use is discouraged as this may produce unexpected results.

Status Bar

At the very bottom of the window is a status bar. From left to right the status bar displays the current label being printed, the port to which the label formats are being sent and finally the printer model that is currently established for the port.

"Test Print" Button

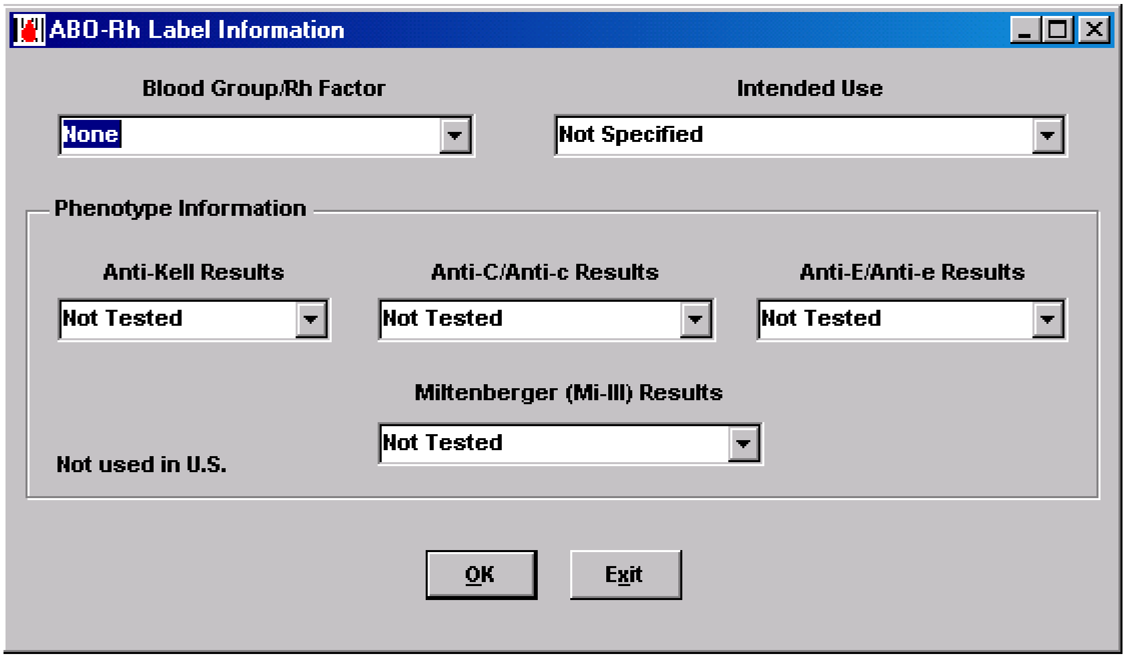
The "Test Print" button is located on the Adjust Position window, which is available from any label printing window. When this button is clicked or the Alt-T key combination is pressed, a label is printed with a simple alignment pattern to indicate the current upper left-hand corner position of the printing image.

"OK" Button

The "OK" button found on the Adjust Position window is used to save the current vertical and horizontal offset settings. These settings are saved to a file which is read automatically each tome the HemaTrax program is restarted. So settings made during this printing session will be retained for the next printing session with this printer. Failure to click on the "OK" button before exiting from Adjust Position window the will result in the loss of the settings just made.

ABO-Rh Label Information Window

After clicking on the "ABO-Rh" button the ABO-Rh Label Information window, shown immediately below, will be displayed.



From this window the user may begin specifying the contents of the 2 inch (25.4mm) square upper right-hand quadrant (ABO-Rh) ISBT-128 label. The only required entry is the selection of a Blood Group/Rh Factor. The following fields are available from this window:

Blood Group/Rh Factor

This combo box provides a pull-down list of the blood groups and associated Rh factors that may be selected for this label. This is a required selection and must be made before the "Print" button is clicked. The pull-down list of possible blood groups and Rh factors includes the following:

O Negative	**Bombay Negative**	**POOLED ABO Rh Positive**
O Positive	**Bombay Positive**	**POOLED ABO Rh Negative**
A Negative	**O**	**POOLED ABO POOLED Rh**
A Positive	**A**	**Autologous Collection**
B Negative	**B**	**Biohazardous**
B Positive	**AB**	**Discard Unit**
AB Negative	**A POOLED Rh**	**Quarantine**
AB Positive	**AB POOLED Rh**	**Do Not Transfuse**
para-Bombay Negative	**B POOLED Rh**	**Fractionation Use Only**
para-Bombay Positive	**O POOLED Rh**	**Research Use Only**

Selection is made by clicking on the down-arrow box located on the right side of this combo box to reveal the pull-down list. Then select the desired blood group and Rh factor by clicking on the appropriate item in the list. The list is long so you may need to use the scroll bar located on the right edge of the pull-down list in order to find the item you want. Move on to the next control by either pressing the 'Tab' key or using the mouse pointer and clicking on the next object.

Intended Use

The Intended Use combo box provides a pull-down list of the intended use (donation type) information that can be encoded as part of the bar code for the ABO-Rh label and the bar code of the Product label. This list includes the following:

Not Specified	**Dedicated Donor**
Autologous Use Only	**Paid Homologous Donor**
Autologous Use Only, Biohazardous	**Paid Directed Collection, Eligible for Crossover**
Autologous Collection, Eligible for Crossover	**Paid Research Collection**
Directed Donor Use Only	**Paid Source Collection**
Directed Donor Use Only, Biohazardous	**Volunteer Allogeneic Donation**
Directed Donation, Eligible for Crossover	**Volunteer Research Donation**
Directed Donor Use Only, Medical Exception	**Volunteer Source Donation**
Directed Donor Use Only, Limited Exposure	**Volunteer Therapeutic Collection**
Designated Donor	

Failing to make a selection, the default "Not Specified" selection will automatically be made.

Anti-Kell Results

The Anti-Kell Results combo box is used to specify this phenotype test result. This test is currently not being specified in the United States, but may be used in other countries. To specify this test result, click on the down-arrow box at the right-hand side of the combo box to reveal the pull-down list. Find the desired test result statement and click on it. Press the 'Tab' key or click on the next desired control to move on.

The current items available in the Anti-Kell Results combo box pull-down list are as follows:

Not Tested
Negative
Positive

Note: Selection of a test result for this combo box disables the Miltenberger (Mi-III) Results combo box.

Anti-C/Anti-c Results

The Anti-C/Anti-c Results combo box is used to specify this phenotype test result. This test is currently not being specified in the United States, but may be used in other countries. To specify this test result, click on the down-arrow box at the right-hand side of the combo box to reveal the pull-down list. Find the desired test result statement and click on it. Press the 'Tab' key or click on the next desired control to move on.

The current items available in the Anti-C/Anti-c Results combo box pull-down list are as follows:

Not Tested
C-Neg c-Pos
C-Pos c-Neg
C-Pos c-Pos

Note: Selection of a test result for this combo box disables the Miltenberger (Mi-III) Results combo box.

Anti-E/Anti-e Results

The Anti-E/Anti-e Results combo box is used to specify this phenotype test result. This test is currently not being specified in the United States, but may be used in other countries. To specify this test result, click on the down-arrow box at the right-hand side of the combo box to reveal the pull-down list. Find the desired test result statement and click on it. Press the 'Tab' key or click on the next desired control to move on.

The current items available in the Anti-E/Anti-e Results combo box pull-down list are as follows:

Not Tested
E-Neg e-Pos
E-Pos e-Neg
E-Pos e-Pos

Note: Selection of a test result for this combo box disables the Miltenberger (Mi-III) Results combo box.

Miltenberger (Mi-III) Results

The Miltenberger (Mi-III) Results combo box is used to specify a phenotype test result. This test is currently not being specfied in the United States, but may be used in other countries. To specify this test result, click on the down-arrow box at the right-hand side of the combo box to reveal the pull-down list. Find the desired test result statement and click on it. Press the 'Tab' key or click on the next desired control to move on.

The current items available in the Anti-E/Anti-e Results combo box pull-down list are as follows:

Not Tested
Negative
Positive

Note: Selection of a test result for this combo box disables the Anti-Kell Results, Anti-C/Anti-c Results and Anti-E/Anti-e Results combo boxes.

"OK" Button

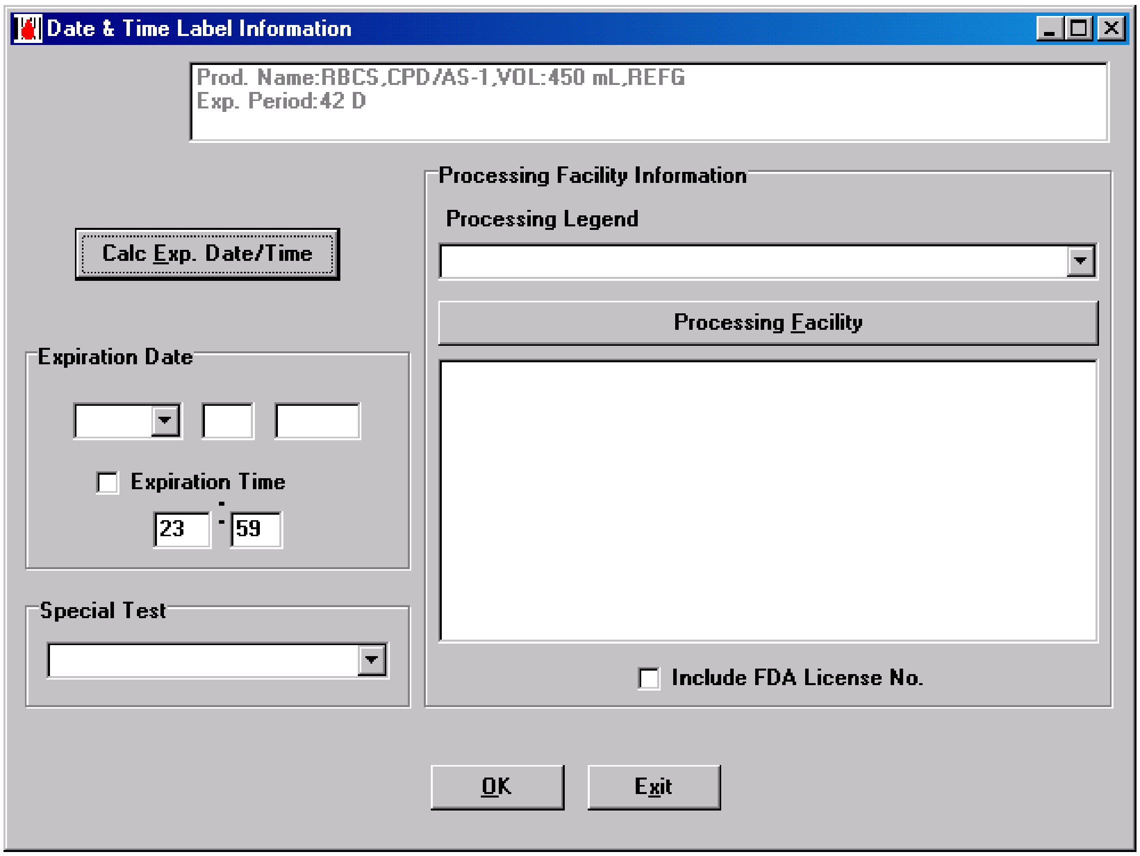
After making the appropriate selections for this portion of the combination label being specified, click the "OK" button to accept these selections and return to the previous window.

"Exit" Button

If you decide to abort the selections just made, then click on the "Exit" button to return to the previous window without making any selections.

Date & Time Label Information Window

For most products after clicking on the "Date" button the Date & Time Label Information window, shown immediately below, will be displayed. There is a narrow range of products for which the collection date and time window, described later, will instead be displayed.



From this window the user may begin specifying the contents of the 2 inch (25.4mm) square lower right-hand quadrant (Expiration Date) ISBT-128 label. The only required entry is the Expiration Date. The following control objects are available in this window:

"Product" Button

Clicking on the "Product" button or pressing the Alt-P key combination allows the user to select a product for which the date calculations can then be automatically made.

"Calc Exp. Data/Time" Button

Once a product has been selected from the product database, then this button will become enabled. If the selected product is not an irradiated product then clicking on this button causes the Collection Date & Time window to be displayed. If the product selected is an irradiated product then clicking this button causes the Irradiated Product Date & Time window to be displayed. For more information about the Collection Date & Time window refer to the section entitled Collection Date & Time Information. For more information about the Irradiated Product Date & Time window refer to the section entitled Irradiated Product Date & Time.

After entering the appropriate product dates and times, the current product's expiration date will be automatically calculated. The expiration time is automatically calculated and enabled if the product has an expiration period of 72 hours or less.

Expiration Date

At the top of the Expiration Date panel are three unlabeled entry controls that are arranged in a horizontal row. From left to right these controls are the month combo box, the day of month edit box, and the year edit box.

Include Exp. Time

The Include Exp. Time check box allows the user to force the inclusion of the expiration time on the label even though the product being labeled may not require that a time be printed. Immediately below the check box are two unlabeled edit boxes that are arranged horizontally. From left to right these edit boxes are the hour edit box and the minutes edit box.

Special Test

The Special Test combo box allows the user to select a special test that has been performed for this product from this combo box pull-down list.

Processing Legend

The Processing Legend combo box provides a brief list of standard legends that can be selected from or the user may enter a legend. The text in this box will appear on the expiration (collection) date label just above the facility name line located in the bottom third of the quadrant.

"Processing Facility" Button

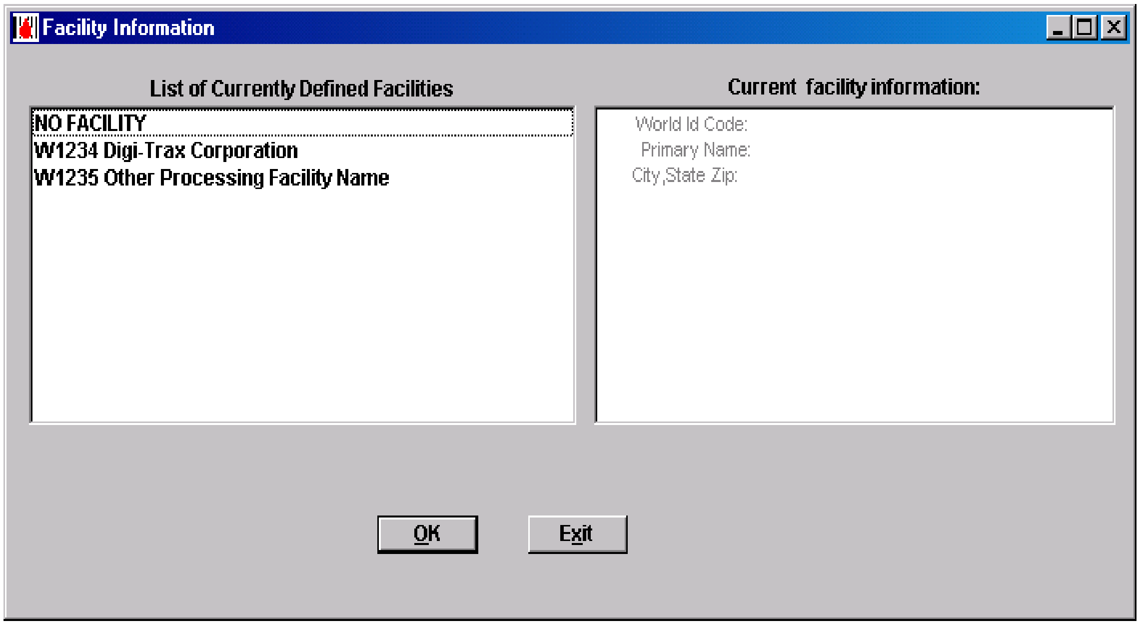
Clicking on this button causes the Facility Information window to be displayed. From this window the user may select a facility which will then be included as the further processing facility at the bottom of the expiration (collection) date label.

Processing Facility Information

This unlabeled list box appears at the bottom of the Processing Facility Information panel and displays the facility name and location that has been selected for the bottom of the date & time label.

Facility Information Window

After clicking the "Further Processing Facility" button the Facility Information window, shown immediately below, will be displayed. From this window the user can select a facility to be included in the previous window.



To select a facility, click on (highlight) the line with the facility code and name of the desired facility in the List of Currently Defined Facilities list box, then click on the "OK" button to make the selection. The window will be closed and the facility selection will be returned to the previous window.

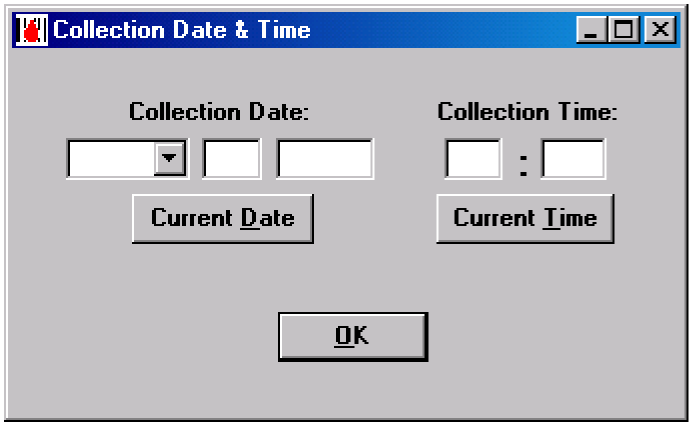
The Current facility information: list box shows the facility code, name and location information for the last selected facility.

If you do not wish to select a facility, then click on the "Exit" button.

(This page intentionally blank.)

Collection Date & Time Window

For irradiated products, Recovered Plasma, Source Leukocytes and Source Plasma the user will be prompted to enter the Collection Date and TIme. The Collection Date & Time window is shown immediately below:



From this window you can specify a unit's collection date and time.

Collection Date

Immediately below the Collection Date label are three unlabeled entry objects. Proceeding from left to right these are: the collection month combo box, the collection day of month edit box, and the collection year edit box.

Collection Time

Immediately below the Collection Time label are three unlabeled entry objects. Proceeding from left to right these are: the collection hour edit box and the collection minute edit box.

"Current Date" Button

By clicking on the "Current Date" button the three unlabeled Collection Date objects will be automatically filled in with the current system date information.

"Current Time" Button

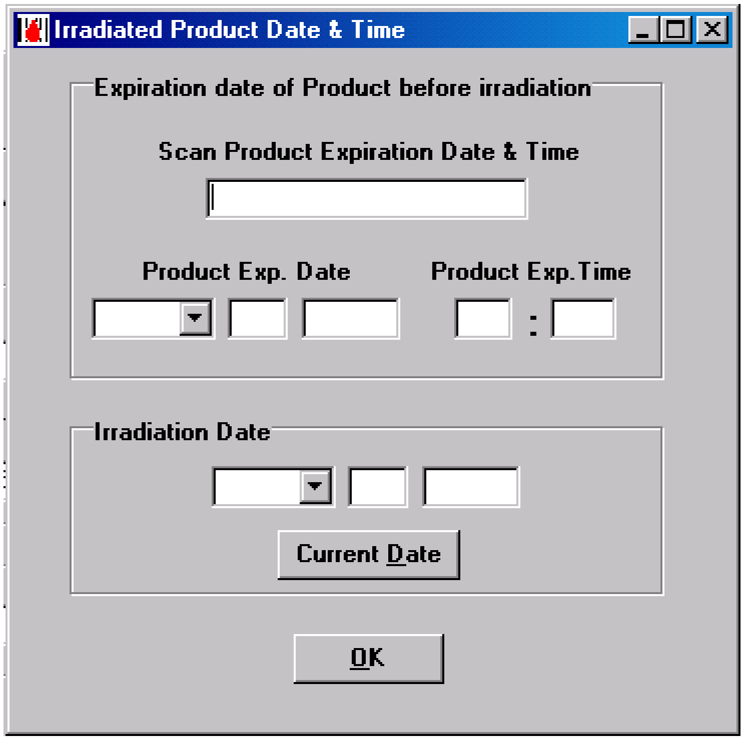
By clicking on the "Current Time" button the two unlabeled Collection Time objects will be automatically filled in with the current system time.

Clicking on the "OK" button returns the entered information to the previous window.

(This page intentionally blank.)

Irradiated Product Date & Time Window

If a date and time is being specified for an irradiated product, then after clicking on the "Calc Exp. Date/Time" button and if the selected product is irradiated, then the Irradiated Product Date & Time window, shown immediately below, will be displayed.



From this window you can either scan the current expiration date and time bar code from the label on the blood container or you can manually enter the expiration date and time of the product before is was irradiated. The user must also supply the date of irradiation. From these date and time values the program calculates the expiration date of the irradiated product.

Scan Product Expiration Date & Time

The Scan Product Expiration Date & Time edit box provides an entry field where the user may scan the product's expiration date and time bar code. This must be the expiration date and time of the product before is was irradiated. If there is no label to be scanned or the bar code is not machine readable, then the user should use the 'Tab' key or mouse pointer to position to the Product Exp. Date and Prod Exp. Time entry fields and manually enter the expiration date and time information. Scanning the expiration date and time bar code will automatically supply the information to the Product Exp. Date and Product Exp. Time entry fields located in the Expiration Date of Product before irradiation panel.

Product Exp. Date

Immediately below the Product Exp. Date label are three unlabeled entry fields. From left to right these are as follows: the product expiration month combo box, the product expiration day of month edit box, and the product expiration year edit box.

Product Exp. Time

Immediately below the Product Exp. Time label are two unlabeled entry fields, from left to right as follows: the product expiration hour edit box and the product expiration minute edit box.

Irradiation Date

Within the Irradiation Date panel are three unlabeled entry fields and the "Current Date" button. The three unlabeled entry fields from left to right are as follows: the irradiation month combo box, the irradiation day of month edit box, and the irradiation year.

"Current Date" Button

By clicking on the "Current Date" button the three unlabeled Irradiation Date objects (irradiation month, day and year) will be automatically filled in with the current system date information.

"OK" Button

After completing the entries of the Irradiated Product Date & Time window, click on the "OK" button located at the bottom of the window to return to the previous window.

Irradiated Product Expiration Date Calculation

The expiration date for an irradiated product is either 28 days from the date of irradiation or the original expiration date of the product before irradiation if it is sooner than the irradiation expiration date.

The program first calculates the irradiation expiration date as 28 days from the date of product irradiation. Next the program compares the irradiation expiration date to the original expiration date and time of the product before irradiation. The earliest date of expiration used in the comparison is taken as the product's expiration date.

Month combo boxes

The Month combo boxes provide for the entry of the month by either allowing the user to enter the first three characters of the month or by using the pull-down list associated with this combo box and then clicking on the desired month listed. The months listed in the pull-down list also indicate the proper entries that must be made manually and are as follows:

```
Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
```

Skipping this entry or entering invalid character will likely result in an error message. It should be noted that date checking is not typically performed until sometime after all of the date entries (Month, Day and Year) have been made.

Day edit boxes

The Day edit boxes provide for the entry of the day of the month. The length on this entry is limited to two numeric characters. Entering non-numeric characters or leaving this edit box empty will likely result in an error message at some point in processing. It should be noted that date checking is not typically performed until sometime after all of the date entries (Month, Day and Year) have been made.

Year edit boxes

The Year edit boxes provide for the entry of the year. The length on this entry is limited to four numeric characters. Entering non-numeric characters or leaving this edit box empty will likely result in an error message at some point in processing. It should be noted that date checking is not typically performed until sometime after all of the date entries (Month, Day and Year) have been made.

Hour edit box

The Hour edit box provides for the entry of the hour of the day. The length on this entry is limited to two numeric characters. Entering non-numeric characters, entering out of range numbers or leaving this edit box empty will likely result in an error message at some point in processing. It should be noted that time checking is not typically performed until sometime after all of the time entries (Hour and Minute) have been made.

Minute edit box

The Minute edit box provides for the entry of the minutes after the hour. The length on this entry is limited to two numeric characters. Entering non-numeric characters, entering out of range numbers or leaving this edit box empty will likely result in an error message at some point in processing. It should be noted that time checking is not typically performed until sometime after the time entries (Hour and Minutes) have been made.

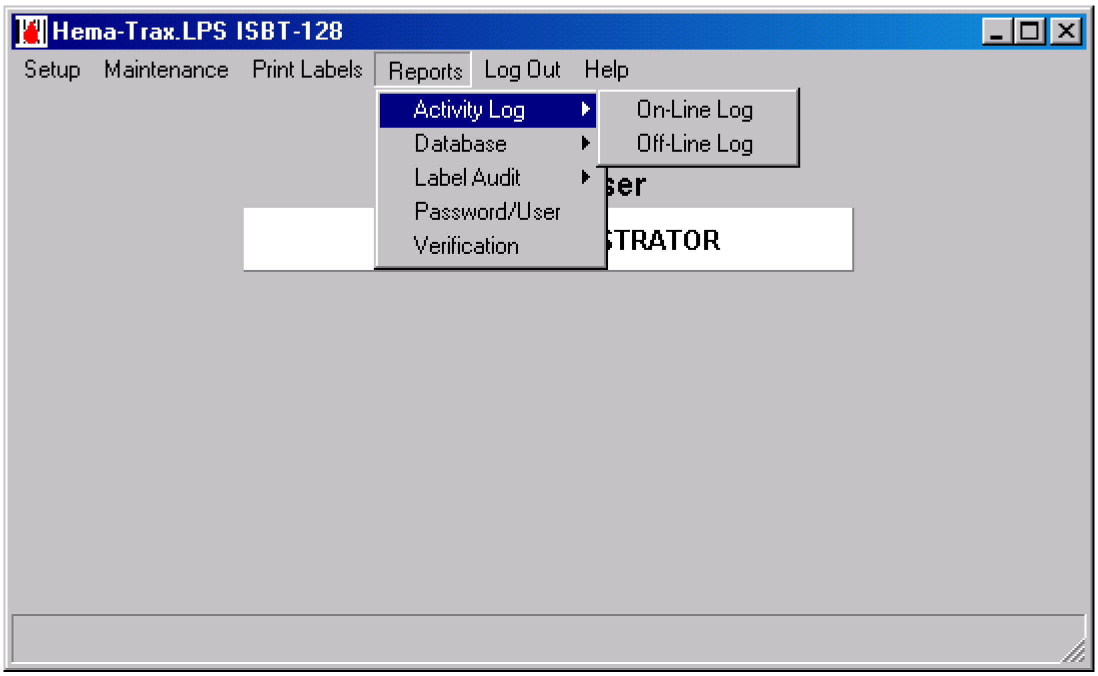
(This page intentionally blank.)

Activity Log Reports

Selecting the Activity Log selection causes a pop-up menu, as shown immediately above, with the following choices to appear:

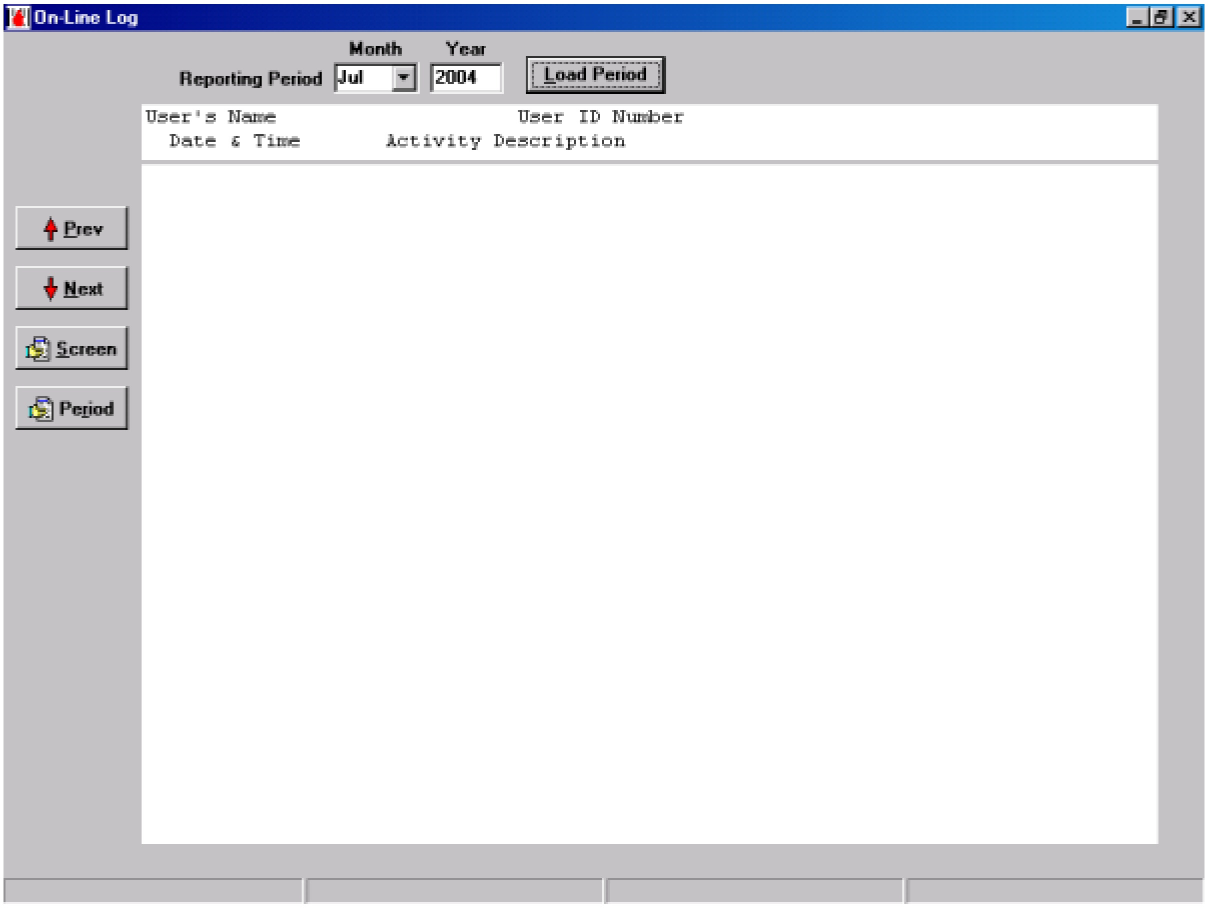
On-Line Log
Off-Line Log

Either clicking on the title with in the pop-up menu or pressing the letter key of the underscored character within the selection titles will cause the desired selection to be executed. The underscored letter is shown in bold face type above.



On-Line Activity Log Report

After clicking on the On-Line Log selection of the Activity Log pop-up menu, the window illustrated immediately below will appear.



When the On-Line Log window is initially displayed the current month and year will appear in the Reporting Period Month combo box and Year edit box.

If you wish to look at activities for a different one month period, then edit the contents of these boxes before clicking on the "Load Period" button.

Month

The Month combo box is used to select the month period for which all activities are to be reported. The user makes a month selection by clicking on the down-arrow located on the right side of the combo box and then clicking on the desired month.

Year

The Year edit box provides the user with the means of selecting the year for which activities will be reported. The user must enter the appropriate four digit year in this box. Alphabetic entries will not be accepted.

"Load Period" Button

The "Load Period" button must be clicked in order to load the activities for the specified period. Clicking on this button without supplying a valid Month or Year will cause a Warning dialog box to appear at the center of the window with the message "A valid reporting period must be specified.". The user must either click on the "OK" button of the dialog box or press the 'Enter' key before continuing.

With a valid reporting period entered, but one for which there are no records, when the "Load Period" button is clicked an Information dialog box will appear at center window with the message, "No activities from "period text" found in on-line log". The user must either click on the "OK" button of the dialog box or press the 'Enter' key before continuing. With a valid period entered and one for which there are activity records, when the "Load Period" button is clicked, the large panel in the window will be filled with activity records for the period specified.

"Prev" Button

The "Prev" button is used to look at the block of records previous to the current ones shown on the screen. Clicking this button when already at the first record in the list does nothing.

"Next" Button

The "Next" button is used to look at the next block of records beyond the current ones shown in the panel of the window. Clicking this button when already at the last record in the list does nothing.

"Screen" Button

The Screen button is used to print only the activity information currently displayed in the panel. Clicking this button will cause one page to be printed at the printer.

"Period" Button

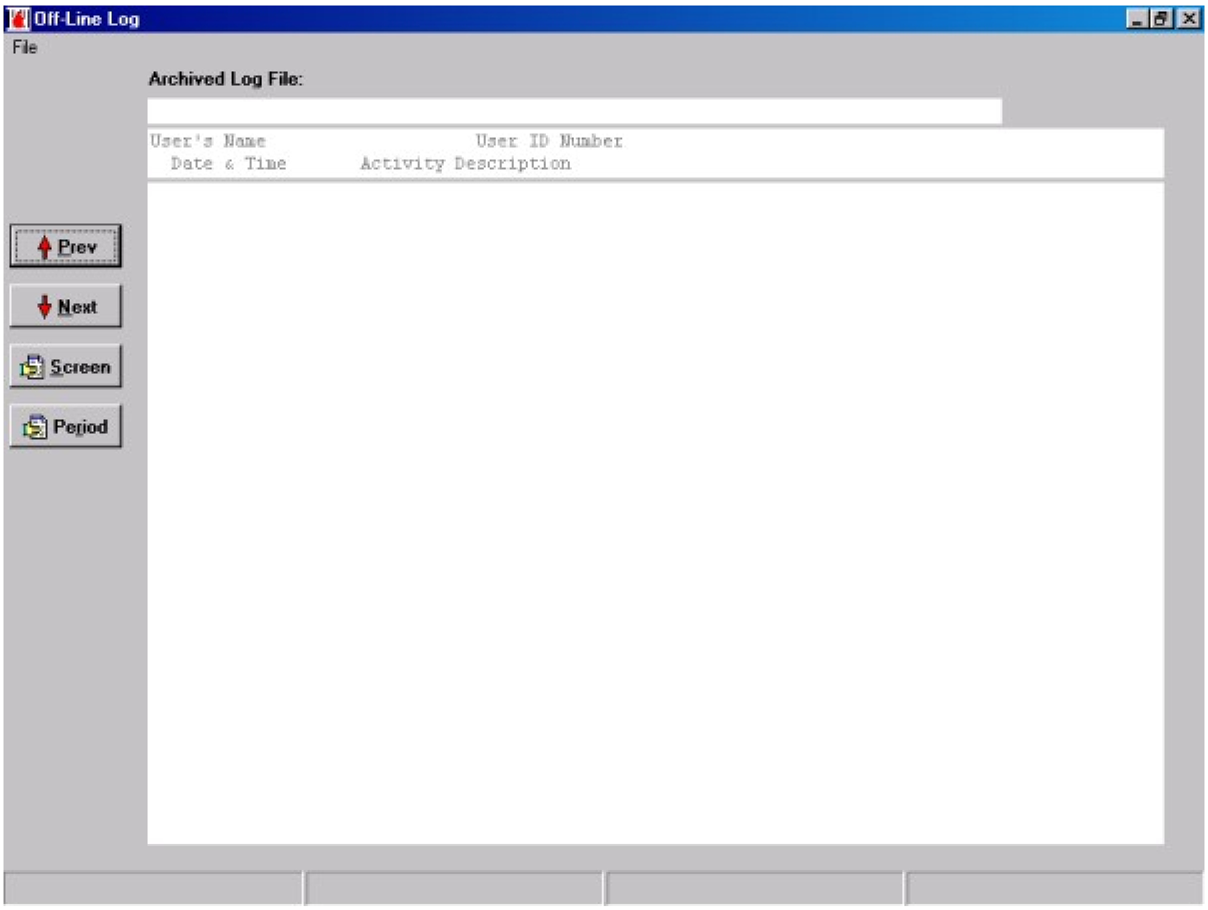
The "Period" button is used to print all of the records for which activity is currently in the display panel. When this button is clicked one or more report pages will be printed, depending on the number of records that exist for the one month period that has been specified.

For each record in the activity log two or more lines are displayed. Each record is separated from the next by a blank line. Each record holds the name and ID number of the user logged on when an activity was logged and the date and time of the activity. The activity code is given along with a block of text that explains the activity.

At the bottom of the On-Line Log window is a status bar that provides information about the number of records in the specified period, the number of screen pages, the total number of report pages needed to print the entire period and finally the current screen and report page being viewed.

Off-Line Activity Log Report

After clicking on the Off-Line Log selection of the Activity Log pop-up menu, the window illustrated immediately below will appear.



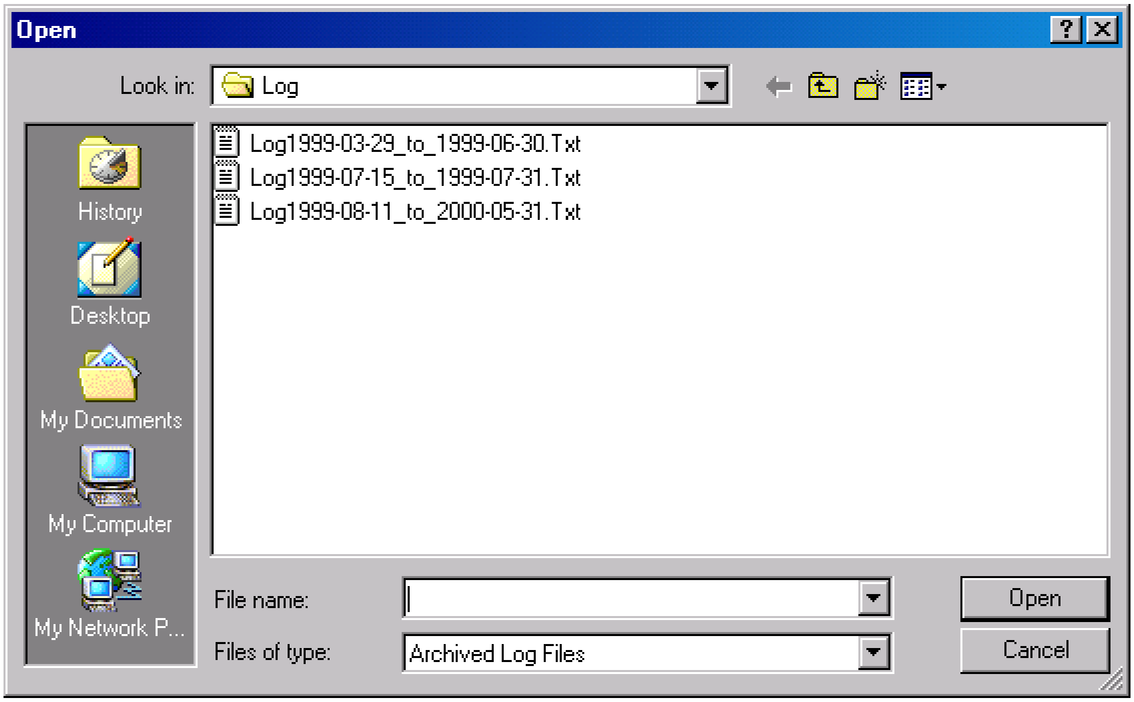
After the Off-Line Log window is initially displayed the user must make use of the File pull-down menu located in the upper left corner of the window in order to select the archived log file for viewing.

File

The File pull-down menu is accessed by clicking on the word located in the upper left corner of the Off-Line Log window or by pressing the Alt-F key combination. With the File pull-down menu displayed, the user will be able to select from one of three choices: Open, Close, or Exit.

Open

Clicking Open or pressing the 'O' key causes the windows file open dialog box to appear as shown below. The file open dialog box provides a list of all archived logs found in the Log directory. To select one of these archived log files highlight the desired file name by clicking on it and then click on the "Open" button of the Open dialog box. The Open dialog box will be closed and the selected archived log file will be opened, read and displayed in the panel of the Off-Line Log window.



Close

Clicking Close or pressing the 'C' key causes the archived log file currently being displayed in the Off-Line Log window to be closed and the contents of the information display panel to be cleared. You must close an archived log file before another one can be displayed.

Exit

Clicking Exit or pressing the 'E' key causes any archive file currently being viewed to be closed and then closes the Off-Line Log window.

Archived Log File:

When an archived log file has been opened for viewing the name of the archived log file will be displayed immediately above the large panel of the window.

Archived Log File Names

When sections of the active (on-line) log file are archived a file name is automatically created. The archive file name is constructed based on the starting and ending period dates of the records being moved. For example if the activity records from December 1st to December 31st of the year 1998 are archived, then the file name created will be Log1998-12-01_to_1998-12-31.Txt. The name clearly indicates that this is a log file and also clearly gives the range of dated activity records contained within the file. The ".Txt" file extension also clearly indicates that the file is an ASCII Text file.

"Prev" Button

The "Prev" button is used to look at the block of records previous to the current ones shown on the screen. Clicking this button when already at the first record in the list does nothing.

"Next" Button

The "Next" button is used to look at the next block of records beyond the current ones shown in the panel of the window. Clicking this button when already at the last record in the list does nothing.

"Screen" Button

The "Screen" button is used to print only the activity information currently displayed in the panel. Clicking this button will cause one page to be printed at the printer. Upon clicking this button a standard windows Print dialog box will appear. This Print dialog box allows the user to select the printer to which the report will be directed. Upon clicking the "OK" button in this dialog box, the licensed products report will be sent to the selected printer.

"Period" Button

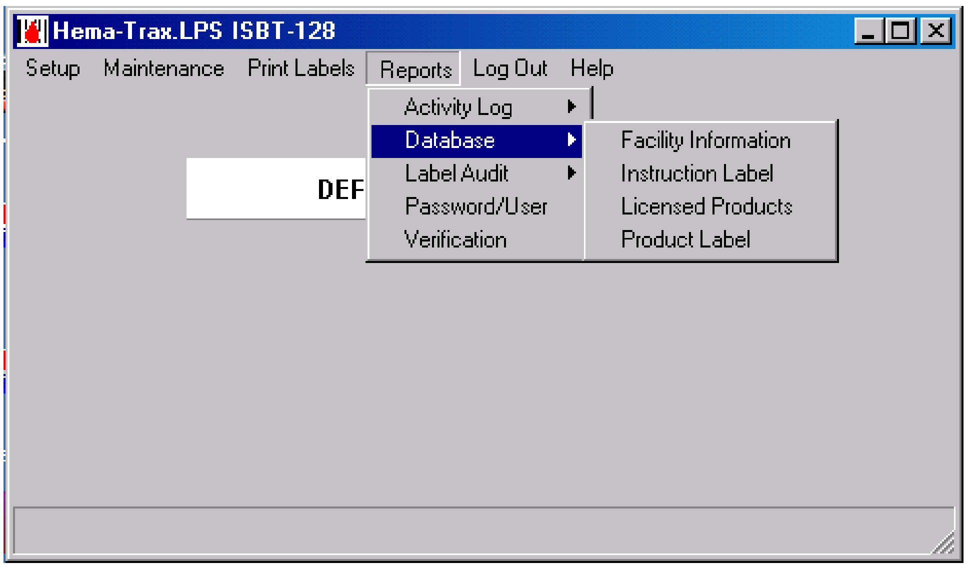
The Period button is used to print all of the records for which activity is currently in the display panel. When this button is clicked one or more report pages will be printed, depending on the number of records that exist for the one month period that has been specified. Upon clicking this button a standard windows Print dialog box will appear. This Print dialog box allows the user to select the printer to which the report will be directed. Upon clicking the "OK" button in this dialog box, the licensed products report will be sent to the selected printer.

Each record in the Off-Line Log file causes two or more lines to be displayed. Each record is separated from the next by a blank line on the screen and in the report. Each record holds the name and ID number of the user logged on and the date and time of the activity. The activity code is given along with a block of text that explains the activity.

At the bottom of the Off-Line Log window is a status bar that provides information about the number of records in the specified period, the number of screen pages, the total number of report pages needed to print the entire period and finally the current screen and report page being viewed.

Database Reports

To access Database reports place the mouse pointer on the Reports menu item and click the left mouse button or alternatively press the Alt-R key combination. This will cause the Reports pull-down menu to appear. With the pull-down menu displayed, either place the mouse pointer on the Database item of the pull-down menu or press the 'D' key.



A pop-up menu with the following selections will appear:

Facility Information

Instruction Label

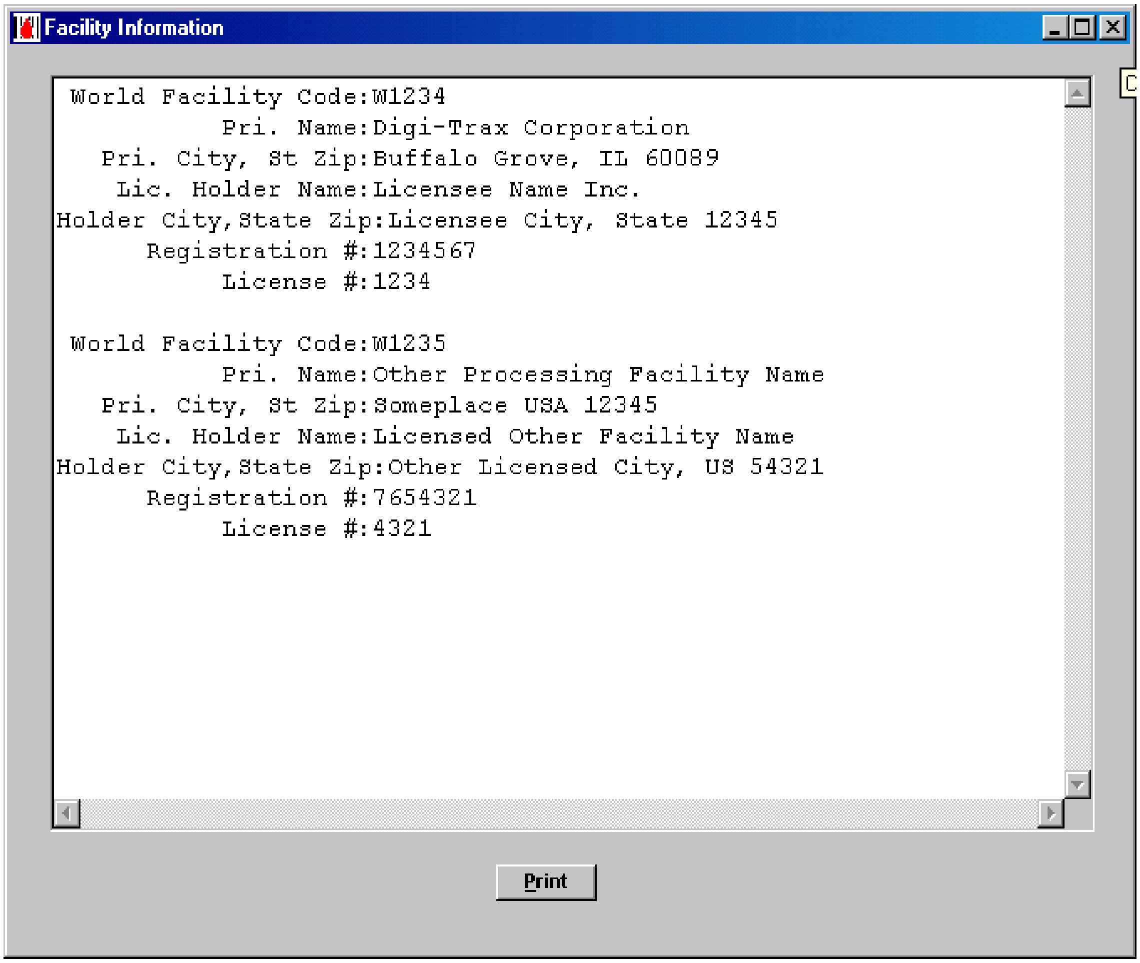
Licensed Products

Product Label

(This page intentionally blank.)

Facility Information Database Report

After selecting Database reports the user may either click on the Facility Information title or press the 'F' key to cause the window shown below to be displayed.



The Facility Information window contains a large panel that is used to display information for all of the facilities that are defined in the facility database. To view facilities not shown in the display panel, the user makes use of the scroll bar located on the right edge to move up or down through the records.

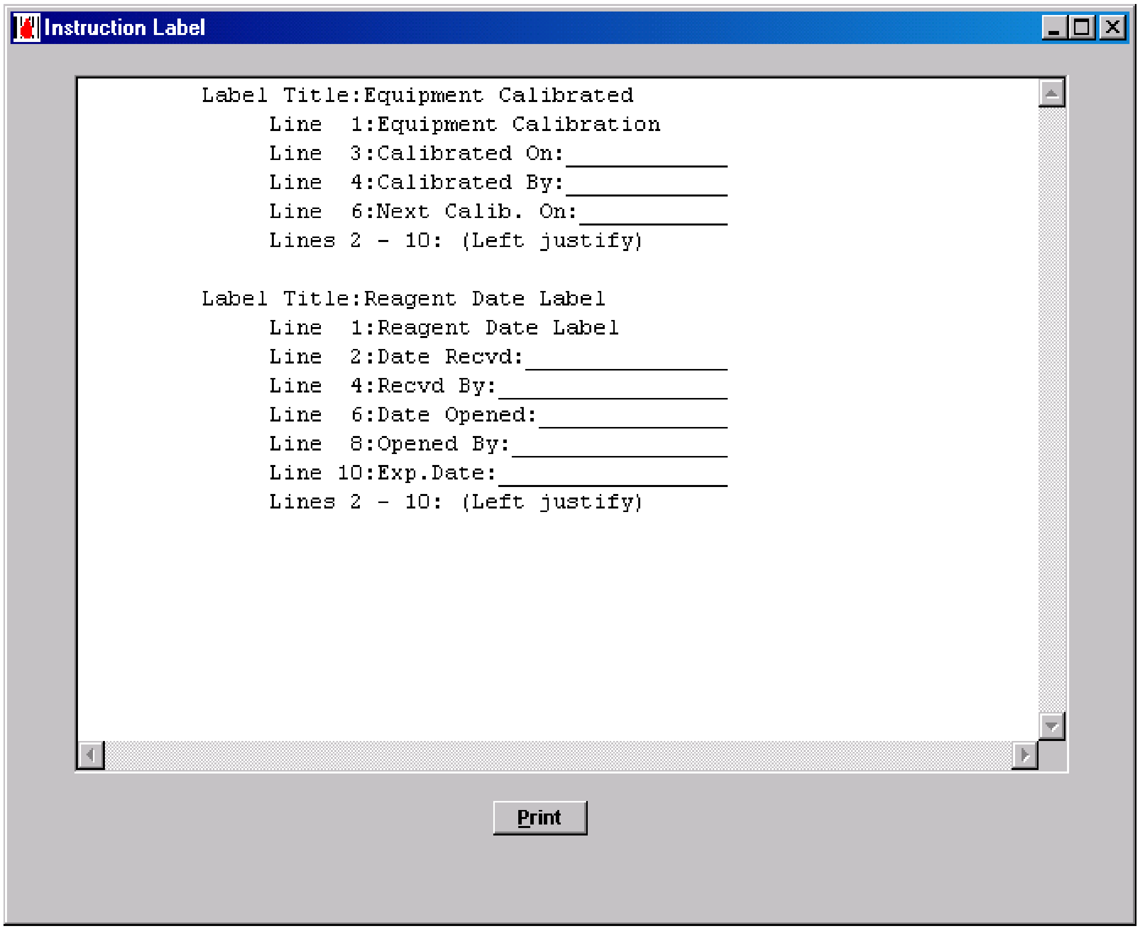
"Print" Button

The "Print" button is clicked or the Alt-P key combination pressed when a hard copy report is desired. Upon clicking this button a standard windows Print dialog box will appear. This Print dialog box allows the user to select the printer to which the report will be directed. Upon clicking the "OK" button in this dialog box, the licensed products report will be sent to the selected printer.

(This page intentionally blank)

Instruction Label Database Report

After selecting Database reports the user may either click on the Instruction Label title or press the 'I' key to cause the window immediately below to be displayed.



The Instruction Label window contains a large panel that is used to display information for all of the instruction labels that are defined in that database. To view instruction labels not shown in the display panel, the user makes use of the scroll bar located on the right edge to move up or down through the records.

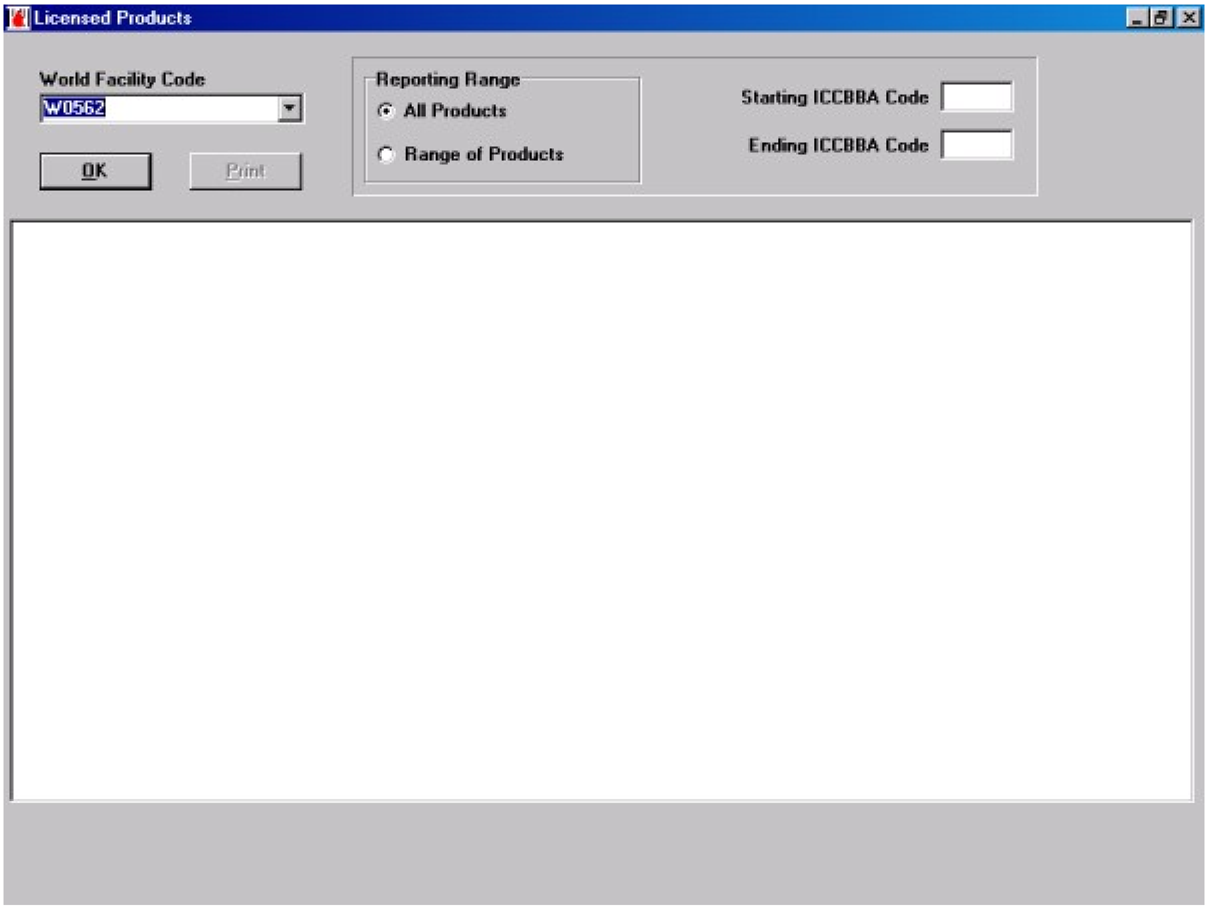
"Print" Button

The "Print" button is clicked or the Alt-P key combination pressed when a hard copy report is desired. Upon clicking this button a standard windows Print dialog box will appear. This Print dialog box allows the user to select the printer to which the report will be directed. Upon clicking the "OK" button in this dialog box, the licensed products report will be sent to the selected printer.

(This page intentionally blank)

Licensed Products Database Report

After selecting Database reports the user may either click on the Licensed Products title or press the 'L' key to cause the window immediately below to be displayed.



When initially displayed the Licensed Products window needs to have the World Facility Code for a specific facility selected in order to find the specific product codes that are licensed for that facility. The user may also specify that all licensed products or a range of licensed products be reported. Upon clicking the "OK" button the licensed products specified are listed in the large panel on the screen and may then be printed as a report by clicking on the "Print" button.

World Facility Code

The World Facility Code combo box provides the user a means of selecting one of the world facility codes that have already been defined in the facility database. This code forms part of the key to the licensed products database and serves to segregate the various facilities from one another within the licensed products database. The user must pull down the list of facility codes by clicking on the down-arrow located on the right side of the combo box. With the list of facility codes displayed the user clicks on the facility code desired.

Reporting Range

The Reporting Range radio button group allows the user to specify either All Products or a Range of Products to be reported. The default selection is All Products. If the user selects Range of Products, then the range of products is specified by making a starting and ending code entry in the edit boxes provided for that purpose.

Starting ICCBBA Code

The Starting ICCBBA Code edit box is provided to allow the user to specify the first product code of a range of codes to be listed and reported. If this box is empty when the "OK" button is clicked, then a value of A0000 will automatically be inserted to give the lowest possible starting value.

Ending ICCBBA Code

The Ending ICCBBA Code edit box is provided to allow the user to specify the last product code of a range of codes to be listed and reported. If this box is empty when the "OK" button is clicked, then a value of Z0000 will automatically be inserted to give the highest possible ending value.

"OK" Button

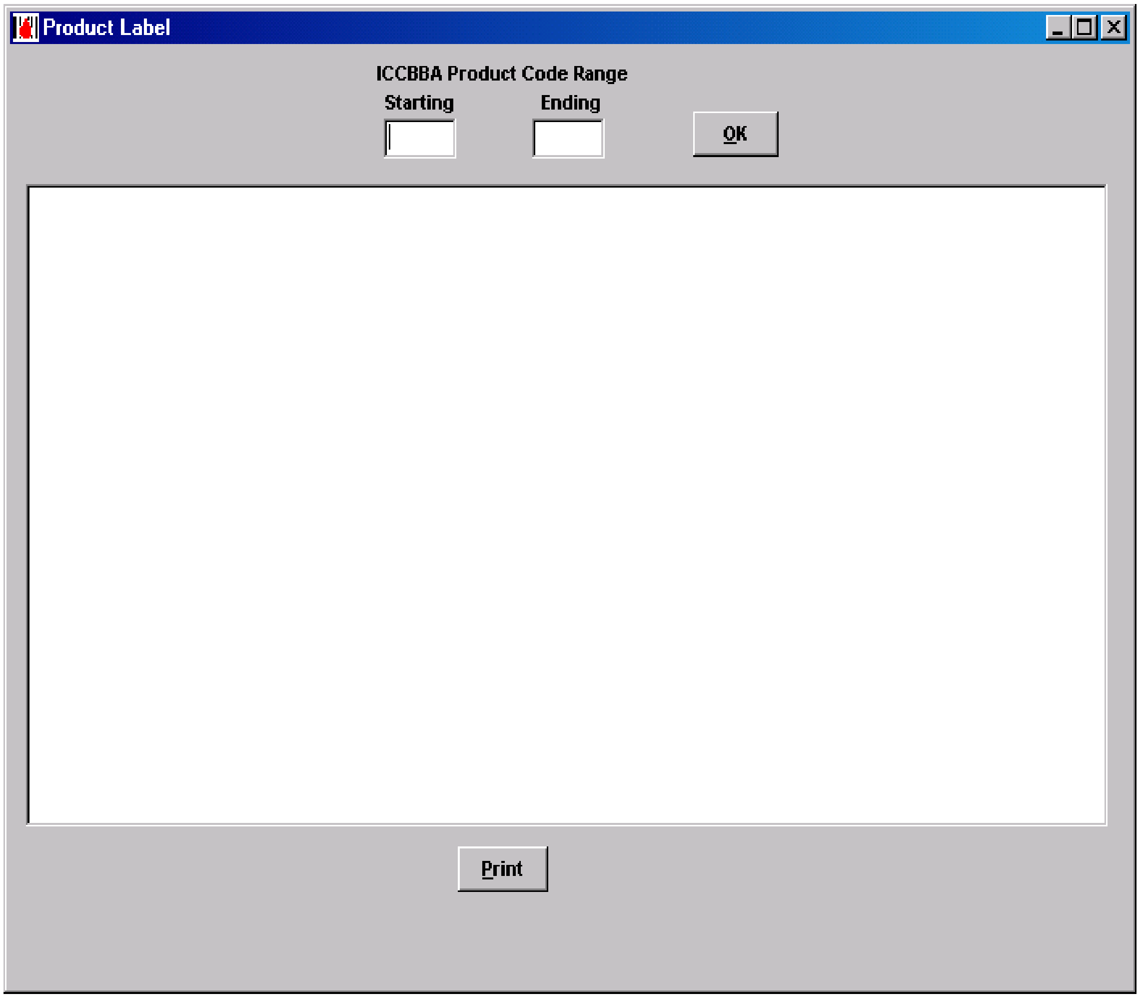
The "OK" button is clicked to load the list of selected licensed products into the display panel. With the list of products displayed it is then possible to print a report by clicking on the "Print" button.

"Print" Button

The "Print" button is clicked when a list of licensed products is displayed in the large panel of this window. Upon clicking this button a standard windows Print dialog box will appear. This Print dialog box allows the user to select the printer to which the report will be directed. Upon clicking the "OK" button in this dialog box, the licensed products report will be sent to the selected printer.

Product Label Database Report

After selecting Database reports the user may either click on the Product Label title or press the 'P' key to cause the window immediately below to be displayed.



Since the ICCBBA Product Code database contains more than 4,500 products and each label design stored in the database is listed and prints as about ten lines of information, it is easy to exceed the capacity of the list box to display the entire database. It is therefore necessary to display and print sections of the product database. It is safe to specify product ranges of up to five hundred products at a time.

For example: the user could specify a range of ICCBBA products codes such as Starting: E0001 to Ending: E0500.

Two edit boxes under the label ICCBBA Product Code Range are provided for the purpose of specifying this product code range. These are as follows:

Starting

The Starting edit box provides for the entry of the first ICCBBA product code to be listed (reported). This entry must conform to ICCBBA specifications. The first character entered must be an alphabetic letter in the range (A to Z). The first character is followed by four numeric only characters in the range (0001 to 9999). If an invalid entry is made, it will be detected when the "OK" button is clicked (or, alternatively, the Alt-O key combination pressed).

Ending

The Ending edit box provides for the entry of the last ICCBBA product code to be listed (reported). This entry must conform to ICCBBA specifications. The first character entered must be the letter "E". The first character is followed by four numeric only characters in the range (0001 to 9999). If an invalid entry is made, it will be detected when the OK button is clicked (or, alternatively, the Alt-O key combination pressed).

"OK" Button

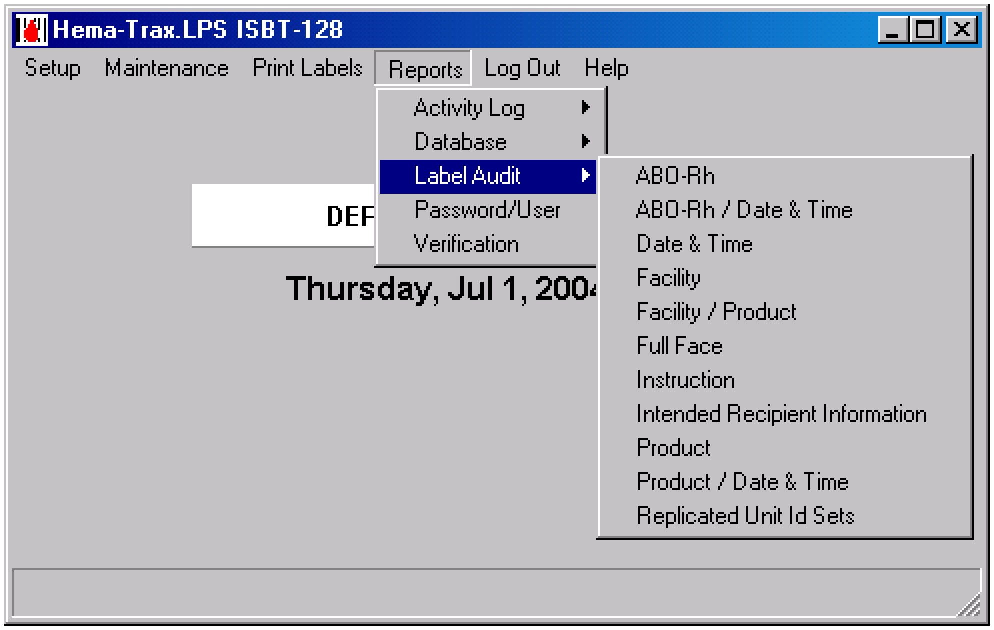
When the "OK" button is clicked or the Alt-O key combination is pressed, the range of product codes is scanned and added to the panel. The user may scan through the list, if it is larger than the list box, through the use of the scroll bar that may appear along the right edge of the list box control.

"Print" Button

The "Print" button is used to print the contents of the list box to the printer as a report. Upon clicking this button a standard windows Print dialog box will appear. This Print dialog box allows the user to select the printer to which the report will be directed. Upon clicking the "OK" button in this dialog box, the licensed products report will be sent to the selected printer.

Label Audit Reports

To access Label Audit reports place the mouse pointer on the Reports main menu item and click the left mouse button or alternatively press the Alt-R key combination. This will cause the Reports pull-down menu to appear. With the pull-down menu displayed, either place the mouse pointer on the Label Audit item of the pull-down menu or alternatively, press the 'L' key.



A pop-up menu with the following selections will appear:

ABO-Rh

ABO-Rh / Date & Time

Date & Time

Facility

Facility / Product

Full Face

Instruction

Intended Recipient Information

Product

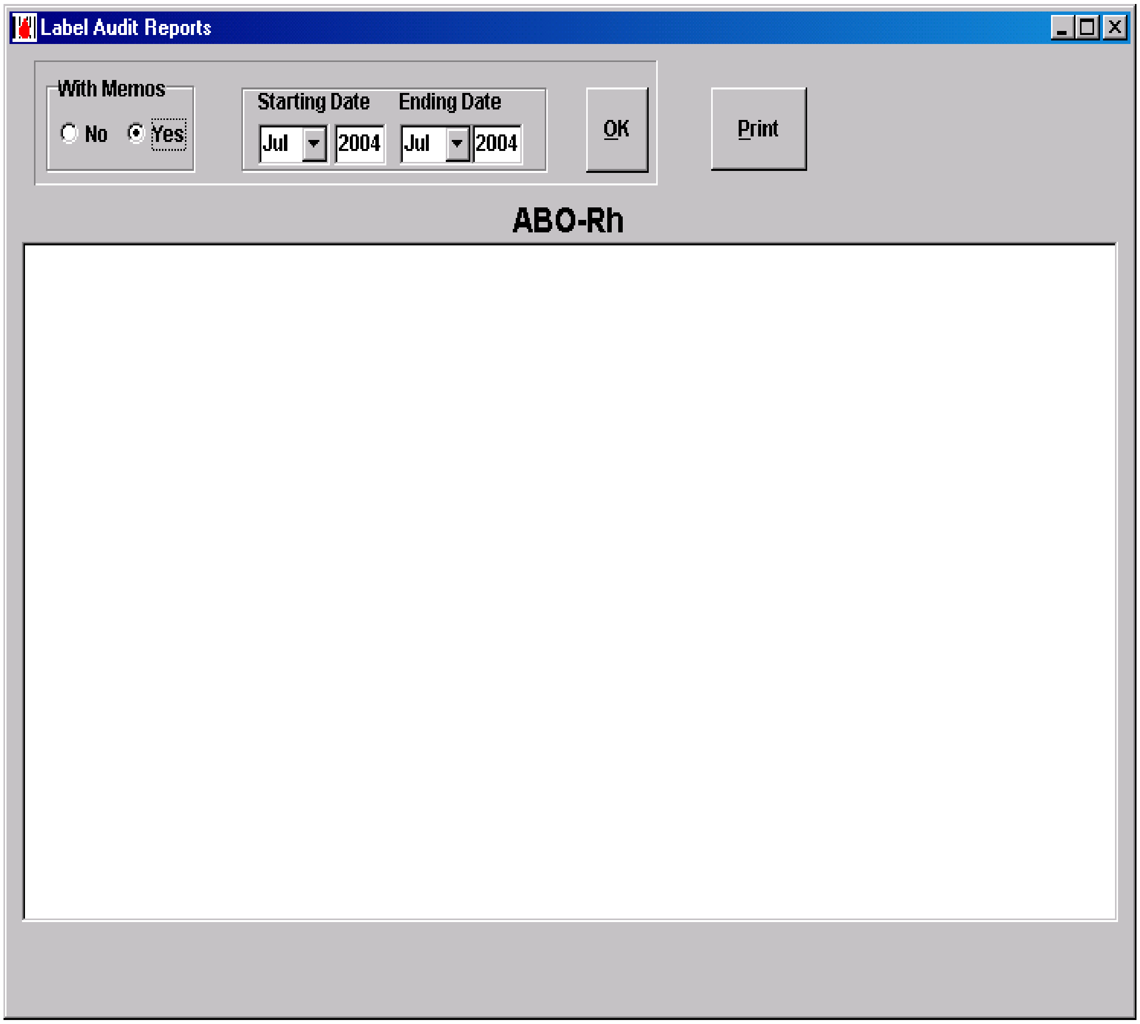
Product / Date & Time

Replicated Unit ID Sets

(This page intentionally blank.)

ABO-Rh Audit Report

After selecting Label Audit from the Reports pull-down menu the user may either click on the ABO-Rh title or press the 'A' key to cause the window immediately below to be displayed.



With Memos

The With Memos radio button group box allows the user to choose whether or not memo entries made while labels were being produced will be included in the report. The default answer is Yes. To change the select merely click on the title or button of the answer you desire.

Starting Date

Below the Starting Date label are two entry fields: the month combo box and the year edit box allow the user to specify the month and year of the beginning of the range of ABO-Rh label printing records in the activity log file to be reported.

Ending Date

Below the Ending Date label are two entry fields: the month combo box and the year edit box allow the user to specify the month and year of the end of the range of ABO-Rh label printing records in the activity log file to be reported.

"OK" Button

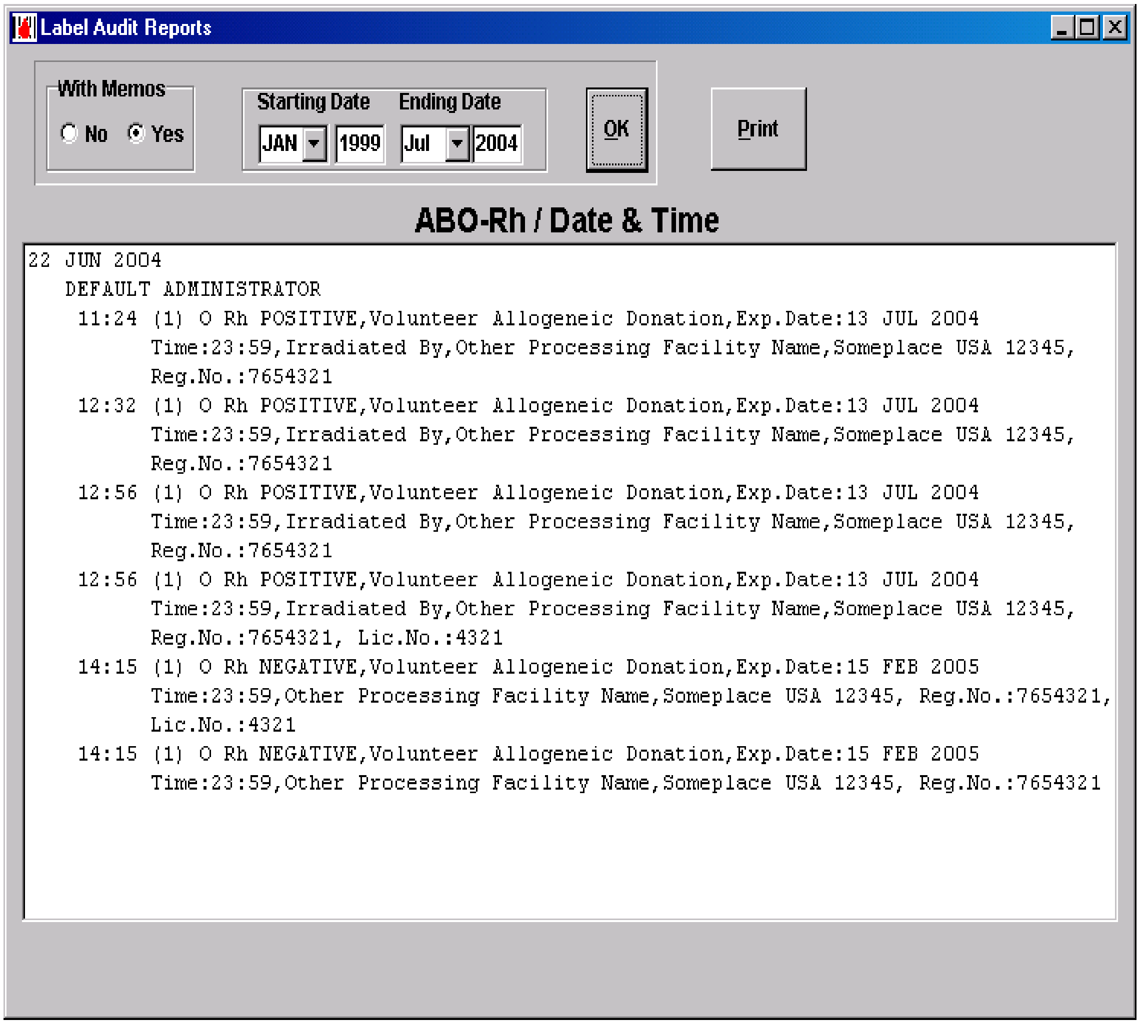
Clicking on the "OK" button initiates the search of the activity log for all ABO-Rh label printing records (including memos, if specified). All records within the range are listed in the list box at the center of the window.

"Print" Button

Clicking on the "Print" button will print the records displayed in the list box. Upon clicking this button a standard windows Print dialog box will appear. This Print dialog box allows the user to select the printer to which the report will be directed. Upon clicking the "OK" button in this dialog box, the report will be sent to the selected printer.

ABO-Rh / Date & Time Audit Report

After selecting Label Audit from the Reports pull-down menu the user may either click on the ABO-Rh / Date & Time title or press the 'B' key to cause the window immediately below to be displayed.



With Memos

The With Memos radio button group box allows the user to choose whether or not memo entries made while labels were being produced will be included in the report. The default answer is Yes. To change the select merely click on the title or button of the answer you desire.

Starting Date

Below the Starting Date label are two entry fields: the month combo box and the year edit box allow the user to specify the month and year of the beginning of the range of ABO-Rh / Date & Time label printing records in the activity log file to be reported.

Ending Date

Below the Ending Date label are two entry fields: the month combo box and the year edit box allow the user to specify the month and year of the end of the range of ABO-Rh / Date & Time label printing records in the activity log file to be reported.

"OK" Button

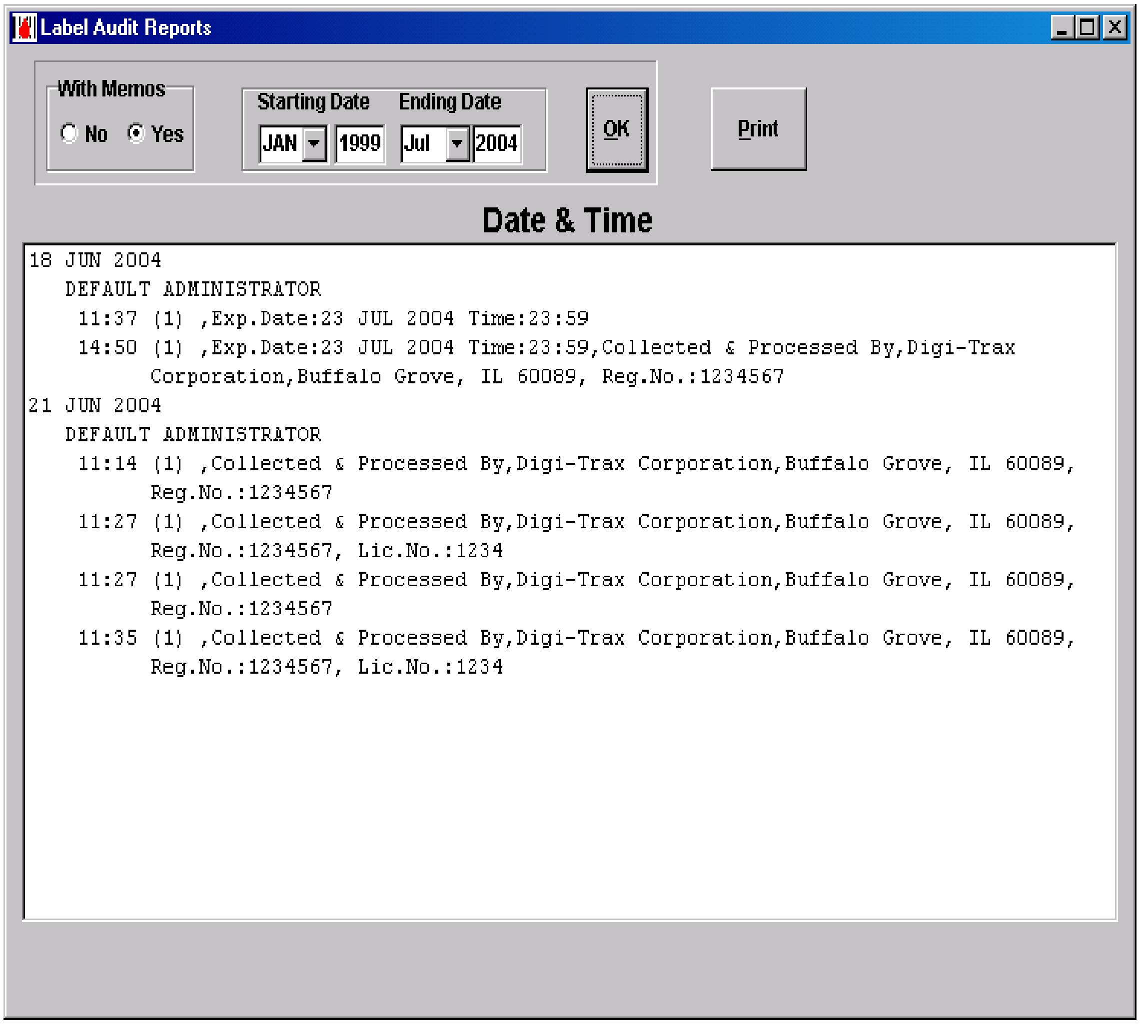
Clicking on the "OK" button initiates the search of the activity log for all ABO-Rh / Date & Time label printing records (including memos, if specified). All records within the range are listed in the list box at the center of the window.

"Print" Button

Clicking on the "Print" button will print the records displayed in the list box. Upon clicking this button a standard windows Print dialog box will appear. This Print dialog box allows the user to select the printer to which the report will be directed. Upon clicking the "OK" button in this dialog box, the report will be sent to the selected printer.

Date & Time Label Audit Report

After selecting Label Audit from the Reports pull-down menu the user may either click on the Date & Time title or press the 'D' key to cause the window immediately below to be displayed.



With Memos

The With Memos radio button group box allows the user to choose whether or not memo entries made while labels were being produced will be included in the report. The default answer is Yes. To change the select merely click on the title or button of the answer you desire.

Starting Date

Below the Starting Date label are two entry fields: the month combo box and the year edit box allow the user to specify the month and year of the beginning of the range of Date & Time label printing records in the activity log file to be reported.

Ending Date

Below the Ending Date label are two entry fields: the month combo box and the year edit box allow the user to specify the month and year of the end of the range of Date & Time label printing records in the activity log file to be reported.

"OK" Button

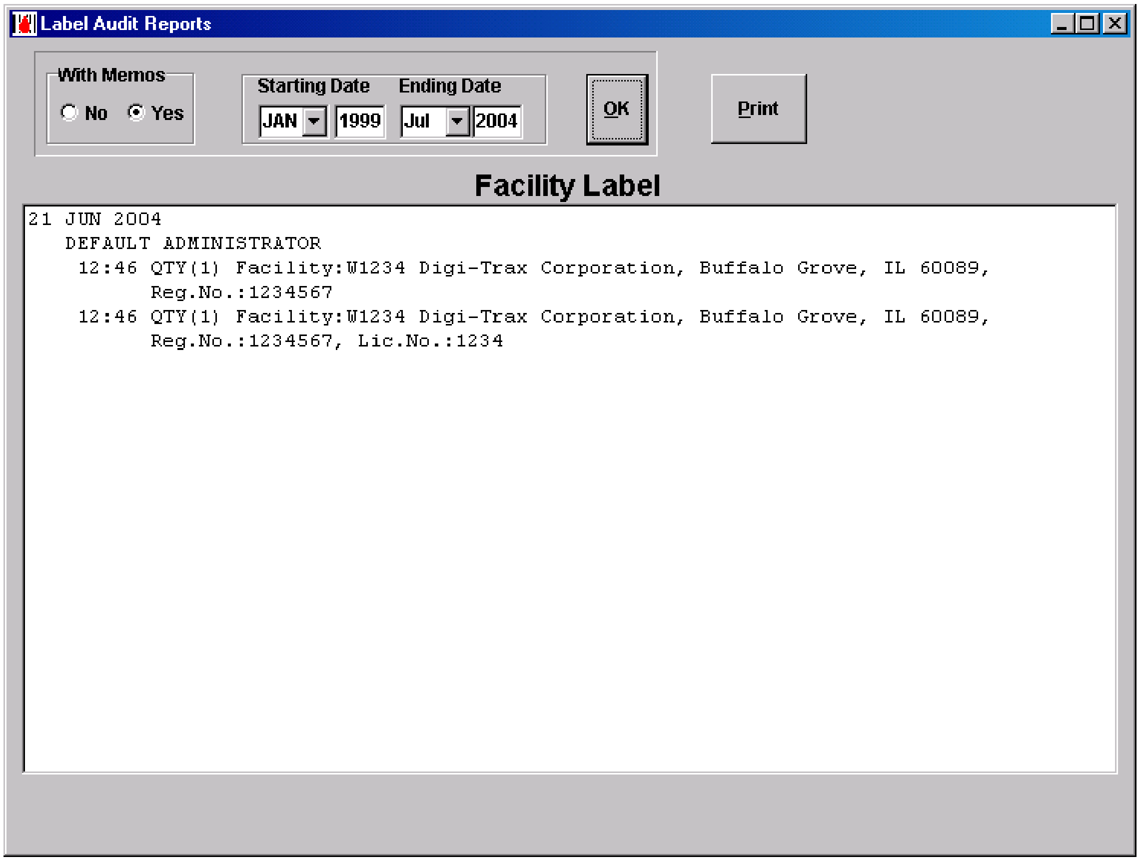
Clicking on the "OK" button initiates the search of the activity log for all Date & Time label printing records (including memos, if specified). All records within the range are listed in the list box at the center of the window.

"Print" Button

Clicking on the "Print" button will print the records displayed in the list box. Upon clicking this button a standard windows Print dialog box will appear. This Print dialog box allows the user to select the printer to which the report will be directed. Upon clicking the "OK" button in this dialog box, the report will be sent to the selected printer.

Facility Label Audit Report

After selecting Label Audit from the Reports pull-down menu the user may either click on the Facility title or press the 'F' key to cause the window immediately below to be displayed.



With Memos

The With Memos radio button group box allows the user to choose whether or not memo entries made while labels were being produced will be included in the report. The default answer is Yes. To change the select merely click on the title or button of the answer you desire.

Starting Date

Below the Starting Date label are two entry fields: the month combo box and the year edit box allow the user to specify the month and year of the beginning of the range of Facility label printing records in the activity log file to be reported.

Ending Date

Below the Ending Date label are two entry fields: the month combo box and the year edit box allow the user to

specify the month and year of the end of the range of Facility label printing records in the activity log file to be reported.

"OK" Button

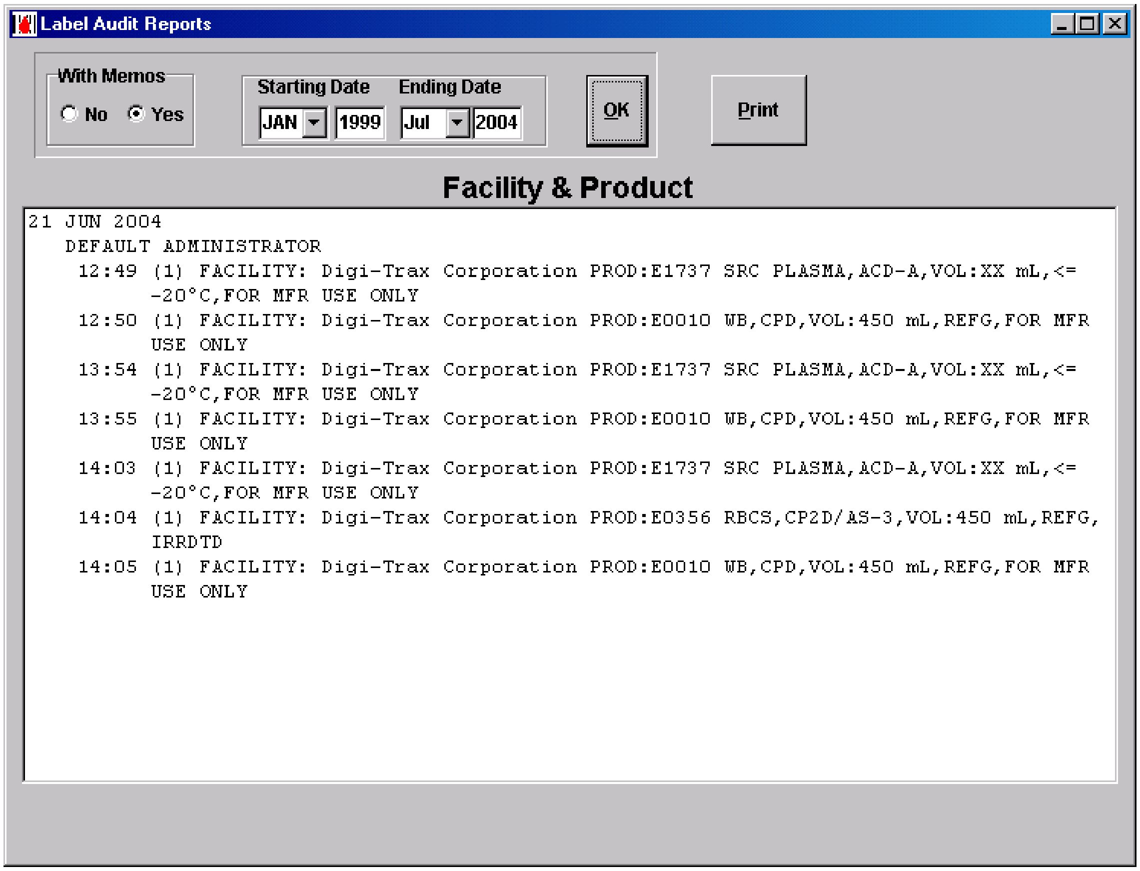
Clicking on the "OK" button initiates the search of the activity log for all Facility label printing records (including memos, if specified). All records within the range are listed in the list box at the center of the window.

"Print" Button

Clicking on the "Print" button will print the records displayed in the list box. Upon clicking this button a standard windows Print dialog box will appear. This Print dialog box allows the user to select the printer to which the report will be directed. Upon clicking the "OK" button in this dialog box, the report will be sent to the selected printer.

Facility / Product Label Audit Report

After selecting Label Audit from the Reports pull-down menu the user may either click on the Facility / Product title or press the 'c' key to cause the window immediately below to be displayed.



With Memos

The With Memos radio button group box allows the user to choose whether or not memo entries made while labels were being produced will be included in the report. The default answer is Yes. To change the select merely click on the title or button of the answer you desire.

Starting Date

Below the Starting Date label are two entry fields: the month combo box and the year edit box allow the user to specify the month and year of the beginning of the range of Facility / Product label printing records in the activity log file to be reported.

Ending Date

Below the Ending Date label are two entry fields: the month combo box and the year edit box allow the user to

specify the month and year of the end of the range of Facility / Product label printing records in the activity log file to be reported.

"OK" Button

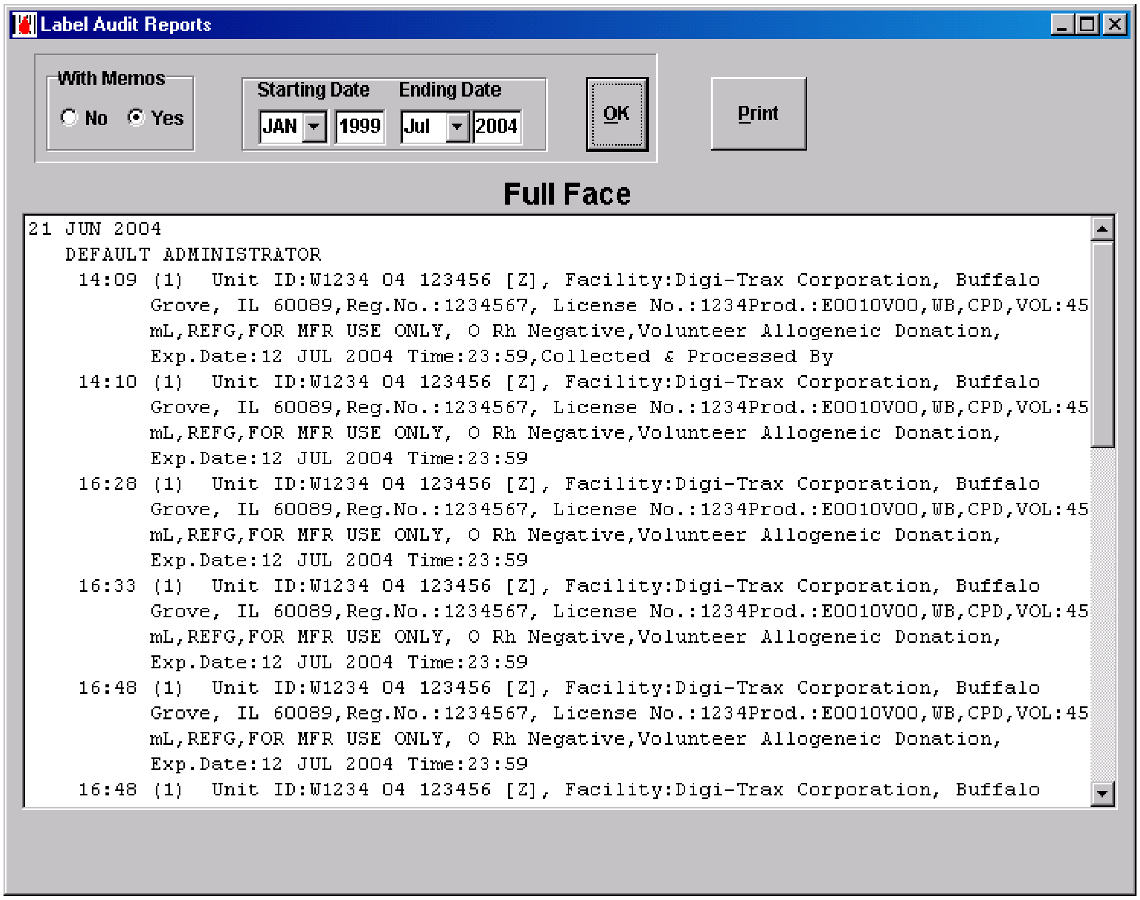
Clicking on the "OK" button initiates the search of the activity log for all Facility / Product label printing records (including memos, if specified). All records within the range are listed in the list box at the center of the window.

"Print" Button

Clicking on the "Print" button will print the records displayed in the list box. Upon clicking this button a standard windows Print dialog box will appear. This Print dialog box allows the user to select the printer to which the report will be directed. Upon clicking the "OK" button in this dialog box, the report will be sent to the selected printer.

Full Face Label Audit Report

After selecting Label Audit from the Reports pull-down menu the user may either click on the Full Face title or press the 'u' key to cause the window immediately below to be displayed.



With Memos

The With Memos radio button group box allows the user to choose whether or not memo entries made while labels were being produced will be included in the report. The default answer is Yes. To change the select merely click on the title or button of the answer you desire.

Starting Date

Below the Starting Date label are two entry fields: the month combo box and the year edit box allow the user to specify the month and year of the beginning of the range of Full Face label printing records in the activity log file to be reported.

Ending Date

Below the Ending Date label are two entry fields: the month combo box and the year edit box allow the user to specify the month and year of the end of the range of Full Face label printing records in the activity log file to be reported.

"OK" Button

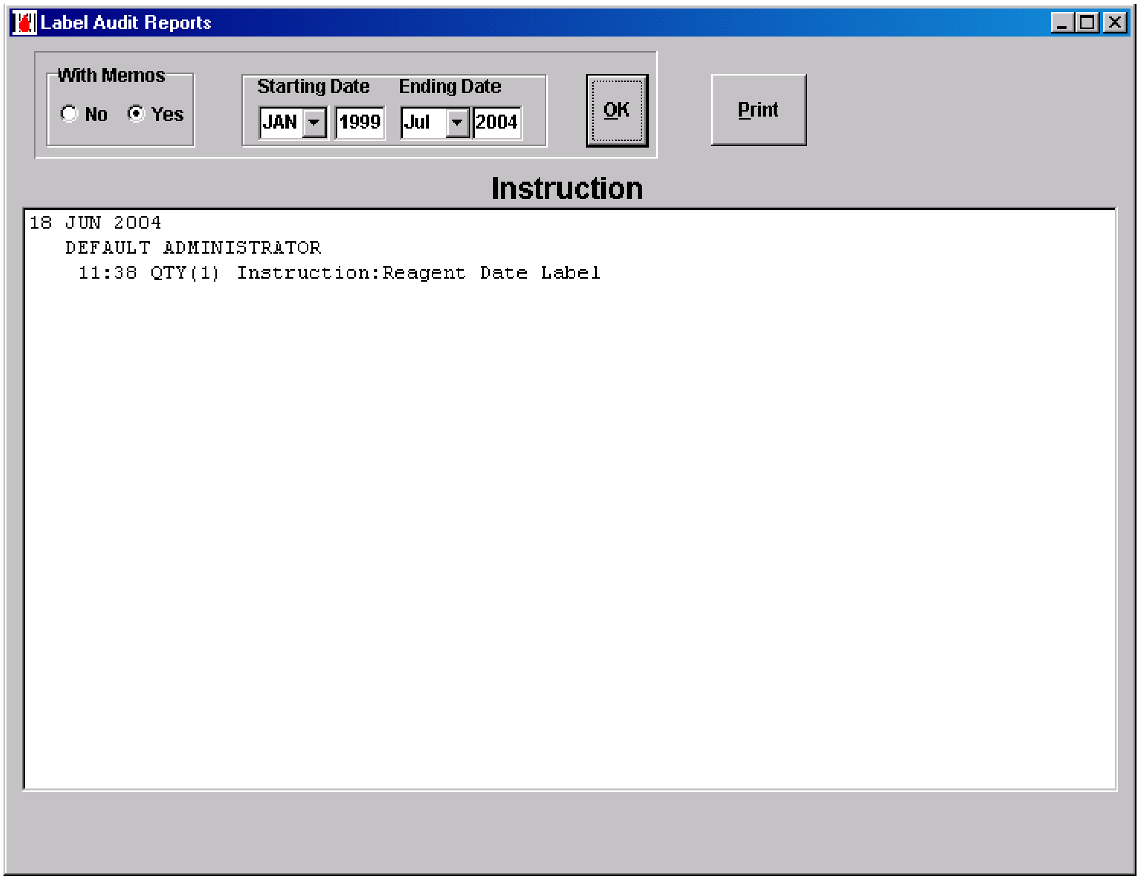
Clicking on the "OK" button initiates the search of the activity log for all Full Face label printing records (including memos, if specified). All records within the range are listed in the list box at the center of the window.

"Print" Button

Clicking on the "Print" button will print the records displayed in the list box. Upon clicking this button a standard windows Print dialog box will appear. This Print dialog box allows the user to select the printer to which the report will be directed. Upon clicking the "OK" button in this dialog box, the report will be sent to the selected printer.

Instruction Label Audit Report

After selecting Label Audit from the Reports pull-down menu the user may either click on the Instruction title or press the 'I' key to cause the window immediately below to be displayed.



With Memos

The With Memos radio button group box allows the user to choose whether or not memo entries made while labels were being produced will be included in the report. The default answer is Yes. To change the select merely click on the title or button of the answer you desire.

Starting Date

Below the Starting Date label are two entry fields: the month combo box and the year edit box allow the user to specify the month and year of the beginning of the range of Instruction label printing records in the activity log file to be reported.

Ending Date

Below the Ending Date label are two entry fields: the month combo box and the year edit box allow the user to

specify the month and year of the end of the range of Instruction label printing records in the activity log file to be reported.

"OK" Button

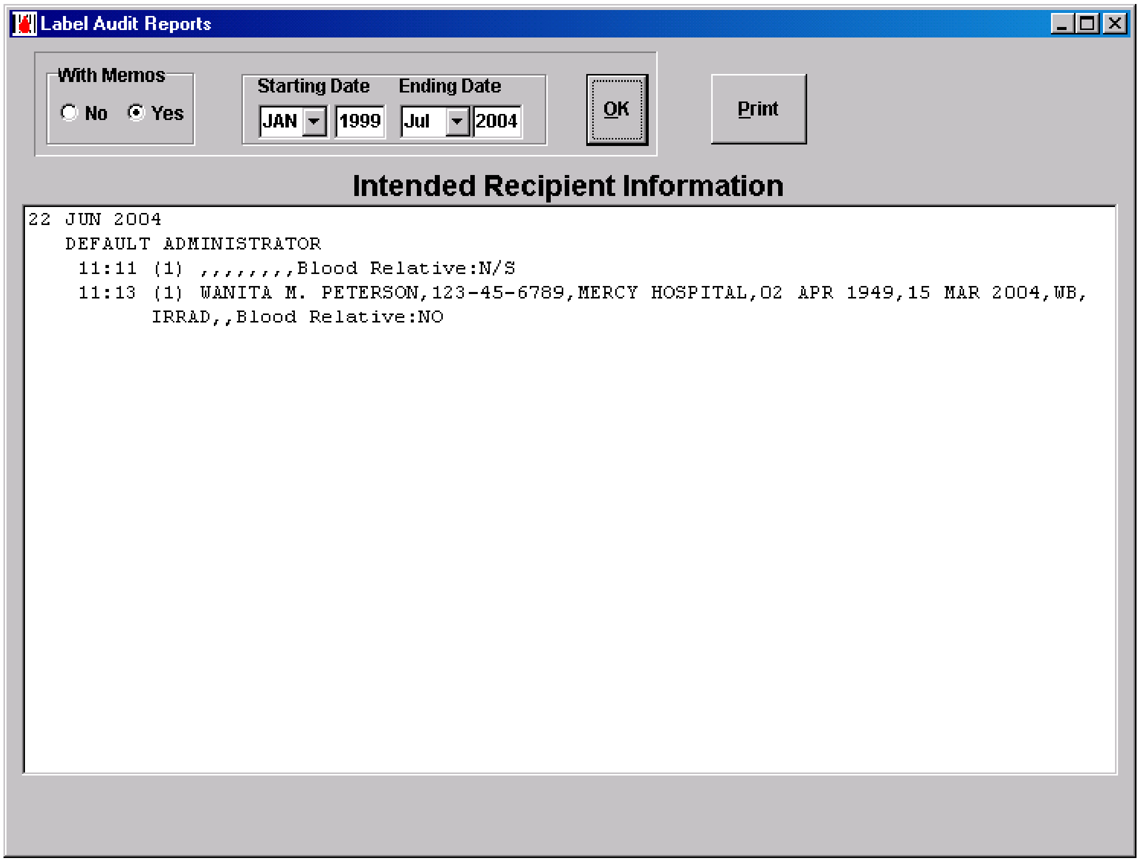
Clicking on the "OK" button initiates the search of the activity log for all Instruction label printing records (including memos, if specified). All records within the range are listed in the list box at the center of the window.

"Print" Button

Clicking on the "Print" button will print the records displayed in the list box. Upon clicking this button a standard windows Print dialog box will appear. This Print dialog box allows the user to select the printer to which the report will be directed. Upon clicking the "OK" button in this dialog box, the report will be sent to the selected printer.

Intended Recipient Information Label Audit Report

After selecting Label Audit from the Reports pull-down menu the user may either click on the Intended Recipient Information title or press the 'n' key to cause the window immediately below to be displayed.



With Memos

The With Memos radio button group box allows the user to choose whether or not memo entries made while labels were being produced will be included in the report. The default answer is Yes. To change the select merely click on the title or button of the answer you desire.

Starting Date

Below the Starting Date label are two entry fields: the month combo box and the year edit box allow the user to specify the month and year of the beginning of the range of Intended Recipient Information label printing records in the activity log file to be reported.

Ending Date

Below the Ending Date label are two entry fields: the month combo box and the year edit box allow the user to

specify the month and year of the end of the range of Intended Recipient Information label printing records in the activity log file to be reported.

"OK" Button

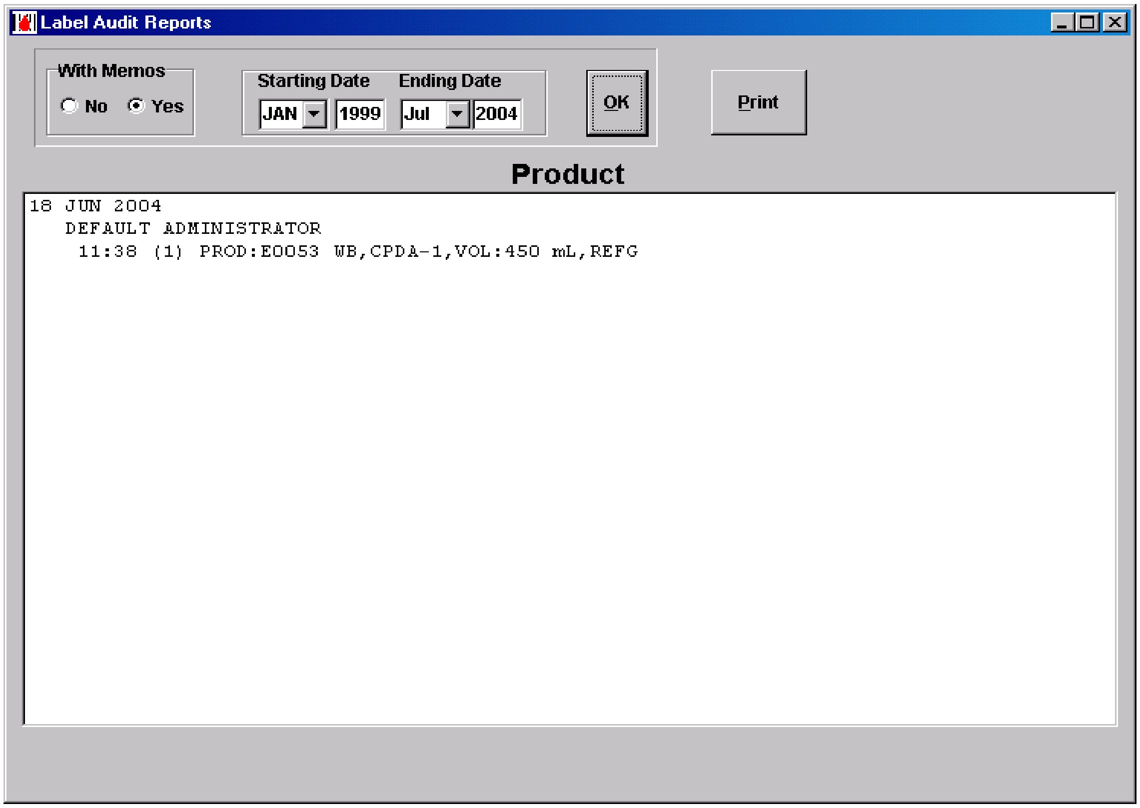
Clicking on the "OK" button initiates the search of the activity log for all Intended Recipient Information label printing records (including memos, if specified). All records within the range are listed in the list box at the center of the window.

"Print" Button

Clicking on the "Print" button will print the records displayed in the list box. Upon clicking this button a standard windows Print dialog box will appear. This Print dialog box allows the user to select the printer to which the report will be directed. Upon clicking the "OK" button in this dialog box, the report will be sent to the selected printer.

Product Label Audit Report

After selecting Label Audit from the Reports pull-down menu the user may either click on the Product title or press the 'P' key to cause the window immediately below to be displayed.



With Memos

The With Memos radio button group box allows the user to choose whether or not memo entries made while labels were being produced will be included in the report. The default answer is Yes. To change the select merely click on the title or button of the answer you desire.

Starting Date

Below the Starting Date label are two entry fields: the month combo box and the year edit box allow the user to specify the month and year of the beginning of the range of Product label printing records in the activity log file to be reported.

Ending Date

Below the Ending Date label are two entry fields: the month combo box and the year edit box allow the user to specify the month and year of the end of the range of Product label printing records in the activity log file to be reported.

"OK" Button

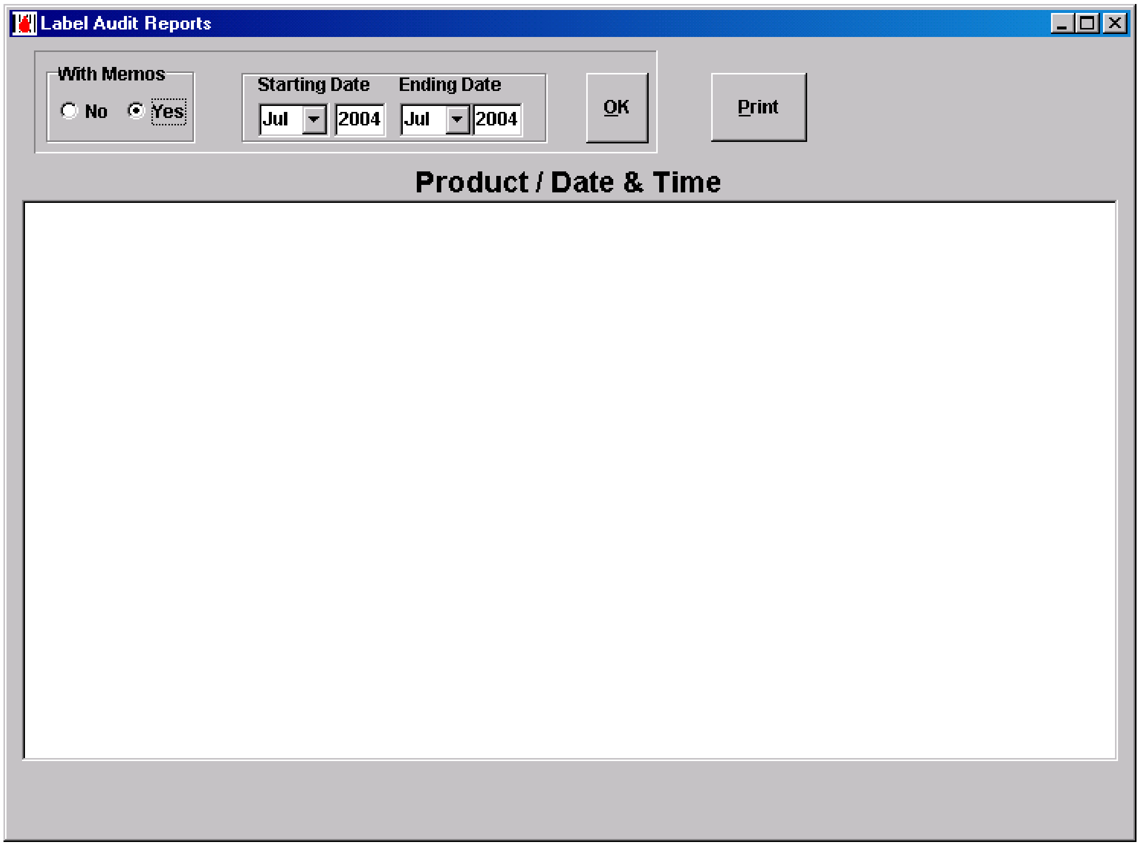
Clicking on the "OK" button initiates the search of the activity log for all Product label printing records (including memos, if specified). All records within the range are listed in the list box at the center of the window.

"Print" Button

Clicking on the "Print" button will print the records displayed in the list box. Upon clicking this button a standard windows Print dialog box will appear. This Print dialog box allows the user to select the printer to which the report will be directed. Upon clicking the "OK" button in this dialog box, the report will be sent to the selected printer.

Product / Date & Time Label Audit Report

After selecting Label Audit from the Reports pull-down menu the user may either click on the Product / Date & Time title or press the 'r' key to cause the window immediately below to be displayed.



With Memos

The With Memos radio button group box allows the user to choose whether or not memo entries made while labels were being produced will be included in the report. The default answer is Yes. To change the select merely click on the title or button of the answer you desire.

Starting Date

Below the Starting Date label are two entry fields: the month combo box and the year edit box allow the user to specify the month and year of the beginning of the range of Product / Date & Time label printing records in the activity log file to be reported.

Ending Date

Below the Ending Date label are two entry fields: the month combo box and the year edit box allow the user to specify the month and year of the end of the range of Product / Date & Time label printing records in the activity log file to be reported.

"OK" Button

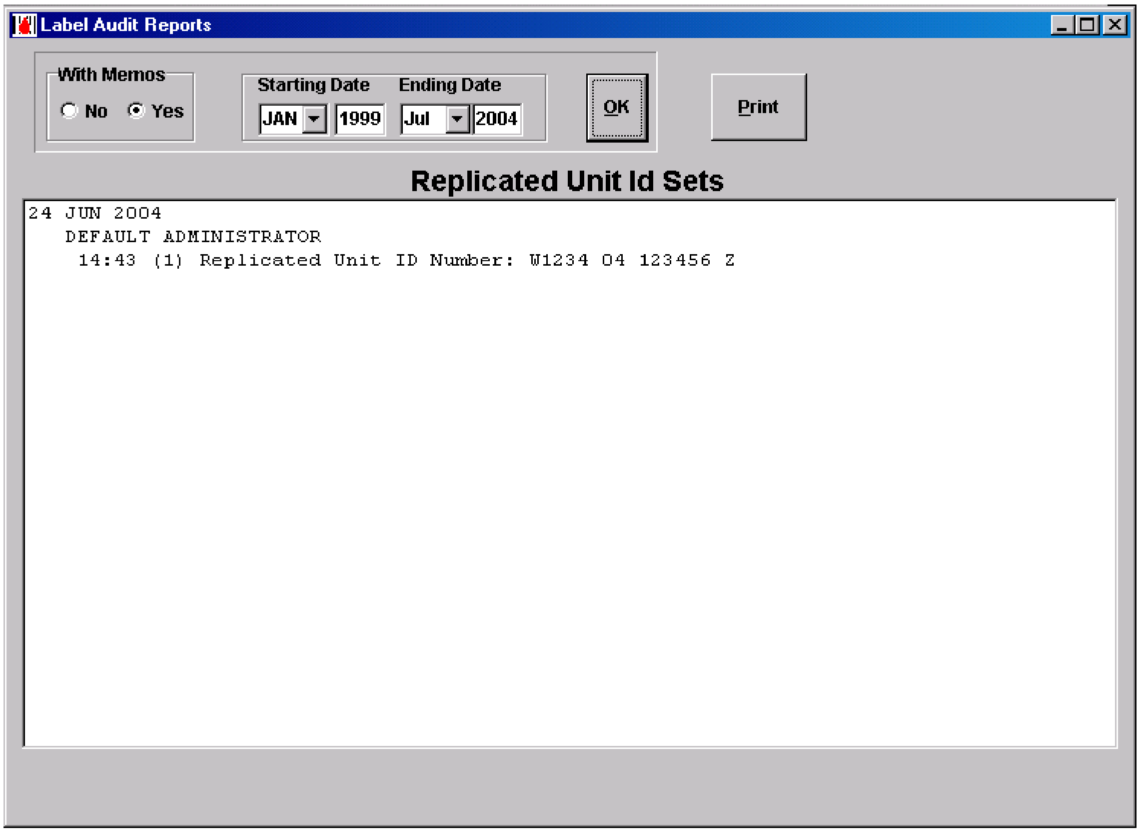
Clicking on the "OK" button initiates the search of the activity log for all Product / Date & Time label printing records (including memos, if specified). All records within the range are listed in the list box at the center of the window.

"Print" Button

Clicking on the "Print" button will print the records displayed in the list box. Upon clicking this button a standard windows Print dialog box will appear. This Print dialog box allows the user to select the printer to which the report will be directed. Upon clicking the "OK" button in this dialog box, the report will be sent to the selected printer.

Replicated Unit ID Sets Audit Report

After selecting Label Audit from the Reports pull-down menu the user may either click on the Replicated Unit Id Sets title or press the 'e' key to cause the window immediately below to be displayed.



With Memos

The With Memos radio button group box allows the user to choose whether or not memo entries made while labels were being produced will be included in the report. The default answer is Yes. To change the select merely click on the title or button of the answer you desire.

Starting Date

Below the Starting Date label are two entry fields: the month combo box and the year edit box allow the user to specify the month and year of the beginning of the range of Replicated Unit Id Set label printing records in the activity log file to be reported.

Ending Date

Below the Ending Date label are two entry fields: the month combo box and the year edit box allow the user to specify the month and year of the end of the range of Replicated Unit Id Set label printing records in the activity log file to be reported.

"OK" Button

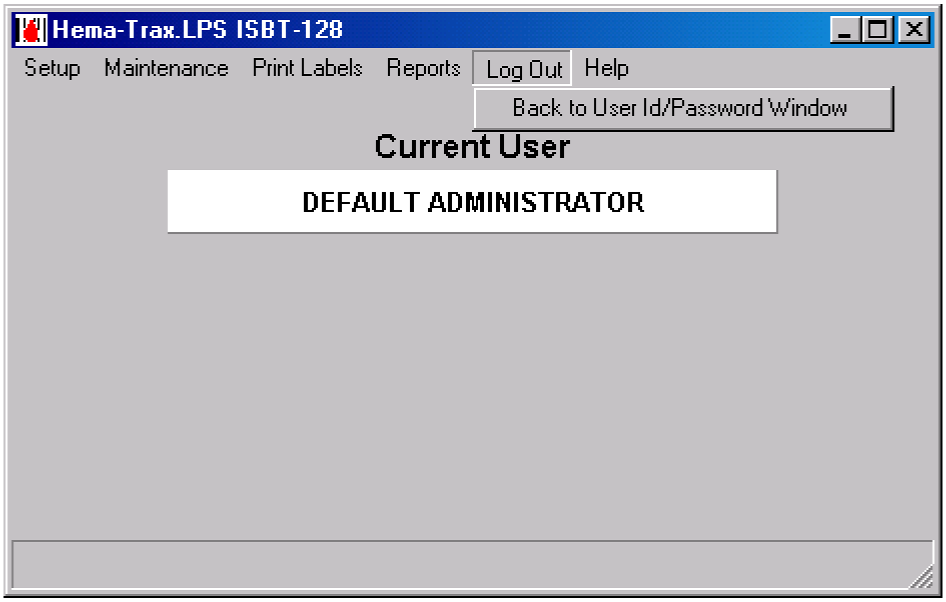
Clicking on the "OK" button initiates the search of the activity log for all Replicated Unit Id Set label printing records (including memos, if specified). All records within the range are listed in the list box at the center of the window.

"Print" Button

Clicking on the "Print" button will print the records displayed in the list box. Upon clicking this button a standard windows Print dialog box will appear. This Print dialog box allows the user to select the printer to which the report will be directed. Upon clicking the "OK" button in this dialog box, the report will be sent to the selected printer.

Log Out

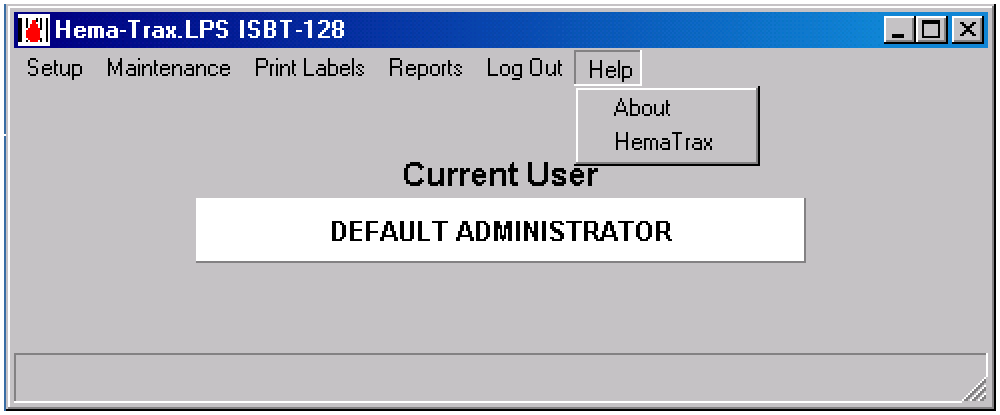
Clicking on the Log Out menu selection or pressing the Alt-L key combination causes the current user to be logged out of the HemaTrax Standalone[TM] application. At Log Out the main HemaTrax menu window is closed and the user log on window is redisplayed.



(This page intentionally blank.)

Help

Clicking on the Help menu selection causes a pull-down menu to appear.



The Help pull-down menu allows the user to select one of four possible selections as follows:

About

Displays program version and release data information.

HemaTrax

Invokes the system's browser to view the HemaTrax Standalone application help file which is now stored in the HemaHelp directory in Adobe Acrobat PDF format.

Important Note: ***The Standalone HemaTrax help file documentation is no longer provided in HTML format. You must now have a copy of the Adobe Acrobat Reader installed on the host system in order to access the help file document.***

(This page intentionally blank.)

HemaTrax Standalone Application

Error Numbers

The following is a numeric list of Windows error numbers and descriptions:

0	Success
1	Invalid Function
2	File Not Found
3	Path Not Found
4	Too Many Open Files
5	Access Denied
6	Invalid Handle
7	Arena Trashed
8	Not Enough Memory
9	Invalid Block
10	Bad Environment
11	Bad Format
12	Invalid Access
13	Invalid Data
14	Out Of Memory
15	Invalid Drive
16	Current Directory
17	Not Same Device
18	No More Files
19	Write Protected
20	Bad Unit
21	Not Ready
22	Bad Command
23	CRC Error
24	Bad Length
25	Seek Error
26	Not DOS Disk
27	Sector Not Found
28	Out Of Paper
29	Write Fault
30	Read Fault
31	General Failure
32	Sharing Violation
33	Lock Violation
34	Wrong Disk
36	Sharing Buffer Exceeded
38	Handle End Of File
39	Handle Disk Full
50	Not Supported
51	Rem Not List
52	Duplicate Name
53	Bar Network Path

54	Network Busy
55	Device Does Not Exist
56	Too Many Commands
57	Adapter Hardware Error
58	Bad Network Response
59	Unexplained Network Error
60	Bad Rem Adapter
61	Print Queue Full
62	No Spool Space
63	Print Cancelled
64	Net Name Deleted
65	Network Access Denied
66	Bad Device Type
67	Bad Network Name
68	Too Many Names
69	Too Many Sessions
70	Sharing Paused
71	Request Not Accepted
72	Redirection Paused
80	File Exists
82	Cannot Make
83	Failure I24
84	Out Of Structures
85	Already Assigned
86	Invalid Password
87	Invalid Parameter
88	Network Write Fault
89	No Process Slots
100	Too Many Semaphores
101	Exclusive Semaphore Already Owned
102	Semaphore Is Set
103	Too Many Semaphore Requests
104	Invalid At Interrupt Time
105	Semaphore Owner Died
106	Semaphore User Limit
107	Disk Change
108	Drive Locked
109	Broken Pipe
110	Open Failed
111	Buffer Overflow
112	Disk Full
113	No More Search Handles
114	Invalid Target handle
117	Invalid Category
118	Ivalid Verify Switch
119	Bad Driver Level
120	Call Not Implemented
121	Semaphore Timeout
122	Insufficient Buffer
123	Invalid Name

124	Invalid Level
125	No Volume Label
126	Mod Not Found
127	Proc Not Found
128	Wait No Children
129	Child Not Complete
130	Direct Access Handle
131	Negative Seek Error
132	Seek On Device Error
133	Is Joined Target
134	Is Joined
135	Is Substituted
136	Not Joined
137	Not Substituted
138	Join to Joined
139	Substitute to Substituted
140	Join to Substituted
141	Substitute to Joined
142	Busy Drive
143	Same Drive
144	Directory Not Root
145	Directory Not Empty
146	Is Substituted Path
147	Is Joined Path
148	Path Busy
149	Is Substituted Target
150	System Trace
151	Invalid Event Count
152	Too Many MUX Waiters
153	Invalid List Format
154	Label Too Long
155	Too Many TCBs
156	Signal Refused
157	Discarded
158	Not Locked
159	Bad Thread ID Address
160	Bad Arguments
161	Bad Pathname
162	Signal Pending
164	Maximum Threads Reached
167	Lock Failed
170	Busy
173	Cancel Violation
174	Atomic Locks Not Supported
180	Invalid Segment Number
182	Invalid Ordinal
183	Already Exists

186	Invalid Flag Number
187	Semaphore Not Found
188	Invalid Starting Code Segment
189	Invalid Stack Segment
190	Invalid Module Type
191	Invalid EXE Signature
192	EXE Marked Invalid
193	Bad EXE Format
194	Iterated Data Exceeds 64K
195	Invalid Minimum Allocation Size
196	Dynamic Link From Invalid Ring
197	IOPL Not Enabled
198	Invalid SEGDPL
199	Auto Data Segment Exceeds 64K
200	RING2SEG Must Be Movable
201	Relocated Chain Exceeds Segment Limit
202	Infinite Loop In Relocation Chain
203	Environment Variable Not Found
205	No Signal Sent
206	Filename Exceeds Range
207	RING2 Stack In Use
208	META Expansion Too Long
209	Invalid Signal Number
210	Thread 1 Inactive
212	Locked
214	Too Many Modules
215	Nesting Not Allowed
230	Bad Pipe
231	Pipe Busy
232	No Data
233	Pipe Not Connected
234	More Data
240	VC Disconnected
254	Invalid EA Name
255	EA List Inconsistent
259	No More Items
266	Cannot Copy
267	Directory Error
275	EAS Did Not Fit
276	EA File Corrupted
277	EA Table Full
278	Invalid EA Handle
282	EAS Not Supported

288	Not Owner
298	Too Many Posts
317	MR MID Not Found
487	Invalid Address
534	Arithmetic Overflow
535	Pipe Connected
536	Pipe Listening
994	EA Access Denied
995	Operation Aborted
996	I/O Incomplete
997	I/O Pending
998	No Access
999	Swap Error
1001	Stack Overflow
1002	Invalid Message
1003	Can Not Complete
1004	Invalid Flags
1005	Unrecognized Volume
1006	File Invalid
1007	Full Screen Mode
1008	No Token
1009	Bad DB
1010	Bad Key
1011	Can Not Open
1012	Can Not Read
1013	Can Not Write
1014	Registry Recovered Error
1015	Registry Corrupted Error
1016	Registry I/O Failed
1017	Not Registry File
1018	Key Deleted
1019	No Log Space
1020	Key Has Children
1021	Child Must Be Volatile
1022	Notify ENUM Dir
1051	Dependent Services Running
1052	Invalid Service Control
1053	Service Request Timeout
1054	Service Has No Thread
1055	Service Database Locked
1056	Service Already Running
1057	Invalid Service Account
1058	Service Disabled
1059	Circular Dependency
1060	Service Does Not Exist
1061	Service Can Not Accept Control
1062	Service Not Active

1063	Failed Service Controller Connect
1064	Exception In Service
1065	Database Does Not Exist
1066	Service Specific Error
1067	Process Aborted
1068	Service Dependency Failed
1069	Service Logon Failed
1070	Service Start Hung
1071	Invalid Service Lock
1072	Service Marked For Deletion
1073	Service Exists
1074	Already Running LKG
1075	Service Dependency Deleted
1076	Boot Already Accepted
1077	Service Never Started
1078	Duplicate Service Name
1100	End Of Media
1101	File Mark Detected
1102	Beginning Of Media
1103	Set Mark Detected
1104	No Data Detected
1105	Partition Failure
1106	Invalid Block Length
1107	Device Not Partitioned
1108	Unable To Lock Media
1109	Unable To Unload Media
1110	Media Changed
1111	Bus Reset
1112	No Media In Drive
1113	No Unicode Translation
1114	DLL Initialization Failed
1115	Shutdown In Progress
1116	No Shutdown In Progress
1117	I/O Device Error
1118	No Serial Device
1119	IRQ Busy
1120	More Writes
1121	Counter Timeout
1122	Floppy ID Mark Not Found
1123	Wrong Floppy Cylinder
1124	Floppy Unknown Error
1125	Bad Floppy Registers
1126	Disk Recalibrate Failed
1127	Disk Operation Failed
1128	Disk Reset Failed
1129	EOM Overflow
1130	Not Enough Server Memory
1131	Possible Deadlock
1200	Bad Device
1201	Connection Unavailable
1202	Device Already Remembered
1203	No Network or Bad Path

1204	Bad Provider
1205	Cannot Open Profile
1206	Bad Profile
1207	Not Container
1208	Extended Error
1209	Invalid Group Name
1210	Invalid Computer Name
1211	Invalid Event Name
1212	Invalid Domain Name
1213	Invalid Service Name
1214	Invalid Network Name
1215	Invalid Share Name
1216	Invalid Password Name
1217	Invalid Message Name
1218	Invalid Message Destination
1219	Session Credential Conflict
1220	Remote Session Limit Exceeded
1221	Duplicate Domain Name
1300	Not All Assigned
1301	Some Not Mapped
1302	No Quotas For Account
1303	Local User Session Key Error
1304	Null LM Password Error
1305	Unknown Revision Error
1306	Revision Mismatch
1307	Invalid Owner
1308	Invalid Primary Group
1309	No Impersonation Token
1310	Can Not Disable Mandatory
1311	No Logon Servers
1312	No Such Logon Session
1313	No Such Privelege
1314	Privelege Not Held
1315	Invalid Account name
1316	User Already Exists
1317	No Such User
1318	Group Already Exists
1319	No Such Group
1320	Member Already In Group
1321	Member Not In Group
1322	Last Admin
1323	Wrong Password
1324	Ill-Formed Password
1325	Password Restriction
1326	Log On Failure
1327	Account Restriction
1328	Invalid Log On Hours
1329	Invalid Workstation
1330	Password Required
1331	Account Disabled
1332	None Mapped
1333	Too Many LU Ids Requested
1334	LU Ids Exhausted

1335	Invalid SUB Authority
1336	Invalid ACL
1337	Invalid SID
1338	Invalid Security Description
1340	Bad Inheritance ACL
1341	Server Disabled
1342	Server Not Disabled
1343	Invalid ID Authority
1344	Allotted Space Exceeded
1345	Invalid Group Attributes
1346	Bad Impersonation Level
1347	Can Not Open Anonymous
1348	Bad Validation Class
1349	Bad Token Type
1350	No Security On Object
1351	Can Not Access Domain Info
1352	Invalid Server State
1353	Invalid Domain State
1354	Invalid Domain Role
1355	No Such Domain
1356	Domain Exists
1357	Domain Limit Exceeded
1358	Internal DB Corruption
1359	Internal Error
1360	Generic Not Mapped
1361	Bad Descriptor Format
1362	Not Log On Process
1363	Log On Session Already Exists
1364	No Such Package
1365	Bad Log Oon Session State
1366	Log On Session Collision
1367	Invalid Log On Type
1368	Con Not Impersonate
1369	RXACT Invalid State
1370	RXACT Commit Failure
1371	Special Account Error
1372	Special Group Error
1373	Special User Error
1374	Members Primary Group Error
1375	Token Already In Use
1376	No Such Alias
1377	Member Not In Alias
1378	Member Alread In Alias
1379	Alias Already Exists
1380	Log On Not Granted
1381	Too Many Secrets
1382	Secret Too Long
1383	Internal DB Error
1384	Too Many Context IDs
1385	Log On Type Not Granted
1386	NT Cross Encryption Required
1387	No Such Member
1388	Invalid Member
1389	Too Many SIDs

1390	LM Cross Encryption Required
1391	No Inheritance
1392	File Corrupt
1393	Disk Corrupt
1394	No User Session Key
1400	Invalid Window Handle
1401	Invalid Menu Handle
1402	Invalid Cursor handle
1403	Invalid ACCEL Handle
1404	Invalid Hook Handle
1405	Invalid DWP handle
1406	TLW With WSCHILD
1407	Can Not Find Windows Class
1408	Window Of Other Thread
1409	Hotkey Already Registered
1410	Class Already Exists
1411	Class Does Not Exist
1412	Class Has Windows
1413	Invalid Index
1414	Invalid ICON Handle
1415	Private Dialog Index
1416	List Box ID Not Found
1417	No Wildcard Characters
1418	Clipboard Not Open
1419	Hotkey Not Registered
1420	Window Not Dialog
1421	Control ID Not Found
1422	Invalid COMBO Box Message
1423	Window Not COMBO Box
1424	Invalid Edit Height
1425	DC Not Found
1426	Invalid Hook Filter
1427	Invalid Filter Process
1428	Hook Needs HMOD
1429	Global Only Hook
1430	Journal Hook Already Set
1431	Hook Not Installed
1432	Invalid LB Message
1433	Set Count On Bad LB
1434	LB Without Tab Stops
1435	Destroy Object Of Other Thread
1436	Child Window Menu
1437	No System Menu
1438	Invalid Message Box Style
1439	Invalid SPI Value
1440	Screen Already Locked
1441	HWNDS Have Different Parent
1442	Not Child Window
1443	Invalid GW Command
1444	Invalid Thread ID
1445	Non-MDI Child Window
1446	Pop-Up Already Active
1447	No Scollbars

1448	Invalid Scrollbar Range
1449	Invalid ShowBar Range
1500	Event Log File Corrupt
1501	Event Log Can Not Start
1502	Log File Full
1503	Event Log File Changed

License Agreement

IMPORTANT: PLEASE READ THE TERMS OF THIS LICENSE AGREEMENT CAREFULLY BEFORE YOU INSTALL THE SOFTWARE. Digi-Trax Services, Inc. WILL LICENSE THE SOFTWARE WARE TO YOU, AN INDIVIDUAL OR A LEGAL ENTITY, PROVIDED THAT YOU AGREE TO AND ACCEPT ALL OF THE CONDITIONS AND TERMS SET FORTH IN THIS LICENSE AGREEMENT. THIS LICENSE AGREEMENT IS A LEGALLY ENFORCEABLE CONTRACT BETWEEN YOU AND Digi-Trax Services, Inc.. THE ACT OF INSTALLING THIS SOFTWARE ON A COMPUTER SYSTEM INDICATES THAT YOU ARE IN FULL AGREEMENT WITH THE CONDITIONS AND TERMS OF THIS LICENSE. IF YOU DO NOT AGREE WITH ONE OR MORE OF THE TERMS IN THIS AGREEMENT THEN YOU HAVE SIXTY (60) DAYS FROM THE DATE OF PURCHASE OF THE SOFTWARE TO CONTACT Digi-Trax Services, Inc. TO OBTAIN A REFUND OF THE MONEY YOU PAID DIGI-TRAX FOR THE SOFTWARE (LESS SHIPPING, HANDLING AND ANY APPLICABLE TAXES).

You as an individual, a company, or other legal entity will be referred to below as "licensee". The Digi-Trax Services, Inc. is referred to below as "licensor".

License Conditions and Terms

1. Licensor Ownership and Licensee Rights

The software and any documentation that accompanies this license is solely the property of the licensor and is protected by copyright law. Though the licensor maintains full ownership of the software, the licensee, having fully accepted the terms and conditions of this license, has certain rights to the use of the software. This license governs any releases, revisions, or enhancements to the software that the licensor may provide to the licensee.

2. Use

a. This software is licensed for installation and use on one computer system. Only through the purchase of additional original copies of the licensed software can more than one computer be installed with and operate this software.

b. The licensee may not provide the functionality of this software to other parties through a timesharing or service provider arrangement.

c. The licensee may not rent, sublicense, or lease this software nor any portion of it.

d. The licensee may not provide simultaneous multiple user access to the software over a network unless multiple licensed original copies of the software have been purchased from the licensor.

3. Copying

The licensee agrees that no more than one copy of the originally purchased software or subsequent software updates and any accompanying databases, libraries, or documentation may be made. Any copy that is made is to be used for back up purposes only. A copy may not be used for distribution or installation on any computer other than the computer that is currently installed with the original copy.

4. Modification

The licensee agrees to not attempt to modify, disassemble, or reverse engineer any of the software components, including but not limited to executible binary files and library files. The licensee further agrees to not export or convert the contents of the flat files and database tables, originally supplied as part of the software distribution, for use with any software not provided by the licensor.

5. Damage Disclaimer

TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW AND REGARDLESS OF WHETHER ANY REMEDY SET FORTH HEREIN FAILS OF ITS ESSENTIAL PURPOSE, IN NO EVENT WILL THE LICENSOR BE LIABLE TO THE LICENSEE FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, OR SIMILAR DAMAGES, INCLUDING LOST PROFITS OR LOST DATA ARISING OUT OF THE USE OR INABILITY TO USE THE SOFTWARE EVEN IF THE LICENSOR HAS BEEN MADE AWARE OF THE POSSIBILITY OF SUCH DAMAGES. IN NOCASE SHALL THE LICENSOR'S LIABILITY EXCEED THE PURCHASE PRICE FOR THE SOFTWARE.

SOME STATES AND COUNTRIES DO NOT ALLOW THE LIMITATION OR EXCLUSION OF LIABILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE ABOVE LIMITATION OR EXCLUSION MAY NOT APPLY.

6. U.S. Government Rights

All of the licensor's products and documentation are commercial in nature. The software and software documentation are "Commercial Items" as defined in 48 CFR section 2.101, consisting of "Commercial Computer Software" and "Commercial Computer Software Documentation", as such terms are defined in 48 CFR section 252.227-7014(a)(5) and 48 CFR section 252.227-7014(a)(l), and used in 48 CFR section 12.212 and 48 CFR section 227.7202, as applicable. Consistent with 48 CFR section 12.212, 48 CFR section 252.227-7015, 48 CFR section 227.7202 through 227.7202-4, 48 CFR section 52.227-14, and other relevant sections of the Code of Federal Regulations, as applicable, the licensor's computer software and computer software documentation are licensed to United States Government end users with only those rights as granted to all other end users, according to the terms and conditions contained in this license agreement.

7. Governing Law

This agreement is governed by the laws of Illinois in the United States of America.

8. Sole Agreement

This license agreement is the entire agreement between the licensee and licensor relating to the software and supersedes all prior or contemporaneous oral or written communications, proposals, and representations with respect to its subject matter, and prevails over any conflicting or additional terms of any quote, order, acknowledgement, or similar communications between the licensee and licensor.

9. Breach of Agreement

This agreement will be terminated when the licensee breaches any condition or term of this agreement and the licensee shall cease all use of and destroy all copies of the software. The disclaimers of warranties and damages and limitations on liability shall survive termination.

Product Warranty

Limited Warranty

Digi-Trax Services, Inc. warrants the the media on which the software is distributed will be free from defects for a period of sixty (60) days from the date of delivery of the software to you. Your sole remedy in the event of a breach of this warranty will be that Digi-Trax Services, Inc. will, at its option, replace any defective media returned to Digi-Trax Services, Inc. within the warranty period or refund the money you paid for the software (less any handling, shipping charges or applicable taxes that were paid).

Digi-Trax Services, Inc. does not warrant that the software will meet your requirements or that the operation of the software will be uninterrupted or that the software will be error-free.

TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, THE ABOVE WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NONINFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS. tHIS WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS. YOU MAY HAVE OTHER RIGHTS, WHICH VARY FROM STATE TO STATE AND COUNTRY TO COUNTRY.

(This page intentionally blank.)

Alphabetical Index

INDEX

INDEX

INDEX

INDEX

INDEX

INDEX

INDEX

INDEX