



## User's Guide for HemaTrax®-CT 2.1

### Opening HemaTrax®-CT

1. The installation will create a shortcut on the desktop named HemaTraxCT2.1. Double click to start the program. The alternate method is to select Start, All Programs, HemaTraxCT, HemaTraxCT2.1.



2. The HemaTrax®-CT Login screen will appear. Select the User. There is, by default, one user in the database.  
User Name: Administrator  
Password: admin

To log in as an anonymous user, select the Log In as Anonymous button.

Administrator level users may manage users once logged in.

## Creating a Label

1. From the Select Label menu item, select the label size you want to print.
2. Either Scan the DIN barcode into the system or generate a DIN number by selecting the Generate DIN button.

If generating the DIN, you will want to first select the Din Setup menu item and fill in the appropriate fields.

**FIN:** is the facility's FIN number. You will need to enter this once. The program will remember the FIN until changed.

**Year:** is shown, but currently unchangeable.

**Serialized Number:** is the serialized number for the label. It must be 6 digits. It will automatically increment by one for each print.

**Flag Characters:** are the flag characters if needed. The default is 00. It will remain 00 until changed

3. Select the product code you want to generate from the drop down list. This is a Quick Pick list. You can add or remove product codes listed on the Quick Pick list by selecting the Product Codes tab. If the product code needed is not in the dropdown list, see the Edit Product Code section.

#### 4. Select Blood Type and Donation Type.

If a special message is required instead of blood type, select Special Message from the Blood Type dropdown menu. Once selected a Special Message selection box will appear. Select the correct special message to the right of the Blood Type dropdown.

The screenshot displays the HemaTrax®-CT software interface for creating a blood product label. The main window is titled "HemaTrax®-CT" and has a menu bar with "Label Design", "Product Codes", "Facilities", "Print Log", and "User Management". Below the menu bar are tabs for "Select Label", "DIN Setup", and "Log Out".

The interface is divided into several sections:

- Product Information:** Includes a "Scan DIN" field with a "Generate DIN" button, a "Product Code" dropdown (S1089, Cryopreserved HPC, Apheresis/ACD-A+10% DMSO/XX/<-120C/Closed/1st container), a "Blood Type" dropdown (Special Message), a "Special Message" dropdown (Autologous collection), and a "Donation Type" dropdown (Voluntary allogeneic donation).
- Donor Information:** Includes "Donor Name" (Jeff Donor), "Donor Number" (123456), and a "Donor DOB" checkbox (unchecked).
- Recipient Information:** Includes "Recipient Name" (Jeff Donor), "Recipient ID" (123456), and a "Recipient DOB" checkbox (unchecked).
- Facilities:** Includes "Collection Facility" (dropdown) and "Processing Facility" (Digi-Trax).
- Date/Time:** Includes "Collection Date/Time" (Mar 06, 2012 14:10) and "Expiration Date/Time" (Mar 06, 2012 14:10). A "Select Expiration Period" section has radio buttons for "Custom" (selected), "48 Hours", "10 Years", and "No Exp".
- Printing settings:** Includes "Label qty" (1), a "Printer" dropdown, and buttons for "Print", "Settings", and "Configure Printer".

On the right side, there is a preview of the label design. The label features two barcodes at the top. The left barcode is labeled "W1234 12 200099". The right barcode is labeled "Ma". Below the barcodes, the label includes the following text:

- Collection Date/Time: \_\_\_\_\_
- Autologous collection
- Related Donor, First or Second Degree  
Jeff Donor  
Donor #: 123456
- Expiration Date/Time: \_\_\_\_\_
- Intended Recipient  
Jeff Donor  
MRN: 123456
- Digi-Trax  
650 Heathrow Drive  
Lincolnshire, IL 60069

At the bottom left, it says "Logged in as: Administrator". At the bottom right, there is an "Exit" button and the version number "2.1.0".

#### 5. Select Donor Type.

6. Fill in Donor Name, Donor Number, and Donor DOB. If none of the donor fields are known, leave them blank. If DOB is unknown, make sure it is unchecked.
7. Fill in Recipient Name, Recipient ID, and Recipient DOB. If none of the recipient fields are known, leave them blank. If DOB is unknown, make sure it is unchecked.
8. Choose Collection and Processing facilities. If the facility needed is not on the list, see Edit Facilities later in this guide.
9. Enter the Collection Date/Time. If unchecked, lines will be on the label to hand-write the collection date/time.
10. If the product expires at 48 hours or 10 years from collection, select the appropriate option and the value is automatically calculated.

If the expiration is different than the two options, select Custom and manually enter the expiration date and time.

If there is no expiration, select the No Exp and No Expiration will appear on the label.

11. Enter a label quantity.
12. Make sure the printer selected is the one you are intending to print to.
13. Select Print and a pop-up window will appear.

The screenshot shows a software window titled "PrintVolumes". Inside, there is a section titled "Enter Applicable Volumes". This section contains several input fields: "Product Volume", "Heparin Concentration", "Anticoagulant Vol", and "Anticoagulant 2 Vol". Below these is a dropdown menu labeled "Anticoagulant". To the right of this section is a "Divided Product" section with two dropdown menus labeled "Division 1" and "Division 2", both currently showing the value "0". At the bottom of the window are three buttons: "Update Preview", "Print", and "Exit".

14. Enter any applicable product volume, anticoagulant volume, heparin concentration, cryoprotectant volume, or anticoagulant for that label. If left blank there will be a blank space for manually writing the volumes on the label. Note: Product codes will only use the volumes applicable for that product.
15. If the label is a divided product, enter the division for that particular label. A0, B0, C0 or Aa, Ab, Ac, etc.
16. Once completed, you can select Update Preview to view the label prior to printing.
17. Select Print to print the completed label. If printing more than one label, a second pop-up window will appear. Repeat steps 14 and 15 and print again.

## Reprint a Label

HemaTrax<sup>®</sup>-CT allows reprinting of a previously created label. In addition, the user can retrieve the data used to generate a label to repopulate the label design screen for reprinting or reprinting different label sizes.

ID	Date Printed	UserName	DIN	Product Code	Blood Type	Special Message	Donation Type	Intended Use
492	10/25/2011 10:54:59 AM	Administrator		S1089	A		Not Specified	Intended Use Not S
493	10/25/2011 1:00:57 PM	Administrator	=W12341120006700	S1089	A		For Autologous Use Only	For Autologous Use
494	11/9/2011 8:44:31 AM	Administrator	=W12341120008200	S1466	A	Quarantine/hold f...	Not Specified	Intended Use Not S
495	11/9/2011 8:45:19 AM	Administrator	=W12341120008200	S1089	A	Quarantine/hold f...	Not Specified	Intended Use Not S
496	11/9/2011 9:30:15 AM	Administrator	=W12341120008200	S1177	A		For Autologous Use Only	For Autologous Use
497	11/9/2011 9:30:18 AM	Administrator	=W12341120008200	S1177	A		For Autologous Use Only	For Autologous Use
498	1/17/2012 11:07:22 AM	Administrator	=W12341220009900	S1089	A		Not Specified	For Autologous Use
499	1/17/2012 11:09:49 AM	Administrator	=W12341220009900	S1089	A		Not Specified	For Autologous Use
500	1/17/2012 11:10:20 AM	Administrator	=W12341220009900	S1089	A		Not Specified	For Autologous Use
501	1/27/2012 11:40:45 AM	Administrator		S1089	A		Not Specified	For Autologous Use
502	1/27/2012 11:42:02 AM	Administrator		S1089	A		Not Specified	For Autologous Use
503	2/9/2012 2:06:52 PM	Administrator	=W12341120006700	S1089	O RhD Negati...		Not Specified	Intended Use Not S

1. Go to the Print Log tab.
2. Select the record you wish to reprint/get data.
3. If reprinting is needed, select the Reprint button.
4. If a change needs to be made (a different label size, product code, etc) select the Get Data button. The data from that record will be repopulated into the Label Design tab.

## Add a product code to the quick pick list

1. Select the Product Codes tab to go to the Edit Product Codes page.

**Product Code Quick Pick List**

Product Code
S1089
z1381

Enter Code to Add:

Add Code

Delete Product Code  
To delete a product code, select the desired row and press the 'Delete' key on the keyboard.  
Note: Only quick pick and user created product codes can be deleted.

**User Created Product Codes**

Product Code	Modifier	Component Class	Additive Solution	Attributes	Core Condition 1	Core Condition 2	Core Condition 3	Storage Temp
z1381	Cryopreserved	HPC, APHERESIS			Approx. _____mL	Store at -150 C or colder		Store at -150 C or colder

**ICCBBA Product Code List**

Product Code	Modifier	Component Class	Additive Solution	Attributes	Core Condition 1	Core Condition 2	Core Condition 3
S0057		HPC, APHERESIS			Approximately _____mL in _____mL ACD-A	Store at 1 to 10 C	
S1089	Cryopreserved	HPC, APHERESIS			Approximately _____mL in _____mL ACD-A	and _____mL 10% DMSO	Store at -150 C or colder
S1122	Cryopreserved	HPC, MARROW			Approx. _____mL in _____mL _____	Store at -150 C or colder	
S1123	Cryopreserved	HPC, APHERESIS			Approx. _____mL in _____mL _____	Store at -150 C or colder	
S1124	Cryopreserved	HPC, CORD BLOOD			Approx. _____mL in _____mL _____	Store at -150 C or colder	

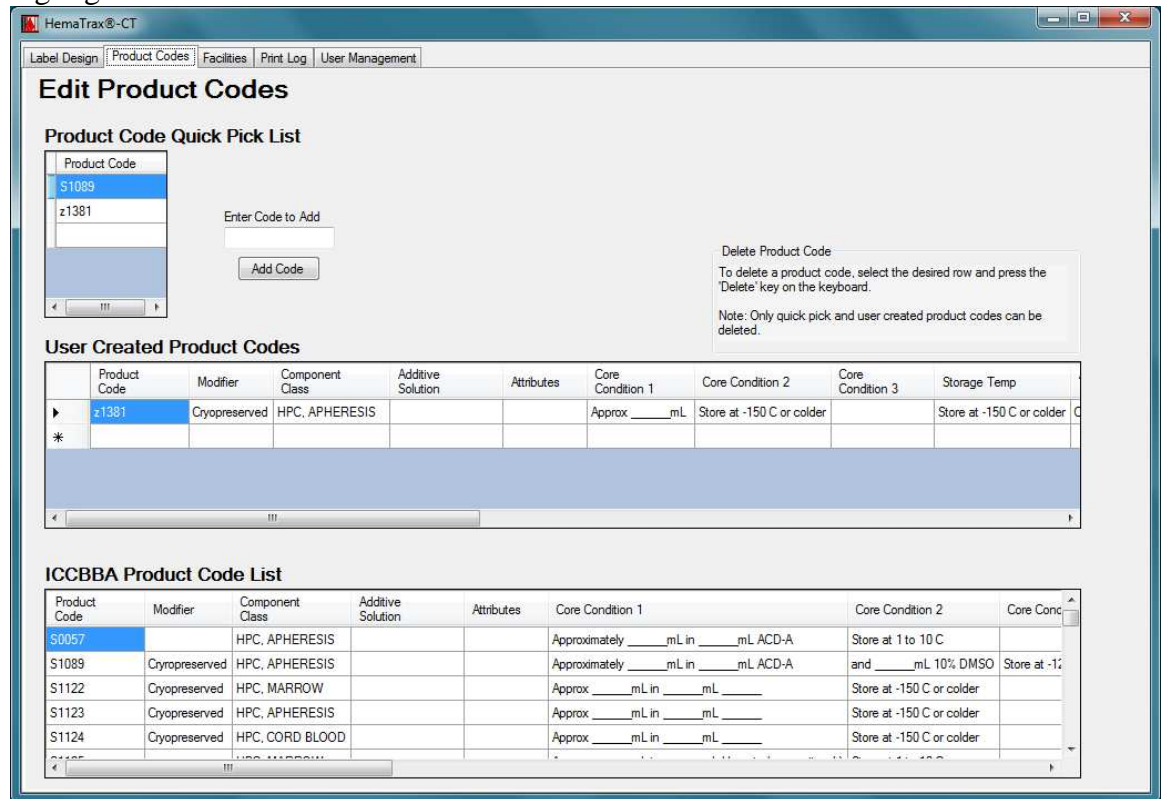
2. Type the code you wish to add in the Enter Code to Add field. This is case sensitive, so make sure to use an upper-case letter “S” not “s”.

You can use the ICCBBA Product Code List below to look up the code you wish to add.

3. Select the Add Code button to add the code to the quick pick list.

## Delete a product code from the quick pick list

1. Select a product code in the quick pick list so that the entire cell is highlighted.



The screenshot shows the 'Edit Product Codes' window in the HemaTrax®-CT software. The window has tabs for 'Label Design', 'Product Codes', 'Facilities', 'Print Log', and 'User Management'. The 'Product Code Quick Pick List' section contains a list of product codes: 'S1089' and 'z1381'. The 'z1381' code is selected and highlighted. Below this list is an 'Add Code' button and a text input field labeled 'Enter Code to Add'. To the right, there is a 'Delete Product Code' section with instructions: 'To delete a product code, select the desired row and press the 'Delete' key on the keyboard.' and a note: 'Note: Only quick pick and user created product codes can be deleted.' Below this is the 'User Created Product Codes' table, which has columns for Product Code, Modifier, Component Class, Additive Solution, Attributes, Core Condition 1, Core Condition 2, Core Condition 3, and Storage Temp. The row for 'z1381' is highlighted. Below the 'User Created Product Codes' table is the 'ICCBBA Product Code List' table, which has columns for Product Code, Modifier, Component Class, Additive Solution, Attributes, Core Condition 1, Core Condition 2, and Core Conc. The row for 'S0057' is highlighted.

Product Code	Modifier	Component Class	Additive Solution	Attributes	Core Condition 1	Core Condition 2	Core Condition 3	Storage Temp
z1381	Cryopreserved	HPC, APHERESIS			Approx. _____mL	Store at -150 C or colder		Store at -150 C or colder

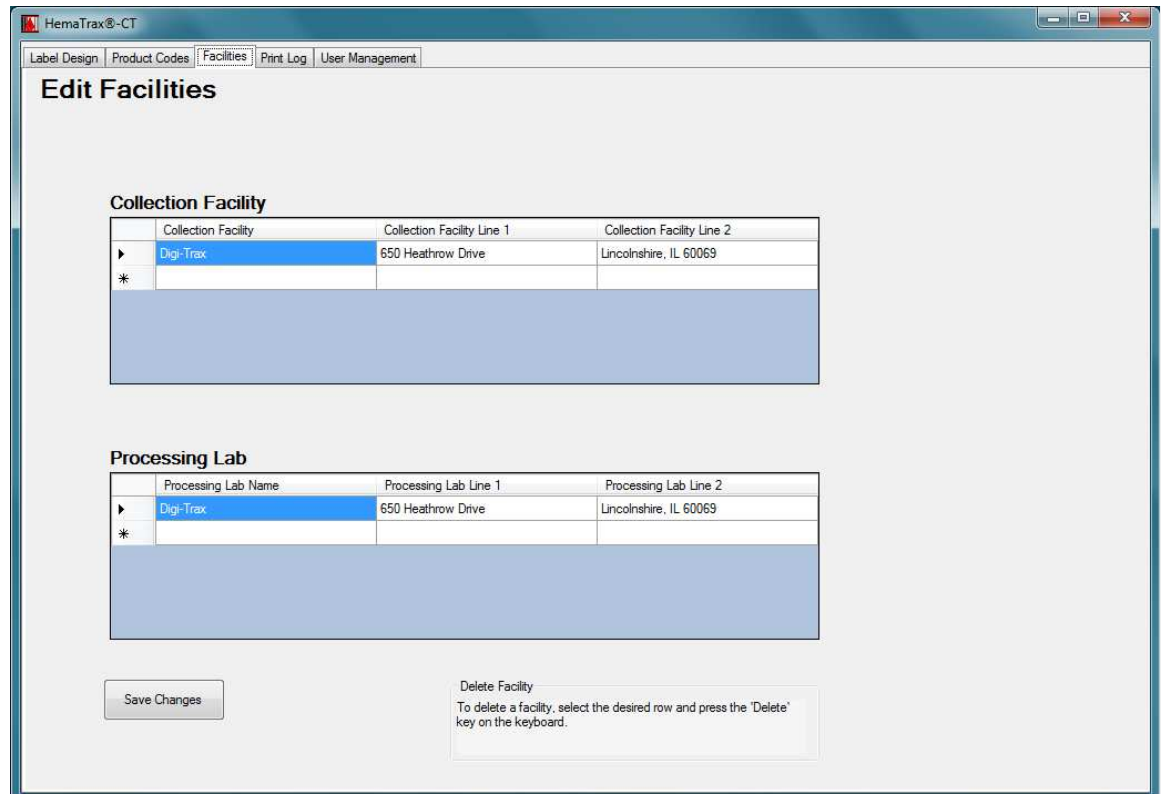
  

Product Code	Modifier	Component Class	Additive Solution	Attributes	Core Condition 1	Core Condition 2	Core Conc.
S0057		HPC, APHERESIS			Approximately _____mL in _____mL ACD-A	Store at 1 to 10 C	
S1089	Cryopreserved	HPC, APHERESIS			Approximately _____mL in _____mL ACD-A	and _____mL 10% DMSO	Store at -12
S1122	Cryopreserved	HPC, MARROW			Approx. _____mL in _____mL _____	Store at -150 C or colder	
S1123	Cryopreserved	HPC, APHERESIS			Approx. _____mL in _____mL _____	Store at -150 C or colder	
S1124	Cryopreserved	HPC, CORD BLOOD			Approx. _____mL in _____mL _____	Store at -150 C or colder	

2. Press the delete key on your keyboard. The code is now deleted.

## Adding/Editing Facilities

1. Select the Facilities tab to go to the Edit Facilities page.
2. To delete a facility select the line containing the facility to be deleted by clicking on the right facing arrow. This will highlight the entire row. Press the delete key on your keyboard.



**Collection Facility**

	Collection Facility	Collection Facility Line 1	Collection Facility Line 2
▶	Digi-Trax	650 Heathrow Drive	Lincolnshire, IL 60069
*			

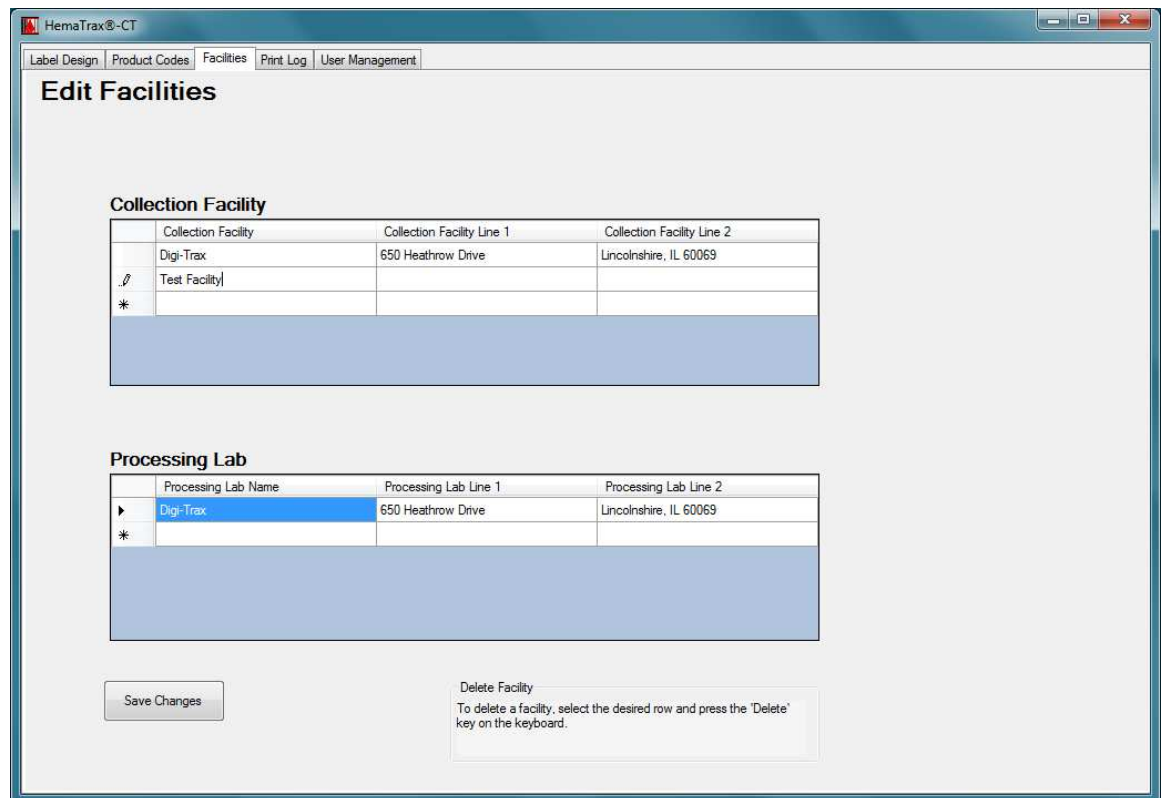
**Processing Lab**

	Processing Lab Name	Processing Lab Line 1	Processing Lab Line 2
▶	Digi-Trax	650 Heathrow Drive	Lincolnshire, IL 60069
*			

Save Changes

Delete Facility  
To delete a facility, select the desired row and press the 'Delete' key on the keyboard.

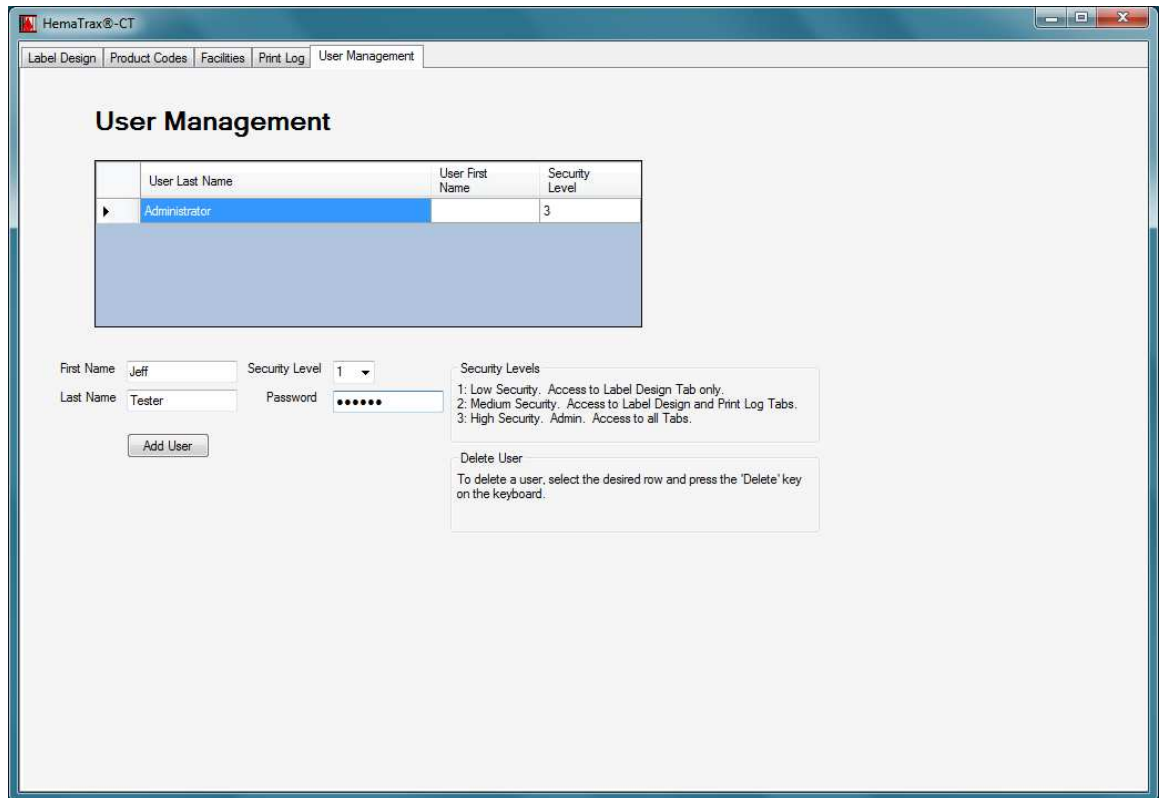
3. The line will disappear. To save the change, select the Save Changes button.
4. To add a facility, begin typing on the line indicated with the star. Enter Facility Name, Address Line 1 and Address Line 2.



5. To save the change, select the Save Changes button.
6. To return to the HemaTrax®-CT main screen, select the button marked Return to HemaTrax CT.

## Adding/Editing Users

1. Select the User Management tab to go to the User Management screen.
2. To add a user, enter the user's First Name, Last Name, Security level and Password in the appropriate fields.



User Last Name	User First Name	Security Level
Administrator		3

First Name:  Security Level:

Last Name:  Password:

**Security Levels**

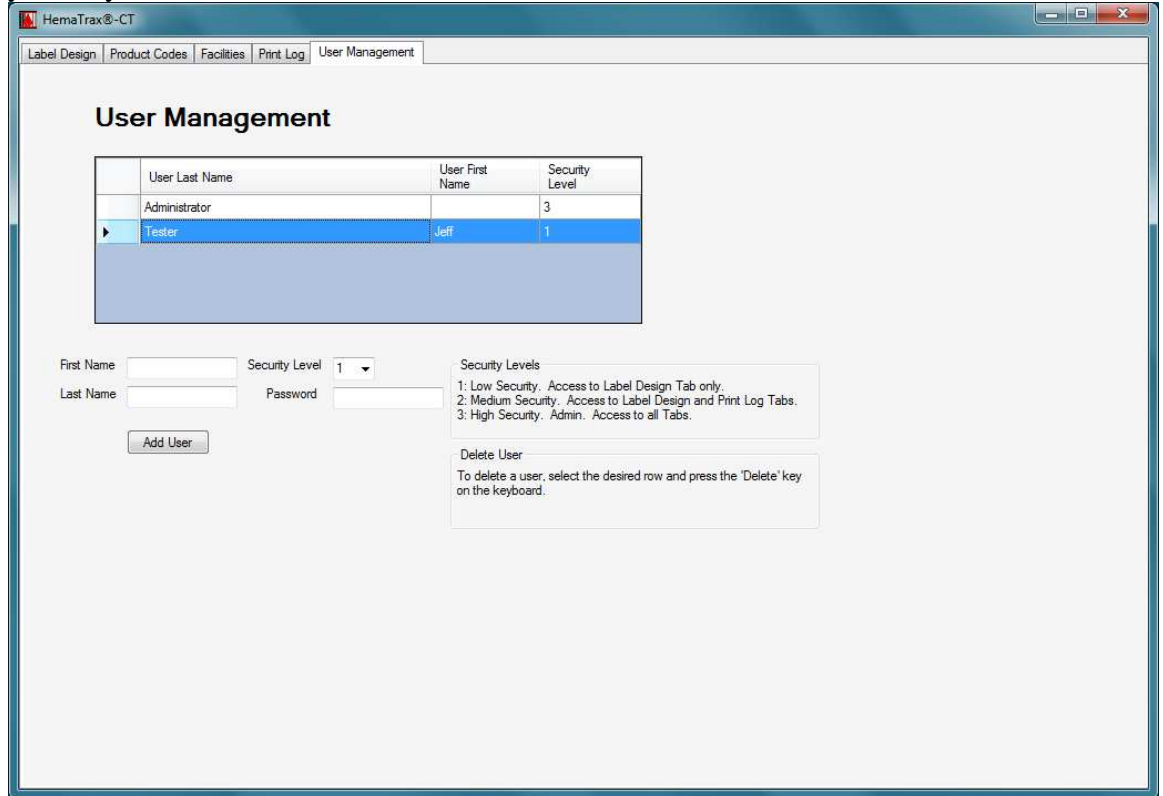
- 1: Low Security. Access to Label Design Tab only.
- 2: Medium Security. Access to Label Design and Print Log Tabs.
- 3: High Security. Admin. Access to all Tabs.

**Delete User**

To delete a user, select the desired row and press the 'Delete' key on the keyboard.

3. Press the Add User button to save the new user.

4. To delete a user, highlight the user entry to delete and press the Delete key on your keyboard.



©2012 Digi-Trax Corporation



*Improving Health and Science Through Innovative Technology*