



User's Guide for CorneaTrax 1.0

July 2015



ISBT 128 compliant labeling for eye banks

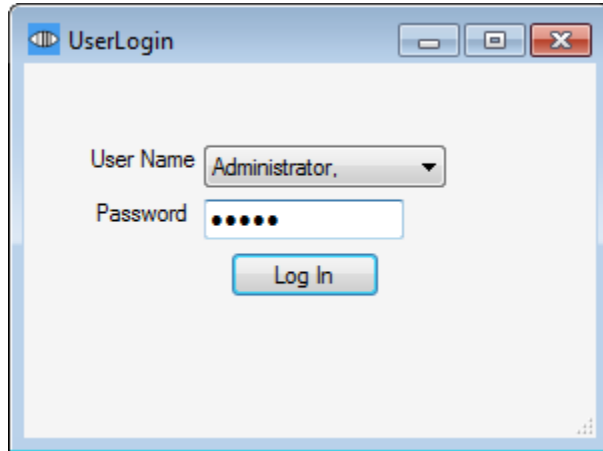


650 Heathrow Drive
Lincolnshire, Illinois 60069

www.digi-trax.com
©2015 Digi-Trax®

Opening CorneaTrax

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



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

Administrator level users may manage users once logged in.

Creating a Label

1. **Scan DIN:** Scan the DIN barcode into the system or generate a DIN number by selecting the Generate DIN button. The third option is manually enter the DIN number.

If generating the DIN for the first time, select the **DIN Setup** menu item and fill in the appropriate fields.

FIN: Facility Identification Number assigned by ICCBBA.

Year: is shown, but 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.

2. **Source Eye Bank:** Choose the Source Eye Bank. If the facility needed is not on the drop down list, see **Edit Facilities** later in this guide.
3. **Product Code:** Select the product code from the dropdown list. This Quick Pick list that can be customized and product codes can be added or removed. See the **Edit Product Code** section.
4. **Storage Medium:** Select a pre-defined storage medium or type in custom text to display on the label.

5. **Storage Temp:** If the product is either Hypothermic or Frozen, the software will automatically select the temperature range based on the pre-determined settings set under the **Storage Temperatures** dropdown menu. If storage temp is different than available dropdown options, type the custom storage temp to display on the label.
6. **Sterile Text:** Select a sterile text option or type in custom text to display on the label.
7. **ID Number:** Enter an ID number for the product.
8. **Secondary Processor:** Occasionally, the product may have a DIN already assigned to it, yet may be processed elsewhere. Enter the ISBT 128 facility ID number (FIN) for the facility that is processing the product. The software will default to the FIN assigned in the **DIN Setup** dropdown menu.
9. **Label Qty:** Enter a label quantity.
10. **Date/Time of Death:** Enter the Date/Time of Death. If unchecked, the Date/Time of Death will not print.
11. **Date/Time of Preservation:** Enter the Date/Time of Preservation. If unchecked, the Date/Time of Preservation will not print.
12. **Expiration Date:** Enter the Expiration Date/Time.

If the expiration period is 14 days, 1 year, 2 years, or 5 years, select the option that corresponds with the expiration period. It is calculated based on the Date/Time of death.

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

If unchecked, the Expiration Date will not print.
13. **Label Qty:** Enter a label quantity.
14. **Pack Code:** Enter a starting pack code. If multiple labels are being printed, the software will increment the pack code automatically unless the **Disable Auto-Increment of Pack Code** option is checked.
15. **Printer:** Select the printer.

Get Data/Reprint a Label

Data from a previously printed label can be selected again from the print log. The user can then repopulate the Label Design tab.

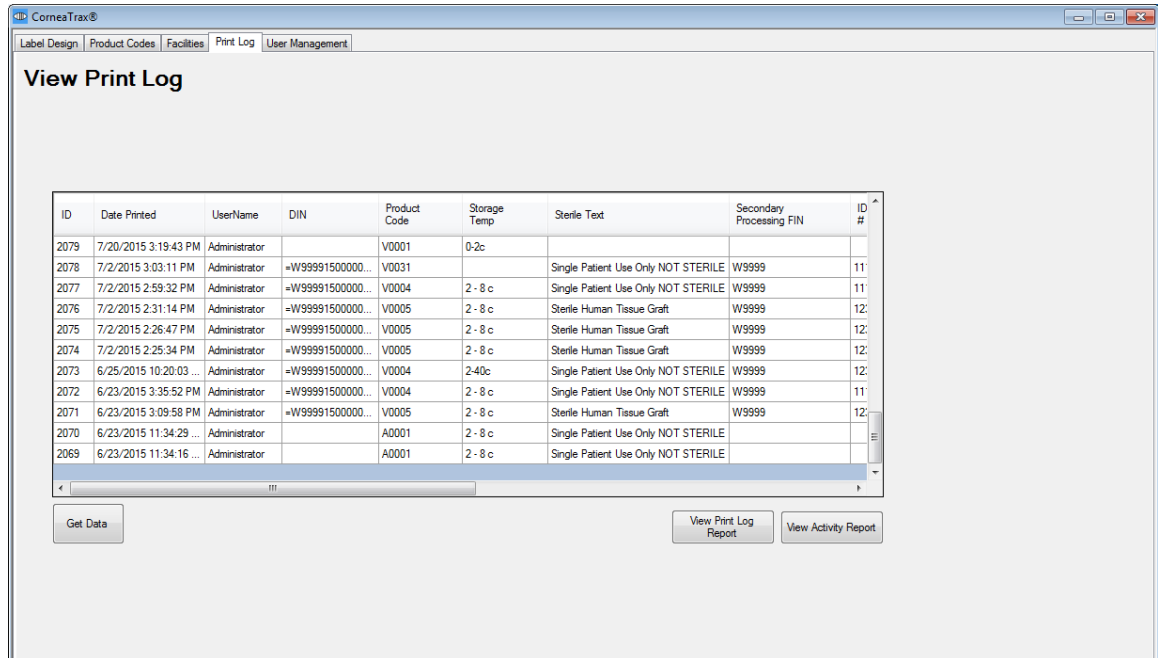
The screenshot shows the 'View Print Log' window in the ComesTrax® application. The window has a menu bar with 'Label Design', 'Product Codes', 'Facilities', 'Print Log', and 'User Management'. The 'Print Log' tab is active, displaying a table of print records. Below the table are three buttons: 'Get Data', 'View Print Log Report', and 'View Activity Report'.

ID	Date Printed	UserName	DIN	Product Code	Storage Temp	Sterile Text	Secondary Processing FIN	ID #
2079	7/20/2015 3:19:43 PM	Administrator		V0001	0-2c			
2078	7/2/2015 3:03:11 PM	Administrator	=W99991500000...	V0031		Single Patient Use Only NOT STERILE	W9999	11
2077	7/2/2015 2:59:32 PM	Administrator	=W99991500000...	V0004	2 - 8 c	Single Patient Use Only NOT STERILE	W9999	11
2076	7/2/2015 2:31:14 PM	Administrator	=W99991500000...	V0005	2 - 8 c	Sterile Human Tissue Graft	W9999	12
2075	7/2/2015 2:26:47 PM	Administrator	=W99991500000...	V0005	2 - 8 c	Sterile Human Tissue Graft	W9999	12
2074	7/2/2015 2:25:34 PM	Administrator	=W99991500000...	V0005	2 - 8 c	Sterile Human Tissue Graft	W9999	12
2073	6/25/2015 10:20:03 ...	Administrator	=W99991500000...	V0004	2-40c	Single Patient Use Only NOT STERILE	W9999	12
2072	6/23/2015 3:35:52 PM	Administrator	=W99991500000...	V0004	2 - 8 c	Single Patient Use Only NOT STERILE	W9999	11
2071	6/23/2015 3:09:58 PM	Administrator	=W99991500000...	V0005	2 - 8 c	Sterile Human Tissue Graft	W9999	12
2070	6/23/2015 11:34:29 ...	Administrator		A0001	2 - 8 c	Single Patient Use Only NOT STERILE		
2069	6/23/2015 11:34:16 ...	Administrator		A0001	2 - 8 c	Single Patient Use Only NOT STERILE		

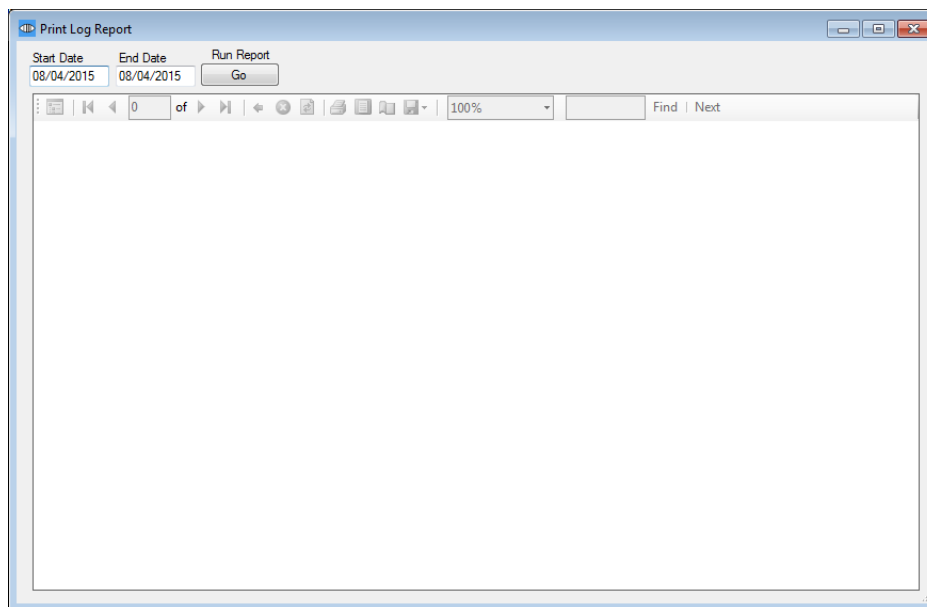
1. Select the Print Log tab.
2. Find and select the record you wish to get data.
3. **Get Data:** The data from that record (DIN, Product Code, etc.) will be repopulated into the Label Design tab.

View Print Log Report

CorneaTrax has a print log report available to view, export, print.



1. From the Print Log tab, select the **View Print Log Report** button



2. Select the Start and End date of the records to view and select the Go button.

Print Log Report

Start Date: 08/04/2014 End Date: 08/04/2015 Run Report:

1 of 2 100% Find | Next

Print Log Report

ID	Date Printed	DIN	Product Code	Storage Temp	Sterile Text	Secondary Processor
2079	7/20/2015 3:19:43 PM		V0001	0-2c		
2080	7/20/2015 3:25:42 PM	W999991507000300	V0004	4-6c		
2081	7/20/2015 3:26:01 PM		V0004	4-6c		
2082	7/20/2015 3:26:02 PM		V0004	4-6c		
2083	7/20/2015 3:26:02 PM		V0004	4-6c		
2084	7/20/2015 3:26:09 PM		V0004	4-6c		
2085	7/20/2015 3:26:10 PM		V0004	4-6c		
2086	7/20/2015 3:26:10 PM		V0004	4-6c		
2087	7/20/2015 3:30:28 PM	W999991507000400	V0004	4-6c		

3. A report is generated and can be printed. If the user's security access is level 3 (administrator), the data can be exported to a Microsoft Excel or PDF file.

View Activity Report

CorneaTrax keeps track of a variety of user activity within the software. The activity report allows users to view, export or print the log.

View Print Log

ID	Date Printed	UserName	DIN	Product Code	Blood Type	Special Message	Donation Type
1891	12/13/2013 2:45:35 PM	Administrator	+W99991300002000	S1290	A		For Use by Intended Recipient(s) Only
1890	12/13/2013 11:10:24 AM	Administrator	+W99991300002000	S1290	A		Biohazard For Autologous Use Only
1889	12/6/2013 12:59:42 PM	Administrator	+W99991300001900	S1991	UNKNOWN		Not Specified
1888	12/6/2013 12:59:27 PM	Administrator	+W99991300001800	S1991	UNKNOWN		Not Specified
1887	12/6/2013 12:56:01 PM	Administrator		S1991	UNKNOWN		Not Specified
1886	12/6/2013 12:55:49 PM	Administrator		S1991	UNKNOWN		Not Specified
1885	12/6/2013 12:55:22 PM	Administrator	+W99991300001600	S1991	UNKNOWN		Not Specified
1884	12/4/2013 6:16:49 PM	Administrator	+W99991300001500	S1150	A		For Autologous Use Only
1883	12/4/2013 6:14:12 PM	Administrator		S1152	A RhD Positive		Biohazard For Autologous Use Only
1882	12/4/2013 4:19:34 PM	Administrator	+W99991300001400	S1137	A RhD Positive		Biohazard For Autologous Use Only
1881	12/4/2013 3:05:36 PM	Administrator		S1137	A RhD Positive		Biohazard For use by Intended Recipient(s) C
1880	12/4/2013 3:04:58 PM	Administrator		S1137	A RhD Positive		Biohazard For use by Intended Recipient(s) C

Get Data Reprint View Print Log Report View Activity Report

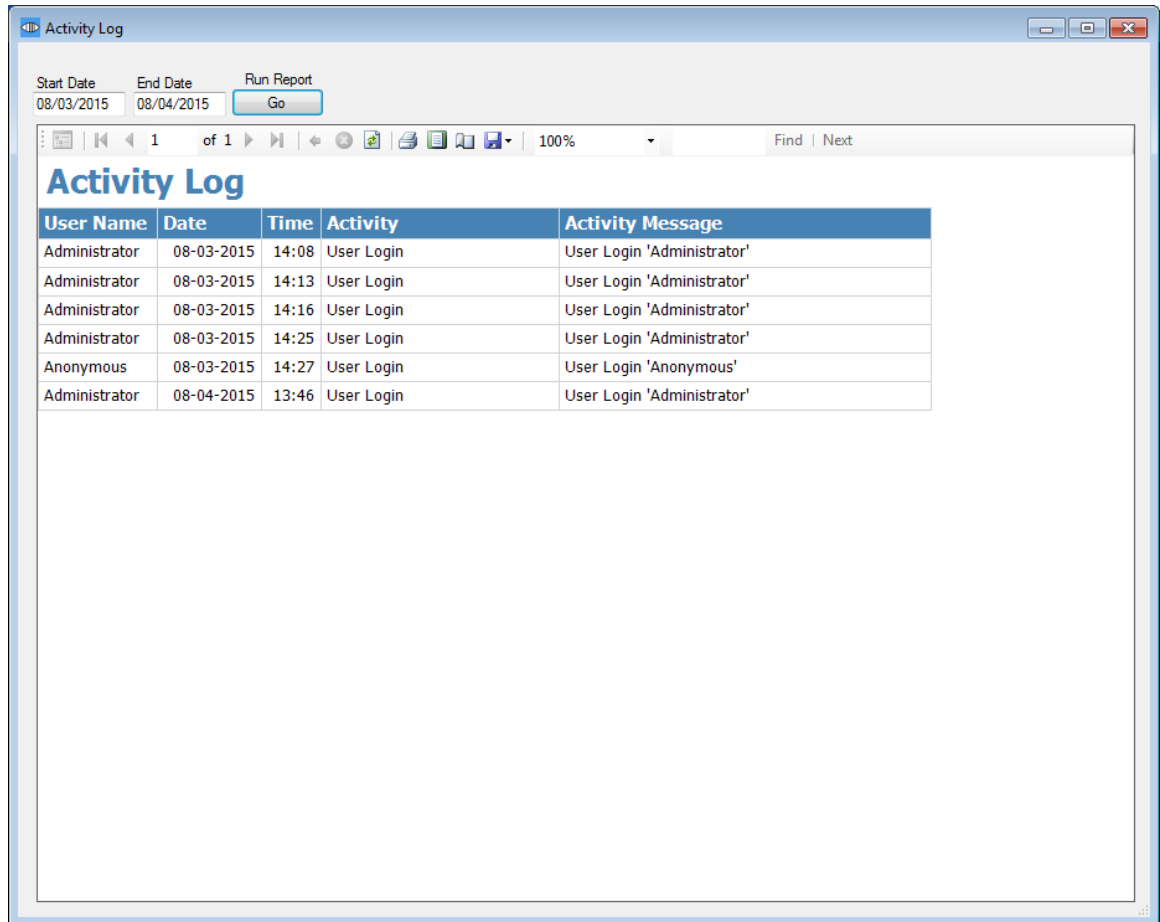
1. From the Print Log tab, select the **View Print Log Report** button

Activity Log

Start Date: 08/04/2015 End Date: 08/04/2015 Run Report: Go

0 of [] Find | Next

2. Select the Start and End date of the activity to view and then press the Go button.



The screenshot shows a web application window titled "Activity Log". At the top, there are input fields for "Start Date" (08/03/2015) and "End Date" (08/04/2015), followed by a "Run Report" button labeled "Go". Below the input fields is a toolbar with navigation icons and a "Find | Next" search box. The main content area displays a table with the following data:

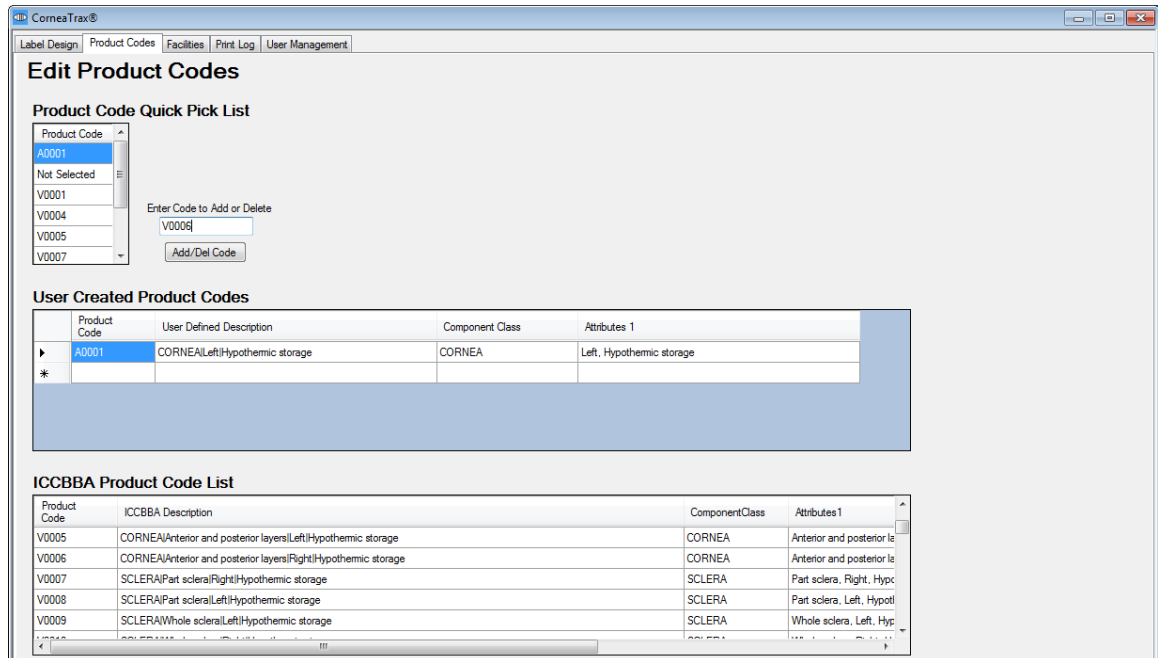
User Name	Date	Time	Activity	Activity Message
Administrator	08-03-2015	14:08	User Login	User Login 'Administrator'
Administrator	08-03-2015	14:13	User Login	User Login 'Administrator'
Administrator	08-03-2015	14:16	User Login	User Login 'Administrator'
Administrator	08-03-2015	14:25	User Login	User Login 'Administrator'
Anonymous	08-03-2015	14:27	User Login	User Login 'Anonymous'
Administrator	08-04-2015	13:46	User Login	User Login 'Administrator'

3. A report is generated and can be printed. If the user's security access is level 3 (administrator), the data can be exported to a Microsoft Excel or PDF file.

Add or Delete a Product Code to/from the Quick Pick List

The user can configure the quick pick list of product codes in the Label Design section of the software.

1. Select the Product Codes tab to arrive at the Edit Product Codes page.



2. **Enter Code to Add/Delete:** Type the code you wish to add or delete in the Enter Code to Add/Delete field.

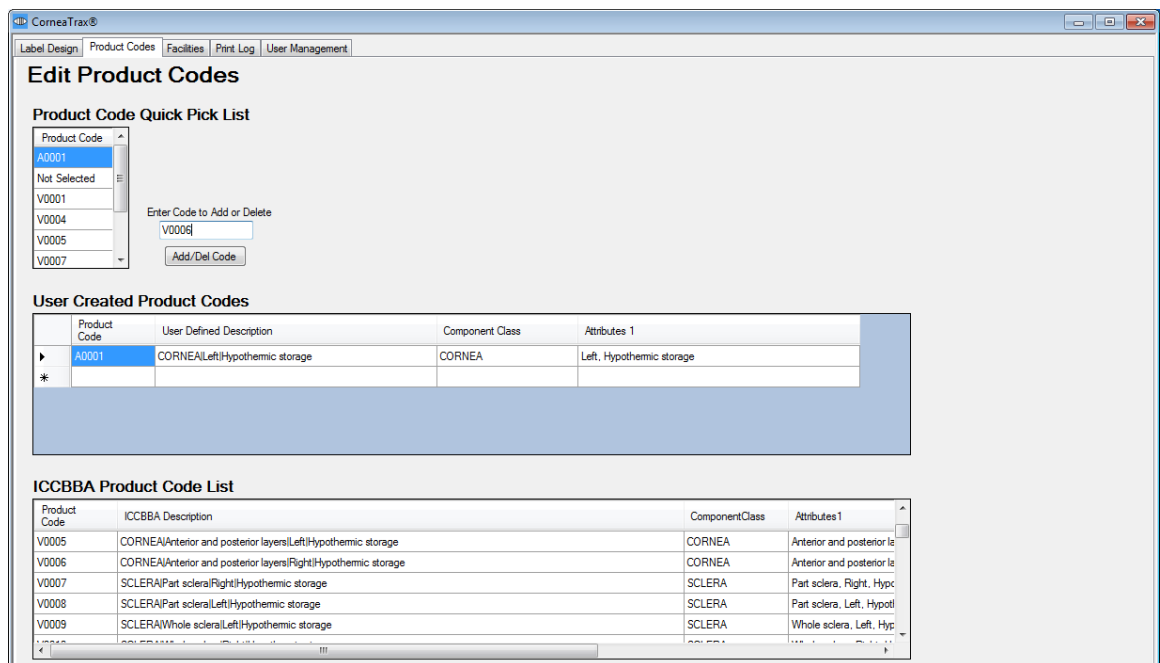
You can use the ICCBBA Product Code List below to look up the code you wish to add.

3. **Add/Del Code:** Select the Add/Del Code button to add the code to the quick pick list. If already on the quick pick list, selecting the Add/Del Code button will delete the code from the list.

Adding a Custom Product Code

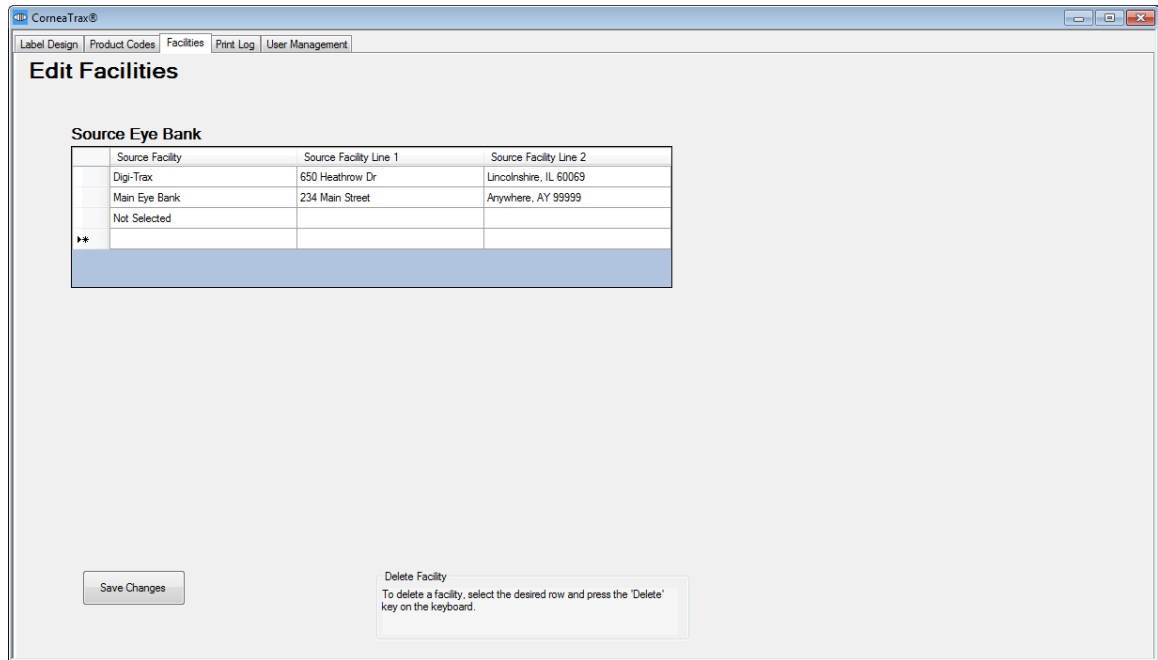
CorneaTrax allows you to enter a user defined product code if necessary.

1. In the User Created Product Code section, enter the product code, modifier, component class, etc. for your product.
2. The product code can be added to the quick pick list.
3. ICCBBA has reserved A0000-D9999 as available numbers for user defined product codes.



Adding/Editing Facilities

1. Select the Facilities tab to go to the Edit Facilities page.
2. **Adding a Facility:** Begin typing on the line indicated by a star character. Enter Facility Name, Address Line 1 and Address Line 2.



Source Facility	Source Facility Line 1	Source Facility Line 2
Digi-Trax	650 Heathrow Dr	Lincolnshire, IL 60069
Main Eye Bank	234 Main Street	Anywhere, AY 99999
Not Selected		

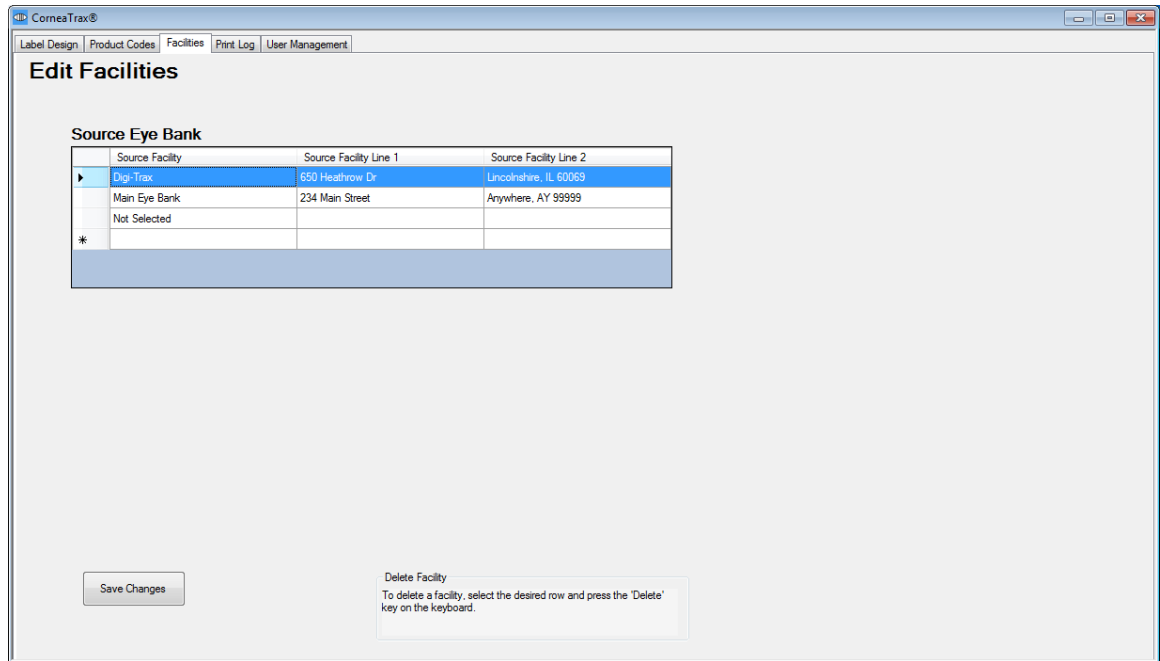
▶*

Save Changes

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

3. To save the change, select the Save Changes button.

4. **Delete a facility:** Select the line containing the facility to be deleted by clicking on the right facing arrow. The entire row will be highlighted. Press the delete key on your keyboard.

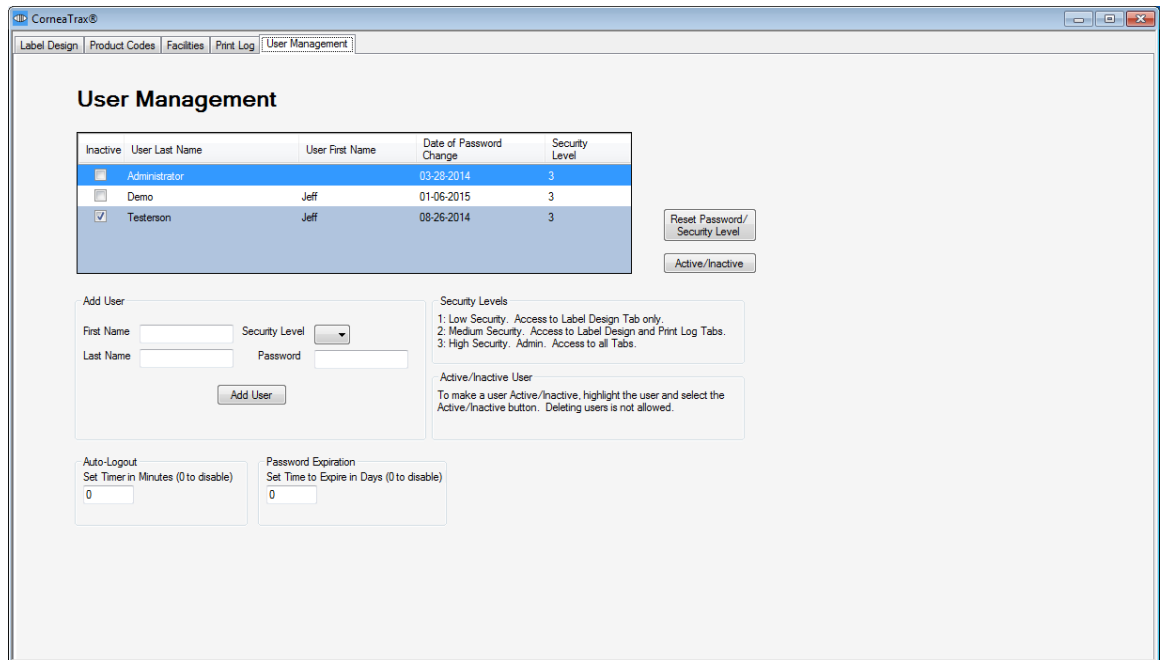


5. The line will disappear. To save the change, select the Save Changes button.

Note: You may not delete the "Not Selected" facility. It is required if there is no Facility selected for the label design.

Adding/Editing Users

1. Select the User Management tab to go to the User Management screen.



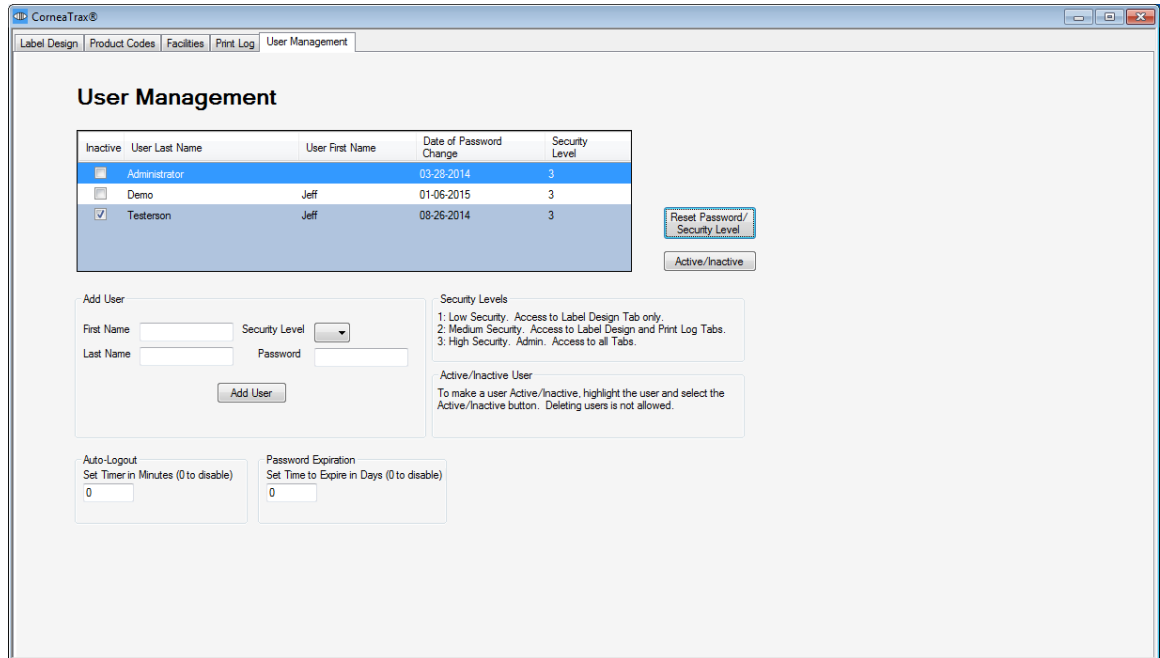
2. **Add a User:** Enter the user's First Name, Last Name, Security level and Password in the appropriate fields.
3. Press the Add User button to save the new user.
4. **Inactivate User:** Select the user to activate/inactivate and press the Active/Inactive button. The record color will change and reflect the user as Inactive/Active. When inactive, the user will no longer be able to login until made active again.



Reset Password or Security Level: Select the user that requires a new password or a change in security level.

Other User Configurable Features

Auto-Logout: Set the time, in minutes, before the software will log out the current user and require a login to enter. 0 disables this feature.



Password Expiration: Set the time, in days, before the software will inactivate a user's old password and require a new password. 0 disables this feature

Note: The Administrator account password will never expire.

©2015 Digi-Trax Corporation