



# User's Guide for HemaTrax<sup>®</sup>-CT

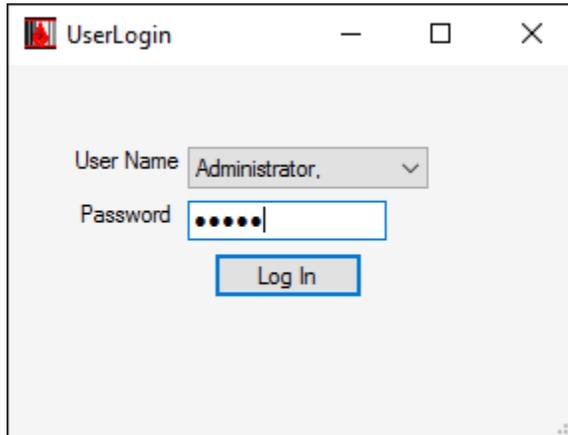
## V 3.5

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## Opening HemaTrax®-CT

1. The installation will create a shortcut on the desktop named HemaTraxCT 3.5. Double click to start the program. The alternate method is to select Start, All Programs, HemaTraxCT, HemaTrax-CT 3.5.



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**

Administrator level users may manage users once logged in.



## Creating a Label

The screenshot shows the HemaTrax -CT software interface. The 'Select Label' menu is active, displaying a preview of a blood product label. The label includes the following information:

- Barcode: W9999 18 000018 5800
- Product Code: S1290, HPC, MARROW/None/XX/<=150CI10% DMSO/Other Additives:Yes/Cryopreserved
- Blood Type: A RhD Positive
- Donation Type: For Use by Intended Recipient(s) Only
- Donor Information: Donor Name: Jeff Donor, Donor ID: 123456, Donor DOB: Aug 24, 1977
- Recipient Information: Recipient Name: John Recipient, Recipient ID: 99999999, Recipient DOB: May 10 1980
- Facilities: Collection Facility: Digi-Trax, Processing Facility: Digi-Trax
- Date/Time: Collection Date/Time: Oct 29, 2018 23:59, Expiration Date/Time: Oct 29, 2023 23:59
- Printing settings: Label qty: 1, Printer: ZDesigner GX430i

The label preview also includes a barcode for the recipient, the text 'Do Not Irradiate Do Not Use Leukoreduction Filters', and the intended recipient's name: John Recipient, Recipient ID: 99999999, Date of Birth: 10 MAY 1980.

1. From the Select Label menu item, select a label size.
2. **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.



3. **Product Code:** Select the product code from the drop down list. This Quick Pick list that can be customized and product codes can be added or removed. See the **Edit Product Code** section.

- If the product is a licensed product, select the Licensed Product button. The License Number text field will appear. Enter the license number and it will appear on the label.
- If the product is an investigational drug, select the Investigational Drug button to add that text to the label.

4. **Blood Type:** Select Blood Type.

ICCBBA allows for special messages instead of Blood Type if the Donation Type is "For Nonclinical Use Only." If a special message is required instead of blood type, select "Special Message" from the Blood Type dropdown menu (it will default to Special Message if "For Nonclinical Use Only" is selected). 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 software interface for label design. 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 buttons for "Select Label", "DIN Setup", and "Log Out".

The interface is divided into several sections:

- Donation Identification Number:** Includes a "Scan DIN" field with the value "W99991800001800" and a "Generate DIN" button.
- Product Code:** A dropdown menu showing "S1290, HPC, MARROW/None/XX/<=-150C/10% DMSO/Other Additives: Yes/Cryopreserved". Below it are radio buttons for "Standard" (selected), "Licensed Product", "Investigational Drug", and "Investigational Device".
- Blood Type:** A dropdown menu set to "A RhD Positive".
- Donation Type:** A dropdown menu set to "For Use by Intended Recipient(s) Only".
- Donor Type:** A dropdown menu.
- Donor Information:** Fields for Donor Name ("Jeff Donor"), Donor ID ("123456"), and Donor DOB ("Aug 24, 1977"). A checkbox for "Donor DOB" is checked.
- Recipient Information:** Fields for Recipient Name ("John Recipient"), Recipient ID ("9999999"), and Recipient DOB ("May 10 1980"). A checkbox for "Recipient DOB" is checked.
- Facilities:** Dropdown menus for "Collection Facility" and "Processing Facility", both set to "Digi-Trax".
- Date/Time:** Checkboxes for "Collection Date/Time" (checked, Oct 29, 2018 23:59) and "Expiration Date/Time" (checked, Oct 29, 2023 23:59). A "Select Expiration Period" section has "Custom" selected, with options for "48 Hours", "10 Years", "Infuse Within 48hrs", and "Process ASAP". A checkbox for "Select to change to Daylight Savings Time" is unchecked.
- Printing settings:** "Label qty" is set to "1". A "Printer" dropdown is set to "ZDesigner GX430". A "Print" button is present.
- Label Preview:** A large area on the right shows a preview of the final label. It includes two barcodes (DIN and Recipient ID), the text "A Rh POSITIVE", "Digi-Trax 650 Heathrow Drive Lincolnshire, IL 60069", "Collection Date/Time 29 OCT 2018 23:59 MST (30 OCT 2018 05:59 UTC)", "Do Not Irradiate", "Do Not Use Leukoreduction Filters", "HPC, MARROW 10% DMSO, Other additives present, Cryopreserved", "Intended Recipient: John Recipient, Recipient ID: 9999999, Date of Birth: 10 MAY 1980", and "Digi-Trax 650 Heathrow Drive Lincolnshire, IL 60069".

At the bottom of the window, it says "Logged in as: Administrator" and "Clear All" and "Exit" buttons. The version number "3.5.0" is in the bottom right corner.

5. **Donation Type:** Select Donation Type



6. **Donor Type:** Select Donor Type.
7. **Donor Name/Donor Number and Donor DOB:** Enter Donor Name, Donor ID, and Donor DOB. If none of the donor fields are known, leave them blank. If DOB is unknown, make sure it is unchecked.  
  
**Global Registration Identifier (GRID):** Scan or enter the GRID number into the Donor ID field (no spaces). The software will automatically identify the GRID format and incorporate the GRID number and barcode onto the appropriate label.
8. **Recipient Name, Recipient ID and Recipient DOB:** Will not appear if Donation Type is Autologous. Enter 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.
9. **Collection Facility/ Processing Facility:** Choose Collection and Processing facilities. If the facility needed is not on the list, see **Edit Facilities** later in this guide.
10. **Collection Date/Time:** Enter the Collection Date/Time. If unchecked, blank line will print on the label to hand-write the collection date/time.

**Note:** If it is needed to change system clock's default of daylight savings time or standard time, check the box labeled either "Select to change to Standard Time" or "Select to change to Daylight Savings Time". When selected, it will change the label's displayed time zone from either D or S.

11. **Expiration Date/Time:** Enter the Expiration Date/Time.

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 the text "No Expiration" will appear on the label.

If "Infuse within 48 hours" is selected, the text "Infuse Within 48 Hours of Collection or as Soon as Feasible" will appear on the label.

If "Process ASAP" is selected, the text "Process as soon as possible" will appear on the label.



If unchecked, blank space will be available on the label to hand write the collection date/time.

**Note:** If it is needed to change system clock’s default of daylight savings time or standard time, check the box labeled either “Select to change to Standard Time” or “Select to change to Daylight Savings Time”. When selected, it will change the label’s displayed time zone from either D or S.

- 12. **Label Qty:** Enter a label quantity.
- 13. **Printer:** Select the printer.
- 14. **Print:** The Print Volumes pop-up window will appear. If you have selected a label quantity greater than 1, the Print Volumes window will appear for each label you intend to print.

- 15. **Product Volumes:** Enter any applicable product volume, anticoagulant volume, heparin concentration, anticoagulant volume, or specific anticoagulant for that label.

If no information is entered, there will be a blank line to manually write the volume on the label.

**Note:** Product codes will only use the volumes applicable for that product. If a particular product does not have an anticoagulant, for example, the value you entered will not appear on the label.

**Printing products with no anticoagulant specified “NS”:** When a “not specified” product is selected, you may select an anticoagulant (Heparin, Citrate, or Heparin+Citrate). If one of the anticoagulants are selected, the core



conditions (product volume text) will reflect the volume information for that selected anticoagulant.

16. **Divided Product:** If the label is a divided product, enter the division for that particular label. A0, B0, C0 or Aa, Ab, Ac, etc.
17. **Update Preview:** Once completed, you can select Update Preview to view the label prior to printing.
18. **Print:** Select Print to print the completed label. If printing more than one label, a second Print Volumes window will appear. Repeat steps 15-18 and print again.



## 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 to reprint a label or make an addition to the label.

ID	Date Printed	UserName	DIN	Product Code	Blood Type	Special Message	Donation Type	Intended Use	Donor Type
6	6/30/2017 7:38:34 PM	Administrator		S1124	Special Message	Biohazard	For Autologous Use Only	Not Selected	
5	6/30/2017 7:38:26 PM	Administrator		S1124	Special Message	Biohazard	For Nonclinical Use Only	Not Selected	
4	6/21/2017 10:11:51 AM	Administrator	=W00001700000200	S1133	UNKNOWN		For Autologous Use Only	Not Selected	
3	6/19/2017 10:53:30 AM	Administrator		S1133	A		For Autologous Use Only	Not Selected	
2	6/8/2017 11:37:21 AM	Administrator	=W00001400000100	S1133	A RhD Positive		For Autologous Use Only	Not Selected	
1	6/8/2017 11:35:50 AM	Administrator	=W00001400000100	S1133	A RhD Positive		For Autologous Use Only	Not Selected	

1. Select the Print Log tab.
2. Find and select the record you wish to reprint/get data.
3. **Get Data:** To reprint your label, or if a change needs to be made (a different label size, product code, etc) select the Get Data button. The data from that record (DIN, Product Code, Donation Type, etc.) will be repopulated into the Label Design tab.



## Search Print Log by DIN

The print log data can be sorted by DIN.

The screenshot shows the 'View Print Log' window in HemaTrax. The window title is 'HemaTrax®-CT' and it has tabs for 'Label Design', 'Product Codes', 'Facilities', 'Print Log', and 'User Management'. The 'Print Log' tab is active. Below the title bar, the text 'View Print Log' is displayed. A table with the following columns is shown: ID, Date Printed, UserName, DIN, Product Code, Blood Type, Special Message, Donation Type, Intended Use, and Donor Type. The table contains six rows of data. Below the table, there are search controls: a 'Get Data' button, a 'Search by DIN' section with a text input field containing 'Enter part or all of DIN' and a 'Clear Search' button, and two buttons: 'View Print Log Report' and 'View Activity Report'.

ID	Date Printed	UserName	DIN	Product Code	Blood Type	Special Message	Donation Type	Intended Use	Donor Type
6	6/30/2017 7:38:34 PM	Administrator		S1124	Special Message	Biohazard	For Autologous Use Only	Not Selected	
5	6/30/2017 7:38:26 PM	Administrator		S1124	Special Message	Biohazard	For Nonclinical Use Only	Not Selected	
4	6/21/2017 10:11:51 AM	Administrator	=W00001700000200	S1133	UNKNOWN		For Autologous Use Only	Not Selected	
3	6/19/2017 10:53:30 AM	Administrator		S1133	A		For Autologous Use Only	Not Selected	
2	6/8/2017 11:37:21 AM	Administrator	=W00001400000100	S1133	A RhD Positive		For Autologous Use Only	Not Selected	
1	6/8/2017 11:35:50 AM	Administrator	=W00001400000100	S1133	A RhD Positive		For Autologous Use Only	Not Selected	

1. Select the Print Log tab.
2. Enter all or part of a DIN to be displayed. As the DIN is entered, the log will only display those DINs that contain that number.

The screenshot shows the 'View Print Log' window in HemaTrax after a search. The window title is 'HemaTrax®-CT' and it has tabs for 'Label Design', 'Product Codes', 'Facilities', 'Print Log', and 'User Management'. The 'Print Log' tab is active. Below the title bar, the text 'View Print Log' is displayed. The table now shows only three rows of data, which are the rows with DINs containing 'W000'. Below the table, the search controls are updated: the 'Get Data' button is present, the 'Search by DIN' section has a text input field containing 'W000' and a 'Clear Search' button, and the 'View Print Log Report' and 'View Activity Report' buttons are also present.

ID	Date Printed	UserName	DIN	Product Code	Blood Type	Special Message	Donation Type	Intended Use	Donor Type
4	6/21/2017 10:11:51 AM	Administrator	=W00001700000200	S1133	UNKNOWN		For Autologous Use Only	Not Selected	
2	6/8/2017 11:37:21 AM	Administrator	=W00001400000100	S1133	A RhD Positive		For Autologous Use Only	Not Selected	
1	6/8/2017 11:35:50 AM	Administrator	=W00001400000100	S1133	A RhD Positive		For Autologous Use Only	Not Selected	

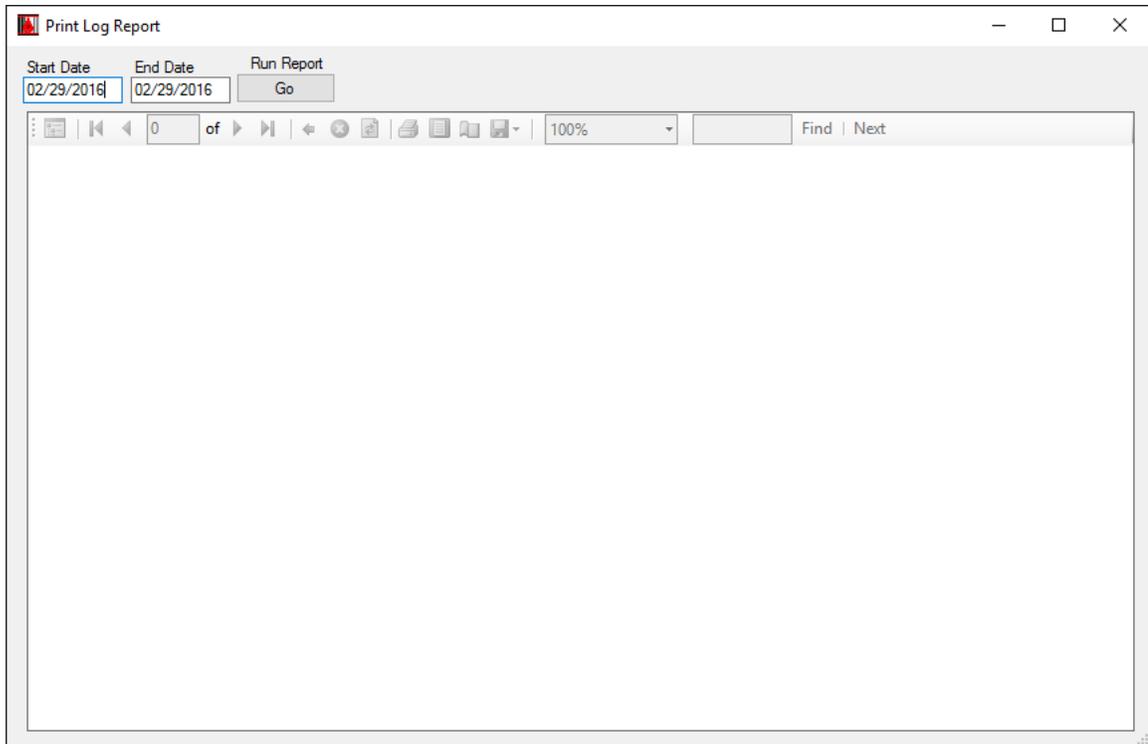


## View Print Log Report

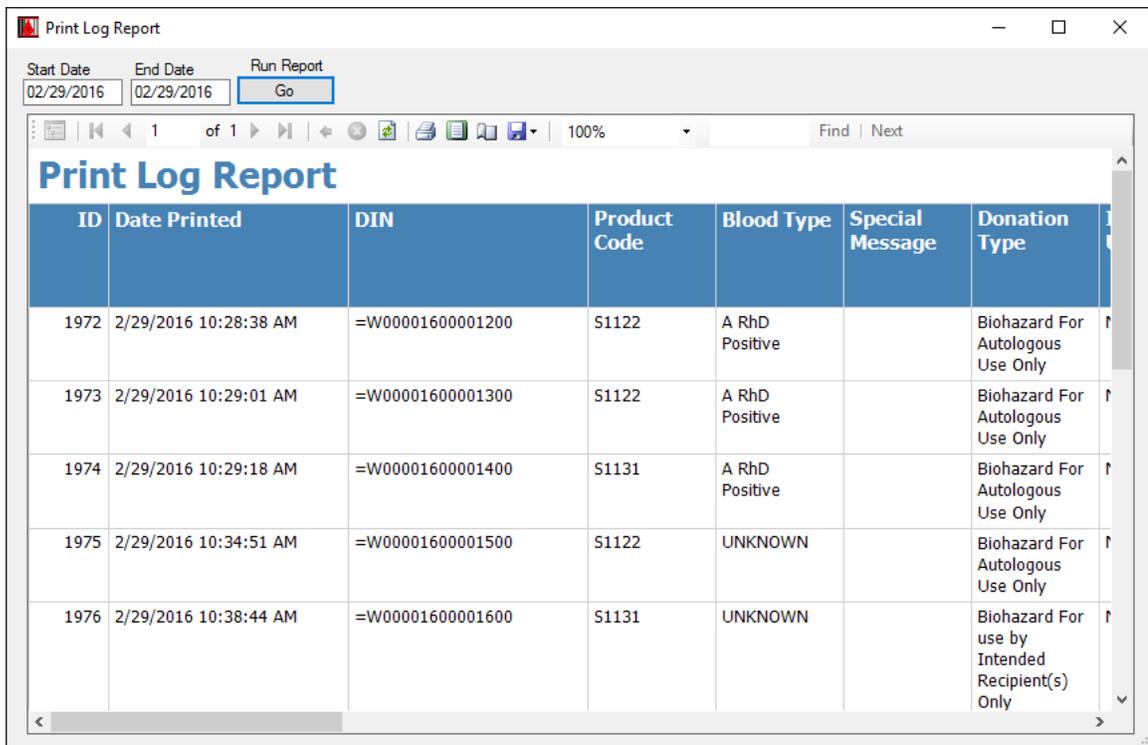
HemaTrax®-CT has a print log report available to view, export, print.

ID	Date Printed	UserName	DIN	Product Code	Blood Type	Special Message	Donation Type	Intended Use	Donor Type
6	6/30/2017 7:38:34 PM	Administrator		S1124	Special Message	Biohazard	For Autologous Use Only	Not Selected	
5	6/30/2017 7:38:26 PM	Administrator		S1124	Special Message	Biohazard	For Nonclinical Use Only	Not Selected	
4	6/21/2017 10:11:51 AM	Administrator	=W00001700000200	S1133	UNKNOWN		For Autologous Use Only	Not Selected	
3	6/19/2017 10:53:30 AM	Administrator		S1133	A		For Autologous Use Only	Not Selected	
2	6/8/2017 11:37:21 AM	Administrator	=W00001400000100	S1133	A RhD Positive		For Autologous Use Only	Not Selected	
1	6/8/2017 11:35:50 AM	Administrator	=W00001400000100	S1133	A RhD Positive		For Autologous Use Only	Not Selected	

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.



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

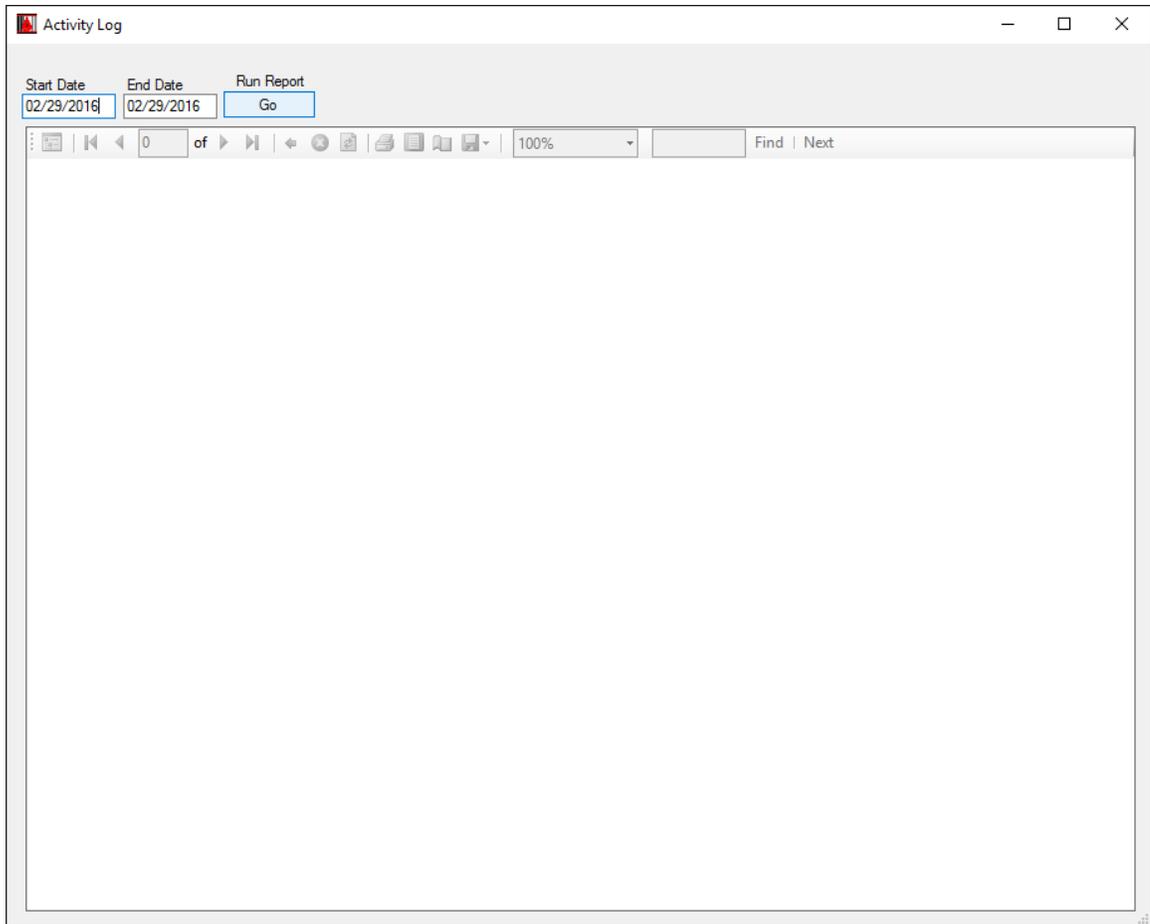
HemaTrax-CT keeps track of a variety of user activity within the software. The activity report allows users to view, export or print the log.

**View Print Log**

ID	Date Printed	UserName	DIN	Product Code	Blood Type	Special Message	Donation Type	Intended Use	Donor Type
6	6/30/2017 7:38:34 PM	Administrator		S1124	Special Message	Biohazard	For Autologous Use Only	Not Selected	
5	6/30/2017 7:38:26 PM	Administrator		S1124	Special Message	Biohazard	For Nonclinical Use Only	Not Selected	
4	6/21/2017 10:11:51 AM	Administrator	=W00001700000200	S1133	UNKNOWN		For Autologous Use Only	Not Selected	
3	6/19/2017 10:53:30 AM	Administrator		S1133	A		For Autologous Use Only	Not Selected	
2	6/8/2017 11:37:21 AM	Administrator	=W00001400000100	S1133	A RhD Positive		For Autologous Use Only	Not Selected	
1	6/8/2017 11:35:50 AM	Administrator	=W00001400000100	S1133	A RhD Positive		For Autologous Use Only	Not Selected	

Search by DIN  
 Enter part or all of DIN

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



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



Activity Log

Start Date: 02/29/2016 End Date: 02/29/2016 Run Report: Go

1 of 1 Find | Next

### Activity Log

User Name	Date	Time	Activity	Activity Message
Administrator	02-29-2016	9:41:34 AM	User Login	User Login 'Administrator'
Administrator	02-29-2016	9:46:26 AM	User Login	User Login 'Administrator'
Administrator	02-29-2016	9:47:30 AM	User Logout	User Logout 'Administrator'
UserName	02-29-2016	9:48:09 AM	User Logout	User Logout 'UserName'
Anonymous	02-29-2016	9:48:09 AM	User Login	User Login 'Anonymous'
Administrator	02-29-2016	9:53:00 AM	User Login	User Login 'Administrator'
Administrator	02-29-2016	9:53:45 AM	User Logout	User Logout 'Administrator'
Administrator	02-29-2016	9:54:08 AM	User Login	User Login 'Administrator'
Administrator	02-29-2016	9:54:28 AM	User Logout	User Logout 'Administrator'
Administrator	02-29-2016	10:28:09 AM	User Login	User Login 'Administrator'
Administrator	02-29-2016	10:30:18 AM	User Logout	User Logout 'Administrator'
Administrator	02-29-2016	10:33:32 AM	User Login	User Login 'Administrator'
Administrator	02-29-2016	10:35:39 AM	User Logout	User Logout 'Administrator'
Administrator	02-29-2016	10:38:00 AM	User Login	User Login 'Administrator'
Administrator	02-29-2016	10:39:44 AM	User Logout	User Logout 'Administrator'
Administrator	02-29-2016	2:39:36 PM	User Login	User Login 'Administrator'
Administrator	02-29-2016	2:40:26 PM	User Logout	User Logout 'Administrator'
Administrator	02-29-2016	2:40:52 PM	User Login	User Login 'Administrator'
Administrator	02-29-2016	2:41:09 PM	FIN Changed	FIN Changed: 'W9999'
Administrator	02-29-2016	2:44:24 PM	User Logout	User Logout 'Administrator'
Administrator	02-29-2016	2:45:19 PM	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.

**Product Code Quick Pick List**

Product Code: A0001, Not Selected, S1122, S1125, S1131, S1137

Enter Code to Add or Delete: S1126

Add/Del Code

**User Created Product Codes**

Product Code	User Defined Description	Component Class	Core Condition 1
z1381	Cryopreserved HPC, APHERESIS None/XX/<=-150C CD34 enriched 10% DMSO 3rd Party Comp:Yes Other Additives:Yes	HPC, APHERESIS	Total Volume _____
S1333	Cryopreserved HPC, CORD BLOOD INS/XX/<=-150C buffy coat enriched 10% DMSO Other Additives:Yes	HPC, CORD BLOOD	Total Volume _____
S2187	MNC, APHERESIS C rate/XX/ t For further processing Mobilized	MNC, APHERESIS	Approx. _____ mL at _____
S1226		MNC, APHERESIS	
S1126			

**ICCBBA Product Code List**

Product Code	Component Class	Core Condition 1	Core Condition 2	Core Condition 3	Attributes 1
S1122	HPC, MARROW	Total Volume _____ mL containing	approx. _____ mL _____	Store at -150 C or colder	10% DMSO, Cryopreserved
S1123	HPC, APHERESIS	Total Volume _____ mL containing	approx. _____ mL _____	Store at -150 C or colder	10% DMSO, Cryopreserved, Mobilized
S1124	HPC, CORD BLOOD	Total Volume _____ mL containing	approx. _____ mL _____	Store at -150 C or colder	10% DMSO, Cryopreserved
S1125	HPC, MARROW	Total Volume _____ mL containing	approx. _____ mL Heparin ( _____ units/mL)	Store at 1 to 10 C	3rd Party Blood Component Present
S1126	HPC, CORD BLOOD	Total Volume _____ mL containing	approx. _____ mL _____	Store at -150 C or colder	6% HES + 5% DMSO, Cryopreserved
S1127	HPC, APHERESIS	Total Volume _____ mL containing	approx. _____ mL _____	Store at -150 C or colder	10% DMSO, Cryopreserved

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

HemaTrax-CT allows you to enter a user defined product code if necessary.

1. In the User Created Product Code section, enter the product code, user defined description, component class, core condition, attributes, irradiate, leukoreduction, and attached documentation text.
2. The newly created product code can now be added to the quick pick list.
3. ICCBBA has reserved A0000-D9999 as available numbers for user defined product codes.

**Product Code Quick Pick List**

Product Code: A0001 (selected), Not Selected, S1122, S1125, S1131, S1137

Enter Code to Add or Delete: S1126

Add/Del Code

**User Created Product Codes**

Product Code	User Defined Description	Component Class	Core Condi
S2910	HPC, APHERESIS/Citrate+Heparin/XX/<=80C/6% HES + 5% DMSO/3rd Party Comp:Yes/Cryopreserved/Mobilized/Plasma reduced	HPC, APHERESIS	Total Volum
S2911	MNC, APHERESIS/Citrate/XX/<=80C/6% HES + 5% DMSO/3rd Party Comp:Yes/Cryopreserved/Non-mobilized	MNC, APHERESIS	Total Volum
S2946	HPC, CORD BLOOD/INS/XX/rt/10% DMSO/3rd Party Comp:Yes/Other Additives:Yes/Thawed	HPC, CORD BLOOD	Total Volum
A1234	HPC, APHERESIS		

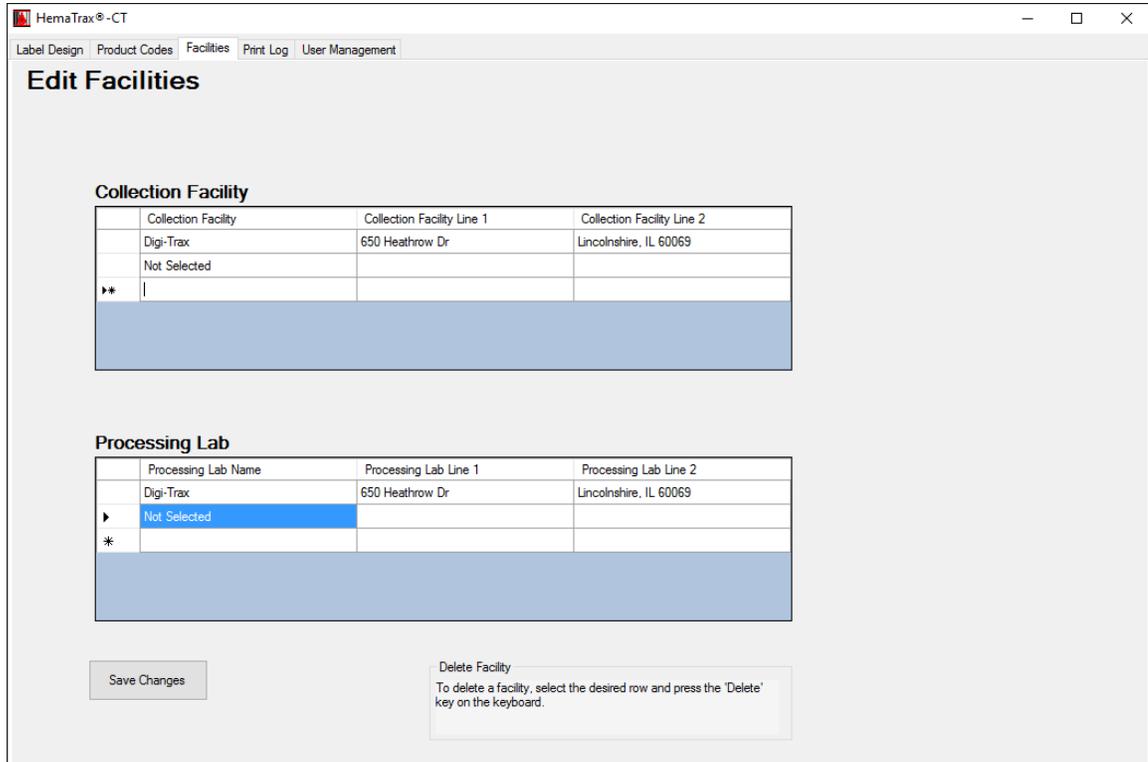
**ICCBBA Product Code List**

Product Code	Component Class	Core Condition 1	Core Condition 2	Core Condition 3	Attributes 1
S1122	HPC, MARROW	Total Volume ____mL containing	approx ____mL ____	Store at -150 C or colder	10% DMSO, Cryopreserved
S1123	HPC, APHERESIS	Total Volume ____mL containing	approx ____mL ____	Store at -150 C or colder	10% DMSO, Cryopreserved, Mobilized
S1124	HPC, CORD BLOOD	Total Volume ____mL containing	approx ____mL ____	Store at -150 C or colder	10% DMSO, Cryopreserved
S1125	HPC, MARROW	Total Volume ____mL containing	approx ____mL Heparin (____units/mL)	Store at 1 to 10 C	3rd Party Blood Component Present
S1126	HPC, CORD BLOOD	Total Volume ____mL containing	approx ____mL ____	Store at -150 C or colder	6% HES + 5% DMSO, Cryopreserved



## 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.



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.



HemaTrax®-CT

Label Design | Product Codes | Facilities | Print Log | User Management

### Edit Facilities

**Collection Facility**

	Collection Facility	Collection Facility Line 1	Collection Facility Line 2
	Digi-Trax	650 Heathrow Dr	Lincolnshire, IL 60069
▶	Not Selected		
*			

**Processing Lab**

	Processing Lab Name	Processing Lab Line 1	Processing Lab Line 2
▶	Digi-Trax	650 Heathrow Dr	Lincolnshire, IL 60069
	Not Selected		
*			

Save Changes

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

Inactive	User Last Name	User First Name	Date of Password Change	Security Level
<input checked="" type="checkbox"/>	Administrator		01-01-1900	3
<input type="checkbox"/>	Dragoo	Jeff	11-21-2013	3
<input type="checkbox"/>	Inactive	Jeff	10-09-2013	3
<input type="checkbox"/>	Kling		10-17-2013	1
<input type="checkbox"/>	Medium	James	08-28-2013	1

Buttons:

**Add User**

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.

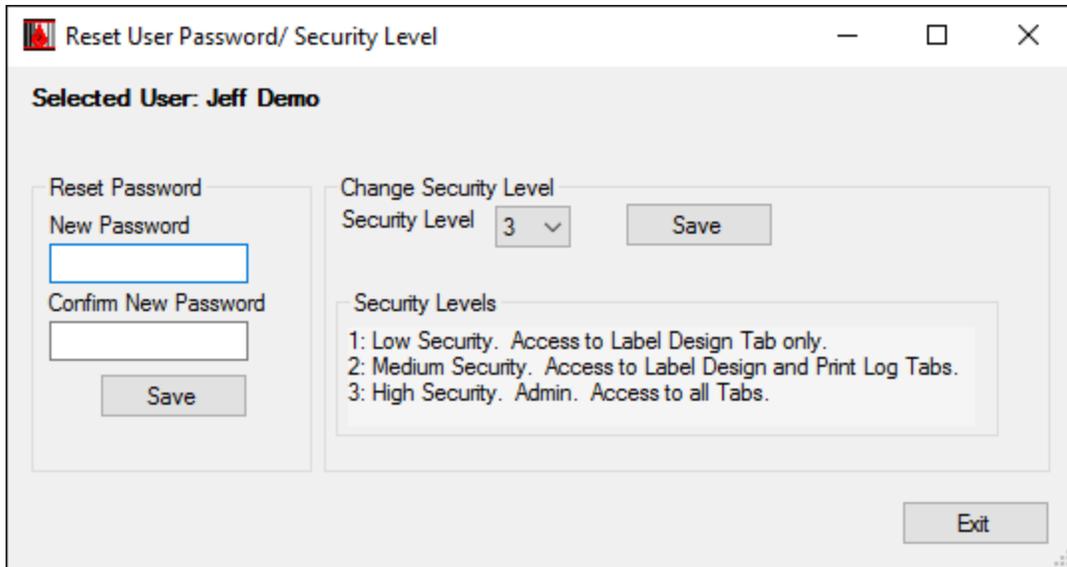
**Active/Inactive User**

To make a user Active/Inactive, highlight the user and select the Active/Inactive button. Deleting users is not allowed.

**Auto-Logout**  
 Set Timer in Minutes (0 to disable)

**Password Expiration**  
 Set Time to Expire in Days (0 to disable)

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.

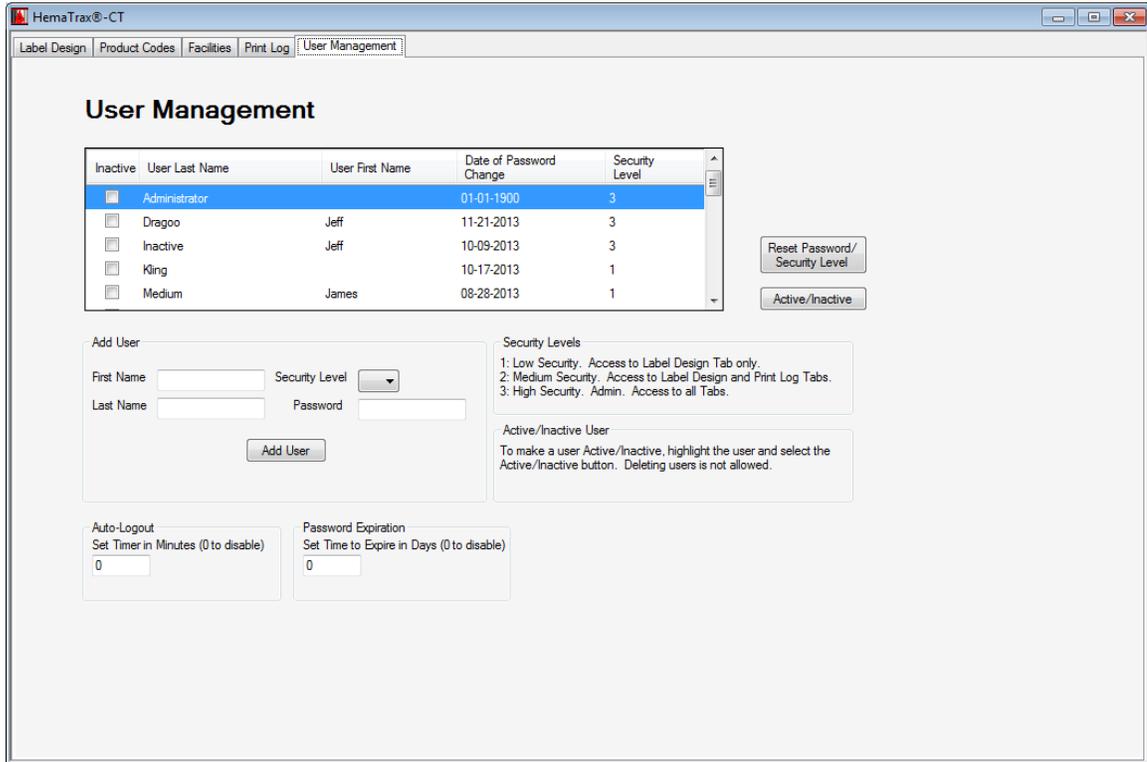


**Reset Password or Security Level:** Select the user that requires a new password or a change in security level.



## 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.