HemaTrax Unity Standalone v7.0: End-User Printing Blood Labels

Introduction HemaTrax Unity, a Digi-Trax Corporation on-demand labeling system, can be used to print the full range of ISBT-128 labels that meet the ICCBBA U.S. Consensus Standards. The standalone version of HemaTrax is installed directly on a designated workstation in the blood bank to allow for blood product label printing when either MEDITECH or the HemaTrax print servers are unavailable.

Getting Started		User ID:
	Hema Trax Unity Client	Password: OK Quit Help Copyright © 2012 by DigiTrax Services, Inc. All rights reserved.
	Step	Action

Step	Action
1.	To login, click on the HemaTrax Unity Client desktop icon. Enter your
	User ID and tab to enter your Password in the dialog box. Click OK.

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Note: Enter all UPPERCASE letters and numbers for both the User ID and the Password.

HemaTrax Unity		
Maintenance CodaBar Labels Additional Labe	s <u>R</u> eports <u>O</u> ptions <u>L</u> og Out <u>H</u> elp	
Set To Scan Mode Select Label ABO-Rh / Date & Time Date & Time Date & Time Facility / Product Ful Facility / Product Ful Facility / Date & Time Product / Date & Time Officit	QI	QII
X:	QIII	QIV

Step	Action
2.	If your workstation has an ISBT128 Barcode Scanner, you can pull in the
	Quadrant Data with any available barcodes. Select the checkbox next to
	Set To Scan Mode to do this.
	The barcode scanner should be used whenever possible to pull in the QI,
	QII, and QIII data for aliquot labels.
3.	Click on the Select Label dropdown menu to choose the type of label
	you would like to print.



Note: All label printing is completed from the main screen. This includes 4x2 half labels and 4x4 full size labels.

Maintenance CodaBar Labels Additi	ional Labels Reports Options Log Out Help	
Set To Scan Mode Select Label Full Face Select Printer DSO - HI Printer Divided Unit Divided Unit Offsets X:	Q Q abels	QII
Y: Set Print Clear Quadrants Quadrant I (DIN/Facility) Quadrant II (ABO-Rh) Quadrant III (Product) Quadrant III (Product) All Quadrants Clear	a QIII	QIV

Step	Action
4.	Click on the Select Printer dropdown menu to select your printer.
5.	To enter divided unit information, select the checkbox next to Divided
	Unit. Use the dropdown menus for Div. 1 and Div. 2 to select the
	relevant choice for your label.
6.	In the Number of Labels text field, type in the number of labels you wish
	to print. To print only one label, you may leave the Number of Labels
	text field blank.

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Note: The **Select** Printer dropdown menu will only list the printers that can print the size label selected in the **Select Label** dropdown menu. If you only have one label printer, select the full face label but only complete the quadrants needed.





Step	Action
1.	To fill in Quadrant I of the label, click on the grey square labeled QI .

Collection Number W2287	Facility Identification Number: W2287
Collection Year 15	Pacility Name: CH25TUS Spohn Hospital CC-Shoreline
Serial Number	City State & Zo: Corpus Christi, TX 78H04
Plag Characters 00	License Holder Name:
Collection Date and Time	City State & Zo:
No Collection Date on Time	Registration Number: 1671266
Collection Date and Time	License Number: 1671266
Collection Date and Time	License Number: Prof Pacility OK Cancel

Step	Action
2.	The Donation Identification Number and Collection Facility dialog box
	will appear. In the Facility Identification Number text field, type in a
	"W" and the facility number to auto-populate the information for your
	facility.
	facility.

Note: If you do not know the **Facility Identification Number**, you can click on the **Find Facility** button. The **Find Facility** dialog box will appear. Search and click on the correct facility to select it. Then click **OK**.

Collection Number Collection Year 15 Serial Number Flag Characters 00	Facility Identification Number: W2287 Facility Name: CHRISTUS Spohn Hospital CC-Shoreline City State & Zip: Corpus Christi, TX 78404 License Holder Name: City State & Zip:
Collection Date and Time	Registration Number: 1671266 License Number:
Collection Date Only Collection Date and Time	Include FDA License Number Facility Find Facility OK Cancel

Step	Action
3.	The Collection Year will default to the current year. Enter a different year if needed.
4.	The Serial Number is the last six numbers of the product barcode and must be entered before the barcode will appear on the label.
5.	The Flag Characters text field defaults to 00 , but can be edited if needed.
6.	Under the Collection Date and Time header, you can select the appropriate option for entering the Collection Date Only or both the Collection Date and Time by using the radio buttons next to those options. Then, enter the date and/or time for the label.
7.	Click OK .

N O

Note: The default option for **Collection Date and Time** is **No Collection Date or Time**. Select the appropriate option if you have this information to enter. Do not select the Include FDA License Number option; this is not being used.





Step	Action
1.	To fill in Quadrant II of the label, click on the grey square labeled QII .

ABO-Rh	
Blood Group/Rh Factor	Intended Use
None	▼ Volunteer Allogeneic Donation ▼
None O Negative A Negative A Positive B Negative B Positive AB Negative	Anti-E/Anti-e Results Not Tested Miltenbeger (Mi III) Results Not Tested
	OK Cancel

Step	Action
2.	The ABO-Rh dialog box appears. Click on the Blood Group/Rh Factor
	dropdown menu and select the relevant blood group.
3.	The Intended Use field defaults to Volunteer Allogenic Donation. If
	another option is desired, use the dropdown menu to select the
	appropriate option.
4.	Click OK .





Step	Action
1.	To fill in Quadrant III of the label, click on the grey square labeled QIII .

Product Code					Intended U	se					
					Volunteer	Allogeneic Donatio	m	•			
						10					
Product Category					Product Mo	difier					
				•							•
Anticoagulant		Additive Solution		Storage	Temperatur	e		Draw Volume			
Match All	-	Match All	-	Match /	All .		-	Match All			•
Manufacturing Caut	tion										
Match All			•		Irradiated	System Ope	ened	Search		Clear	
Show Only License	d Products by	Selected Facility:									
Show Only License	d Products by Facility Name	Selected Facility:			•	Quik-Pik	List	Edit	OK	Ca	ncel
Show Only License Fadity World Code W0362	d Products by Facility Name Bonfils Blood	Selected Facility: Center				Qnik-Pik	List	Edit	OK		ncel
Show Only License Facility World Code W0362 W0363	d Products by Facility Name Bionfils Biood BioodCenter	Selected Facility: Center of Wisconsin, Inc				Quik-Pik	List	Edit	OK	Ca	ncel
Show Only License Facility World Code W0362 W0363 W0364	d Products by Facility Name Bonfils Blood BiodCenter LifeSource	Selected Facility: Center of Wisconsin, Inc			×	Qnik-Pik	List	Edit	OK		ncel
Show Only License Facility World Code W0362 W0363 W0364 W0365	d Products by Facility Name Bonfis Blood BloodCenter LifeSource LifeSource Blo	Selected Faolity: Center of Wisconsin, Inc od Centers			A	Qwik-Pik	List	Edt	OK	Ca	ncel

Step	Action				
2.	The Find Product dialog box appears. In the Product Code text field,				
	type in the product code (e.g., E0162), and the product data will				
	automatically populate in the remainder of the fields.				

THE PRODUCT		State of the local division of the local div				-	PCI	100		10	014	-
Product Code			3	Intended U	ise .		0.0					
E0162				Volunteer	Allogeneic	Donation	1		•			
Product Category				Product Mo	dfer							
Red Blood Cells			•									
Anticoagulant	A	ditive Solution	Storage	Tenperatur				Draw V	olume			
CPD	•	ione	 1 10.63	c				450 mi				
Manufacturing Caut	ton		 					-				
For transfusion			 17	Irradiated	-Svs	em Opene	d	Se	arch	10	Cear	
Show Only License	d Products by Se	lected Facility:										
Show Only License Jackty World Code	d Products by Se Pacity Name Sentin Road C	Jected Facility:			9	wk-Pk List		Edit)	ok		Cancel
Show Only License Jackty World Code W0362 W0363	d Products by Se Pacity Name Bondie Blood Center of	lected Facility:				wk-Pk List		Edit)	OK		Cancel
Show Only License lacity World Code 10362 10364	d Products by Se Pacity Name Bonfis Blood Cr BloodCenter of BloodCenter of	fected Facility: inter Wisconsin, Inc			9	wik-Pik List]	Edit		OK		Cancel
Show Only License facility World Code W0362 W0363 W0364 W0365	d Products by Se Pacility Name Bonfils Blood Ce BloodCenter of LifeSource LifeSource	fected Facility: Inter Wisconsin, Inc Centers				wik-Pik List]	Edit)	OK.		Cancel

Step	Action
3.	Click OK . The product will now display in the Find Product window.



Note: Alternatively, you may click on the **Qwik-Pik List** button at the bottom right to search the most common products in your facility. The **QwikPik** dialog box will load. Click on the relevant product to select it. Then, click **Select**

QwikPik	Transfer on	
ntended Use		
Volunteer Allogeneic Donation	-	
Click to highlight the desired product and ti E0082 RED BLOOD CELLSICP20:A63.950 E0773 THAWED FRESH FROZEN PLASM E3691 THAWED CRYOPRECIPITATENON	hen dick the select button. ML/REFGIPESLEU:SLOG6 ALPD/XX/REFG E/XX/REFG	





StepAction1.To fill in Quadrant IV of the label, click on the grey square labeled QIV.

E0162 Prod Code: E0162 Prod Desc: RED BI	DOD CELLS ICPD/450ML/REEGITRRADIATED RESI ELL:<556	
Find Product Exp. Period: 21D		
		Clear
Expiration Date and Time	Processing Facility Information	
No Expiration Date or Time	Facility World Code	
Expiration Date Only	Processing Legend	
Expiration Date and Time	Find Facility	•
10/ 1/2015 P 2:26:30 PM Special Testing: General (NCodes) Special Testing: Red Blood Cel Antigens (012) Special Testing: Red Blood Cel Bantatic Conditions Special Testing: Red Blood Cel Bantatic Condition Special Testing: Red Blood Cel Bantatic Condition Condition Special Testing: Red Blood Cel Bantatic Conditio Special Testing: Red Blood Cel Bantatic	Facility Identification Number: Primary Name: City State & Zp: License Holder Name: Holder City State & Zp: Registration Number: License Number:	
Special Test Message (No Bar Code)	Include FDA License Number	Clear
'est Message		

Step	Action
2.	Under the Expiration Date and Time header, you can select the
	appropriate option by clicking the radio button next to the desired
	choice. If you select No Expiration Date or Time, there is no further
	date or time information needed. If you select Expiration Date Only or
	Expiration Date and Time, then you must enter the date and/or time for
	the label.

QIV SpecialThere are four Special Testing buttons in QIV. Click on the relevant special testingTesting Buttonsbutton for your blood label. We will walk through each button.

E0162 Brod Code: E0162		
Prod Desc: RED BLOG	DD CELLS CPD/450ML/REFG IRRADIATED RESLEU: < 5E6	
Find Product Exp. Period: 21D		
		Clear
Expiration Date and Time	Processing Facility Information	
No Expiration Date or Time	Facility World Code	
Expiration Date Only	Processing Langed	
Evolution Date and Time	Processing Degend	
Copie additionate and time	Find Facility	•
Special Testing: General (NCodes) Special Testing: Red Blood Cell Antigens (012) Special Testing: Platelet HLA and Platelet-Specific Antigens (014)	City State & Zp: License Holder Name: Holder City State & Zp: Registration Number: License Number:	
Special Test Message (No Bar Code)	Include FDA License Number	Clear
Test Message		

Step	Action
1.	Click on the Special Testing: General (NCodes) button.

Code	NCode Description	Retired Date	Label Text	*
6666	CMV antibody negative	01 MAR 2008		
0000	default			
0001	HLA phenotyped			
0002	HPA phenotyped			
0003	IgA deficient			
0004	RBC phenotyped			
0005	RBC antibody(ies) present			
0006	RBC antibody absent			
0007	Specific antibody present			
8000	CMV seronegative			
0009	CMV seropositive			
0010	HLA antibody(ies) present			
0011	HLA antibody absent			-
				•
ndude i	Bar Code			

Step	Action
2.	Click the relevant row to select the NCodes you wish to use.
3.	Select the checkbox next to Include Bar Code, if you would like the
	barcode to print on the label. Click OK .



Step	Action
4.	A Warning dialog box may appear telling you that your selection does
	not have a message associated with it. Since there is no option to enter
	a message in the NCode, click OK to continue.

roduct Code					_
Prod Code: Prod Desc:					
Find Product Exp. Period:					_
				Clear	
Expiration Date and Time	Processing Facility	Information		2	
No Expiration Date or Time	Facility World Cod	le			
C Expiration Date Only	1.000	Procession Legend			
Expiration Date and Time	[muteute	Processing begena		-	
Construction of the second	Find Facety			80	
Special Testing: General (NCodes) Special Testing: Red Blood Cell Antigens (012) Special Testing: Platelet HLA and Platelet-Specific Antigens (014)	P City License I Holder City Registra Lice	rimary Name: y State & Zp: Holder Name: y State & Zp: tion Number: inse Number:			
Special Test Message (No Bar Code)	Include FDA Li	cense Number		Clear	
'est Message					
			.) (-

Step	Action
5.	Click on the Special Testing: Red Blood Cell Antigens (012) button.

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		1k ^a	1k ^D	Dr	a	Do	5	Ina	Co	D	Dia	VS/V	i	1s ^a	с		ç	F		e	CMV				
		nt	nt 🗸	nt	n	t	-	nt	nt	-	nt	nt		nt	nt	•	nt	nt	•	nt	neg				
	Er	ythrocy nforma	yte Antige	n Sper	ified	Has	Been hrH	Teste K12	d for	and F	Found Au	Negati a S	ve c1		Kx	In	ь	reserv	ed fo	r future	LISP				
	ŧ	Ena			f		Goa	K13	3	Lu4	Aut	b S	c2		Ge2	Cs	a	reserv	ed fo	r future	use				
		N' /w			G	-	Rh32 Rh33	K14	,	Lu5	Fy-	4 S	c3 oa		Ge3 Wb	I	a	reserv	ed fo	r future r future	e use				
	1	Mur			Hro	1000	Tar	K18	8	Lu7	Fy	6 n	emov	ed	Lsa	Ve	4	reserv	ed fo	r future	use				
	1	lut			CE	1	Kpb	K15	2	Lu8	Db		ly		Ana	La	n	reserv	ed fo	e future	tuse				
	F	>			Cx	1000	Jsb	K23	3	Lu12	Wr	b (03		Cra	Jr	a	parvo	virus	B19 ant	ibody p	reser	nt		
	-	PP 1Pk			Ew	1	Ula	K24	•	Lu13	Yth	L	Wa		IFC	0	ca	IgA de	ficier	t					
	1	wS		- 6	Dw	-	K11	Lub		Lu20	Xga	a L	Wb	_	Kna	W	ra	No Inf	orma	tion Pro	vided		÷		
	La] Indud	le Bar Cod	e																					
	K	POS;	k NEG; CM	V NEG	L.																				
	Me	essage	Length: 2	1/200																					

Step	Action
6.	The Special Testing: Red Blood Cell Antigens (012) dialog box will
	appear. Select the red blood cell antigen testing that was done by using
	the dropdown menus at the top of the dialog box.
7.	Select the checkbox next to Include Bar Code, if you would like the
	barcode to print on the label.
8.	In the Label Text textbox, you may enter the antigen testing
	information, if you wish for this text to display on the label below the
	barcode. Only the barcode displays by default.
9.	Click OK .

Product Code			
Prod Code: Prod Desc:			
Find Product Exp. Period:			
			Clear
Expiration Date and Time	Processing Facility 1	Information	
No Expiration Date or Time	Facility World Cod	e	
C Expiration Date Only		Processing Legend	
Expiration Date and Time	Find Eachty	Freedom y cegerne	•
	i indi denty		
Special Testing: General (NCodes) Special Testing: Red Blood Cell Antigens (012) Special Testing: Platelet HLA and Platelet-Specific Antigens (014)	City License H Holder City Registra Lice	r State & Zip: Holder Name: State & Zip: Dion Number: nse Number:	
Special Test Message (No Bar Code)	Include FDA Lie	cense Number	Clear
Test Message			
Bar Code: 97000000000000000000000000000000000000			

Step	Action
10.	The Test Message text will display in the Expiration Date and Time
	dialog box. Verify that the text is correct, and then click OK .

Prod Code:		
Prod Desc:		
Find Product		Chur
Contraction Data and Taxa	Processing Facility Information	Clear
No Expiration Date or Time	Facility World Code	
Expiration Date Only	Processing Legend	
Expiration Date and Time	Find Earlity	
Special Testing: General (NCodes) Special Testing: Red Blood Cell Antigens (012) Special Testing: Platelet HLA and Platelet-Specific Antigens (014)	City State & Zp: License Holder Name: Holder City State & Zp: Registration Number: License Number:	
Special Test Message (No Bar Code)	Include FDA License Number	Clear
est Message		

Step	Action
11.	Click on the Special Testing: Platelet HLA and Platelet-Specific Antigens
	(014) button.

IPA- HPA- HPA- HPA- HPA- HPA- HPA- HPA- H	0.1	-	A2	-	PS	-	0.07	<u> </u>	-											
nt nt v nt neg v Indude Bar Code Ibel Text ILA-A (A1 & A2); HLA-B (B5 & B7); CMV NEG	HPA-H	IPA- 18	HPA- 2A	HPA- 2B	HPA- 3A	HPA- 3B	HI 4	PA- A	HPA- 4B		HPA- 5A	HPA- 58		HPA- 6A	HPA 6B	2	HPA- 7A	HPA- 7B	IgA	CMV
] Include Bar Code Ibel Text HLA-A [A1 & A2]; HLA-B [B5 & B7]; CMV NEG	nt n	it 🗣	nt	nt 👻	nt	nt	• n	t	nt	•	nt	nt	•	nt	nt	•	nt	nt 👻	nt	neg
	abel Text HLA-A [A	1 & A2]; HLA-B	(B5 & B7	7]; CMV N	EG		_	_	-	_	_	_	_	_		_	_	_	_

Step	Action
12.	The Special Testing: Platelet HLA and Platelet-Specific Antigens (14)
	dialog box will appear. Select the platelet HLA and platelet-specific
	antigen testing that was done by using the dropdown menu(s).
13.	Select the checkbox next to Include Bar Code, if you would like the
	barcode to print on the label.
14.	In the Label Text textbox, you may enter the antigen testing
	information, if you wish for this text to display on the label below the
	barcode. Only the barcode displays by default.
15.	Click OK .

roduct Code				
Prod Code Prod Desc	:			
Find Product Exp. Period	:			
				Clear
Evoiration Data and Time		Processing Facility I	Information	
No Expiration Date or Time		Facility World Cod	e	
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(NCodes) Special Testing: Red Blood Cell Antigens (012) Special Testing: Platelet HLA and Platelet-Specific Antigens (014)		Holder City State & Zic: Registration Number: License Number:		
Special Test Message (No Bar Code)		Include FDA Lic	cense Number	Clear
est Message				
Bar Code: 97000000000000000000	7			
K POS; k NEG; CMV NEG				
			Clear Merrane	OK Carrel
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Step	Action
16.	The Test Message text will display in the Expiration Date and Time
	dialog box. Verify that the text is correct, and then click OK .

Prod Code:			
Find Product Exp. Period:			
			Clear
Expiration Date and Time	Processing Facility	Information	
No Expiration Date or Time	Facility World Cod	le	
C Expiration Date Only		Processing Legend	
Expiration Date and Time	Find Facility		•
10/ 6/2015 9:39:24 AM Special Testing: General (NCodes) Special Testing: Red Blood Cell Antigens (012) Special Testing: Platelet HLA and Platelet-Specific Antigens (014)	Facility Identifica Cit License Holder Cit Registra Lice	tion Number: y State & Zip: Holder Name: y State & Zip: State & Zip: tion Number: nnse Number:	
Special Test Message (No Bar Code)	Include FDA U	cense Number	Clear
Fest Message			

Step	Action
17.	Click on the Special Testing (No Bar Code) button.

V Special Test Message (No Bar Code)	
Label Text	
Free text message for testing that has no bar code	
Message Length: 50/200	OK Cancel

Step	Action
18.	The Special Test Message (No Bar Code) dialog box will appear. Enter
	your test message in the text field.
19.	Click OK .

Clear QuadrantIf you make a mistake entering information in any of the quadrants, you can selectDatathe radio button next to the relevant quadrant in the Clear Quadrants area of the
screen, and then click the Clear button to clear out that quadrant.



Printing theThe label is now completely configured. Review the information to ensure that it isLabelcorrect.



Step	Action
1.	Click on the Print button to send your label to the printer.



Note: If the label printed off-center, you may use the Offsets X and Y text fields to adjust the label layout.





Step	Action
2.	When printing is complete, click Log Out in the horizontal menu to
	logout of the application.