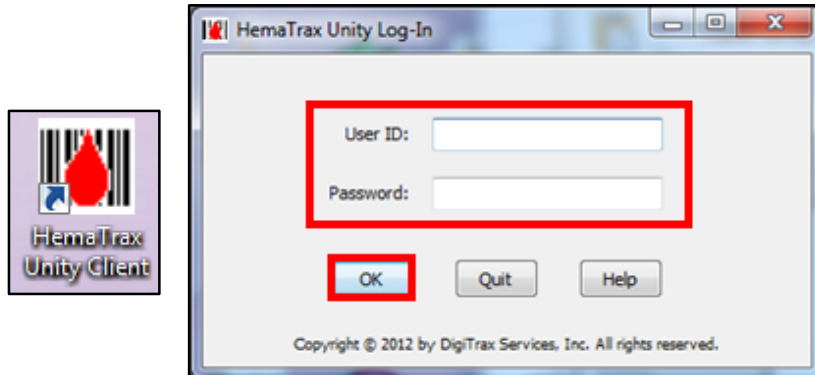# HemaTrax Unity Standalone v7.0: End-User Printing Blood Labels

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.
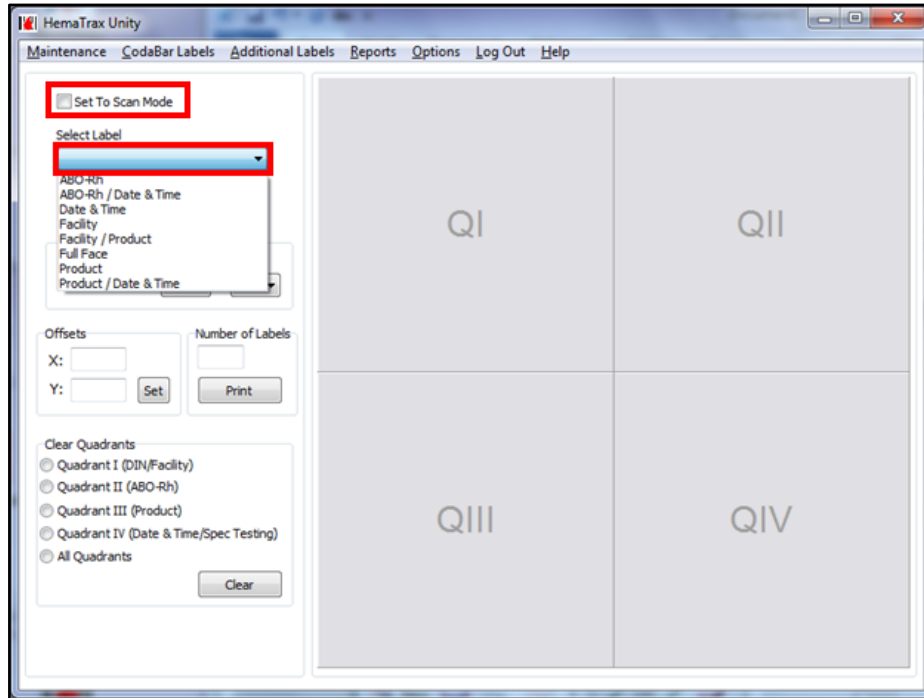
Getting Started

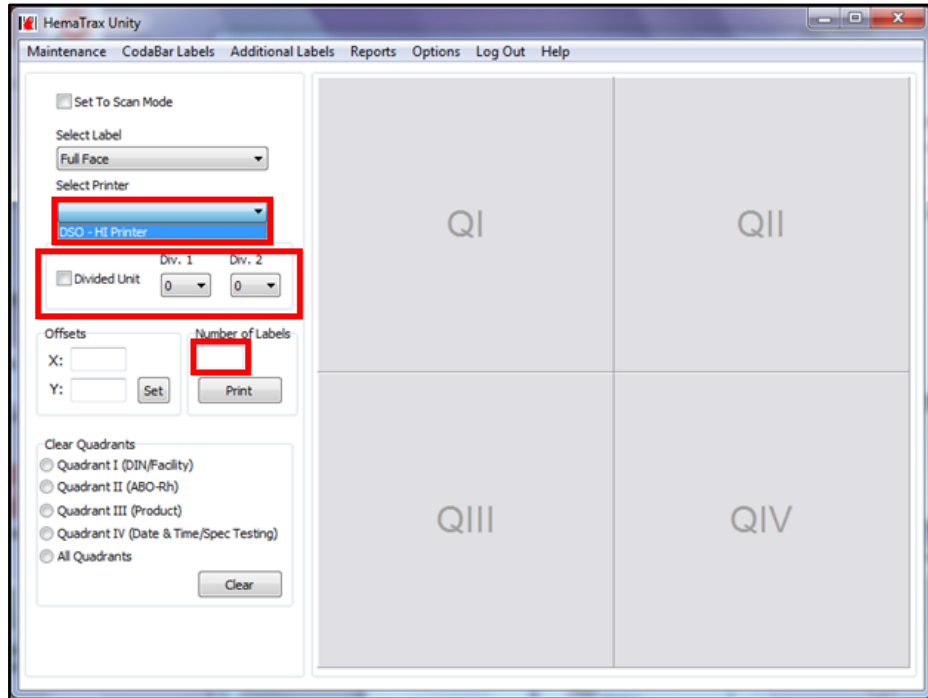| Step	Action
1.	To login, click on the **HemaTrax Unity Client** desktop icon. Enter your **User ID** and tab to enter your **Password** in the dialog box. Click **OK**.

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

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. |

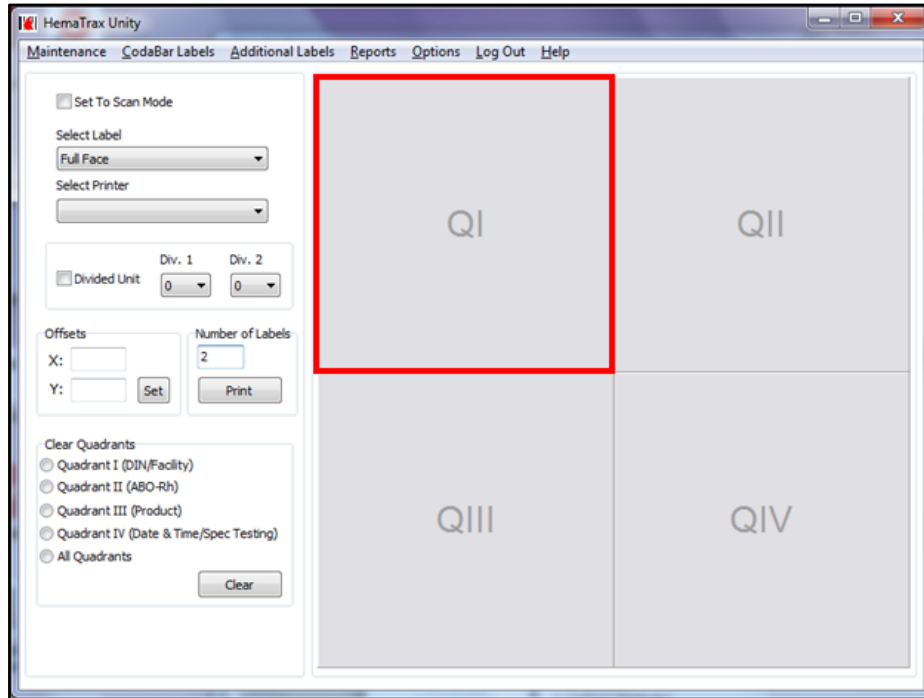**Note:** All label printing is completed from the main screen. This includes 4x2 half labels and 4x4 full size labels.

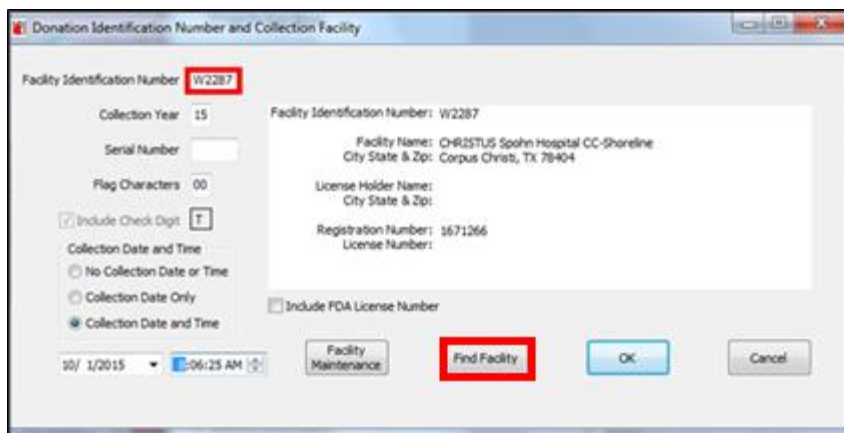| Step	Action
4.	Click on the **Select Printer** dropdown menu to select your printer.
5.	To enter divided unit information, select the checkbox next to **Divided Unit**. Use the dropdown menus for **Div. 1** and **Div. 2** to select the relevant choice for your label.
6.	In the **Number of Labels** 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.

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.
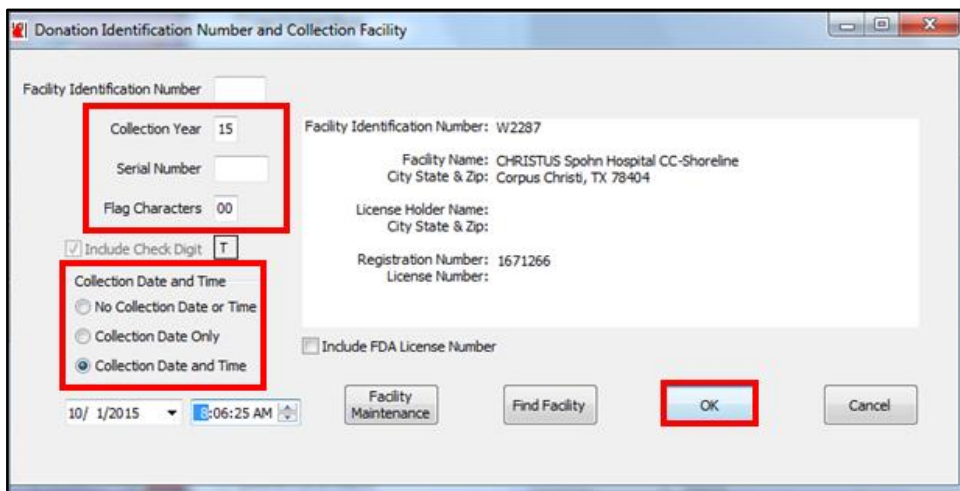
Quadrant I

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

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.

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**.
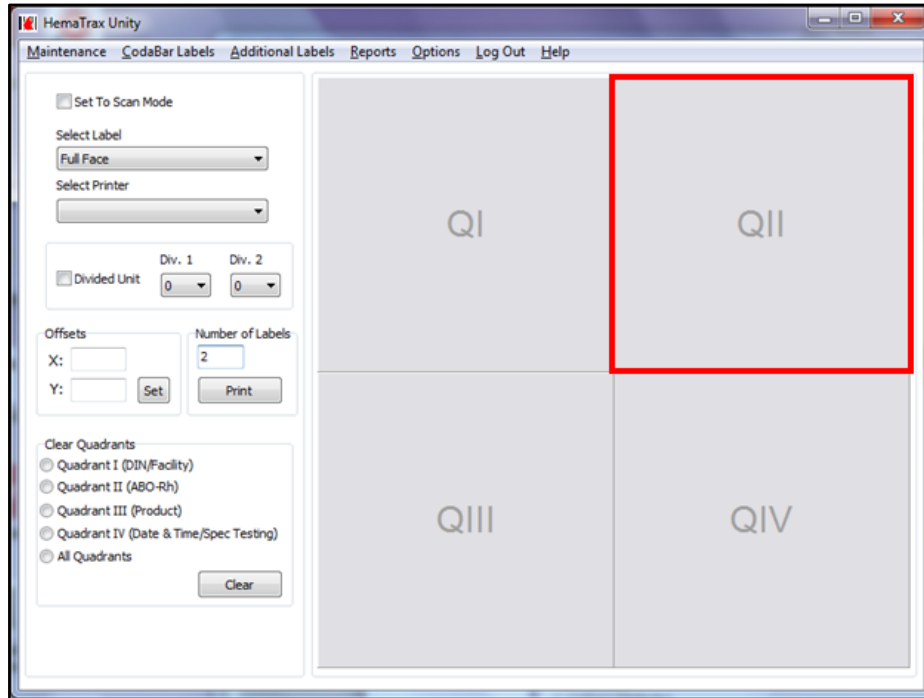
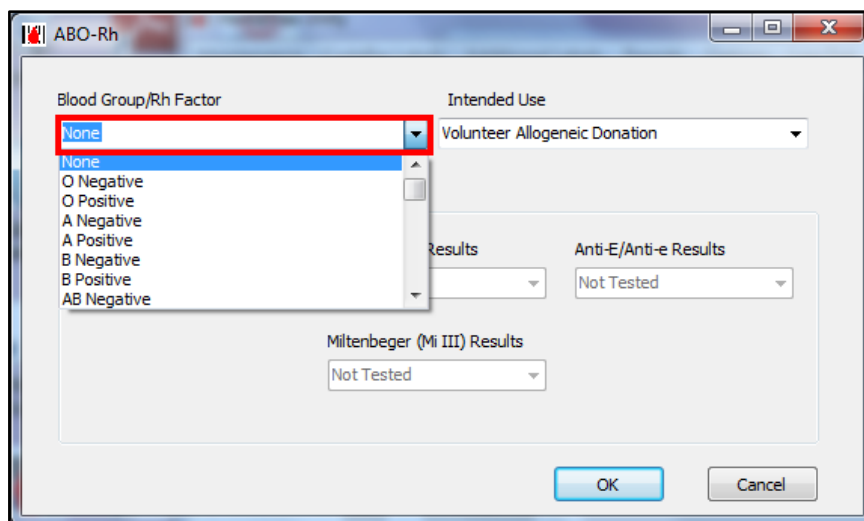| Step	Action
3.	The **Collection Year** will default to the current year. Enter a different year if needed.
4.	The **Serial Number** is the last six numbers of the product barcode and must be entered before the barcode will appear on the label.
5.	The **Flag Characters** text field defaults to **00**, 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**.

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.
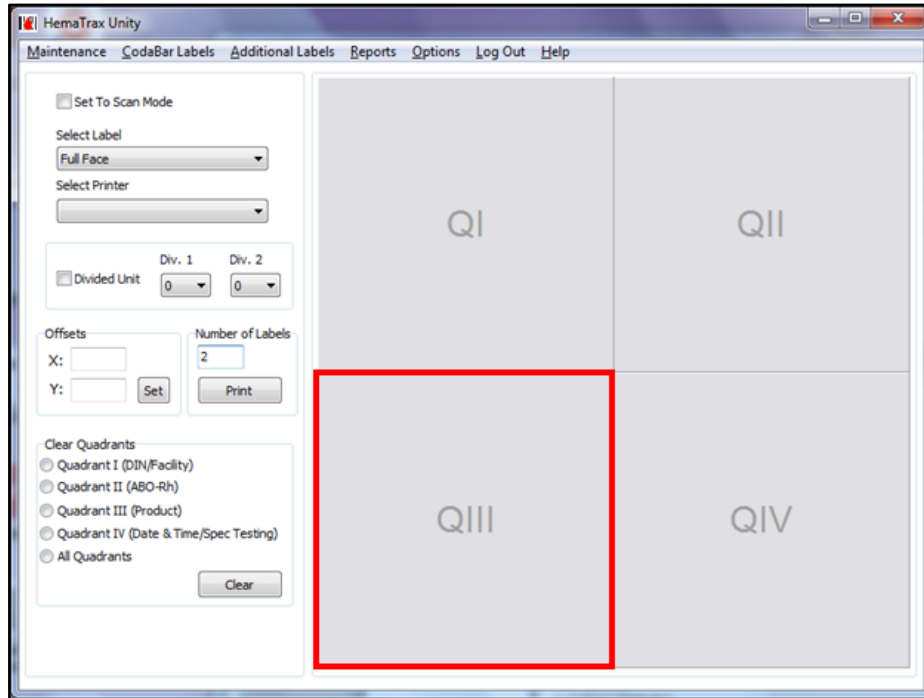
Quadrant II

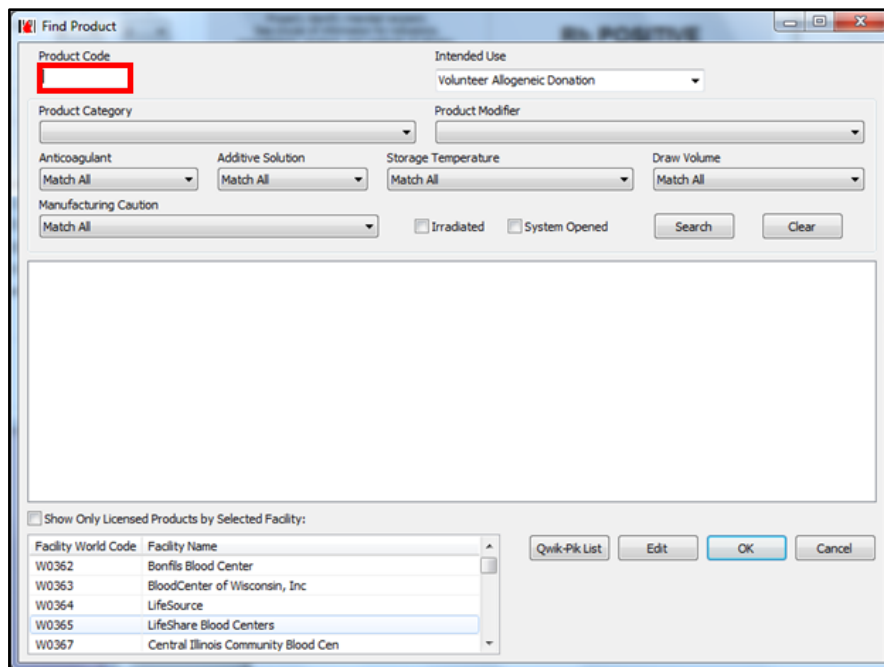| Step	Action
1.	To fill in Quadrant II of the label, click on the grey square labeled **QII**.

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**.

Quadrant III

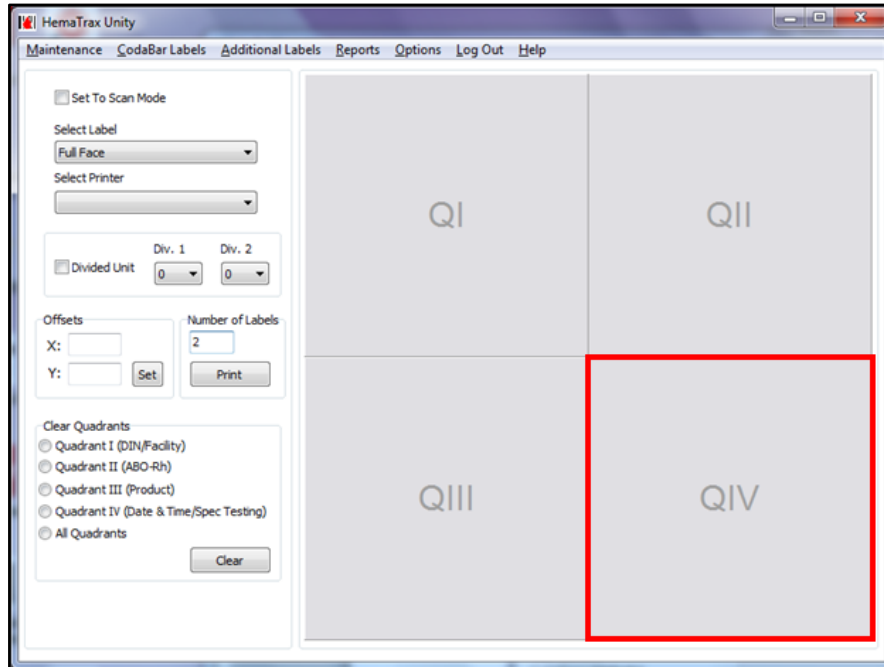| Step	Action
1.	To fill in Quadrant III of the label, click on the grey square labeled **QIII**.

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.

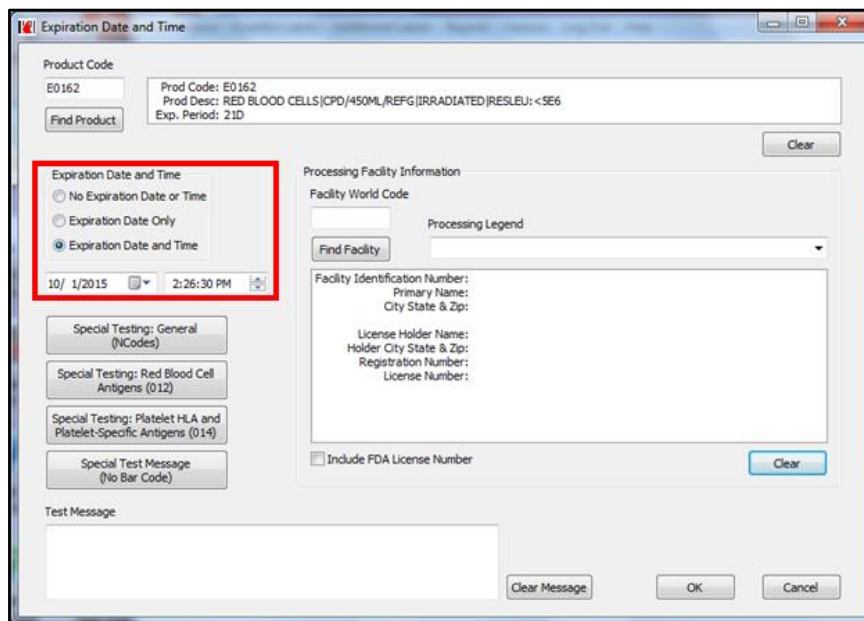| Step	Action
3.	Click **OK**. The product will now display in the **Find Product** window.

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**.
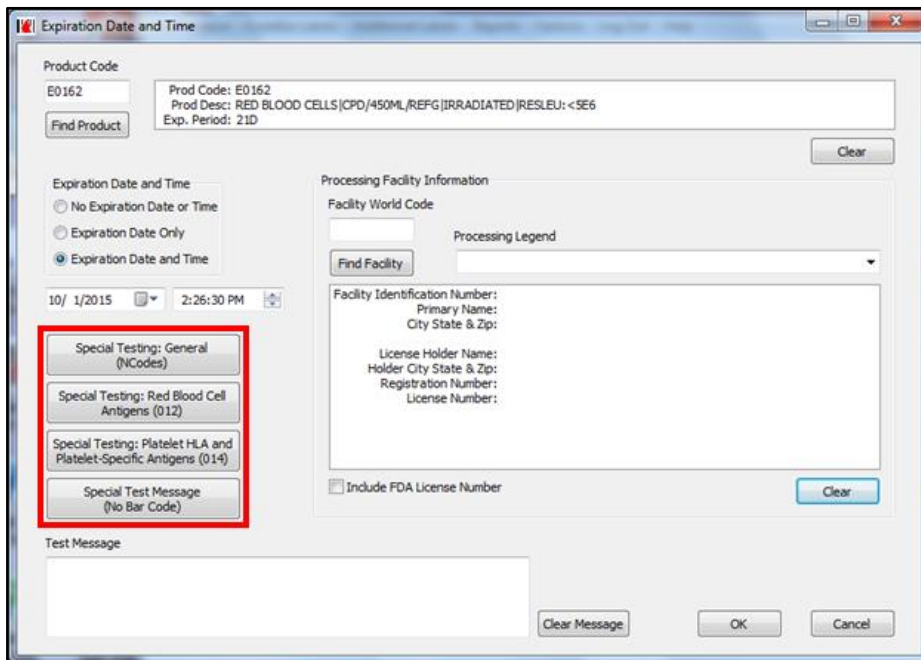
Quadrant IV

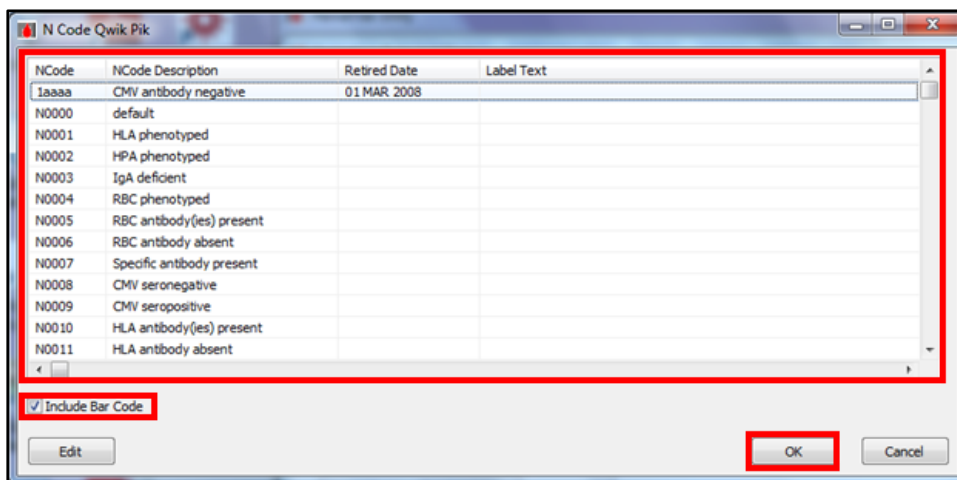| Step	Action
1.	To fill in Quadrant IV of the label, click on the grey square labeled **QIV**.

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 Special Testing Buttons

There are four Special Testing buttons in **QIV**. Click on the relevant special testing button for your blood label. We will walk through each button.
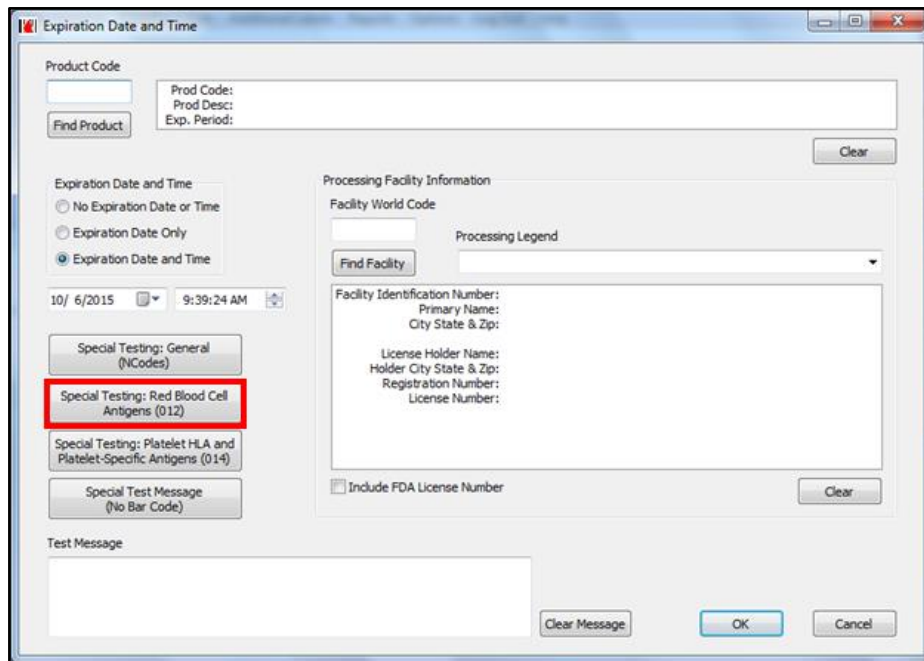

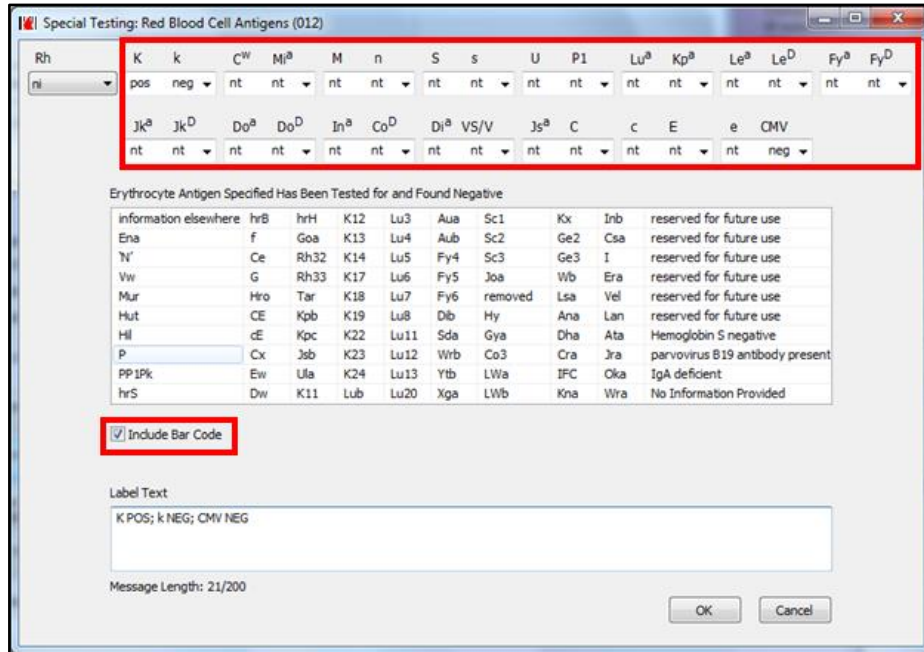| Step	Action
1.	Click on the **Special Testing: General (NCodes)** button.

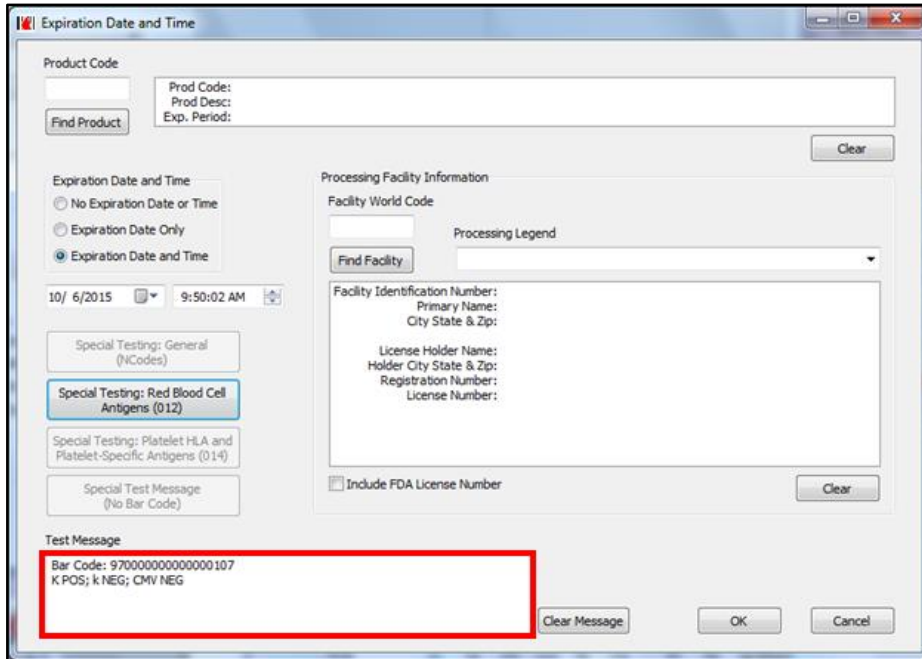| Step	Action
2.	Click the relevant row to select the NCodes you wish to use.
3.	Select the checkbox next to **Include Bar Code**, if you would like the barcode to print on the label. Click **OK**.

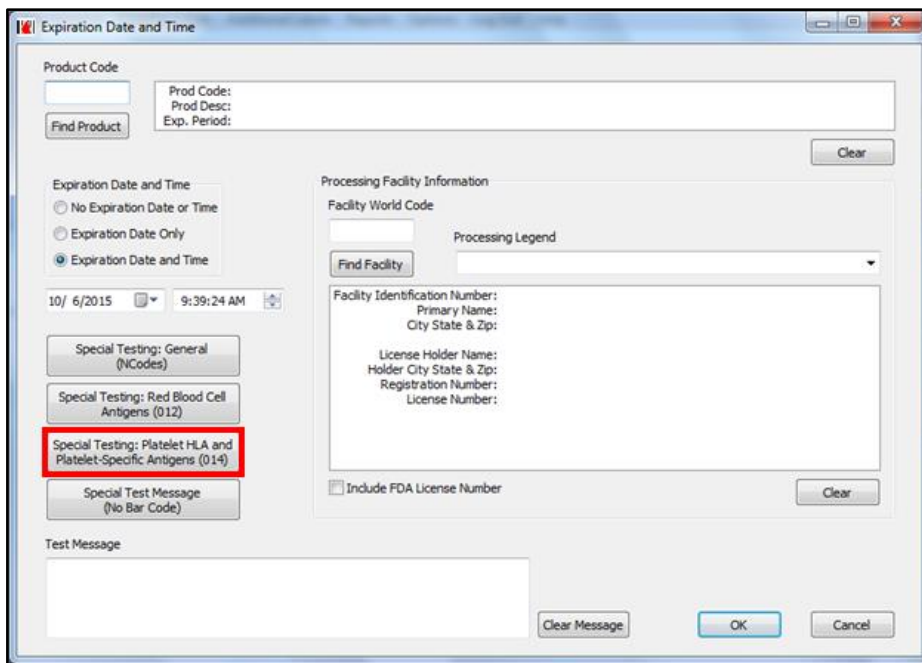| Step	Action
4.	A **Warning** dialog box may appear telling you that your selection does not have a message associated with it. Since there is no option to enter a message in the NCode, click **OK** to continue.

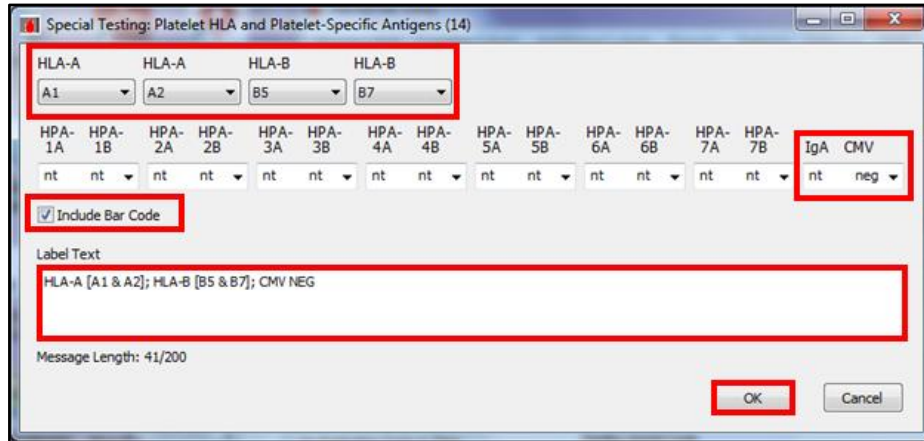| Step	Action
5.	Click on the **Special Testing: Red Blood Cell Antigens (012)** button.

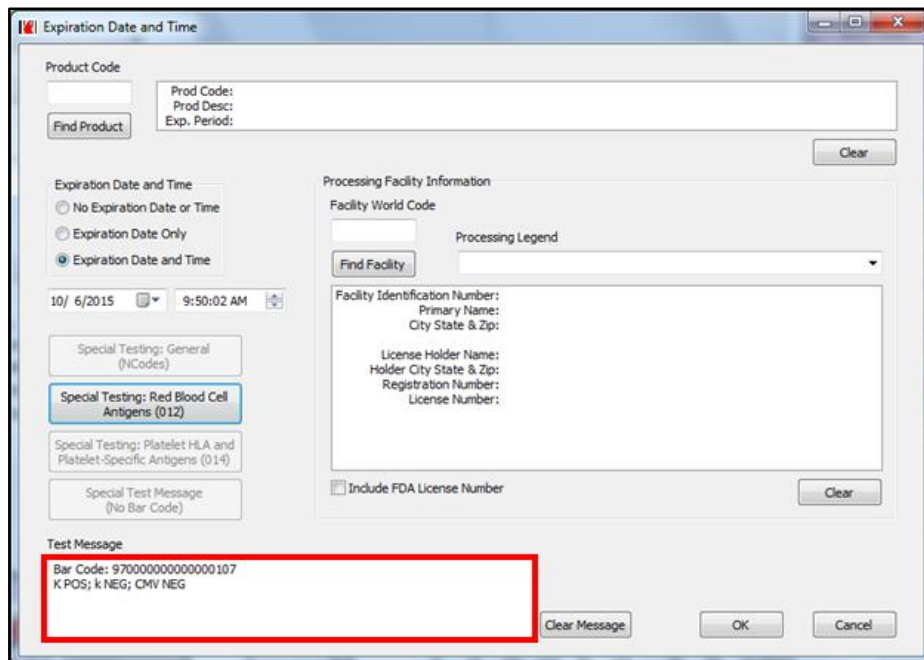| Step	Action
6.	The **Special Testing: Red Blood Cell Antigens (012)** dialog box will appear. Select the red blood cell antigen testing that was done by using the dropdown menus at the top of the dialog box.
7.	Select the checkbox next to **Include Bar Code**, if you would like the barcode to print 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**.

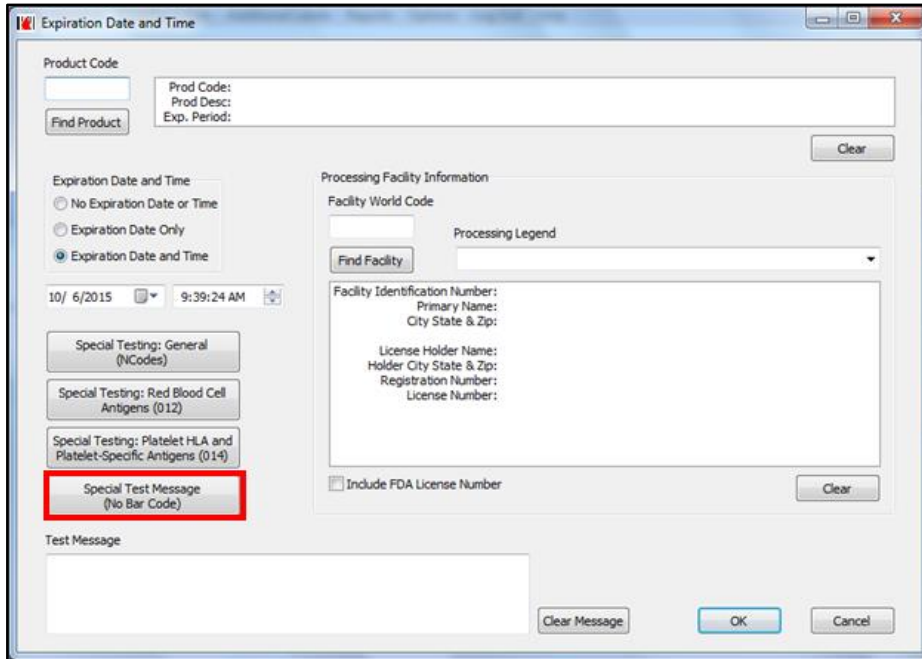| Step	Action
10.	The **Test Message** text will display in the **Expiration Date and Time** dialog box. Verify that the text is correct, and then click **OK**.

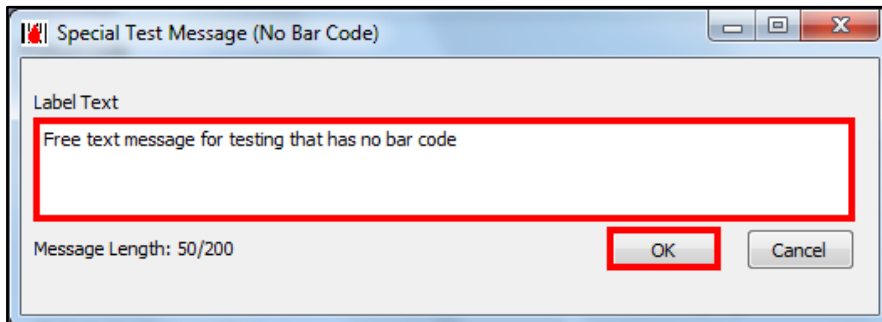| Step	Action
11.	Click on the **Special Testing: Platelet HLA and Platelet-Specific Antigens (014)** button.

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**.

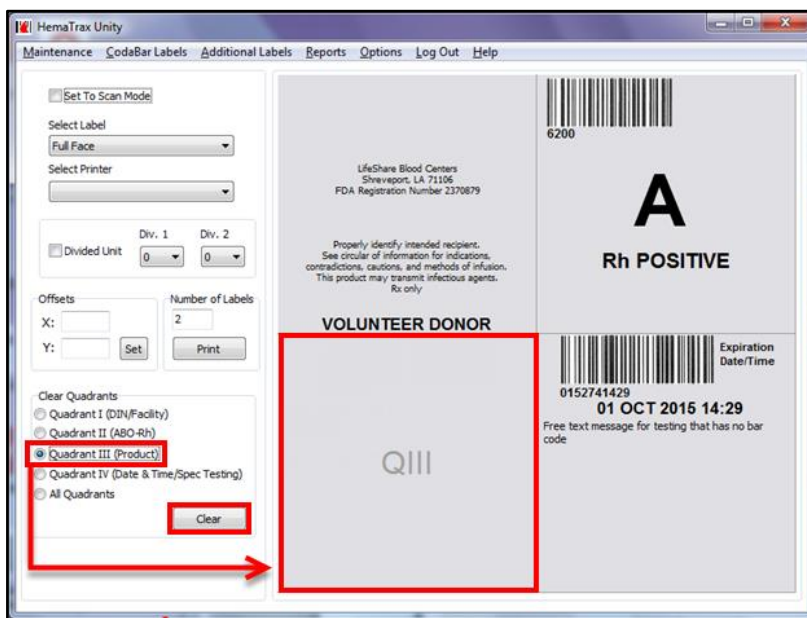| Step	Action
16.	The **Test Message** text will display in the **Expiration Date and Time** dialog box. Verify that the text is correct, and then click **OK**.

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

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**.

IM Learning & Development   HemaTrax Unity Standalone v7.0: End-User Printing Blood Labels
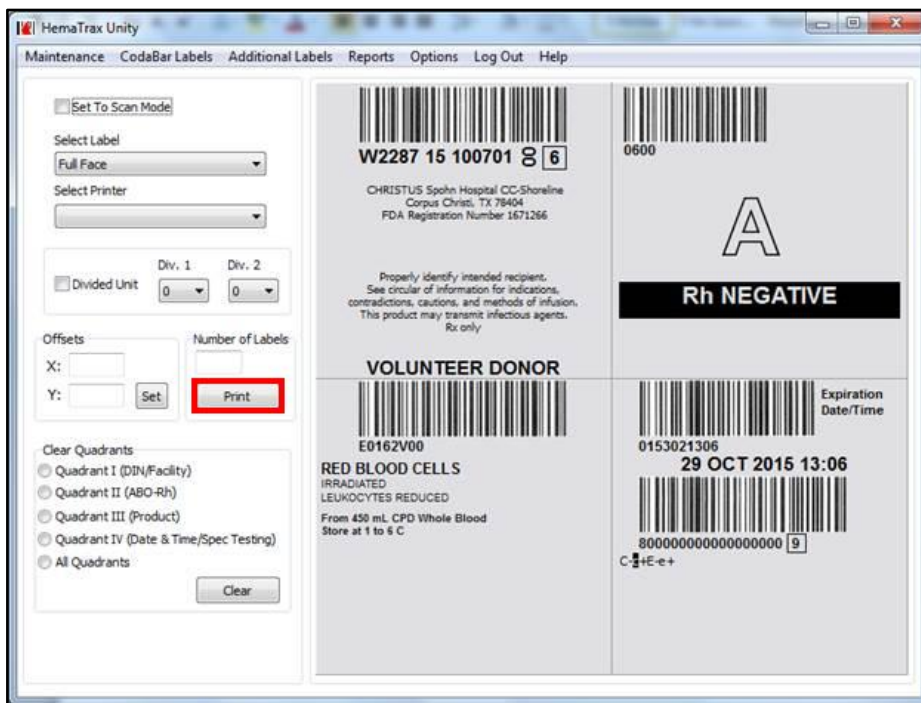**Page 15 of 17**

Clear Quadrant Data

If you make a mistake entering information in any of the quadrants, you can select the 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.
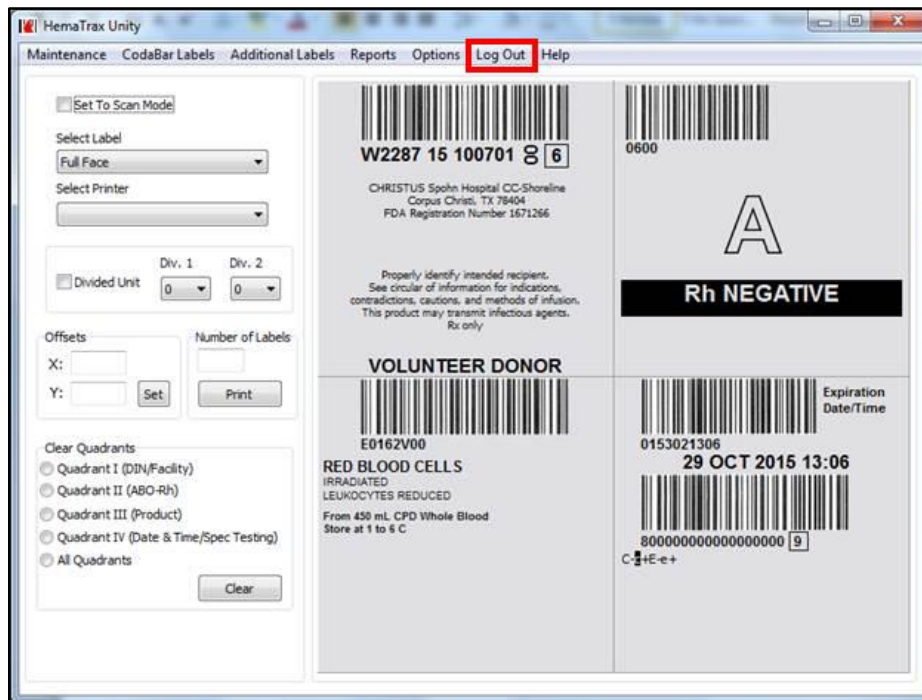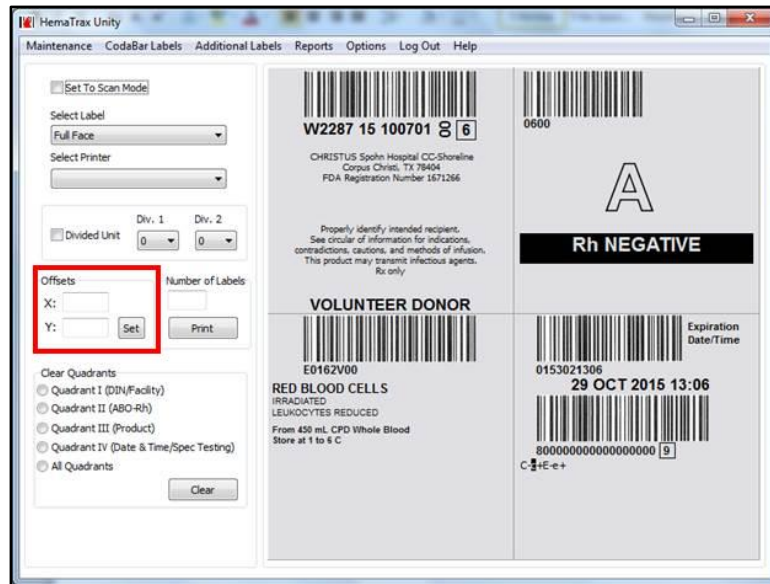

Printing the Label

The label is now completely configured. Review the information to ensure that it is correct.

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.