**Purpose**

To describe the procedure for printing blood product label using the Hematrax Client; UNITY Standalone on the Digitrax ZT410 printer.

**Policy**

The Hematrax standalone can be used for the following;

* Sunquest computer downtime
* Printing labels for SQ TEST
* Backup for when the online printer is not functioning

**Printing Labels**

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| **Step** | **Action** |
| 1 | Log onto Hematrax computer   * Username = huser * Password = H3m@tr@x |
| 2 | Log onto HemaTrax Unity Client.   * Log in consists of Tech ID in Caps Lock (two initials + 4 numbers) * Password = unique password set up by user after initial set-up |
| 3 | Ensure “Set to Scan Mode” box is checked |
| 4 | Select label associated with the labels in the printer   * Full face for the 4x4 labels * Product/Date & Time for the 4x2 labels |
| 5 | Scan all quadrants required for label   * All 4 if using 4x4 label * Product type and expiration if using 4x2 label |
| 6 | If no barcode available, double click on the quadrant and select required information |
| 7 | Scan CMV negative barcode, if present |
| 8 | Enter number of labels needed. If during LIS downtime print 2 labels: one will be used to label the product and the other will be affixed to the back of the Downtime Component Preparation Form for that product. |
| 9 | Click on Print |
| 10 | Enter unit volume in the popup box |
| 11 | If prompted, enter ACD volume |
| 12 | Label will print |
| 13 | Verify the label accuracy by comparing printed label to original product label with a second tech |
| 14 | Record verification on the Label Verification Form |

**User set-up, editing, deactivation, and reactivation**

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| **Step** | **Action** |

|  |  |
| --- | --- |
| 1 | MLS Lead or manager will log onto HemaTrax Unity Client |
| 2 | Click on Maintenance |
| 3 | Click on User Maintenance and open window |
| 4 | Type the Tech ID (capitalized initials + 4 digits) as the User ID, a password of the user’s choice, type first name, tab through middle initial, type last name, re-enter the tech ID for the Unique ID box, select appropriate security level and click on add/update   * CLT and MLS security level = user * MLS Lead and Manager security level = administrator |
| 5 | To change password, follow steps 1-4 and have user enter a new password |
| 6 | To deactivate a user, follow steps 1-3, select user and click on disable on the bottom |
| 7 | To reactivate a user, follow steps 1-3, select user and click on activate on the bottom |

**Creating new facilities**

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| **Step** | **Action** |

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| --- | --- |
| 1 | MLS Lead or manager will log onto HemaTrax Unity Client |
| 2 | Click on Maintenance |
| 3 | Click on facility maintenance and open window |
| 4 | Position the cursor in the edit box labeled “facility World Code” and type the appropriate 5 character entry (ICCBBA facility identification number). Upon entry of the last character, the cursor will automatically advance to the next box for registration number  As the last digit is entered, the system will automatically tab to the next box: add license number (3 or 4 digit FDA number), facility name, facility city, state, and zip  Click on add/update |

**References:**

Hematrax Client; UNITY Standalone Version 7.0

Standards for Blood Banks and Transfusion Services, Current Edition, American Association of Blood Banks, Bethesda, MD.