

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

This presentation is to be used in conjunction with the **HemaTrax Unity Standalone v7.0: End-User Printing Blood Labels** Instructional Aid created by CHRISTUS HEALTH IM Learning & Development

# 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

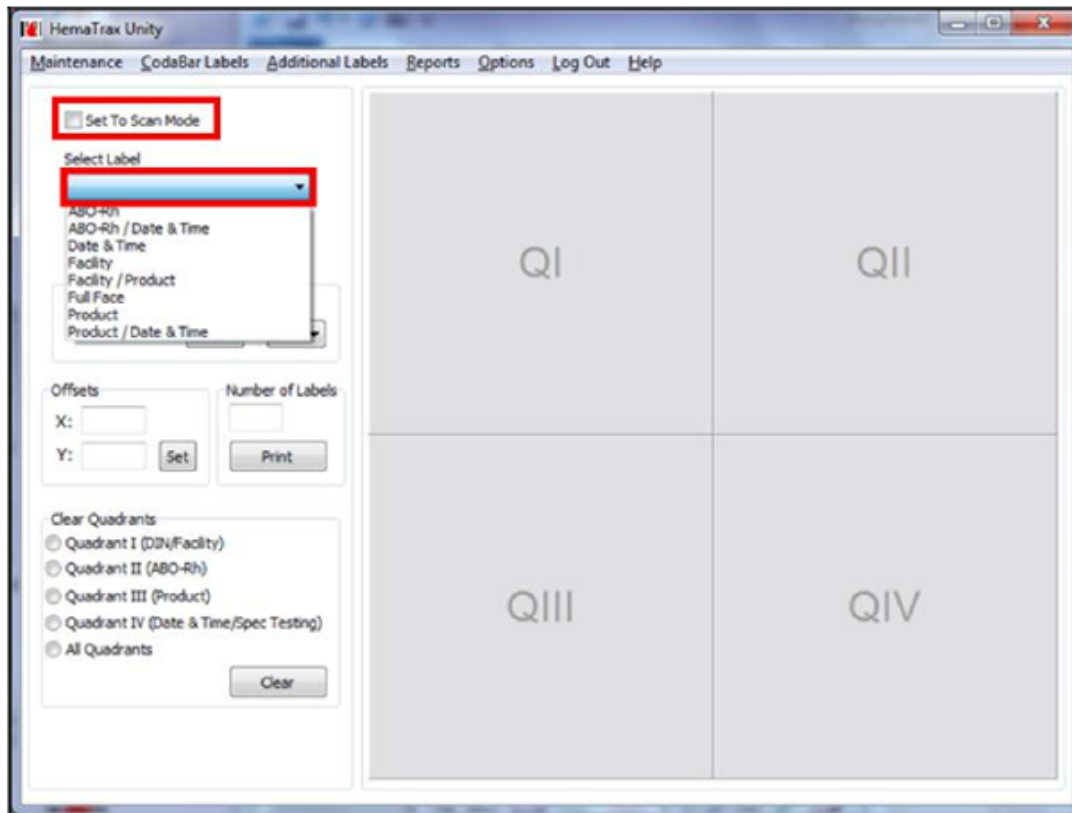
---



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

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

---

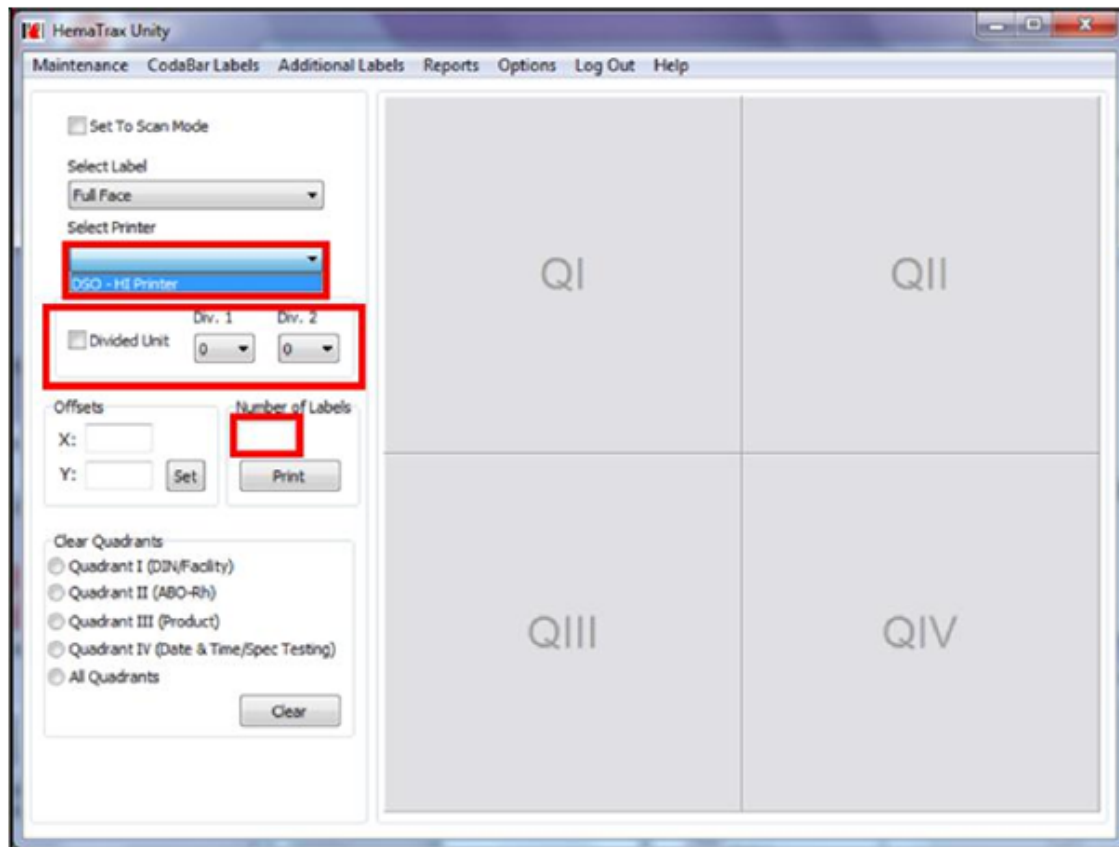


## SPN Note:

**ALWAYS** use  
barcode scanner

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

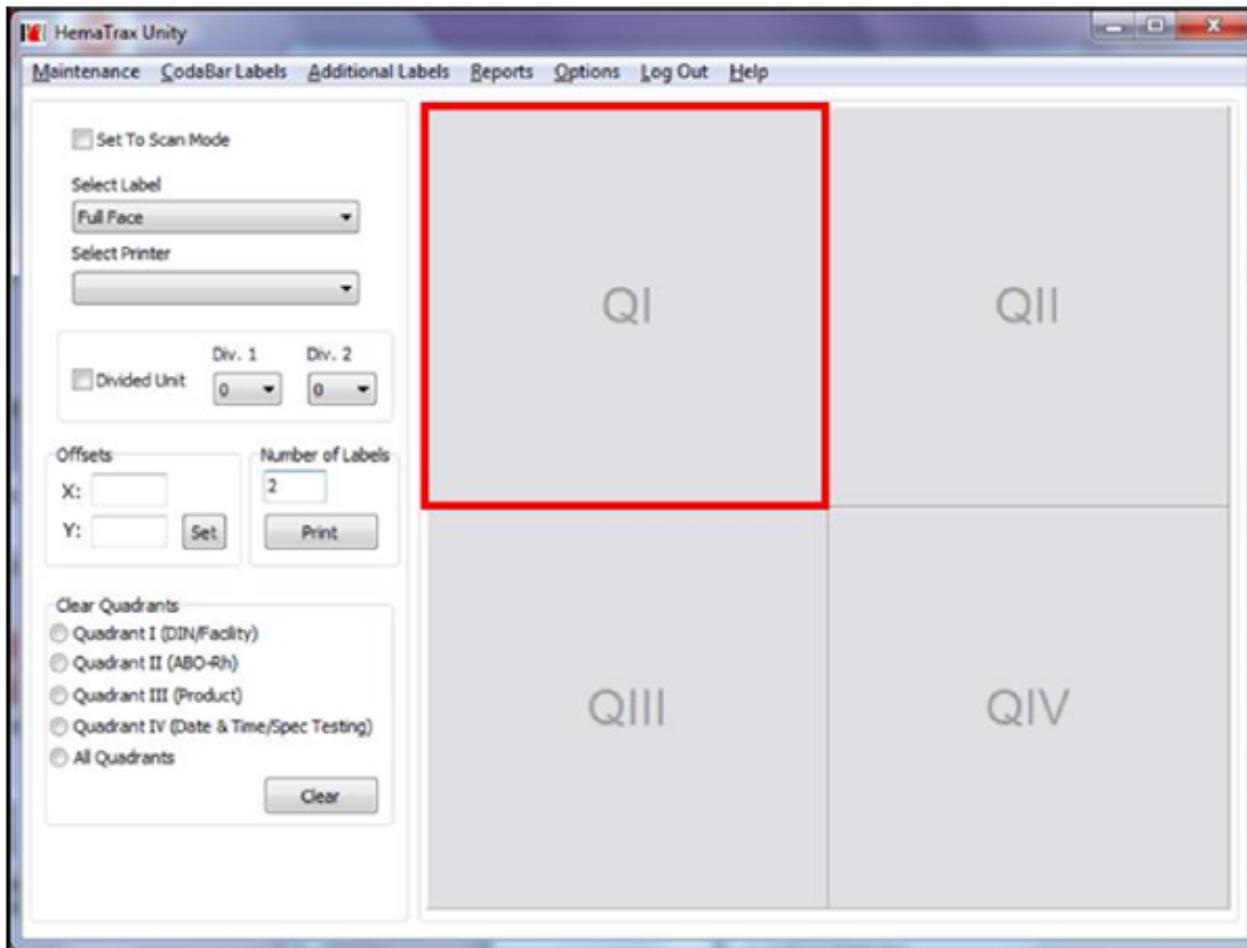
**Note:** All label printing is completed from the main screen. This includes 4x2 half labels and 4x4 full size labels.



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

Donation Identification Number and Collection Facility

Facility Identification Number: **W2287**

Collection Year: 15

Serial Number:

Flag Characters: 00

☒ Include Check Digit **T**

Collection Date and Time

☐ No Collection Date or Time

☐ Collection Date Only

☒ Collection Date and Time

10/ 1/2015 06:25 AM

Facility Maintenance **Find Facility** OK Cancel

Facility Identification Number: W2287

Facility Name: CHRISTUS Spohn Hospital CC-Shoreline

City State & Zip: Corpus Christi, TX 78404

License Holder Name:

City State & Zip:

Registration Number: 1671266

License Number:

☐ Include FDA License Number

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

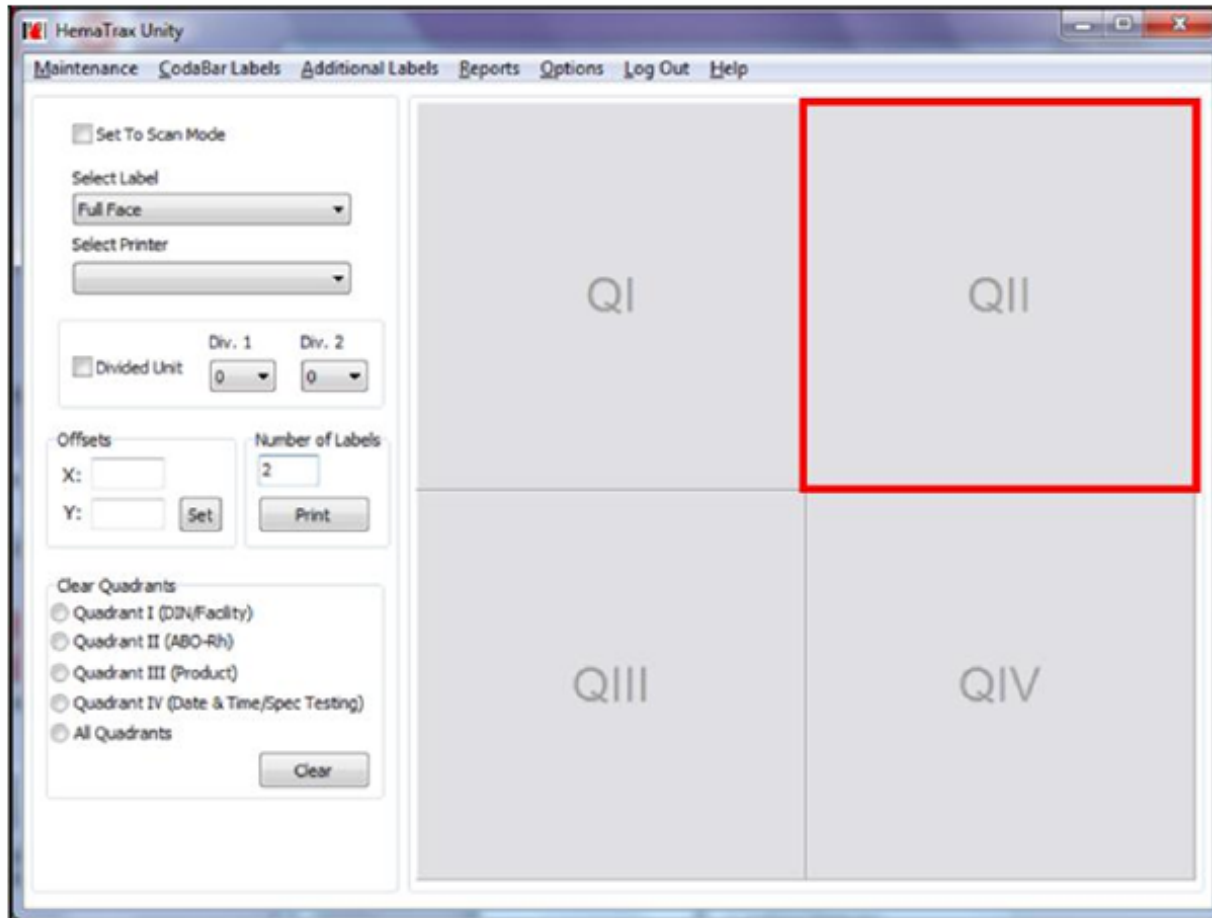
**Note:** If you do not know the **Facility Identification Number**, you can click on the **Find Facility** button. The **Find Facility** dialog box will appear. Search and click on the correct facility to select it. Then click **OK**.

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

**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

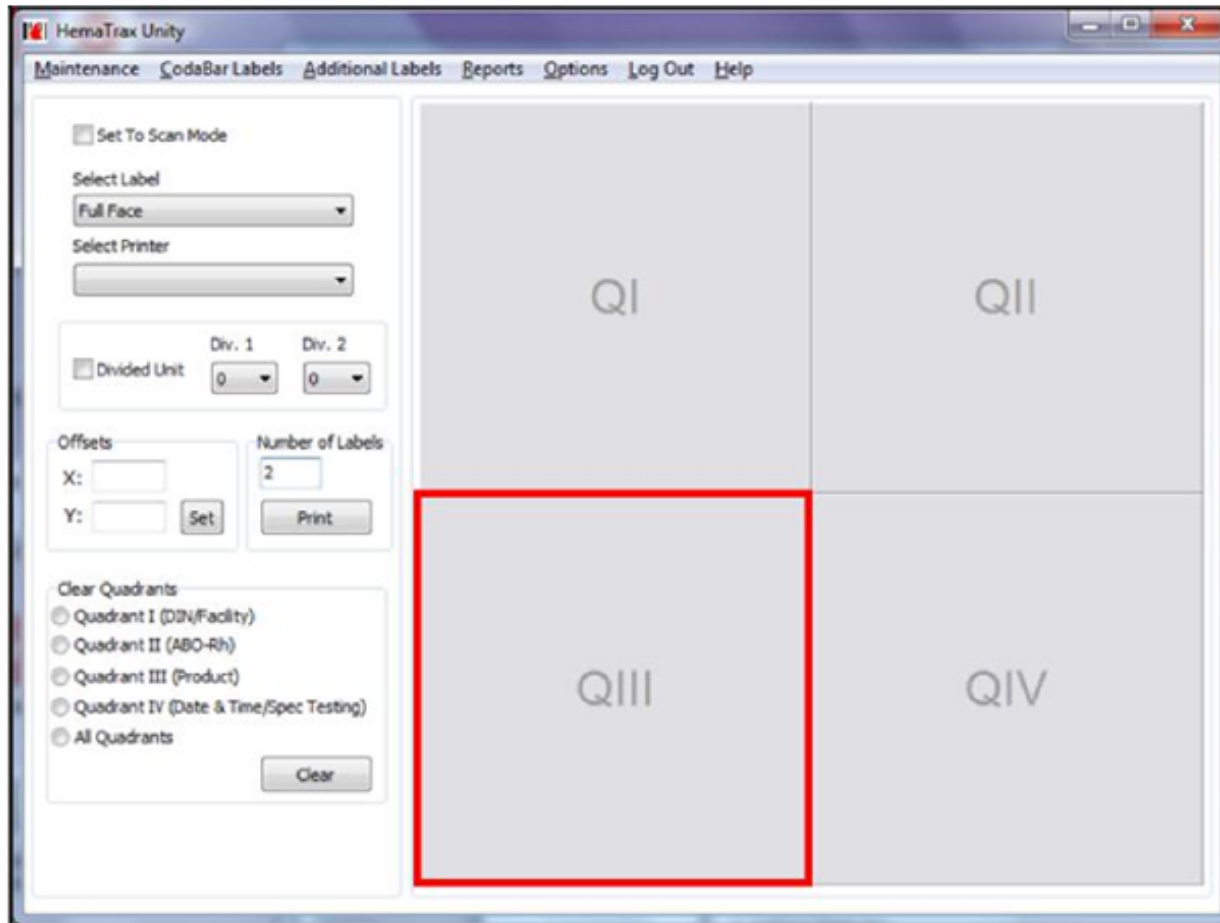


Step	Action
1.	To fill in Quadrant II of the label, click on the grey square labeled <b>QII</b> .

The screenshot shows a software window titled "ABO-Rh". It contains several dropdown menus. The "Blood Group/Rh Factor" dropdown is open, with "None" selected and highlighted by a red rectangle. The list of options includes "None", "O Negative", "O Positive", "A Negative", "A Positive", "B Negative", "B Positive", and "AB Negative". The "Intended Use" dropdown is set to "Volunteer Allogeneic Donation". Below these, there are three more dropdowns: "Results" (empty), "Anti-E/Anti-e Results" (set to "Not Tested"), and "Miltenbeger (Mi III) Results" (set to "Not Tested"). At the bottom right are "OK" and "Cancel" buttons.

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

# Quadrant III



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

**Find Product**

Product Code:

Intended Use: Volunteer Allogeneic Donation

Product Category:

Product Modifier:

Anticoagulant: Match All

Additive Solution: Match All

Storage Temperature: Match All

Draw Volume: Match All

Manufacturing Caution: Match All

☐ Irradiated ☐ System Opened

☐ Show Only Licensed Products by Selected Facility:

Facility World Code	Facility Name
W0362	Bonfils Blood Center
W0363	BloodCenter of Wisconsin, Inc
W0364	LifeSource
W0365	LifeShare Blood Centers
W0367	Central Illinois Community Blood Cen

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

**Find Product**

Product Code: E0162

Intended Use: Volunteer Allogeneic Donation

Product Category: Red Blood Cells

Product Modifier:

Anticoagulant: CPD

Additive Solution: None

Storage Temperature: 1 to 6°C

Draw Volume: 450 mL

Manufacturing Caution: For transfusion

☒ Irradiated ☐ System Opened

Search Clear

E0162 RED BLOOD CELLS(CPD/450ML/REFG)IRRADIATED/RESLEUCISES

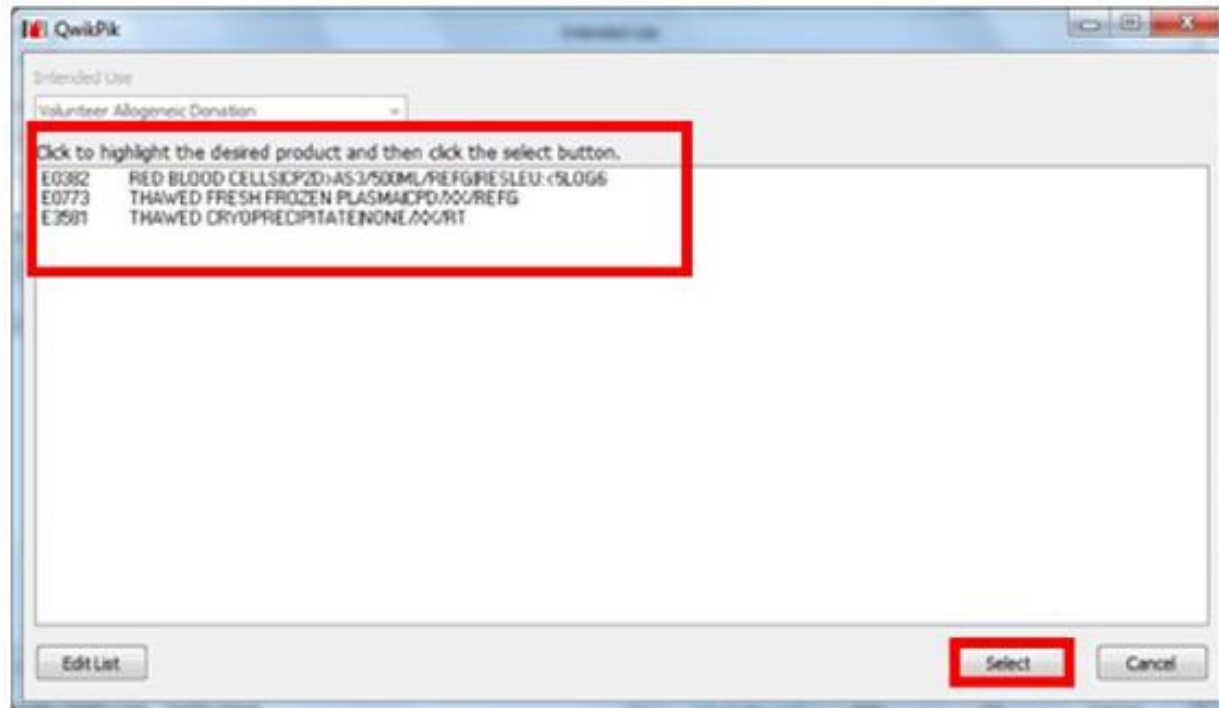
☐ Show Only Licensed Products by Selected Facility:

Facility World Code	Facility Name
W0362	Bonfils Blood Center
W0363	BloodCenter of Wisconsin, Inc
W0364	LifeSource
W0365	LifeShare Blood Centers
W0367	Central Illinois Community Blood Cen

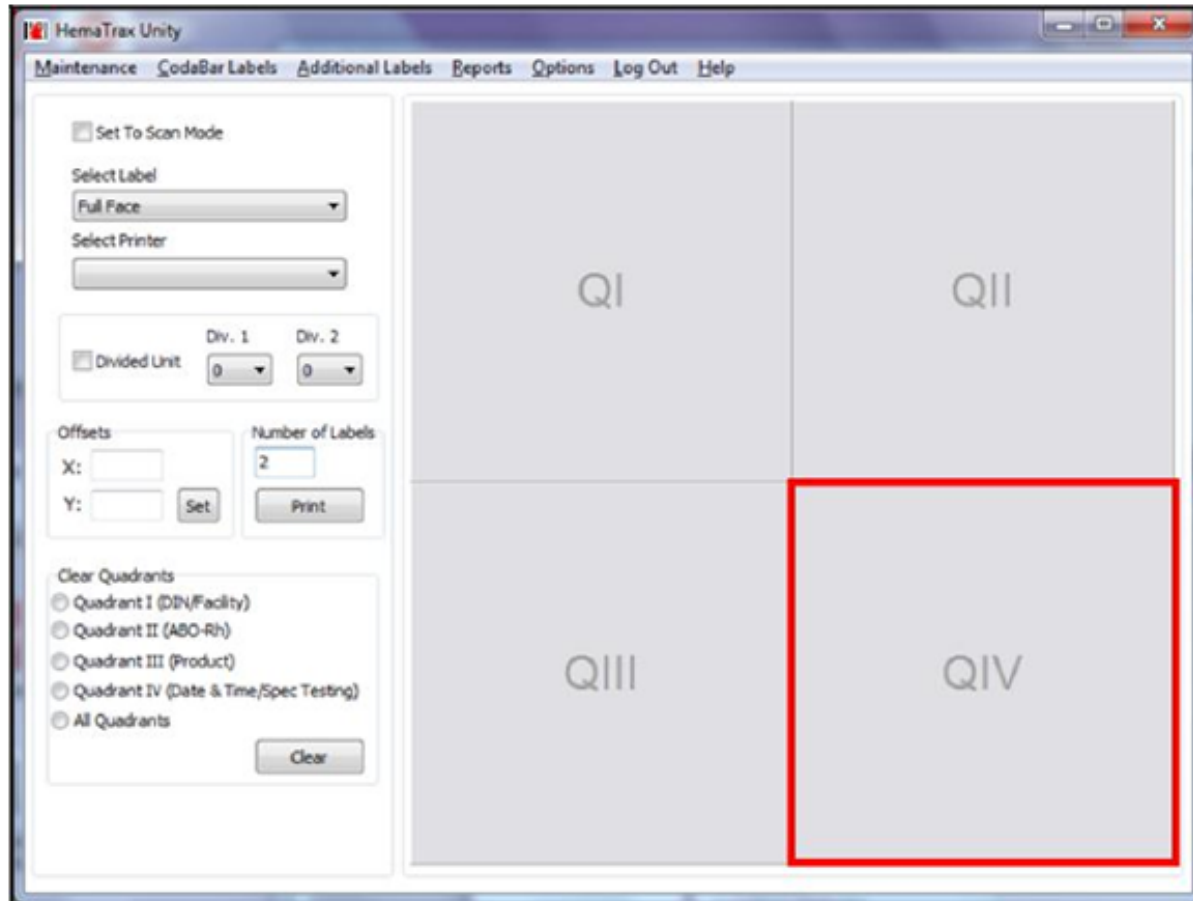
Quick-Pick List Edit OK Cancel

Step	Action
3.	Click <b>OK</b> . The product will now display in the <b>Find Product</b> 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 <b>QIV</b> .

**Expiration Date and Time**

Product Code  
E0162  
Find Product

Prod Code: E0162  
Prod Desc: RED BLOOD CELLS(CPD/450ML/REFG)(RRADIATED)RESLEV: <5E6  
Exp. Period: 21D

Clear

**Expiration Date and Time**

☐ No Expiration Date or Time  
☐ Expiration Date Only  
☒ Expiration Date and Time

10/ 1/2015 2:26:30 PM

Special Testing: General (NCodes)  
Special Testing: Red Blood Cell Antigens (D12)  
Special Testing: Platelet HLA and Platelet-Specific Antigens (D14)  
Special Test Message (No Bar Code)

Processing Facility Information

Facility World Code  
Processing Legend  
Find Facility

Facility Identification Number:  
Primary Name:  
City State & Zip:  
License Holder Name:  
Holder City State & Zip:  
Registration Number:  
License Number:

☐ Include FDA License Number

Clear

Test Message

Clear Message OK Cancel

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

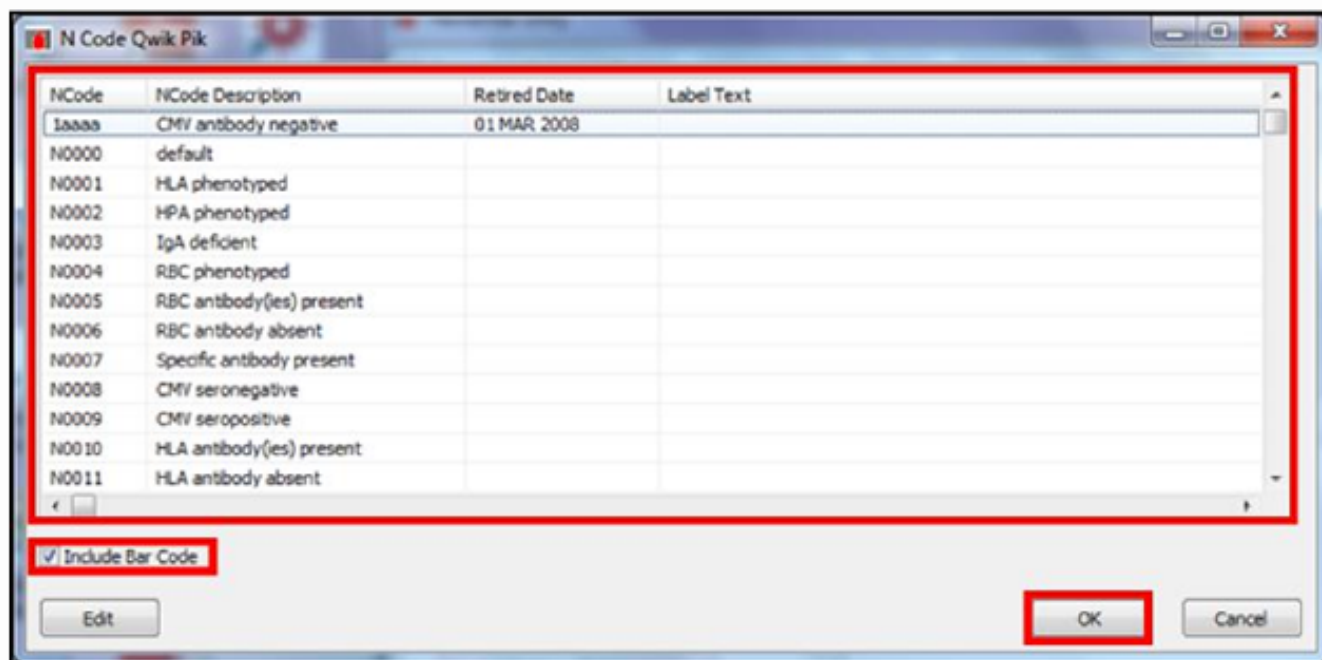
## SPN Note:

**Special Testing:  
General (NCodes)**  
is the ONLY button  
used in the SPN  
region

The screenshot shows the 'Expiration Date and Time' window in QIV. The window is divided into several sections:

- Product Code:** E0162. Below it is a 'Find Product' button. To the right, a text box displays: 'Prod Code: E0162', 'Prod Desc: RED BLOOD CELLS|CPD/450ML/REFG|IRRADIATED|RESLEU: <5E6', and 'Exp. Period: 21D'. A 'Clear' button is to the right of this text box.
- Expiration Date and Time:** Three radio buttons are present: 'No Expiration Date or Time', 'Expiration Date Only', and 'Expiration Date and Time' (which is selected). Below these, the date '10/ 1/2015' and time '2:26:30 PM' are displayed.
- Processing Facility Information:** This section includes a 'Facility World Code' field, a 'Find Facility' button, and a 'Processing Legend' dropdown. Below these are fields for 'Facility Identification Number', 'Primary Name', 'City State & Zip', 'License Holder Name', 'Holder City State & Zip', 'Registration Number', and 'License Number'. There is also an 'Include FDA License Number' checkbox and a 'Clear' button.
- Special Testing Buttons:** A vertical stack of four buttons is highlighted with a red box. From top to bottom, they are: 'Special Testing: General (NCodes)', 'Special Testing: Red Blood Cell Antigens (012)', 'Special Testing: Platelet HLA and Platelet-Specific Antigens (014)', and 'Special Test Message (No Bar Code)'. A purple arrow points from the text on the left to the first button.
- Test Message:** A large text area at the bottom for entering a test message. To its right are 'Clear Message', 'OK', and 'Cancel' buttons.

Step	Action
1.	Click on the <b>Special Testing: General (NCodes)</b>



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



Step	Action
4.	A <b>Warning</b> 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 <u>NCode</u> , click <b>OK</b> to continue.

# SPN Note:

Since the next 3 buttons are NOT used in the SPN region, we will skip the remaining portion of the QIV Special Testing Buttons section (steps 5-19).

Special Testing: Red Blood Cell Antigens (012)

Special Testing: Platelet HLA and Platelet Specific Antigens (014)

Special Test Message (No Bar Code)

The screenshot shows a software window titled "Expiration Date and Time". It contains several sections:

- Product Code:** A text field with "E0162" and a "Find Product" button. To the right, a summary box shows "Prod Code: E0162", "Prod Desc: RED BLOOD CELLS(CPD/450ML/REFG)(IRRADIATED)(RESLEU): < 566", and "Exp. Period: 21D". A "Clear" button is at the bottom right of this section.
- Expiration Date and Time:** Three radio buttons: "No Expiration Date or Time", "Expiration Date Only", and "Expiration Date and Time" (which is selected). Below these are date and time pickers showing "10/ 1/2015" and "2:26:30 PM".
- Processing Facility Information:** A section with a "Facility World Code" field, a "Find Facility" button, and a "Processing Legend" dropdown. Below this is a "Facility Identification Number" section with fields for "Primary Name:", "City State & Zip:", "License Holder Name:", "Holder City State & Zip:", "Registration Number:", and "License Number:". There is an "Include FDA License Number" checkbox and a "Clear" button at the bottom right.
- Special Testing Buttons:** A vertical stack of four buttons: "Special Testing: General (HCodes)", "Special Testing: Red Blood Cell Antigens (012)", "Special Testing: Platelet HLA and Platelet Specific Antigens (014)", and "Special Test Message (No Bar Code)". These four buttons are enclosed in a red rectangular box.
- Test Message:** A large text area at the bottom for entering a "Test Message".
- Footer:** "Clear Message", "OK", and "Cancel" buttons.

Three purple arrows point from external text labels to the buttons in the red box:

- The first arrow points from "Special Testing: Red Blood Cell Antigens (012)" to the "Special Testing: Red Blood Cell Antigens (012)" button.
- The second arrow points from "Special Testing: Platelet HLA and Platelet Specific Antigens (014)" to the "Special Testing: Platelet HLA and Platelet Specific Antigens (014)" button.
- The third arrow points from "Special Test Message (No Bar Code)" to the "Special Test Message (No Bar Code)" button.

# 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.

The screenshot displays the HemaTrax Unity software interface. On the left, there is a control panel with various settings. The 'Clear Quadrants' section at the bottom left contains five radio buttons: 'Quadrant I (DIN/Facility)', 'Quadrant II (ABO-Rh)', 'Quadrant III (Product)', 'Quadrant IV (Date & Time/Spec Testing)', and 'All Quadrants'. The 'Quadrant III (Product)' option is selected and highlighted with a red box. A red arrow points from this box to a 'Clear' button, which is also highlighted with a red box. The main area of the interface shows a large, light gray rectangular label template. The label is divided into four quadrants. The top-left quadrant contains text: 'LifeShare Blood Centers', 'Shreveport, LA 71106', 'FDA Registration Number 2370879', and a warning: 'Properly identify intended recipient. See circular of information for indications, contraindications, cautions, and methods of infusion. This product may transmit infectious agents. Rx only'. The top-right quadrant contains a barcode with the number '6200' below it, a large 'A', and 'Rh POSITIVE'. The bottom-left quadrant is labeled 'VOLUNTEER DONOR' and 'QIII' (highlighted with a red box). The bottom-right quadrant contains a barcode with the number '0152741429' below it, the date and time '01 OCT 2015 14:29', and the text 'Expiration Date/Time' and 'Free text message for testing that has no bar code'.

# Printing the Label

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

The screenshot shows the HemaTrax Unity software interface. On the left is a configuration panel with the following options:

- ☐ Set To Scan Mode
- Select Label: Full Face (dropdown)
- Select Printer: (dropdown)
- Divided Unit: Div. 1 (0) Div. 2 (0)
- Offsets: X: (input) Y: (input) [Set] [Print]
- Number of Labels: (input)
- Clear Quadrants:
  - ☐ Quadrant I (DIN/Facility)
  - ☐ Quadrant II (ABO-RH)
  - ☐ Quadrant III (Product)
  - ☐ Quadrant IV (Date & Time/Spec Testing)
  - ☐ All Quadrants
- [Clear]

The main area displays a preview of the printed label with the following information:

- Barcode: W2287 15 100701 8 6
- CHRISTUS Spohn Hospital CC-Shoreline  
Corpus Christi, TX 78404  
FDA Registration Number 1671266
- Properly identify intended recipient.  
See circular of information for indications,  
contraindications, cautions, and methods of infusion.  
This product may transmit infectious agents.  
Rx only
- VOLUNTEER DONOR
- Barcode: E0162V00
- RED BLOOD CELLS  
IRRADIATED  
LEUKOCYTES REDUCED  
From 450 mL CPD Whole Blood  
Store at 1 to 6 C
- Barcode: 0600
- A
- Rh NEGATIVE
- Barcode: 0153021306
- Expiration Date/Time: 29 OCT 2015 13:06
- Barcode: 80000000000000000000 9
- C 1/2 +E -c +

Step	Action
1.	Click on the <b>Print</b> 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.

HemaTras Unity

Maintenance | CodaBar Labels | Additional Labels | Reports | Options | Log Out | Help

☐ Set To Scan Mode

Select Label  
Full Face

Select Printer

☐ Divided Unit    Div. 1: 0    Div. 2: 0

**Offsets** (highlighted with a red box):  
X:   
Y:        

Number of Labels:

Clear Quadrants  
☐ Quadrant I (DIN/Facility)  
☐ Quadrant II (ABO-Rh)  
☐ Quadrant III (Product)  
☐ Quadrant IV (Date & Time/Spec Testing)  
☐ All Quadrants   

**Label Content:**

Barcode: W2287 15 100701 8 6  
CHRISTUS Spohn Hospital CC-Shoreline  
Corpus Christi, TX 79404  
FDA Registration Number 1871266

Barcode: 0600

A

**Rh NEGATIVE**

Properly identify intended recipient.  
See circular of information for indications,  
contraindications, cautions, and methods of infusion.  
This product may transmit infectious agents.  
Rx only.

**VOLUNTEER DONOR**

Barcode: E0162V00  
RED BLOOD CELLS  
IRRADIATED  
LEUKOCYTES REDUCED  
From 438 mL CPO Whole Blood  
Store at 1 to 6 C

Barcode: 0153021306  
Expiration Date/Time: 29 OCT 2015 13:06

Barcode: 800000000000000000000000 9  
C 1+1+1+

HemaTrax Unity

Maintenance CodaBar Labels Additional Labels Reports Options **Log Out** Help

☐ Set To Scan Mode

Select Label  
Full Face

Select Printer

☐ Divided Unit Div. 1: 0 Div. 2: 0

Offsets:  
X: Y: [Set] Number of Labels: [Print]

Clear Quadrants:  
☐ Quadrant I (DIN/Facility)  
☐ Quadrant II (ABO-Rh)  
☐ Quadrant III (Product)  
☐ Quadrant IV (Date & Time/Spec Testing)  
☐ All Quadrants [Clear]

W2287 15 100701 6

CHRISTUS Spohn Hospital CC-Shoreline  
Corpus Christi, TX 78404  
FDA Registration Number 1671266

Properly identify intended recipient.  
See circular of information for indications,  
contraindications, cautions, and methods of infusion.  
This product may transmit infectious agents.  
Rx only

**VOLUNTEER DONOR**

E0162V00

**RED BLOOD CELLS**  
IRRADIATED  
LEUKOCYTES REDUCED  
From 450 mL CPD Whole Blood  
Store at 1 to 6 C

0600

**A**

**Rh NEGATIVE**

Expiration Date/Time  
0153021306  
**29 OCT 2015 13:06**

80000000000000000000 9

C<sub>3</sub>+E<sub>4</sub>+

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



**Questions?**