

# Using LabelTrace to Print Lab Labels from GPASS

## Summary - Printing a Label Set

- Select the patient in GPASS via the Patient Browser or Appointments Module
- Open a New Encounter window
- Click the LabelTrace tab
- Select the required label set
- Select data for any required fields
- Click the keypad to specify the number of sets of labels required
- (- If the patient has no CHI, confirm at the prompt that you want to proceed, or cancel)

## Notes

The system can be configured to have up to six label sets available for selection, each of which may comprise one or more labels. The required label set is selected by clicking on the name of the set. The currently selected set is indicated by a highlighted "radio button" next to the name.

The current version of the system allows selection of up to seven additional fields which are maintained separately from GPASS. These are Doctor plus six user-definable fields. To select an entry for one of these fields, click on the down arrow to the right of the field and click on your selection in the resulting list. Any fields not required on the current label will be hidden. The Doctors field allows the relevant doctor's name and cipher number to be included on the lab label. Depending on how your system is configured, this list of doctors may be copied directly from the Practitioners list in GPASS or it may be a completely separate list or a combination of both lists. This is configured via the "Preferences" button as described below.

## Setting Preferences

To set your preferences for LabelTrace, select the LabelTrace tab on an encounter screen and click the Preferences button. This opens the Preferences window and allows you to specify the default selection for each data field, the port to which the label printer is connected and the Print Density setting.

The port to which the printer is connected may be specified by selecting from a drop down list. If you are uncertain which port the printer is connected to, try each in turn, though generally it is likely to be COM1 or COM2, If however you are using a standard printer cable connection, it is almost certain that you should select LPT1. Select FILE if you are sharing the printer, utilising LabelTrace Print Manager to drive the printer. The shared folder into which label data will be saved should be selected by browsing to it. This will normally be a folder called "LTPRTMGR" on the C drive of the PC driving the printer.

The print density is a number from 1-30. The higher this number, the darker the print on the label. Set 10 for LP2824 printers

The "Use GPASS Clinicians" check box, when checked, causes the Doctor field to include all GPASS Practitioners in addition to any entries in the external Doctor table. You may specify the doctor's name to be selected by default, on opening, by clicking on the down arrow at the right hand end of the selection box then clicking on the required entry in the resulting drop down list. Note that only names from the external list of doctors may be selected at present, for technical reasons. The defaults for User Fields are set similarly but have no GPASS equivalent.

## Using the LabelTrace Management Utility

LabelTrace Management is a utility provided for managing the additional data fields which may be included on labels produced via LabelTrace. It is selected from the Tools option of the Main Menu bar for GPASS.

The available fields are Doctor and six user-definable fields, each of which stores multiple entries for selection at print time. In addition, some fixed practice information can be stored in a Practice Details section. The Help menu item leads to options for "Help" (this information) or "Contact" - how to contact Colin Hampton Associates as well as version information, via the "About" option.

### Doctor Field

This field is used to hold the names and ID Numbers (as known at the labs, also called cipher number) of doctors as they should appear on labels. Note that the GPASS Clinician table entries may be used in place of, or in addition to, entries in this table. This is controlled by a checkbox entry in the Preferences section of the LabelTrace system installed on each PC.

### User-definable Fields

Up to six user-definable fields may be utilised. These must be set up by selecting Fields/User Fields from the menu bar. Click on the user field you wish to set up then click on Edit. Now enter the "Label" for the field (NB this is also the field name as used within label templates). Note that the Label entry should be no longer than 12 characters (approximately) or it may be partially obscured on the LabelTrace window when printing is taking place. Optionally add a description of the field. Click OK to save these settings. The "Label" for the field will now be shown when you click on the Fields option on the menu bar allowing entry of the data for the field.

### Adding/Editing Data for Fields

On opening LabelTrace Management, you will be presented with a list of the data, if any, already entered in the Doctors field. If you wish to select another field to view and/or edit, then click on the Fields menu item and select the field of interest. Having selected the field of interest you may add, edit or delete entries as follows.

The Doctor field and the user-definable fields operate identically:-

- to add an entry, click on the Add button then complete the field (or fields in the case of Doctor) as required and click OK to save the new entry.
- to edit an entry, click on the entry to highlight it and click Edit. Modify the data as required and click OK to save the new version.
- to delete an entry, click on the entry to highlight it and click Delete. Now click Yes to confirm deletion of the entry or No to Cancel.
- to rearrange the order of entries, select an entry by clicking on it then use the up/down blue arrows to drag the entry to the required position. They will be displayed in this order for selection prior to printing.

Selecting Practice Details opens a window with fields for Practice address, telephone number and code (cipher). This information is simply entered by completing or editing the fields and clicking OK to save the data or Cancel to exit.

## Installing the LabelTrace Client

### Copying the Installer to the Server and Pre-configuration

We recommend that the LabelTrace Client installer is run from the server as this simplifies

installation on additional client PCs. To prepare for this, copy the installer files to a folder on the server eg C:\lt\_inst\client\_installer\ and ensure the folder is shared (you may use a sub folder of the LTDATA data folder but this will prevent clean deinstallation of LabelTrace Central). Make the files writable and set the options for the central folder locations and SQL ODBC installation set. The relevant data required may alternatively be entered in place of defaults during the installation procedure.

To set this data, run CONFIG.EXE in the install folder and enter the path to the shared folder in UNC form eg "\\servername\ltdata" then similarly for the label templates. If SQL ODBC drivers for the LabelTrace data should be installed by default, check the box.

## Running the Installer on a Client PC

Ensure that you are logged on as Administrator then browse to the install folder and double click SETUP.EXE to begin installation.

You are prompted first for the folder into which to install LabelTrace system files. This defaults to C:\LabelTrace. Use the Browse button to specify an alternate location, if required. Click Next to continue.

Next, you are prompted for the location of the central shared folder. This defaults to the path set during pre-configuration or C:\ltdata, if not pre-configured. Use the Browse button to set an alternate path, if required, the validity of which will be checked. Click Next to continue.

Next, you are prompted for the location of the central shared folder for the label templates. This defaults to the path set during pre-configuration or C:\ltdata, if not pre-configured. Use the Browse button to set an alternate path, if required, the validity of which will be checked. Click Next to complete installation.

Note that if the SQL Server ODBC connection is being installed, the installer checks that the name of the computer recorded centrally as the SQL server is a valid one. For technical reasons it only checks within the local domain so if the computer is valid but exists outside the local domain simply click Yes when asked "Server doesn't appear to be a valid computer on your network! - Are you sure?".

## De-installing LabelTrace Client

To de-install LabelTrace Client, ensure that GPASS is not running and that you are logged on as Administrator. Select Start/Settings/Control Panel/Add\_Remove Programs option. Select LabelTrace from the list of software which can be removed and click "Add/Remove". Click OK to confirm and the deinstallation process will remove all components except the ODBC data source ("QTSQServer" system DSN) which may be required by other applications. This may be removed, if necessary using the Remove option in Start/Settings/Control Panel/ODBC Data Sources. Note however that the LabelTrace folder and files will not be deleted if LabelTrace Management is still installed.

**NB removing the ODBC data source ("QTSQServer" system DSN) or deleting the QuickTrace database on the server, when LabelTrace Client is installed may prevent the Encounter Screen in GPASS from being displayed.**

# Installing the LabelTrace Management Utility

## Copying the Installer to the Server and Pre-configuration

We recommend that the LabelTrace Management Utility installer is run from the server as this simplifies installation on additional client PCs. To prepare for this, copy the installer files to a folder on the server eg C:\lt\_inst\Manager\_installer\ and ensure the folder is shared (you may use a sub folder of the LTDATA data folder but this will prevent clean deinstallation of LabelTrace Central). Make the files writable and set options for the central folder locations and SQL ODBC installation set. The relevant data may alternatively be entered in place of defaults during the installation procedure.

To set this data, run CONFIG.EXE in the install folder and enter the path to the shared folder in UNC form eg "\\servername\ltdata". If SQL ODBC drivers for the LabelTrace data should be installed by default, check the box.

## Running the Installer on a Client PC

Ensure that you are logged on as Administrator then browse to the install folder and double click SETUP.EXE to begin installation.

You are prompted first for the folder into which to install LabelTrace system files. This defaults to C:\LabelTrace. Use the Browse button to specify an alternate location, if required. Click Next to continue.

Next, you are prompted for the location of the central shared folder. This defaults to the path set during pre-configuration or C:\ltdata, if not pre-configured. Use the Browse button to set an alternate path, if required, the validity of which will be checked. Click Next to complete installation.

Note that if the SQL Server ODBC connection is being installed, the installer checks that the name of the computer recorded centrally as the SQL server is a valid one. For technical reasons it only checks within the local domain so if the computer is valid but exists outside the local domain simply click Yes when asked "Server doesn't appear to be a valid computer on your network! - Are you sure?".

## De-installing LabelTrace Manager

To de-install LabelTrace Manager, ensure that LabelTrace Manager is not running and that you are logged on as Administrator. Select Start/Settings/Control Panel/Add\_Remove Programs option. Select LabelTrace Manager from the list of software which can be removed and click "Add/Remove". Click OK to confirm and the deinstallation process will remove all components except the ODBC data source ("QTSQServer" system DSN) which may be required by other applications. This may be removed, if necessary using the Remove option in Start/Settings/Control Panel/ODBC Data Sources. Note however that the LabelTrace folder and files will not be deleted if LabelTrace Client is still installed.

**NB removing the ODBC data source ("QTSQServer" system DSN) or deleting the QuickTrace database on the server, when LabelTrace Client is installed may prevent the Encounter Screen in GPASS from being displayed.**