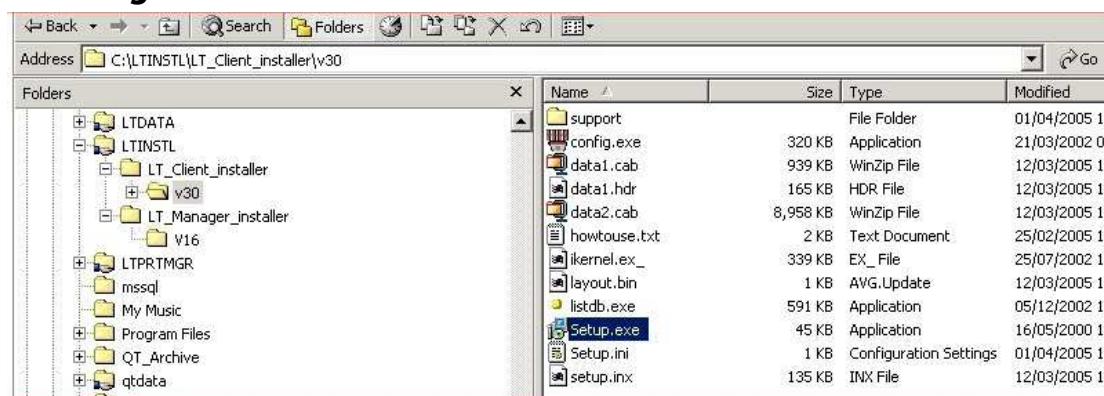


# LabelTrace User Guide

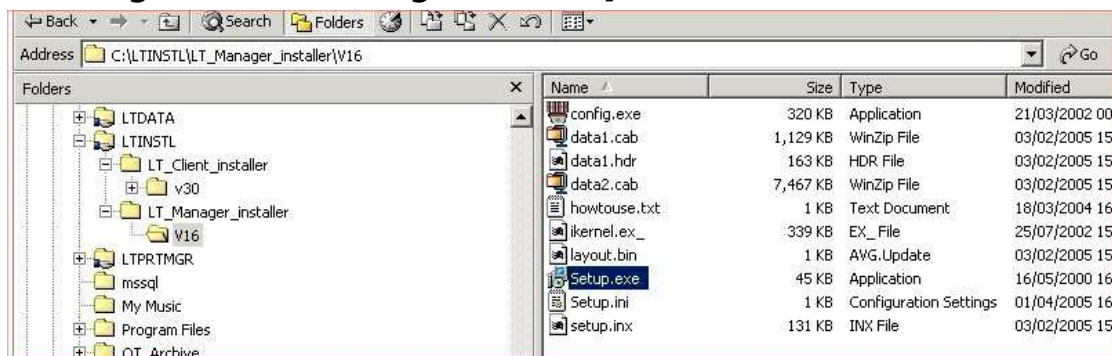
## Installing LabelTrace Client



1. Ensure that you are logged on as Administrator then browse over the network to the server and on it the folder "Ltinstr\LT\_Client\_Installer\Vxx" [xx is the version ID]. Double click SETUP.EXE (it has a CD icon) to begin installation. (on EMIS LV/PCS sites the LTINSTL folder is within the SHARED folder on the server.)
2. Click Next four times (once for each window appearing in turn).
3. Click Finish to complete the installation
4. Set the Preferences
5. Configure the clinical system to launch LabelTrace

To de-install LabelTrace Client, ensure that LabelTrace 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. Note however that the LabelTrace folder and some files will not be deleted if LabelTrace Management is still installed.

## Installing LabelTrace Management Utility



1. Ensure that you are logged on as Administrator then browse over the network to the server and on it the folder "Ltinstr\LT\_Manager\_Installer\Vxx" [xx is the version ID]. Double click SETUP.EXE (it has a CD icon) to begin installation. (on EMIS LV/PCS sites the LTINSTL folder is within the SHARED folder on the server.)
2. Click Next three times (once for each window appearing in turn).
3. Click Finish to complete the installation

To de-install LabelTrace Management Utility, ensure that LabelTrace 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. Note however that the LabelTrace folder and some files will not be deleted if LabelTrace Client is still installed.

## **Printing a Label Set – Quick Start**

- Select the patient in the clinical system
- Click the LabelTrace button / menu option
- 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/NHS/H&C number (as appropriate), confirm at the prompt that you want to proceed, or cancel.

## **Overview**

After launching LabelTrace via a clinical system, the option "File/View raw data" displays a listing of the data transferred from the clinical system.

LabelTrace may be launched directly (not from within a clinical system) for test purposes, using a set of dummy data. This is done via the menu option "Start/Programs/QuickTrace/LabelTrace/Test with dummy data"

The print menu system can be configured to have multiple tabs, each with up to six label sets available for selection. Each label set 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.

In addition to patient demographics, which are obtained from the clinical system, the system allows selection of up to eight additional data fields, which are stored in the LabelTrace database. These are Doctor, Premises and 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 currently selected label will be hidden.

The Doctors field allows the relevant doctor's name and cipher number to be included on the lab label. The doctor entry includes a "username" field. If this has data in it, then each time LabelTrace is launched, the data passed for CurrentUser (i.e. currently logged on user of the clinical system) is compared to these entries and if a match is found, the corresponding doctor name is set as default. This over rides the normal default doctor name, if any.

The premises field is designed to hold practice data for main and branch surgeries.

The user-definable fields can be used to store multi-choice lists of information for selection at print time, e.g. lists of clinics, diseases, risk factors etc.

## **Setting Preferences**

Before printing from LabelTrace for the first time after installation, you should set your preferences by launching LabelTrace and clicking the Preferences button. The following should be selected.

## **Default Fields**

Specify the default selection for each data field (i.e. which entry is visible when LabelTrace opens) by choosing it from the drop down list or leave blank if no default is preferred. All current defaults may be simultaneously cleared using the "Clear Defaults" button then any new defaults selected.

## Port

The port to which to which data should be sent may be specified by selecting from a drop down list. The options are:-

**COMn:** directly to COM Port n ("serial connection")

When printing to local Com port, if you are uncertain which port the printer is connected to, try each in turn - it is likely to be COM1 or COM2.

**LPTn:** directly to LPT port n ("parallel connection")

If you are using a standard printer cable connection, it is almost certain that you should select LPT1.

**File:** to file in a shared folder. Used if you are sharing the printer by 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 and shared as this. Note that LabelTrace on the PC running LTPM must also print via LTPM.

**Printer:** to local or remote Windows printer. There are many ways to specify the printer you wish to utilise, as described below. Note the following:-

- To use a **USB port** connection you must install the printer as a Windows printer.
- in a default printer installation, the printer will be named "Zebra LP2824" but there are two spaces between "Zebra" and "LP2824".
- It is often easiest to browse to a remote computer to select one of its shared printers.

[in the examples below, the label printer is installed on a PC called Compaq with the name "Zebra LP2824" but is shared as "LP2824"]

### Normal ("thick") Client

1. Use the name of a locally connected printer as seen in the Windows printers folder, eg "Zebra LP2824"
2. Use UNC path to shared printer on another workstation using \\computername\sharename convention eg \\Compaq\LP2824
3. Use UNC path to shared printer on another workstation using \\computername\printername convention e.g. \\Compaq\Zebra LP2824 [NB this generally also works if the printer is NOT shared!]
4. Use name of installed network printer e.g. "Zebra LP2824 on Compaq". This is interpreted in LabelTrace as "\\Compaq\Zebra LP2824". Note that you should not install a locally attached printer and use a name with "on" in it, e.g. "labelprinter on PC" as this will be interpreted as "\\PC\labelprinter" and so fail to print.
5. Specify a printer attached to another computer even if it is not shared out, using the "\\Compaq\Zebra LP2824" or "Zebra LP2824 on Compaq" name.

### Terminal Services Client

1. Specify a forwarded serial port, e.g. COM1. This requires V5.2 of the RDP client and MS Server 2003.
2. Specify a forwarded printer e.g. "Zebra LP2824/Myworkstation/Session 11" can be specified as "Zebra LP2824/Myworkstation". LabelTrace will only print to printers forwarded from the user's session, ignoring those forwarded from other sessions, if visible. (NB the Zebra label printer installed as a Windows printer using the Zebra driver

on the client will normally only be forwarded if the TS server also has the Zebra driver installed).

3. Specify a shared printer using the "\\computename\sharename"; "\\computename\printername" or "printername on computename" conventions.
4. Specify a printer attached to another computer whether or not it is shared out, using the "\\computename\printername" or "printername on computename" conventions.

**IP:** to TCP/IP Winsock (IP) with entry eg "192.168.1.194:10001" (IP address and port). This allows use of a serial port server (i.e. Ethernet to serial converter).

### **Print Density**

Specify the Print density from the drop down list. It is a number from 1-30. The higher this number, the darker the print on the label. Set 10 for LP2824 printers

### **Default Tab**

Note that if multiple template tabs are provided, it is possible to specify a default tab. To do this, click on the tab you wish to make default for printing to bring it to the front then click the "Default Tab" button.

## Using the LabelTrace Management Utility

The LabelTrace Management Utility (LTMU) is used to manage the LabelTrace database. It is generally only installed on one PC in a practice, e.g. the Practice Manager's PC. It is selected from the "Mgmt Utility" button on the LabelTrace Client window (if installed in addition to the LabelTrace Client) or from the menu option "Start/Programs/QuickTrace/LabelTrace/Management Utility".

On opening, LTMU shows the Doctor field entries. To select another field for editing use the "Fields" menu option

### **Doctor Field**

This field is used to hold the names and ID Numbers (as used by the labs) of doctors as they should appear on labels. [Note that in the specific case of GPASS practices, 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].

### **Premises Field**

A set of fields relating to the address etc of a surgery. The field option in LTMU now shows premises as a list of names such as Main, Branch1 etc. When these are created or edited, each is associated with the following set of fields, each shown with the corresponding template variable in brackets

- premises (PREMISES)
- address1 (LLADDRESS1)
- address2 (LLADDRESS2)
- address3 (LLADDRESS3)
- address4 (LLADDRESS4)
- postcode (LLPOSTCODE)
- code (LLCODE)
- telephone (LLTEL)

## **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 a name (e.g. "Clinic") for this field in 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 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 appear when you click on the Fields option on the menu bar allowing entry of the data for that 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, Premises 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.

The "Help" menu item launches the installed web browser and loads the URL specified for LabelTrace. The "About" option provides version information and contact information for QuickTrace Ltd.