

LabelCyte Demo Guide

Installation

It is recommended that all anti-virus software is temporarily suspended for the duration of the LabelCyte installation. Problems have been encountered whereby certain files have been quarantined thus preventing a clean installation.

Printers

The demo version will 'print' to the screen by default. If a Zebra printer is available then the demo application can be updated to print the labels. You will need to call Savant support on 01524 784406.

Login

Password for the demo will be "**demo**" (case sensitive)



The screenshot shows the LabelCyte login screen. At the top left is a QR code in an orange box, followed by the 'LabelCyte' logo. Below the QR code is an illustration of two people. To the right of the illustration is the 'Sign in' heading, followed by 'Username' and 'Password' labels, each with a corresponding input field. At the bottom of the input fields are two buttons: 'Login' and 'Close'. The 'savant' logo is at the bottom center of the screen.

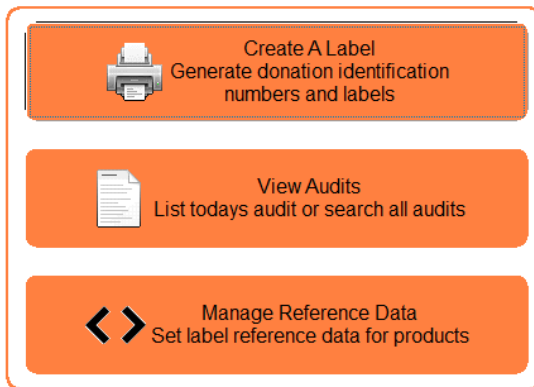
Reference data setup for demo version

As part of the demo installation, 3 generic products have been included - so that labels can be created. These products are only examples and are not real products. Use the reference data option to create as many products as you want. Use the 'Copy Product' option from the menu on the reference data page.

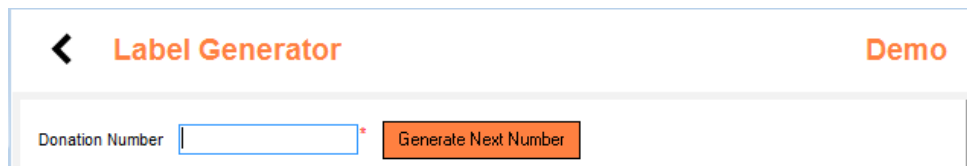


Print a product label

- Select 'Create A Label' option from the main menu.



- Create a new donation number by clicking the 'Generate Next Number' button. (The demo version will only allow a maximum of 10 new donation numbers to be created)



- Select a product from the 'Product Code' drop down list

Donation Number

Product Data Highlighted for Release/Final label

Product Code

Collection Date/Time

Expiry Date/Time

Measurement

Storage Temp °C Flag Digits

RBC Compatibility

Distribution Date/Time

Donation data This will be set on all products for G170918000204M

Donor ID

Full Name

Blood Group Date of Birth

Patient Data

Patient ID Date of Birth

Full Name

Facilities

Collection Facility

Processing Facility

- Once the product code has been selected any fields with a green border can appear on the label.
- Enter appropriate data in each green highlighted field. Only the product code is mandatory.
- Where bar codes will be constructed in a label and not enough data has been entered on the page, a warning message will be displayed.
- Click the 'Product Label' button and then select the 'Release/final' option.
A label will be printed to your desktop/displayed on the screen. (Templates can be modified and saved to create a large library of label designs).
- If the product definition requires label validation then you will need to wand the bar codes for verification. Click 'Cancel' if you do not have a scanner available.
- Click the back arrow (top left-hand corner) to see the list of products for the donation number.
- From this point a new product can be created for the donation or you can view existing products.
- The generate donation number label option can print off multiple donation labels. This can be used if your label design requires separate DIN labels or if you require identifier labels for paperwork.

Audit information

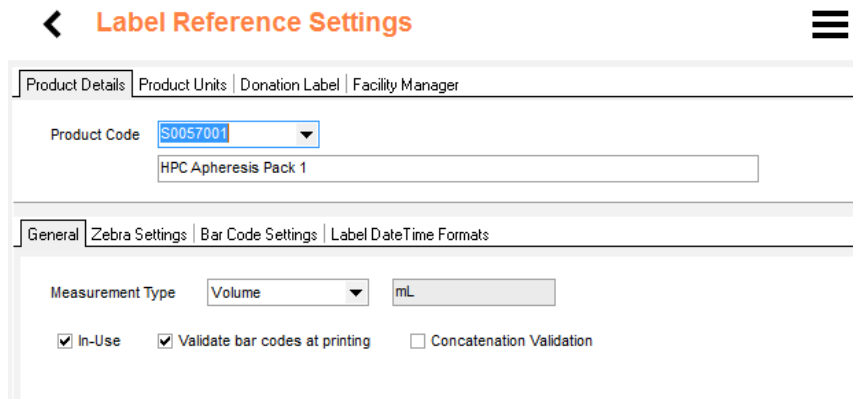
To view audit information:


- Select the 'View Audits' option from the main menu.
- Today's audits will be displayed.
- Audit search criteria can be changed via the search option drop down.

Reference data

To maintain reference data:

- Select 'Manage Reference Data' option from the main menu.
- Select a product to view the product detail settings.



- Use the 'Copy Product' option from the menu on the reference data page if you want to create new products that are similar to existing products. 

Product Details

- Measurement Type – What unit of measurement does this product require.
- In-use – Can the product be used anymore when creating new donation products.
- Validate bar codes at printing – Does the user need to validate all the bar codes on the label after printing.
- Concatenation validation – Does a linear donation number and 2D data matrix bar code need to be concatenated at bar code validation.
- Zebra settings – Set the data content of a product label. There are 3 possible types of labels :
 - Collection
 - Release/Final
 - Bio-Hazard
- Bar code settings
 - Set the contents of the data matrix bar code if used on a label
 - Set the contents of the QR bar code if used on a label
- Label Date Time Formats – Date time tags from the zebra settings tab can specify the format of the date time display

Product Units

- Defines the type of measurements that can be used against product details.

Donation Label

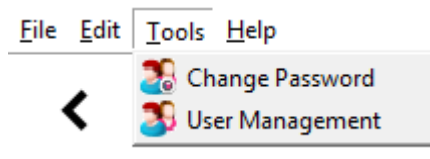
- Defines the donation number label templates. A maximum of 5 templates can be stored.

Facility Manager

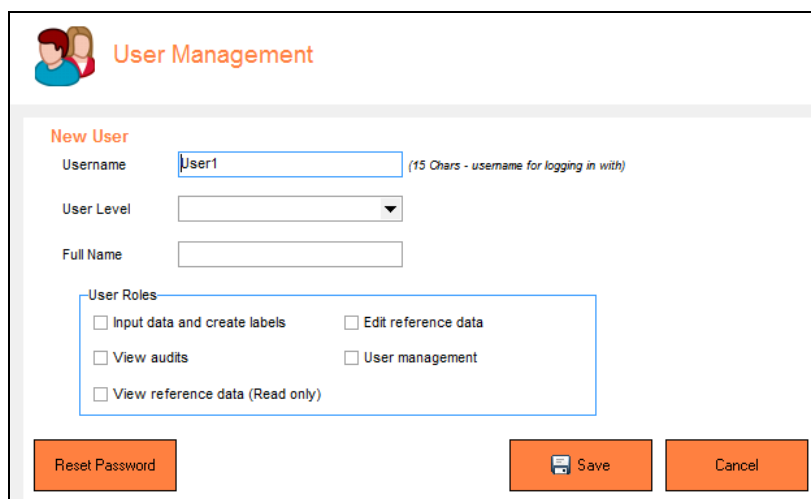
- Defines the name and address of the facilities associated with your products. The facility list covers collection and processing facilities. These details can be printed on the labels.

User Management

- This option is access controlled but for the purposes of this demo you will have admin access.
- Press 'Alt' to see the action menu.



- From the tools menu select 'User Management'.
- Create a new user



A screenshot of the 'User Management' dialog box. The title bar says 'User Management' with a user icon. The main area is titled 'New User' and contains the following fields and options:

- Username:** A text input field containing 'User1'. A tooltip indicates '(15 Chars - username for logging in with)'.
- User Level:** A dropdown menu.
- Full Name:** An empty text input field.
- User Roles:** A group box containing four checkboxes:
 - Input data and create labels
 - Edit reference data
 - View audits
 - User management
 - View reference data (Read only)

At the bottom, there are three buttons: 'Reset Password', 'Save', and 'Cancel'.

- Username is case sensitive.
 - User level
 - Standard user – Does not have access to User management.
 - Local admin – Has additional access to the User Management level
 - Full name – for display purposes only
 - Set the roles for the user. Multiple roles can be selected
 - The default password for a new user is 'password'. The first time this account is used the password will need to be reset.
- Reset password option will allow an admin user to reset the password of any user back to 'password'. When that user logs in again for the first time they will be instructed to update their password immediately.

Help

Press the Alt key to expand the application menu bar, displaying the Help functionality.

