

IDEXX VetLab Station Operator's Guide

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Getting Started

About the IDEXX VetLab Station

The IDEXX VetLab Station is the hub of your in-house diagnostic laboratory and provides control for running tests on patient samples and serves as a connection point for IDEXX remote servicing. The main functions of the IDEXX VetLab Station include:

- Full instrument control through an easy-to-use interface, expediting your work flow so that you can get test results quickly.
- Unlimited data storage for records and results, providing you with more comprehensive information on each patient so you can make more informed and timely decisions.
- Parameter-trending capabilities that improve case management by providing a clear picture of a patient's status.
- Online interpretive disease information and video guidelines that are directly hyperlinked to the online laboratory results and printable as client handouts.
- Consolidated, full-color lab results, including all in-house IDEXX hematology, chemistry, endocrinology, electrolyte, urinalysis and rapid assay results. You can print this report to share with clients or to put in a patient record.
- IDEXX SmartService connectivity, enabling IDEXX to remotely access equipment for troubleshooting and diagnostic service to ensure your lab is running at peak efficiency.
- IDEXX VetConnect PLUS connectivity (not available in all regions), for advanced trending of lab results from both in-house instruments and IDEXX Reference Laboratories.
- Practice management system connectivity, linking patients and test results together for complete medical records and accurate billing.

The Touch-Screen Monitor

The IDEXX VetLab Station is controlled via a touch-screen monitor. The monitor can be mounted to certain IDEXX analyzers or to a wall, or it can be placed on a stand. To order a mount or other accessories for your touch-screen monitor, contact IDEXX Technical Support.

To get the best results when using the touch screen:

- Do not rest your hand on the touch screen. The screen is sensitive to touch. Pressure from your hand prevents the touch screen from functioning properly.
- Tap the screen firmly.
- Never tap the touch screen with a sharp or abrasive object.

The IDEXX VetLab Station Computer

The IDEXX VetLab Station computer is a laboratory information management system that stores the database of patients' test results and functions as the communication hub for all other IDEXX instruments.

Navigating the Home Screen

The Home screen is the starting point for all touch-screen interaction and is the first screen to appear when the IDEXX VetLab Station starts up. You can return to the Home screen from any other screen by

tapping the Home icon in the top-left corner of the screen.

Analyze Sample Button

If you don't have the IDEXX VetLab Station connected to a compatible practice management system, tap this button to begin the process of analyzing a sample. The Analyze Sample button provides access to the Patient Search and Select Instruments screens, where you enter patient and client information (to identify the sample and the subsequent test results) and select the analyzers that you want to use.

Note: If you do have the IDEXX VetLab Station connected to a compatible practice management system, see [Client/Patient Lists](#) to learn more about your work flow.

Records Button

Tap this button to select an existing patient's records so you can edit patient information or view, trend or transfer existing patient results.

Instruments Button

Tap this button to access IDEXX VetLab Station system as well as specific instrument or test information and utilities. You can also tap a particular instrument's icon or the SNAP test icon at the bottom of the screen to access its information and utilities.

Settings Button

Tap this button to customize certain options within the IDEXX VetLab Station so they fit the your practice's work flow. For example, you can select the way that you want to be notified when tests are complete.

Analyzer/Test Icons

The icons that appear at the bottom of the Home screen represent the analyzers that are connected to the IDEXX VetLab Station and their status. A SNAP icon also appears indicating that you can enter SNAP test results on the IDEXX VetLab Station.

Note: If you have more than 9 icons, you can tap the arrow to the right of the list to scroll the list to the left and view additional icons. Once you have scrolled the list to the left, you can tap the arrow to the left of the list to scroll the list back to the right.



Catalyst One

A green **Ready** icon indicates the analyzer is connected to and communicating with the IDEXX VetLab Station.

Tap the icon to display analyzer-specific information on the Instruments screen.



A green **Ready to Run** icon indicates the analyzer is connected to and communicating with the IDEXX VetLab Station and is ready to receive patient information for sample testing.

Tap the icon to display a dialog box where you can opt to start the patient sample run, cancel the scheduled run or close the dialog box without taking any action.



Catalyst One

A yellow **Busy** icon indicates that the specific instrument is currently in use, either running sample tests for a different patient or running some other process, such as quality control.

If you tap the icon, the following occurs:

- As a stand-alone icon, along the bottom of the Home screen: the analyzer-specific

side tab appears on the Instruments screen.

- *As part of job status area:* a dialog box appears where you can opt to cancel the scheduled run, if needed, or close the dialog box without taking any action.



A gray **In Process** icon indicates that the specific instrument is currently in use running sample tests for this patient.

A run that is currently in process can only be canceled on the instrument itself. You cannot cancel an in-process run from the IDEXX VetLab Station.



A black **Offline** icon can appear:

- Immediately after the IDEXX VetLab Station has been started and prior to a connection being made with the instrument.
- When the IDEXX VetLab Station has lost connection with the instrument. This may be due to a loose cable or because the instrument was disconnected so it could be used in the field.

If you tap the icon, the following occurs:

- *As a stand-alone icon, along the bottom of the Home screen:* the analyzer-specific side tab appears on the Instruments screen.
- *As part of job status area:* a dialog box appears where you can opt to cancel the scheduled run, if needed, or close the dialog box without taking any action.

Note: If the analyzer goes offline while a patient run is in process, the run is canceled.

A red **Alert** icon indicates that a problem exists with the specific instrument.

Tap the icon to display the specific alert message.



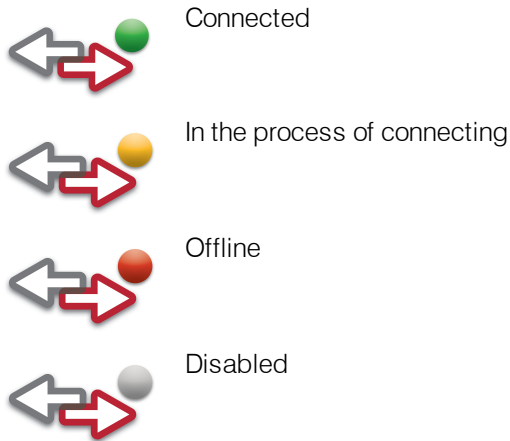
Client/Patient Lists

The following lists can be viewed/removed from the Home screen by modifying the [Home screen settings](#).

- **Pending List**—Displays a list of patients that have tests scheduled to be run on specific analyzers and/or SNAP tests. These scheduled tests were entered via a practice management system with IDEXX SmartLink or IDEXX InterLink technology enabled. The newest scheduled requests are listed first.
- **Census List**—Displays a list of patients that are currently checked in to your practice via a practice management system with IDEXX SmartLink or IDEXX InterLink technology enabled. For each patient, the list displays the patient name, client ID, client first and last name, species, and reason for visit.
- **Recent Test Results**—Displays a list of the most recent test results received for a patient.
Note: The Pending List and Census List are only available if the IDEXX VetLab Station is connected to a practice management system with IDEXX SmartLink or IDEXX InterLink technology enabled.

IDEXX SmartService Solutions Indicator

The IDEXX SmartService Solutions indicator displays on the top of the Home screen. The color of the dot next to the icon indicates the current IDEXX SmartService Solutions connection status:





For more information about IDEXX SmartService Solutions, including how to activate it, see [IDEXX SmartService Settings](#).

Message Center

If IDEXX SmartService Solutions is enabled on your IDEXX VetLab Station, you will receive notifications from IDEXX regarding software upgrades, new features, important notices, and more via the Message Center.


To View and Print Messages

1. Tap  on the Home screen (the number of unread messages displays in red next to the icon). The Message Center screen displays.
2. Tap to select the message you want to view.
3. Tap **View**.
4. If you would like to print the message, tap **Print**.
5. Tap  to return to the Home screen.

Shutting Down/Restarting the IDEXX VetLab Station

IDEXX recommends that you restart the IDEXX VetLab Station weekly. You will receive a reminder to do so 7 days after your previous restart.

To shut down or restart the IDEXX VetLab Station:

1. Tap  on the IDEXX VetLab Station Home screen. A confirmation message appears.
2. Tap **Shut Down** to shut down the IDEXX VetLab Station.
OR
Tap **Restart** to shut down and then restart the IDEXX VetLab Station.

Note: You can also tap **Cancel** to return to the Home screen.

Note: If IDEXX SmartService Solutions is enabled on your IDEXX VetLab Station, it is recommended that you do not shut the system down for extended periods of time. In order for IDEXX SmartService Solutions to communicate with the IDEXX VetLab Station, the system must be powered on.

Analyzing Samples

Analyzing Samples Overview

You can select a patient for a sample run in several ways:

- Tap **Analyze Sample** on the Home screen to display the Identify Patient screen where you can specify a new or existing patient or a "stat" run. This method is particularly useful for walk-in clients or emergency visits.
- Tap a **Ready to Run** instrument icon within a patient-specific job status area.
- Tap a patient name in the Pending or Census List and then tap the **Run** button (below the Pending/Census list) to display the Select Instruments screen where you can select an instrument to use or review scheduled tests and modify them as needed for that patient (IDEXX SmartLink or IDEXX InterLink technology required).

Initiating a Sample Run

To initiate a sample run:

1. If your IDEXX VetLab Station is not connected to a compatible practice management system, tap **Analyze Sample** on the Home screen. The Patient Search screen displays.
OR
If your IDEXX VetLab Station is connected to a compatible practice management system, tap the desired patient from the Pending or Census list on the Home screen, tap **Run**, and proceed to step 9.
2. If it's an existing patient, you can search by tapping either the Patient, Last Name, or Client ID box and then begin typing the applicable information. As you type, all matching results display in the search results box. Tap to select the desired patient from the list.
OR
If it's a new patient, tap **Add New Patient** and enter the patient/client information. Required fields are noted with an asterisk.
OR
If it's an emergency situation and you don't have time to enter the patient information, tap **Stat**, select the **Species**, and then select the **Life Stage**. The system will automatically enter a unique "time stamp" to identify the patient and you can reassign the test results later (for more information, see [Reassigning Results](#)).
3. Tap **Next**. The Select Instruments screen displays.
4. Confirm the **Life Stage**.
5. Enter the applicable ID from your practice management system in the **Requisition ID** text box. (This appears only if you have selected a Practice Management option in the Settings screen.)
6. Specify the **Doctor** who will care for this patient and the patient's weight.
7. Tap the desired analyzer's icon or SNAP test's icon to select it; the selected item appears in the Current Analysis job list. If multiple analyzers or SNAP tests are available, you can select more than one.
Note: You can select the Catalyst Dx, Coag Dx, LaserCyte, LaserCyte Dx, ProCyte Dx, or SNAPshot Dx icon up to two times per patient.

8. Follow these steps if you selected the VetTest, ProCyte Dx, and/or LaserCyte icon:
 - **VetTest**—In the Dilution area, use the up and down arrow buttons to select the desired number for the parts diluent.
 - **ProCyte Dx or LaserCyte**—Select the desired sample type from the Sample Type drop-down list.
9. If you selected the patient from the Pending or Census list in step 1, review the scheduled tests and modify them as needed.
10. Tap **Run**. The Home screen displays the selected instruments and SNAP tests in a patient-specific job status area.

If an analyzer is not currently running a patient sample, the patient information is automatically sent to the analyzer and you can begin processing the patient's sample on the analyzer. The analyzer icon in the job status area appears with an In Process status.

If an analyzer is running a patient sample, it appears with a Busy status in the job status area. When the analyzer is ready to receive patient information, the status changes to Ready to Run. You can then tap the Ready to Run icon to start the process of sending the patient information to the analyzer.
11. If you are analyzing a sample on an IDEXX analyzer, consult the analyzer's operator's guide for detailed instructions on analyzing the sample.
OR
If you are using a SNAP Test, follow the detailed preparation instructions in the package insert and then:
 - a. In a patient-specific job status area on the Home screen, tap the SNAP test's timer to start it. The SNAP Timer dialog box appears.
Note: Each timer is set to a specific amount of time based on the SNAP test you selected.
 - b. Tap **Start timer** to start the on-board SNAP timer (be sure to press the SNAP device's activation button at the same time). The timer begins to count down.
Note: Tap **Enter results** to bypass the timer and go directly to the Enter Results screen where you can immediately enter SNAP results for selected tests.
 - c. Once the timer reaches 0:00, tap the SNAP icon to display the Enter Results screen and enter the SNAP results. For more information, see [Entering and Editing SNAP Test Results](#).
Note: If you want to bypass or reset the timer while it is counting down, tap the SNAP icon and select the applicable option.

Adding Tests to a Completed Run

To add tests to a completed run:

1. Select the patient and the lab run to which you want to add tests using one of the following methods:
 - Tap the patient in the Recent Test Results list on the Home screen and then tap **Add Test**.
 - Tap **Records** on the Home screen, search for the desired patient and tap **View Records**, and then select a result and tap **Add Test**.
2. On the Select Instruments screen, tap the desired analyzer's icon or SNAP test's icon to select it; the selected item appears in the Current Analysis job list. If multiple analyzers or SNAP tests are available, you can select more than one analyzer or SNAP test to add to the patient's lab run.
Note: If you selected the VetTest Chemistry Analyzer, the Dilution area appears. Use the up and

down arrow buttons to select the desired number for the parts diluent. If you are connected to more than one VetTest analyzer, the Switch button is enabled. Tap **Switch** to select the specific VetTest analyzer you are using for the diluted sample run.

3. Do one of the following:
 - Tap **Append Results** to add the results for the selected instruments to the patient's lab result. All test results from this run are added to the lab result. All original results are kept.
 - Tap **Merge/Replace Results** to add the results for the selected instruments to the patient's lab result. Results for tests new to the lab run are added to the lab results. Results for tests that are repeated replace the original results.
 - Tap **New Results** to add the results for the selected instruments to the patient's record as a new set of lab results.

The Home screen appears with the selected instruments and SNAP tests in the patient-specific job status area.

4. Process the sample on an IDEXX analyzer or on a SNAP test. For more information, see [Initiating a Sample Run](#).

Canceling a Sample Run

To cancel a patient's scheduled sample run for a specific analyzer:

1. In a patient-specific job status area on the Home screen, tap the analyzer icon. A dialog box appears with information about the selected patient and analyzer.
2. Tap **Cancel run** to cancel the scheduled sample run for this patient. The instrument icon is removed from the job status area.

To cancel a sample run on an in-process analyzer (for any reason):

A run that is currently in process can only be canceled on the instrument itself. You cannot cancel an in-process run from the IDEXX VetLab Station.

Note: For information on how to cancel an in-process run, refer to the specific analyzer's operator's guide.

To cancel a sample run for a SNAP test (for any reason):

1. In a patient-specific job status area on the Home screen, tap the SNAP test icon. The SNAP Timer dialog box appears.
2. Do one of the following:
 - Tap **Enter results** to bypass the timer and go directly to the Enter Results screen. Enter the SNAP results you have for the selected test.
 - Tap **Cancel SNAP** to cancel the SNAP test. The SNAP test icon is removed from the job status area.

Editing Client and Patient Information

If there is an error in the client or patient information (e.g., a typo in a name) or the client name has changed, you can edit the information.

To edit information:

1. From the Home screen, tap the **Records** button to access the Records: Select Patient screen. You can sort the patient list by any column in ascending or descending order. Just tap the column heading to change the sort order.
2. Select the desired patient and then tap the **Edit Client and Patient** button.
3. On the Edit Patient screen, tap the field that you want to change, enter the new information and then tap the **Done** button.

Accessing Results

Viewing and Printing Results

To view and print results:

1. Access the patient's results using one of the following methods:
 - Tap **View Results** in the New Results Alert message.
 - Tap the patient in the Recent Test Results list on the Home screen and then tap **View**.
 - Tap **Records** on the Home screen, search for the desired patient and tap **View Records**, and then select the results you want to view and tap **View Results**.
2. Tap the analyzer or SNAP test side tab that contains the results you want to view.
3. Tap or drag the scroll bar to view the complete list of parameters, if necessary.
4. Tap **Print** to print a comprehensive report of all of the test results (all results on all side tabs).
5. Tap **Back** to return to the Records: Select Result screen, where you can select another set of test results for your selected patient.

Trending Results

Creating graphs of particular test results over a period of time can provide valuable information for a veterinarian regarding a patient's health, the efficacy of treatment, or disease progression. For instance, when providing care for a diabetic cat, monitoring the trend of the serum glucose value can offer insight into how a particular diet or treatment is affecting the patient.

To graph test results:

1. From the Home screen, tap the **Records** button.
2. Search for the desired patient and tap the **View Records** button.
3. On the Records: Select Result screen, select 3–6 lab results and then tap **Trend**.
4. On the Records: Select Analytes screen, select 1–6 parameters to graph and then tap **Trend**. The Records: Test Results Trending screen appears with the selected parameters graphed from the earliest test to the most recent.

Reassigning Results

If you have used the Stat feature to automatically assign a time stamp to a sample, you can reassign its corresponding test results to the applicable patient. You can also reassign test results if you selected the wrong patient by mistake.

To reassign test results:

1. From the Home screen, tap the **Records** button.
2. Search for the patient that has the results you want to reassign and then tap **View Records**.
3. On the Records: Select Result screen, select the desired test results and then tap the **Transfer Results** button.
4. On the Transfer Test Results screen, select the patient to whom you want to reassign the test results.

5. Tap **Transfer**. The test results are reassigned to the selected patient.
Note: A Stat patient will be deleted from the database.

Entering and Editing SNAP Test Results

When SNAP tests are complete, you can opt to enter the SNAP test results immediately or at a later time. You can also edit test results or suppress results if necessary.

Note: Suppressed SNAP test results are indicated by a gray check mark on the Records: Select Result screen.

To enter SNAP results:

1. Do one of the following:
 - If you opted to use the SNAP timer and want to enter results before the timer expires: Tap the SNAP icon on the Home screen. Then, tap the **Enter results** button to access the Enter Results screen.
 - If you turned off the SNAP timer: Tap the SNAP icon on the Home screen to display the Enter Results screen.
 - When the SNAP Timer Complete dialog box displays, tap the **Enter results now** button to access the Enter Results screen.
2. On the Enter Results screen, tap the SNAP side tab for the test results you want to enter (e.g., tap the **4Dx** side tab for SNAP 4Dx test results).
3. Tap the image of the **SNAP result** that matches what you read on the SNAP test. That result becomes the selected test result for the patient.
4. In the Optional area, tap the **Edit** button to enter your user ID and a comment for this test result. Use the on-screen keyboard to enter this information.
5. Tap **OK** to save the SNAP test results and return to the Home screen.

To edit or suppress SNAP results:

1. Access the patient's results using one of the following methods:
 - Tap **View Results** in the New Results Alert message.
 - Tap the patient in the Recent Test Results list on the Home screen and then tap **View**.
 - Tap **Records** on the Home screen, search for the desired patient and tap **View Records**, and then select the results you want to view and tap **View Results**.
2. Tap the applicable SNAP side tab for the results you want to edit or suppress (e.g., tap the **4Dx** side tab for SNAP 4Dx Test results). Then tap the **Edit Results** button.
3. On the Edit Results screen, do one of the following:
 - *Edit the SNAP result:* Tap the **Edit Selection** button. All possible SNAP test results display. Tap the correct test result.
 - *Suppress the SNAP result:* Select the **Suppress Data** check box in the Optional area.
4. Tap the **Edit** button in the Optional area to enter or edit your user ID and comment for this test result, then tap **OK**.
5. Tap **OK** to save or update the SNAP test results and return to the Home screen.

Printing a SNAP Log Report

The SNAP Log Report provides a detailed listing of all the SNAP tests performed in your practice (manual tests that were entered on the IDEXX VetLab Station as well as those processed on the SNAPshot Dx Analyzer or SNAP Pro Mobile Device) as well as summary data about the SNAP test results. You can print the report for the previous month, current month, previous week, current week, year-to-date, or a custom time frame.

To print a SNAP Log Report:

1. Do one of the following to display the SNAP side tab on the Instruments screen:
 - From the Home screen, tap the **Instruments** button, then tap the SNAP side tab.
 - Tap the SNAP icon at the bottom of the Home screen.
2. Tap the **Print SNAP Report** button.
3. On the SNAP Log Report screen, select the range of dates for which you want to view SNAP results:
 - Tap **Last Month** to view the previous month's SNAP results. For example, if today is June 8, SNAP results for the month of May will be compiled into a report.
 - Tap **This Month** to view the current month's SNAP results. For example, if today is July 20, the SNAP results from July 1 through today, July 20, will be compiled into a report.
 - Tap **Last Week** to view the previous week's SNAP results. For example, if today is Wednesday, June 23, the SNAP results for the week of Sunday, June 13, through Saturday, June 19, will be compiled into a report.
Note: Weeks are based on a Sunday to Saturday time period.
 - Tap **This Week** to view the current week's SNAP results. For example, if today is Wednesday, June 23, the SNAP results for this current week, June 20 through June 23, will be compiled into a report.
 - Tap **Year to Date** to view SNAP results from January 1 through today's date. For example, if today is Wednesday, June 23, 2010, SNAP results from January 1, 2010, through June 23, 2010, will be compiled into a report.
 - Tap **Custom** to view SNAP results for a particular date range.
4. Then, tap the type of report you want to print:
 - Tap **Print SNAP Log** to print a detailed report about each SNAP test run in your practice for the specified date range. Information in the SNAP log report includes the following for each SNAP test: the time the test was administered, patient ID, client ID, doctor, reason for testing (if available), test result, and user ID and comments (if available).
 - Tap **Print SNAP Summary** to print a report that displays the number of SNAP tests run for the specified date range as well as pie chart indicating the number of positive and negative test results received for each test.
5. On the SNAP Log Report screen, review the SNAP report you selected using the tools across the top of the screen.
6. Tap the **Print** icon to print the report or tap the **Back** button to return to the SNAP Log Report screen, where you can select another date range for the SNAP report. Or, tap the Home icon to return to the Home screen.

Viewing and Printing Interpretive Guides

The interpretive guides offer valuable background information regarding the individual parameters of the test results. This information can be particularly helpful as an aid in explaining diagnostic results to your clients.

TIP: Interpretive guides are also available in the Help file. Tap the Help button on the top-right corner of the screen, tap **Analyte Descriptions** and then select the desired category and analyte.

To view or print an interpretive guide:

1. Access the patient's results using one of the following methods:
 - Tap **View Results** in the New Results Alert message.
 - Tap the patient in the Recent Test Results list on the Home screen and then tap **View**.
 - Tap **Records** on the Home screen, search for the desired patient and tap **View Records**, and then select the results you want to view and tap **View Results**.
2. Tap an underlined parameter (in the Test column) to view its interpretive guide. The IDEXX VetLab Station online Help system appears with the selected parameter's information displayed.
3. Tap the **Print** icon to print the information.
4. Tap the **Close** icon to close the online Help system and return to the Records: Test Results screen.

Customizing the Settings

Customizing the Settings Overview

The Settings screen consists of several side tabs that let you customize the IDEXX VetLab Station to meet the needs of your practice.

Home Screen Settings

The Home Screen side tab lets you select to display the Pending list, the Census list, and/or the Recent Test Results list on the IDEXX VetLab Station Home screen.

To define the Home screen display:


1. From the Home screen, tap the **Settings** button to access the Settings screen.
2. Tap the **Home Screen** side tab.
3. In the Home Screen box, select your desired options:
 - To display the Pending list, select the **Display Pending List** check box.
 - To display the Census list, select the **Display Census List** check box.
Note: The Pending and Census lists are available only if you are using a practice management system with IDEXX SmartLink or IDEXX InterLink technology enabled (for more information, see [Practice Management Settings](#)).
 - To display the most recent results for patients, select the **Display Recent Results** check box.

Language Settings

The Language side tab on the Settings screen lets you select a language for the IDEXX VetLab Station as well as the country in which you are working.

Note for Asian language users: The language input method now displays on the bottom of all screens that require typed user input (such as the Identify Patient screen). To change the input method, press LEFT ALT+SHIFT on your keyboard to cycle through all of the possible methods.

To select the language and country:

1. Tap the **Settings** button on the Home screen to access the Settings screen.
2. Tap the **Language** side tab.
3. Tap the language you want to use for the display and printing of text in the IDEXX VetLab Station.
4. Select the country in which you are working. Tap the scroll bar to move through the list of countries.
5. On the Home screen, tap . A confirmation message appears.
6. Tap **Restart Now**.
Important: To ensure that all language changes take effect, you must shut down and restart the IDEXX VetLab Station computer.
7. Once the IDEXX VetLab Station computer has shut down, press the power button on the front of the computer to restart it. The Home screen displays with the language you selected.

New Results Alert Settings

The New Results Alert side tab on the Settings screen lets you customize how the IDEXX VetLab Station will notify you when an analyzer has finished processing a sample. You can choose to be notified by a blinking message, by a series of beeps or by both blinking and beeping. You can also choose not to be notified.

To set the results alert:

1. From the Home screen, tap the **Settings** button to access the Settings screen.
2. Tap the **New Results Alert** side tab.
3. Do one or both of the following:
 - Select the **Show an alert when new results arrive** check box. To have the alert also blink, tap the **Blink new results alert** check box and then set the amount of time that you want it to blink.
 - Select the **Beep when new results arrive** option and then set the amount of time you want the alert to beep.

Practice Information Settings

The Practice Info side tab on the Settings screen lets you enter your IDEXX account number and add doctors' names to the IDEXX VetLab Station interface.

To enter your practice information:

1. Tap the **Settings** button on the Home screen to access the Settings screen.
2. Tap the **Practice Info** side tab.
3. Do one of the following:

To enter an IDEXX account number:

- a. In the IDEXX Account Number box, tap the **Edit** button.
- b. Using the on-screen keyboard, enter your IDEXX account number in the applicable field.
- c. Tap **OK** to save the account number and return to the Practice Info side tab.

To add a doctor:

- a. Tap the **New** button to display First Name and Last Name fields and an on-screen keyboard.
- b. Enter the doctor's first name and last name into the applicable fields using the on-screen keyboard.
- c. Tap **OK** to save the doctor's information and return to the Practice Info side tab.
- d. Repeat these steps to add other doctors.

To edit a doctor:

Tip: You can also navigate to this screen from the Select Instruments screen, under Reason For Testing, where Doctor appears. There is a pencil icon that navigates to a screen where a Doctor can be edited or a new Doctor created.

- a. In the Doctors box, select the doctor's name that you want to edit and then tap the

- Edit** button.
- b. Use the on-screen keyboard to edit the doctor's first name and last name as needed.
 - c. Tap **OK** to save the doctor's new information and return to the Practice Info side tab.
 - d. Repeat these steps to edit other doctors' information.

To delete a doctor:

- a. In the doctor's box, select the doctor you want to delete and then tap the **Delete** button.

Practice Management Settings

If your practice uses a practice management system with IDEXX SmartLink or IDEXX InterLink technology enabled, it may be able to receive test results from the IDEXX VetLab Station computer. These results can then be included in patients' records. Test results are matched to patients by requisition IDs. Therefore, when you enter client and patient information on the Identify Patient screen, you may be required to fill in the **Requisition ID** field with the applicable ID. The Practice Management side tab on the Settings screen lets you select the practice management system your practice uses.

To set the practice management settings:

1. From the Home screen, tap the **Settings** button to access the Settings screen.
2. Tap the **Practice Management** side tab.
3. Select the applicable software option (i.e., **Cornerstone** or **Other**).
4. Specify how the practice management software connects to the IDEXX VetLab Station (**Network Connection** or **Serial Connection**).
Important: To use the Census list and/or Pending list on the Home screen, you must select the Network Connection option.
5. If you selected Network connection in step 4, tap **Configure**, establish the type of connection (**Auto-Connect** or **Direct-Connect**), enter the IP Address, and tap **OK**.
6. If prompted, read and agree to the IDEXX Connection Agreement.
7. After setup completes, the IDEXX VetLab Station Home screen appears with a new practice management system icon at the bottom of the screen.
8. Tap the practice management system icon on the Home screen. The Practice Management side tab on the Instruments screen appears.
9. Verify that an **On** option is selected and the before date is set correctly for what records you want to transmit. This will enable test results to be transmitted to the practice management system.
10. When prompted, tap **Yes** to save your settings.

To set the practice management settings:

1. From the Home screen, tap the **Settings** button to access the Settings screen.
2. Tap the **Practice Management** side tab.
3. In the Requisition ID box, select if you want it to be a required field or for display purposes only. You are now ready to exchange information between the IDEXX VetLab Station computer and your practice management system.

Printer Settings

Printer drivers that apply to your configuration are listed on the Printers side tab on the Settings screen. In some cases, the applicable printer driver will not appear until the printer is connected to IDEXX VetLab Station and turned on.

To select a printer:

1. From the Home screen, tap the **Settings** button to access the Settings screen.
2. Tap the **Printers** side tab.
3. Select the desired default printer.

The IDEXX VetLab Station lets you automatically print a report of the test results when all tests are completed for a patient. You can also select the number of copies that you want to print.

To print reports automatically:

1. From the Home screen, tap the **Settings** button to access the Settings screen.
2. Tap the **Printers** side tab.
3. Select the **Automatically print report when all tests are complete** check box.
4. Use the up and down arrows to select the **Number of Copies** that you want to print.

Report Header Settings

You can customize the header information that appears at the top of each printed report. For example, you may want to enter your practice's name, address and telephone number. Or you can configure the report so that it leaves enough space at the top of the page for your practice's letterhead stationery.

To edit the report header:

1. From the Home screen, tap the **Settings** button to access the Settings screen.
2. Tap the **Report Header** side tab.
3. Do one of the following:

To add a header:

- a. Select the **Print a header on reports** option.
- b. Tap the **Edit** button for Line 1 to access the on-screen keyboard.
- c. Use the on-screen keyboard to enter the information that you want to appear on the first line of your header (e.g., your practice's name).
- d. Repeat steps b and c for Lines 2 and 3 of the header.

To use your own letterhead stationery:

- a. Tap the **Don't print a header** option.
- b. Select the number of lines to allow at the top of your report to accommodate your letterhead.

To not print a header or leave space for letterhead stationery:

- a. Tap the **None of the above** option.

Reports Settings

The IDEXX VetLab Station allows you to print a report of each test that you run. On the Reports side tab on the Settings screen, you can customize the printer settings to accommodate your practice's particular work flow. You can control the quality of the report, the way the hematology message codes appear on reports, the test result order, the color of high and low results, and more. You also have the option to print an enhanced report printout that includes the patient's most recent results for the analyzer or SNAP test selected in addition to the test results run that day.

To edit the report settings:

1. From the Home screen, tap the **Settings** button to access the Settings screen.
2. Tap the **Reports** side tab.
3. Do one or more of the following:

To change the print quality:

You can select whether you want to print in draft or normal quality. The Draft option is quicker and uses less toner. The Normal option provides a high-quality printout.

- a. Do one of the following in the Print Quality box:
 - Tap the **Draft** option to print draft-quality reports.
 - Tap the **Normal** option to print using normal print quality.

To select how to display hematology message codes:

Hematology message codes appear on the printed test results report in the event of any issues with the sample analysis. You can choose to have just the code print (e.g., RBC 5) or to have the full text of the message print.

- a. Do one of the following in the Hematology Message Codes box:
 - Select the **Full Text** option to display the entire text message for each code.
 - Select the **Short Text** option to display only the message codes.

To select the test results order:

You can organize hematology and chemistry results in a report by cell type or organ (in addition to the traditional alphabetical order).

- a. Do one of the following in the Test Results Order box:
 - Select the **Organ/Cell Type** option; chemistry results are grouped by organ, and hematology results are grouped by cell type (as reported by IDEXX Reference Laboratories).
 - Select **Standard** to list chemistry results in alphabetical order and hematology results in a different cell type order.

To select printout options:

In the Test Results Report Format box, you can select the Results PLUS option, which includes a limited patient history on the printed report. The patient's most recent prior results for selected tests are printed along with current results. These results appear on the right side of the report.

- a. In the Test Results Report Format box, tap **Results PLUS** to print a report with patient's most recent prior results, or tap **Standard** to print the standard report.

To set the colors for out-of-range results:

You can customize the color of out-of-range results for your printed reports. For instance, you may want one color for high readings and another for low readings.

- a. In the Out-of-Range Results box, tap the **High Results** drop-down list to select the color that you want to use for high results (Red, Black, Blue or Green).
- b. Then tap the **Low Results** drop-down list to select the color that you want to use for low results.

To set the dot plot preferences:

If you want to include ProCyte Dx dot plot charts on the printed integrated patient report, select the **Print ProCyte Dx Dot Plot Charts With Patient Results** check box.

If you want to include LaserCyte dot plot charts on the printed integrated patient report, select the **Print LaserCyte Dot Plot Charts With Patient Results** check box.

To set the page break option:

If you want to view each analyzer's results on a separate page, clear the **Natural Page Break** check box.

OR

If you do not want each analyzer's results on a separate page and do not mind breaking analyzer results across two pages, select the **Natural Page Break** check box.

Sample ID Settings

The Sample ID side tab lets you select whether you want to require a reason for testing, whether the Stat option appears, and whether the client first name, client last name, doctor, breed, gender, and weight fields appear.

To set preferences for the Identify Patient screen:

1. From the Home screen, tap the **Settings** button to access the Settings screen.
2. Tap the **Sample ID** side tab.
3. In the Sample ID box, select the check box next to each option you want displayed or enabled on the Patient Search screen.

IDEXX SmartService Settings

IDEXX SmartService Solutions is a safe and secure electronic troubleshooting and maintenance service, offered by IDEXX, that proactively monitors and maintains practice equipment with less work-flow interruption and minimal staff involvement. With this service, IDEXX will be able to link into your IDEXX VetLab Station to troubleshoot any issues you may be having with your instruments. You'll no longer need to download discs or send us results from recent runs for troubleshooting.

The SmartService side tab on the Settings screen lets you enable/disable IDEXX SmartService Solutions and monitor the status of its connection.

To enable/disable IDEXX SmartService Solutions:

1. Tap the **Settings** button on the Home screen to access the Settings screen.
2. Tap the **SmartService** side tab.
3. If you want to activate IDEXX SmartService Solutions for the first time, contact IDEXX using the phone number on your screen, tap **Activate SmartService**, and follow the on-screen instructions.
OR
If you want to disable IDEXX SmartService Solutions, clear the **Enable SmartService** check box.

IDEXX VetConnect PLUS Settings

To activate VetConnect PLUS:

1. Tap the **Settings** button on the Home screen to access the Settings screen.
2. Tap **Activate VetConnect PLUS**.
3. Accept the VetConnect PLUS user agreement.
4. Enter your VetConnect user name and password.
5. Tap **Next**. A confirmation message is displayed. Close the message. Data is uploaded in reverse order, starting with your most recent results. You can continue to use the IDEXX VetLab Station during the upload.

Time and Date Settings

The computer system's time and date display on the Home screen and appear on the printouts of the test results. You can set the time and date on the Time and Date side tab on the Settings screen.

To set the time and date:

1. From the Home screen, tap the **Settings** button to access the Settings screen.
2. Tap the **Time and Date** side tab.
3. If you want to change the date, tap **Edit Date** and select a date from the calendar.
4. If you want to change the time, tap the plus/minus buttons above/below the current hour and/or minute fields until the desired time is reached and then verify the applicable time of day option (AM or PM) is selected.
5. Restart the system when prompted.

Units Settings

The Units side tab on the Settings screen lets you select the measurement system that you want to use for the test results.

To select the units:

1. From the Home screen, tap the **Settings** button to access the Settings screen.
2. Tap the **Units** side tab.
3. Select the desired measurement system (i.e., **U.S.**, **S.I.** or **French**).

Instrument Management

Instrument Management Overview

The Instruments screen lets you access IDEXX VetLab Station system information as well as specific instrument or test information and utilities. It consists of a System side tab and a side tab related to each of the analyzers and SNAP tests available.

System Side Tab

The System side tab on the Instruments screen provides access to functions pertaining to the IDEXX VetLab Station software, computer and touch-screen monitor. Tap the **Instruments** button to access the System side tab.

System Information

The System Information screen displays registration and trademark information pertaining to the IDEXX VetLab Station. You can also view license information for the open-source software libraries used in the IDEXX VetLab Station software.

To view system information:

1. From the Home screen, tap the **Instruments** button.
2. Tap the **System** side tab and then tap the **System Info** button to display information about the IDEXX VetLab Station software file versions.
3. To view a license for an open-source software, tap the **View License** button next to it. When you are finished viewing the license information, tap **Close**.
4. Tap **OK** on the System Information screen to return to the Instruments screen.

Upgrade Software

As new features and functionality are added to the IDEXX VetLab Station, you will receive software upgrades from IDEXX. If you have IDEXX SmartService Solutions, the upgrade will be sent to your IDEXX VetLab Station automatically. If you do not have IDEXX SmartService Solutions, you will receive an upgrade disc in the mail.

To upgrade your software from IDEXX SmartService Solutions:

Tap **Upgrade Now** when you are prompted by the IDEXX VetLab Station. The upgrade is complete when the Upgrade Successful message displays (may take up to 30 minutes).

Note: If you are unable to perform the upgrade when prompted, tap **Remind Me Later** to close the message and continue using the IDEXX VetLab Station. To upgrade later, wait for a prompt (the software will remind you once per day until the upgrade is performed) or tap **Instruments** on the Home screen and then tap **Upgrade Software**.

To upgrade your software from a disc:

1. From the Home screen, tap the **Instruments** button.
2. Tap the **System** side tab and then tap the **Upgrade Software** button. You will be asked to insert the new software disc.
3. Insert the disc into the CD drive on the IDEXX VetLab Station computer and tap the **Next** button.

4. When the system is done upgrading the software, a confirmation message appears. Tap **OK** and remove the disc from the drive.

Back Up Data

The IDEXX VetLab Station system allows you to manually back up all of the patient and test result data to a CD-R disc.

To back up data manually:

1. From the Home screen, tap the **Instruments** button.
2. Tap the **System** side tab and then tap the **Back Up Data** button to access the Back Up Data dialog box.
3. Insert the CD-R disc into the CD drive of the IDEXX VetLab Station computer and tap the **Next** button.
4. A message appears telling you that the backup is complete. Tap the **Finish** button.

Note: We strongly recommend that you regularly perform a backup of your data to minimize loss in the event of a system problem.

Restore Data

In the event that you experience computer problems and need to restore patient and test results data, you can use your backup discs to do so.

To restore data:

1. From the Home screen, tap the **Instruments** button
2. Tap the **System** side tab and then tap the **Restore Data** button to access the Restore Data dialog box.
3. Specify which data you want to restore (**All Available Data**, **Patient Data Only**, or **Calibration Data Only**) and tap the **Next** button.
4. Insert the CD that you used to back up your data and tap the **Next** button.
Note: The data that is currently on the computer will be overwritten by the data on the CD.
5. The computer will restart and read the CD. If you have more than one file of backed up data on the CD, the Select Date dialog box appears so that you can select the date of the data that you want to restore. Tap the **Next** button.
6. When the computer is done restoring the data from the CD, the Home screen appears.

Clear All Print Jobs

To clear all the print jobs:

1. From the Home screen, tap the **Instruments** button.
2. Tap the **System** side tab and then tap the **Clear All Print Jobs** button to stop printing.
3. When the “Successfully cleared all print jobs” message appears, tap **OK**.

Print Test Page

The Print Test Page function lets you check the print quality for your reports and ensures that the IDEXX VetLab Station computer and printer are communicating correctly.

To print a test page:

1. From the Home screen, tap the **Instruments** button.
2. On the Instruments screen, tap the **System** side tab.

3. Tap the **Print Test Page** button to print a test page to your printer.
4. When the “Successfully printed the test page” message appears, tap **OK**.

Advanced: Configuring the Router

A router connects the IDEXX VetLab Station to the Internet, a practice management system and other IDEXX analyzers.

Note: If you are connecting a wireless router for the first time, tap **Router Configuration Wizard** and follow the on-screen instructions.

To configure the router:

Note: At any time, you can return all router configuration values to their IDEXX default values. Just tap **Apply IDEXX Defaults**.

1. From the Home screen, tap the **Instruments** button.
2. On the Instruments screen, tap the **System** side tab.
3. Tap the **Advanced** button to display the Advanced screen.
4. In the Router Configuration area, tap **Edit** to display the Advanced: Router Configuration screen.
5. In the WAN IP box, select one of the following:
 - **Obtain IP Automatically**—the IP address is set by the practice router; this is the default option. Go to step 10.
 - **Static IP Address**—you must specify the static IP Address. Continue with step 6.
6. Enter the **IP address** for the router. Use the number keypad to the right of the Router Configuration area.
7. Enter the **Subnet Mask** address for the router. The default value is 255.255.254.0.
8. Enter the **Default Gateway** address for the router.
9. Enter the **DNS Server** address for the router.
10. Enter the **Local IP** address. You can only specify the third number set in this address. You can specify a number between 1 and 255.

Note: The IDEXX default local IP address is 192.168.222.1. The default factory setting is 192.168.1.1.
11. Tap **Apply** to save your settings and to return to the Home screen. Tap **Apply** again to confirm you want to reset the router and restart the IDEXX VetLab Station.

Advanced: Testing the Network

To test network access:

1. From Home screen, tap the **Instruments** button.
2. On the System side tab on the Instruments screen, tap the **Advanced** button.
3. In the Network Access Test area, enter a network IP address using the on-screen numeric keypad.
4. Tap **Ping**. A message appears indicating whether or not the IDEXX VetLab Station was able to connect to the specified network address.

Practice Management Side Tab

If your practice uses a practice management system, you can send test results and even the integrated diagnostic patient report to it so that they are included in patients’ records. The Practice

Management side tab appears on the Instruments screen if you have selected a practice management software option on the Settings screen.

To send test results to a practice management system:

1. Ensure that your practice management system is connected to the IDEXX VetLab Station computer (see [Practice Management Settings](#) for more information).
2. From the Home screen, tap the **Instruments** button.
3. Tap the side tab for your practice management software.
4. If you want to send only the test results to the practice management system, select **On (Transmit Result Records Only)**.

OR

If you want to send test results and a PDF of the integrated diagnostic patient report to the practice management system, select **On (Transmit Result Records and Report)**.

5. To transmit records after a certain date, tap **Edit Date** and select a date from the calendar. Only records created after that date are transmitted to the practice management system. The number of records that have not yet been transmitted is listed.

You are now ready to exchange information between the IDEXX VetLab Station computer and your practice management system.

Important: When you enter client and patient information on the Patient Search screen, you must fill in the **Requisition ID** field with the applicable ID. Test results are matched to patients by requisition IDs.

To remove the practice management icon from the Home screen:

If the IDEXX VetLab Station loses its connection to the practice management system, the practice management system will have an offline status and the Offline Status area of the Practice Management side tab will be enabled.

Tap the **Remove Instrument** button to permanently remove the practice management system icon that displays on the Home screen. In addition, all scheduled requests received from the practice management system are deleted.

Note: If you decide to reconnect the practice management system to the IDEXX VetLab Station, the practice management system icon will again display on the Home screen.

IDEXX VetLab Analyzer Side Tabs

There are individual side tabs for each IDEXX VetLab analyzer that is connected to your IDEXX VetLab Station. For more information about how to use the options in these side tabs, see the analyzer's operator's guide.

SNAP Side Tab

The SNAP side tab on the Instruments screen lets you turn on or off the SNAP timer function and lets you determine which species-specific SNAP tests are available for selection on the Select Instruments screen.

To turn on the SNAP timer:

1. Do one of the following to display the SNAP side tab on the Instruments screen.
 - From the Home screen, tap the **Instruments** button and then tap the **SNAP** side tab.
 - Tap the **SNAP** icon at the bottom of the Home screen.

2. Tap **On** for the SNAP Timer option. This turns on the timer for a selected SNAP test on the Home screen or the Select Instruments screen.
3. In the **SNAP Reminder** field, tap the up or down buttons to increase or decrease the length of time you can delay the SNAP alert notification on the Home screen or the Select Instruments screen.
Important: SNAP test results are time-sensitive. Do not set a long snooze time for the SNAP alert notification.

To specify the SNAP tests available for selection:

1. Do one of the following to display the SNAP side tab on the Instruments screen.
 - From the Home screen, tap the **Instruments** button and then tap the **SNAP** side tab.
 - Tap the **SNAP** icon at the bottom of the Home screen.
2. In the Canine Tests, Feline Tests, and Equine Test boxes, select the SNAP test(s) you want available for selection.

To print the SNAP Report:

See [Printing a SNAP Log Report](#) for more information.