IDEXX VetLab Station Operator's Guide

IDEXX

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Getting Started

About the IDEXX VetLab Station

The IDEXX VetLab Station is the hub of the IDEXX 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.
- Consolidated, full-color lab results, including all in-house IDEXX hematology, chemistry, endocrinology, electrolyte, urinalysis, and rapid assay results.
- SmartService connectivity, enabling IDEXX to provide software upgrades and diagnostic services to ensure your lab is running at peak efficiency.
- VetConnect PLUS (not available in all regions), providing advanced trending (graphing) of lab results from both in-house instruments and IDEXX Reference Laboratories.
- Practice information management system (PIMS) 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. 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.
- 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

The Analyze Sample button provides access to the Patient Search and Select Instruments screens, where client and patient information is entered and analyzers are selected.

Note: If the IDEXX VetLab Station is connected to a compatible practice information management system, see Client/Patient Lists or Initiating a Sample Run to learn more about the 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 the IDEXX VetLab Station system as well as specific instrument or test information and utilities. Tap individual instrument icons 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 your practice's work flow. For example, you can select the way 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 the option to enter SNAP test results on the IDEXX VetLab Station.

Note: Scrolling left and right may be required to view all analyzer icons.

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 with options to start the patient sample run, cancel the scheduled run, or close the dialog box without taking any action.

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 tab appears on the Instruments screen.
- *As part of job status area:* A dialog box appears with analyzer-specific options.

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.

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 an instrument is powered off or has been disconnected.

If you tap the icon, the following occurs:

- *As a stand-alone icon, along the bottom of the Home screen:* The analyzer-specific tab appears on the Instruments screen.
- *As part of job status area:* A dialog box appears with analyzer-specific options.

Note: When an analyzer's status changes to "offline," in-process runs may be canceled.

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

Tap the icon to display the specific alert message and follow the on-screen instructions.

Client/Patient Lists

The following lists can be viewed/removed from the Home screen by modifying the Home screen settings.

- **Recent Test Results**—displays a list of the most recent test results received for a patient.
- **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 your integrated practice information management system. The newest scheduled requests are listed first.
- **Census List**—displays a list of patients that are currently checked in to your practice via your integrated practice information management system.

Note: The Pending and Census Lists are only available if the IDEXX VetLab Station is integrated with a practice information management system (PIMS).

SmartService Solutions Indicator

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

Connected

In the process of connecting

Offline

Disabled
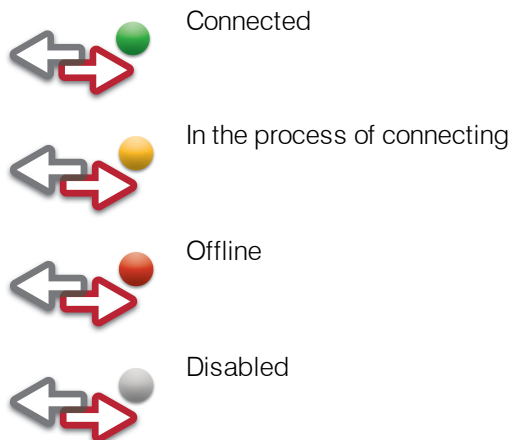
For more information about SmartService Solutions, including how to activate it, see SmartService Settings.

Message Center

If 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.

3. Tap **View**.

4. Tap the applicable option to print, delete, or mark a message as unread.

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** or **Restart** .

Note: If 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 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 Patient Search screen. From there, you can add a new patient, select an existing patient, or start the run without specifying the patient information (a "stat" run).
- 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 list) to display the Select Instruments screen. From there, you can select an instrument to use or review scheduled tests and modify them as needed for that patient.

Initiating a Sample Run

To initiate a sample run without an integrated practice information management system (PIMS):

1. Tap **Analyze Sample** on the Home screen. The Patient Search screen displays.
2. If it's an existing patient, search by tapping either the Patient, Last Name, or Client ID box and then begin typing the applicable information. Then 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
   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 the test results can be reassigned later (for more information, see [Reassigning Results](#)). **IMPORTANT: Be sure to select the correct species as it cannot be edited once the patient record is created.**
3. Tap **Next**. The Select Instruments screen displays.
4. Confirm the **Life Stage**.
5. If you have a serial PIMS connected to your IDEXX VetLab Station, enter the applicable ID from your PIMS in the **Requisition ID** text box. (This appears only if a Practice Management option in the Settings screen has been selected.)
6. Specify the **Doctor** who will care for this patient and the patient's weight.
7. Tap to select the desired analyzer or SNAP icon(s); the selected item appears in the Current Analysis job list. If multiple analyzers or SNAP tests are available, you can select more than one (as needed).
   Note: Some analyzers can be selected multiple times for a single patient.
8. Some analyzers require additional information regarding the sample type or dilution factors—enter that information if prompted.
9. Tap **Run**. The Home screen displays the selected options in a patient-specific job status area.

- If an analyzer is available to process a sample, the patient information is automatically sent to the analyzer, the analyzer icon status will change to In Process, and you can begin processing the patient's sample on that analyzer.

- If an analyzer is NOT available to process a sample, the analyzer icon will display a Busy status in the job status area and will switch to a green Ready to Run status when the instrument becomes ready. Tap the Ready to Run icon to begin processing the sample.

10. Analyzer the sample (consult the analyzer's operator's guide for detailed instructions).
OR
Tap the SNAP icon in the patient's job status area to enter results or use the SNAP Timer. The timer will display a countdown that is specific to the type of SNAP test selected. If using the SNAP Timer, be sure to activate the SNAP test and start the timer at the same time. For more information, see Entering and Editing SNAP Test Results.

To initiate a sample run when connected to an integrated PIMS:

1. Enter the test request in the PIMS. The IDEXX VetLab Station Pending list populates with the test request information.

2. Tap the desired patient from the Pending list on the Home screen and tap **Run**.

3. Tap to select the desired analyzer or SNAP icon(s); the selected item appears in the Current Analysis job list. If multiple analyzers or SNAP tests are available, you can select more than one (as needed).
Note: Some analyzers can be selected multiple times for a single patient.

4. Some analyzers require additional information regarding the sample type or dilution factors— enter that information if prompted.

5. Tap **Run**. The Home screen displays the selected instruments and SNAP tests in a patient-specific job status area.

- If an analyzer is available to process a sample, the patient information is automatically sent to the analyzer, the analyzer icon status will change to In Process, and you can begin processing the patient's sample on that analyzer.

- If an analyzer is NOT available to process a sample, the analyzer icon will display a Busy status in the job status area and will switch to a green Ready to Run status when the instrument becomes ready. Tap the Ready to Run icon to begin processing the sample.

6. Analyzer the sample (consult the analyzer's operator's guide for detailed instructions).
OR
Tap the SNAP icon in the patient's job status area to enter results or use the SNAP Timer. The timer will display a countdown that is specific to the type of SNAP test selected. If using the SNAP Timer, be sure to activate the SNAP test and start the timer at the same time. For more information, see Entering and Editing SNAP Test Results.

Adding Tests to an Existing Patient Record

To add tests to an existing patient record:

1. Select the record that you want to add tests to using one of the following methods:

- Tap the patient in the Recent Test Results list and then tap **Add Test**.

- Tap **Records**, locate the desired patient, tap **View Records**, and then select a result and tap **Add Test**.

2. Tap the desired icons to add to the Current Analysis job list.

3. Tap one of the following:

- **Append Results**—adds the results from the selected instruments to the patient's record. All original records are kept.

- **Merge/Replace Results**—overwrites original results with duplicated parameters with the newly added results; all other original records are kept.

- **New Results**—adds results from the selected instruments to the patient's record as a new set of lab results.

4. Process the sample. For more information, see <u>Initiating a Sample Run</u>.

Canceling a Sample Run

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

1. In the patient-specific job status area, tap the analyzer icon.

2. Tap **Cancel run**. The instrument icon is removed from the job status area.
   If the Cancel button is unavailable, tap **Instruments**, select the instrument's tab, and then tap Stop Waiting for Current Patient.

To cancel a sample run on an in-process analyzer:

An in-process run can only be canceled on the instrument itself.

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

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.

Note: The species field cannot be edited for an existing patient.

To edit information:

1. Tap **Records** and then locate and select the desired patient.

2. Tap **Edit Client and Patient**.

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. Do one of the following:
   - 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**.
   - Tap the patient in the Recent Test Results list on the Home screen and then tap **View**.
   - Tap **View Results** in the New Results Alert message.
2. Tap the tab that contains the desired results.
3. Tap **Print** to print a comprehensive report of all of the test results (all results on all tabs).

Trending (Graphing) Results

To trend/graph test results:

1. View the patient's results.
2. Locate the desired patient and tap **View Records**.
3. On the Records: Select Result screen, select 2–6 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

To reassign test results:

1. View the patient's results.
2. Locate the desired patient and then tap **View Records**.
3. On the Records: Select Result screen, select the desired test results, and then tap **Transfer Results**.
4. On the Transfer Test Results screen, select the patient to whom test results are being reassigned and tap **Transfer**.
   Note: Results cannot be reassigned to a patient of a different species.

Entering Physical and Chemical Urinalysis Results

While your sample is processing on the SediVue Dx analyzer, it's a great time to initiate the physical and chemical evaluation of the urine sample to facilitate the creation of the complete urinalysis results. Chemical testing can be done using the IDEXX VetLab UA Analyzer or urine dipsticks. Physical testing can be done using a refractometer.

1. Initiate a sample run and ensure the **manual UA** icon on the Select Instruments screen is selected.
   Note: The manual UA icon is automatically added to SediVue Dx runs by default.

2. Tap the **manual UA** icon in the patient's job status area on the Home screen.

3. Tap the **Physical** tab to select the collection method, color, and clarity of the sample.

4. Tap the **Specific Gravity** tab to enter the sample's specific gravity value.

5. If you are using urine dipsticks, tap the **pH** tab and then select the color that matches the pH of your sample.
Note: If you are using an IDEXX VetLab UA Analyzer, the pH is automatically added to the urinalysis section of the patient's report.

6. If you are using urine dipsticks, tap the **Chemistries** tab. If all of the chemistries are normal, tap **Yes** on the confirmation message. Otherwise, tap **No** and specify the appropriate results.
Note: If you are using an IDEXX VetLab UA Analyzer, the pH is automatically added to the urinalysis section of the patient's report.

7. Tap the **Comments** tab if you'd like to enter comments. When you're finished, tap **Done**.

8. Tap **Save**. The results will display in the Urinalysis section of the patient's report and in the IDEXX VetLab Station patient records.

Entering and Editing SNAP Test Results

SNAP test results can be entered immediately after the test completes or at a later time. Once entered, SNAP results can be edited or suppressed if necessary.

To enter SNAP results:

1. Tap the SNAP icon in the job status area and then tap **Enter results**.
OR
When the SNAP Timer Complete dialog box displays, tap **Enter results**.

2. Tap the image of the **SNAP result** that matches what you read on the SNAP test.

3. In the Optional area, tap **Edit** and enter your user ID and a comment for this test result.

4. Tap **OK**.

To edit or suppress SNAP results:

1. Access the patient's results, select the applicable SNAP tab, and then tap **Edit Results.**

2. On the Edit Results screen, do one of the following:

   - *Edit the SNAP result:* Tap **Edit Selection** and tap the correct test result.
   - *Suppress the SNAP result:* Select the **Suppress Data** check box in the Optional area.

3. Tap **Edit** in the Optional area to enter or edit your user ID and/or comments, then tap **OK**.

4. Tap **OK**.

Printing a SNAP Log Report

The SNAP Log Report provides summary data and a detailed listing of all the SNAP tests entered on the IDEXX VetLab Station manually, as well as those processed on an analyzer.

To print a SNAP Log Report:

1. From the Home screen, tap **Instruments** and then tap the SNAP tab.

2. Tap **Print SNAP Report**.

3. On the SNAP Log Report screen, select (or choose a custom) date range.
Note: Weeks are based on a Sunday–Saturday time period.

4. Tap the type of report you want to print:

- **Print SNAP Log**—provides a detailed report about each SNAP test, including a time stamp, patient ID, client ID, doctor, reason for testing (if available), test result, and user ID and comments (if available).
- **Print SNAP Summary**—provides a report that displays the number of SNAP tests run for the specified date range as well as a 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, and then tap the **Print** icon.

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 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 records and view the results.
2. Tap an underlined parameter to view its interpretive guide in the Help system.

Customizing the Settings

Home Screen Settings

To define the Home screen display:

1. From the Home screen, tap **Settings**.

2. Tap the **Home Screen** tab.

3. Select your desired options:

    - To display the Pending and/or Census list(s), select the corresponding check box(es). **Note:** The Pending and Census lists are available only if your IDEXX VetLab Station is connected to an integrated practice information management system (PIMS) (for more information, see Practice Management Settings).

    - To display the most recent results, select the **Display Recent Results** check box.

Language Settings

The Language tab lets you select a language and a locale for the IDEXX VetLab Station.

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 the keyboard to cycle through all of the possible methods.

To select the language and country:

1. From the Home screen, tap **Settings**.

2. Tap the **Language** tab.

3. Select the desired language for the display and printing of text.

4. Select the desired country.

5. Tap the Home icon ⌂. A confirmation message appears.

6. Tap **Restart Now**.

New Results Alert Settings

To set the results alert:

1. From the Home screen, tap **Settings**.

2. Tap the **New Results Alert** tab.

3. Select your desired options:

    - 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 the alert will blink.

    - Select the **Beep when new results arrive** option and then set the amount of time the alert will beep.

Practice Information Settings

To enter practice information:

1. From the Home screen, tap **Settings**.
2. Tap the **Practice Info** tab.
3. Edit the IDEXX account number, add a new doctor, or delete a doctor (as desired).

Practice Management Settings

If your practice uses an integrated practice information management system (PIMS), it may be able to receive test results from the IDEXX VetLab Station. 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, the Requisition ID field with the applicable ID may be required.

To set the practice management settings:

1. From the Home screen, tap **Settings**.
2. Tap the **Practice Management** tab.
3. Select the applicable software option (i.e., **Cornerstone** or **Other**).
4. Specify how the PIMS connects to the IDEXX VetLab Station (**Network Connection** or **Serial Connection**).
   Important: To use the Census list and Pending lists on the Home screen, the Network Connection option must be selected.
5. If Network Connection is selected, tap **Configure** and establish the type of connection (**Auto-Connect** or **Direct-Connect**). A PIMS icon is added to the Home screen.
6. If prompted, read and agree to the IDEXX Connection Agreement.
7. Tap the new PIMS icon on the Home screen.
8. In the Transmit Records area, select one of the following:

   - **Off**—do not transmit results.
   - **On (Transmit result records only)**—transfers patient results without a PDF file.
   - **On (Transmit result records and report)**—transfers patient results and a PDF of the results.

9. In the Existing Records area, edit the date to indicate which historical results should be transmitted to the PIMS.
10. When prompted, tap **Yes** to save your settings.

To set the requisition ID settings:

1. From the Home screen, tap **Settings**.
2. Tap the **Practice Management** tab.
3. In the Requisition ID box, select if you want it to be a required field or for display purposes only.

Printer Settings

To select a printer:

1. From the Home screen, tap **Settings**.
2. Tap the **Printers** tab.
3. Select the desired default printer.
4. Select the desired paper format.

To print reports automatically:

1. From the Home screen, tap **Settings**.
2. Tap the **Printers** tab.
3. Select the **Automatically print report when all tests are complete** check box.
4. Select the **Number of Copies** that you want to print.

Report Header Settings

To edit the report header:

1. From the Home screen, tap **Settings**.
2. Tap the **Report Header** tab.
3. Select **Print a header on reports** to include header information (such as the practice name, address, and phone number) on patient reports.
4. Tap the **Edit** button for line 1 and enter the information you want to appear on the first line of the header. Repeat this step for lines 2 and 3.
   OR
   If you want to use our own letterhead stationery, tap the **Don't print a header** option. Then select the number of lines to allow at the top of your report to accommodate your letterhead.

Reports Settings

The IDEXX VetLab Station can provide printed reports for each test run. The Reports tab controls the quality of the report, the way the hematology message codes appear, the test result order, the color of high and low results, and more.

To edit the report settings:

1. From the Home screen, tap **Settings**.
2. Tap the **Reports** tab.
3. To change the print quality, in the Print Quality box, select **Draft** or **Normal**.

   - Draft is quicker and uses less toner.
   - Normal provides a high quality printout.

4. To select how to display hematology message codes, in the Hematology Message Codes box, select **Full Text** or **Short Text**.

   - Full Text displays the entire text message for each code.
   - Short Text displays only the message codes.

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

5. To select the test results order, in the Test Results Order box, select **Organ/Cell Type**, or **Standard**.

   - Organ/Cell Type will group chemistry results by organ, and hematology results by cell type (as reported by IDEXX Reference Laboratories).
   - Standard will list chemistry results in alphabetical order and hematology results in a different cell type order.

   Note: Hematology and chemistry results can be organized by cell type or organ (in addition to the traditional alphabetical order).

6. To select printout options, in the Test Results Report Format box, tap **Results PLUS** or **Standard**.

   - Results PLUS will include the patient's most recent prior results for the selected test along with the current results on the report.
   - Standard will print only the current results on the report.

7. To set the colors for out-of-range results, in the Out-of-Range Results box, assign a color to high and/or low results by tapping the **High Results** or **Low Results** drop-downs.

8. To set the dot plot preferences, toggle Procyte Dx/Lasercyte Dot Plot Charts on and off by selecting the corresponding check box.

9. To view each analyzer's results on a separate page, clear the **Natural Page Break** check box.

Sample ID Settings

To set preferences for the Identify Patient screen:

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

SmartService Settings

SmartService Solutions is a safe and secure remote troubleshooting and maintenance service that proactively monitors and maintains equipment connected to the IDEXX VetLab Station. Using SmartService, your equipment will automatically receive software updates, ensuring you always have access to the latest IDEXX enhancements and features. In addition, SmartService allows us to connect with your IDEXX VetLab Station to troubleshoot any issues you may be having with your instruments. With an active SmartService connection, you'll be able to spend less time troubleshooting issues and more time with your patients.

To enable SmartService Solutions:

1. From the Home screen, tap **Settings**.
2. Tap the **SmartService** tab.
3. Tap **Activate SmartService** and follow the on-screen instructions.

VetConnect PLUS Settings

Note: VetConnect PLUS Is not available in all regions.

To activate VetConnect PLUS:

1. From the Home screen, tap **Settings**.
2. Tap the **VetConnect PLUS** tab.
3. Tap **Activate VetConnect PLUS**.
4. Accept the VetConnect PLUS user agreement when prompted.
5. Enter your practice's VetConnect user name and password.
6. Tap **Next**. A confirmation message is displayed. Records are uploaded in reverse order, starting with the most recent results. The IDEXX VetLab Station can continue to be used during the upload.

Time and Date Settings

To set the time and date:

1. From the Home screen, tap **Settings**.
2. Tap the **Time and Date** tab.
3. To set the date, tap **Edit Date** and select a date from the calendar.
4. To set the time, tap the plus/minus buttons until the desired time is reached and then select **AM** or **PM**.
5. Restart the system when prompted.

Units Settings

To select the units:

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

Instrument Management

System Tab

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

System Information

To view system information:

1. From the Home screen, tap **Instruments**.

2. Tap **System Info** 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.

Upgrade Software

If SmartService Solutions is activated, upgrades will be sent to your IDEXX VetLab Station automatically. If SmartService Solutions is not activated, you will receive upgrade media in the mail.

To upgrade software from SmartService Solutions:

Tap **Upgrade Now** when prompted. 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 **Upgrade Software** on the System tab.

To upgrade software from upgrade media:

1. From the Home screen, tap **Instruments**.

2. Tap **Upgrade Software**.

3. Insert the upgrade media and follow the on-screen instructions.

4. Tap the **Message Center** icon at the top of the Home screen, select the upgrade letter version that matches the media label, and then tap **View** to review the features of this release.

Back Up Data

To back up data:

1. From the Home screen, tap **Instruments**.

2. Tap **Back Up Data**.

3. Follow the on-screen instructions.
Note: We strongly recommend that you back up your data regularly to minimize loss in the event of a system failure.

Restore Data

To restore data:

1. From the Home screen, tap **Instruments**.

2. Tap **Restore Data**.

3. Specify which data you want to restore (**All Available Data** is selected by default) and tap **Next**. **Note:** If the data storage media has multiple back up files saved to it, you may be prompted to select the date from which to restore data.

4. Follow the on-screen instructions. All data on the computer will be overwritten.

5. When the computer is done restoring the data and has restarted, the Home screen appears.

Clear All Print Jobs

To clear all the print jobs:

1. From the Home screen, tap **Instruments**.

2. Tap **Clear All Print Jobs**.

3. When the "Successfully cleared all print jobs" message appears, tap **OK**.

Print Test Page

To print a test page:

1. From the Home screen, tap **Instruments**.

2. Tap **Print Test Page**.

3. When the "Successfully printed the test page" message appears, tap **OK**.

Advanced: Configuring the Router

A router connects the IDEXX VetLab Station to other IDEXX analyzers, a practice information management system (PIMS), and the internet.

To configure the router:

Note: You can return all router configuration values to their IDEXX default values at any time by tapping **Apply IDEXX Defaults**.

1. From the Home screen, tap **Instruments**.

2. Tap **Advanced**.

3. In the Router Configuration area, tap **Edit** to display the Advanced: Router Configuration screen.

4. 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.

5. Enter the **IP address** for the router.

6. Enter the **Subnet Mask** address for the router.

7. Enter the **Default Gateway** address for the router.

8. Enter the **DNS Server** address for the router.

9. 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.

10. Tap **Apply** to save the changes and reset the router.

To configure the wireless settings:

1. From the Home screen, tap **Instruments**.
2. Tap **Advanced**.
3. In the Router Configuration area, tap **Edit** and then tap **Wireless Settings**.
4. Select one of the following:

   - **Generate Password**—create a new password for the wireless network.
   - **Wireless Antenna: Enabled**—router will broadcast a wireless network.
   - **Wireless Antenna: Disabled**—deactivates the router wireless capability.

Advanced: Testing the Network

To test network access:

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

Advanced: Upgrade Router Firmware

To upgrade the router firmware:

1. From the Home screen, tap **Instruments**.
2. Tap **Advanced**.
3. In the Upgrade Available area, tap **Upgrade Router**.

Practice Management Tab

If your practice uses a practice information management system (PIMS), test results and integrated diagnostic patient reports can be transmitted to it from the IDEXX VetLab Station so that they can be included in patients' records. The Practice Management tab appears on the Instruments screen if you have selected a PIMS option on the Settings screen.

To send test results to a PIMS:

1. Ensure that your PIMS is connected to the IDEXX VetLab Station computer (see Practice Management Settings for more information).
2. From the Home screen, tap **Instruments**.
3. Tap the **Practice Management** tab.
4. In the Transmit Records area, select one of the following:

   - **Off (Do not transmit results)**
   - **On (Transmit result records only)**—transfers patient results with no PDF file.
   - **On (Transmit result records and report)**—transfers patient results and a PDF of the results.

5. In the Existing Records area, edit the date to indicate which historical results should be transmitted to the PIMS.

6. When prompted, tap **Yes** to save your settings.

IDEXX VetLab Analyzer Tabs

There are individual tabs for each IDEXX VetLab analyzer that is connected to your IDEXX VetLab Station. These tabs can be accessed by tapping **Instruments** on the Home screen or by tapping directly on the analyzer icon on the Home screen.

For more information about how to use the specific analyzer functions, see the analyzer's operator's guide.

SNAP Tab

To turn on the SNAP timer:

1. From the Home screen, tap the **SNAP** icon.

2. Tap **On** for the SNAP Timer option.

3. In the **SNAP Reminder** field, tap the up or down buttons to adjust the delay on 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. Access the SNAP tab on the Instruments screen.

2. Select which SNAP tests should be listed as available for each species.

To print the SNAP Report:

See Printing a SNAP Log Report for more information.