



LIFEPOINT TRUPOINT USER MANUAL

VERSION 1.0

Confidential

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Revision History

September 15, 2013

Version 1.0

Original Document (CLC)

Overview:

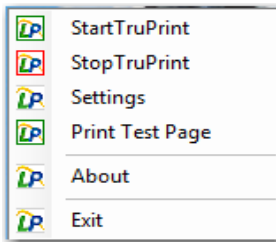
This document is to be referenced as a guide to the TruPrint functionality.

Purpose:

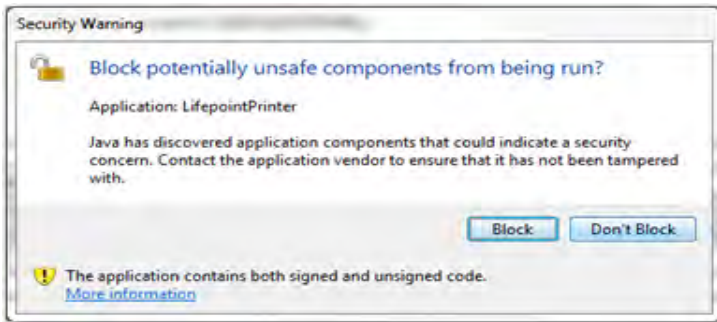
The purpose of this document is to provide an overview of the TruPrint functionality, and detailed instructions for its use.

A. USER MODE FUNCTIONS

1. Once TruPrint is installed on a user's PC, an icon will appear in the bottom right corner of the screen. Right clicking on the icon will display the menu below:



2. Selecting the 'Start TruPrint' option will start the TruPrint application service.
3. Selecting the 'Stop TruPrint' option will stop the TruPrint application service.
4. Selecting the 'Print Test Page' option will print a test page.
5. Selecting the 'About' option will display information about the TruPrint application.
6. Selecting the 'Exit' Option will stop the TruPrint application and close the session.
7. Selecting the 'Settings' option will open a browser with a web page. A pop up will display.



This message appears because TruPrint is trying to access the user's printer settings. Select the 'Don't Block' button.

8. The TruPrint Settings page will then appear on the screen.



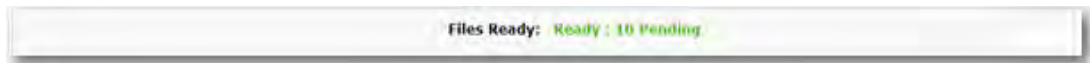
- a. The top section of the page displays information about the TruPrint Application installed:



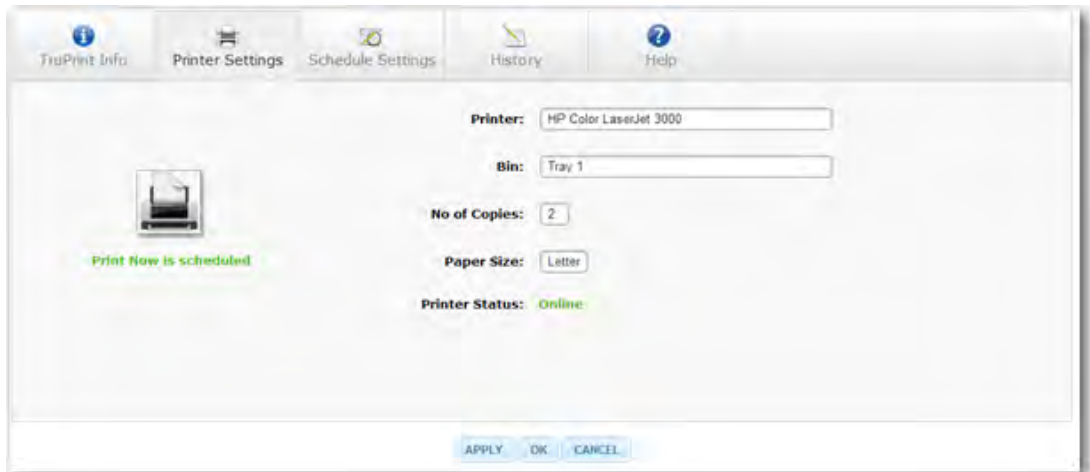
- 1) The type of report that the TruPrint application is registered to run is on the left. In the example above it is 'Results'.
 - 2) The User that the application is running thru is displayed.
 - 3) The status of the TruPrint application is displayed. A red cross will display if TruPrint is down, or a green checkmark will display if it is up and running.
 - 4) The Lab and environment (LIVE, TEST, LOT) is displayed on the right.
- b. The next section of the screen contains 5 tabs that the user can select:



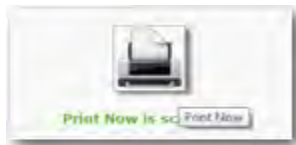
- 1) TruPrint Info tab: Displays the general information about the TruPrint application installed. It will note whether there are files ready and pending to print:



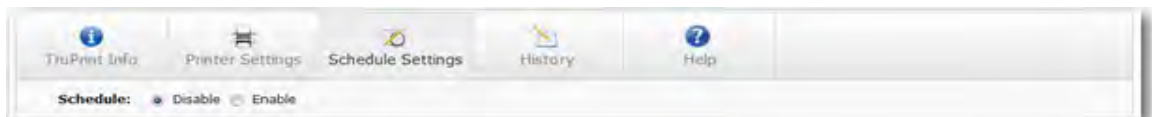
- 2) Printer Settings tab: Allows the user to select the printer settings for the TruPrint application.



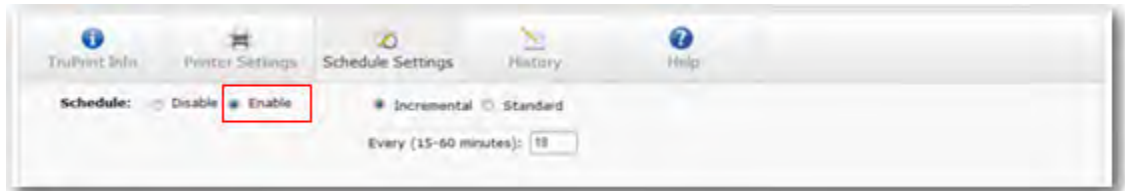
- a) Select the appropriate setting from each dropdown provided. It is required to enter a Printer and Bin for TruPrint to print. Select the 'Apply' button to save your settings.
- b) The 'Printer Status' displays the current status of the selected printer.
- c) The button with a Printer image allows the user to schedule a "Print Now". When the button is selected a "Print Now is scheduled" message will display:



- 3) Schedule Settings tab: Allows the user to set the schedule for the TruPrint application.



a) To set the schedule select the 'Enable' button:



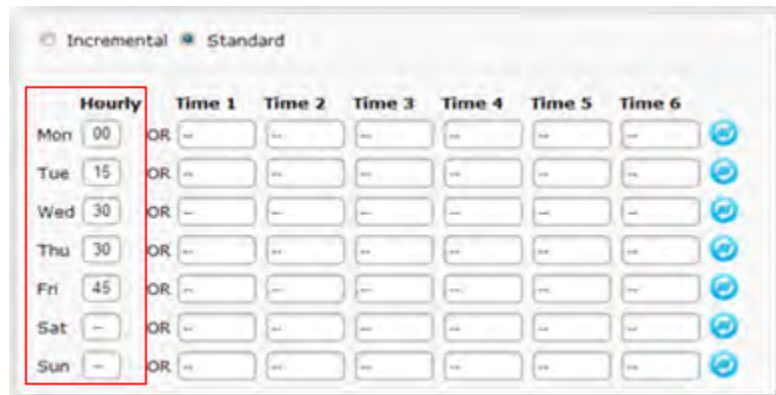
b) There are 2 options available:

i) Incremental: Allows the user to set the reports to print at timed intervals:



ii) Standard: Allows the user to set the reports to print at specific times of the day. There are 2 options available:

- Hourly: The user can set the report to print on the hour or every 15th, 30th, or 45th minute of the hour.

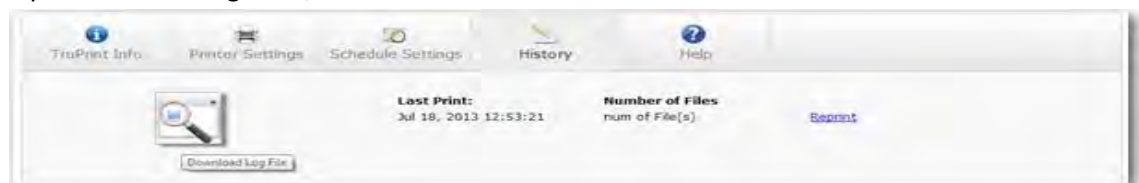


- At specific times of the day: The user can enter the times of the day that the reports are scheduled to print. There is a 'Reset' button available to clear the times entered for that day.



c) Select the 'Apply' button to save the schedule settings.

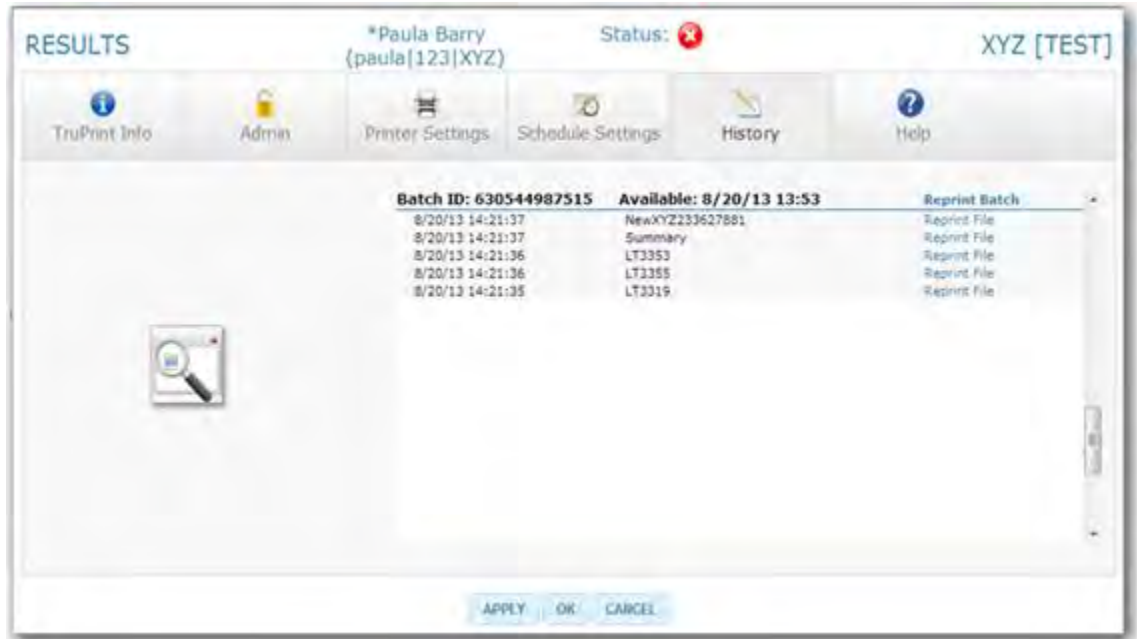
4) History tab: Displays the history of printed reports, and gives the user an option to reprint either a single file, or a batch of files.



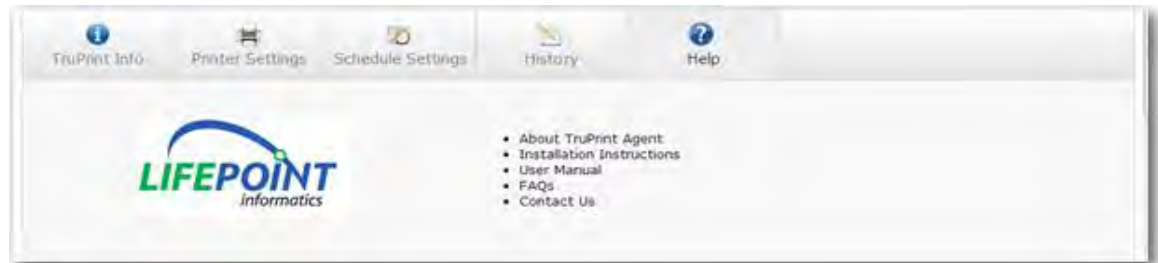
- a) Selecting the 'Download Log File' button will display details of the TruPrint activity.



- b) Selecting the 'Reprint' link will allow the user to select to reprint a single file, or a batch of files. 'Available' refers to the date/time that the batch of reports was loaded and made available for the user to print.



- 5) Help tab: Contains useful tips and documentation.



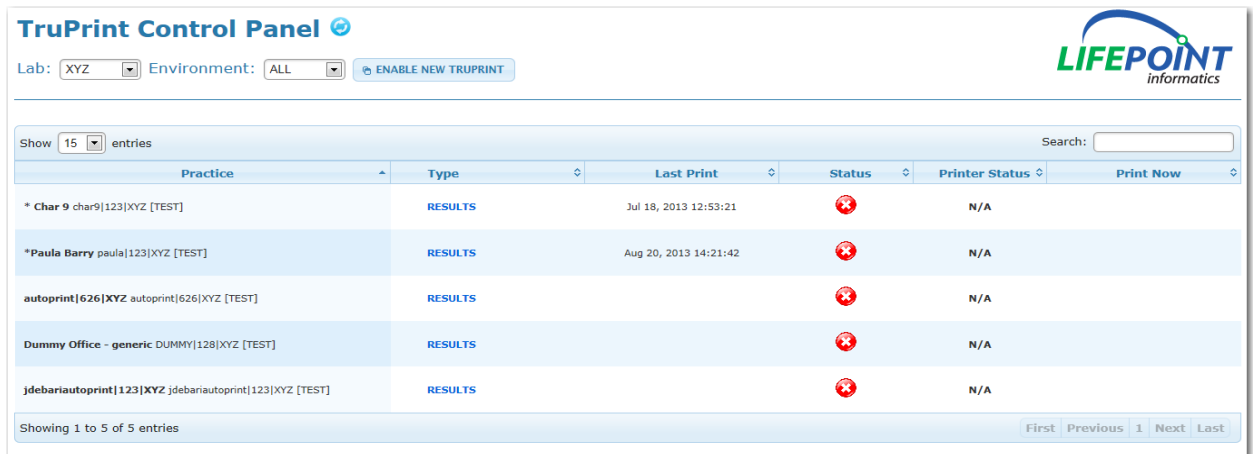
- c. The bottom section of the screen contains 3 options:



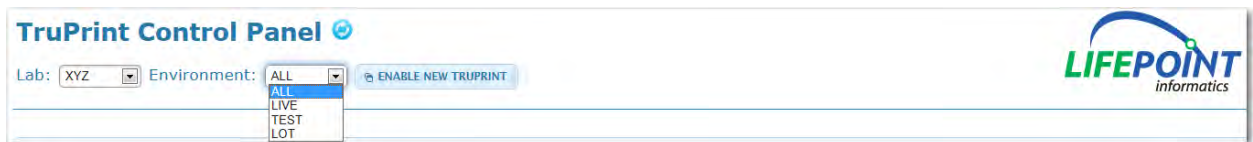
- 1) Select the 'APPLY' button to save the settings and return to the opened tab. This will save not only the settings on the current tab, but everything that has been entered since the page was opened.
- 2) Select the 'OK' button to save the settings and close the window. This will save not only the settings on the current tab, but everything that has been entered since the page was opened.
- 3) Select the 'CANCEL' button to close the window without saving.

B. ADMIN MODE FUNCTIONS

1. Selecting the TruPrint function in Admin Mode of the web portal will display the TruPrint Control Panel page.



2. The Admin User will be able to select which environment to view from the dropdown provided; Live, NV Test or LOT. When an environment is selected from the list, the list of TruPrints will be filtered and will show only that environment.



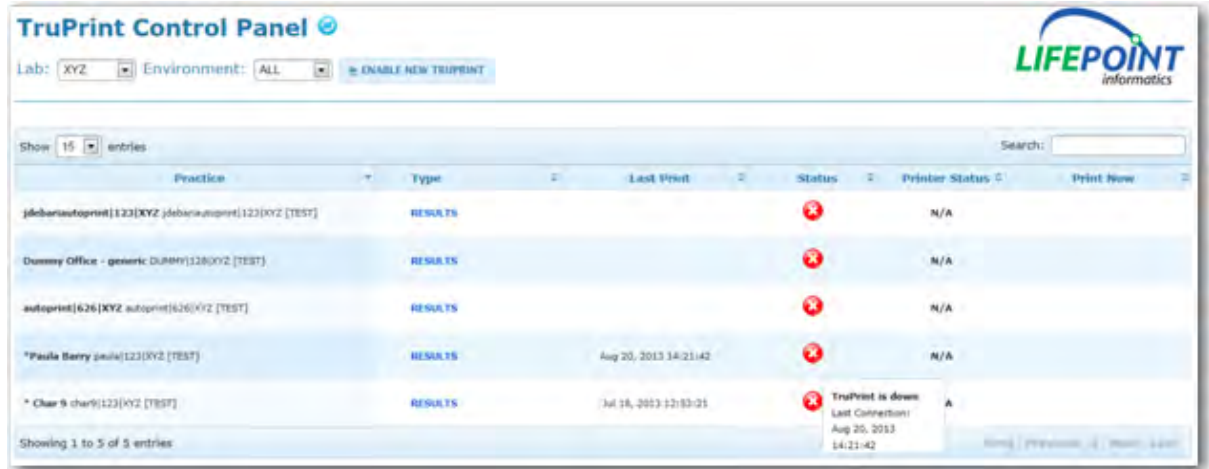
3. Options available on the TruPrint Control Panel page:
 - a. Refresh the page by selecting the 'Reload' button next to the page title.



- b. Display information about the data contained in a column by hovering over the column header.



- c. Click on a column header to sort by that criteria.
- d. Hover over the TruPrint status to show the last connection time.



- e. Filter the information displayed by entering information into the 'Search' field provided.



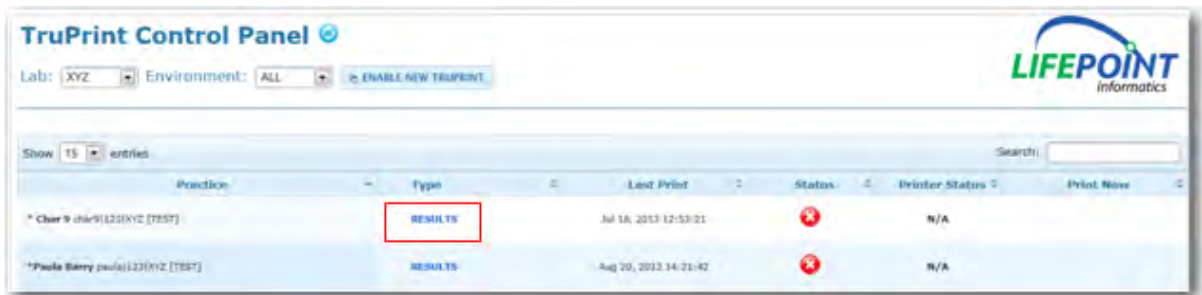
- f. Filter the number of records to display on one page by selecting a number from the dropdown box provided.



- g. Scroll through records by using the navigation buttons provided in the bottom right corner.



- 4. Selecting an entry in the Report Type column will direct the user to the Settings page for that TruPrint application.

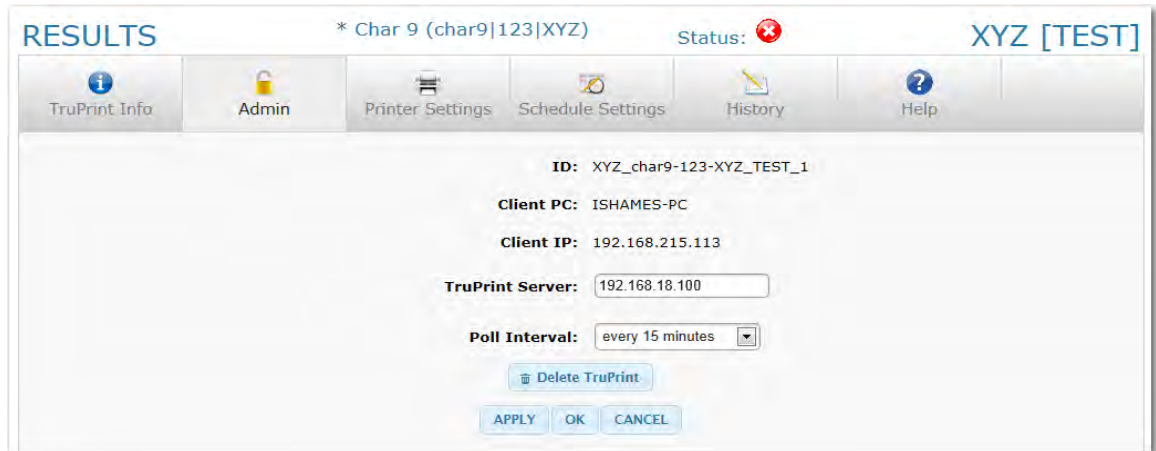


Once the Report Type entry has been selected the following screen will display.



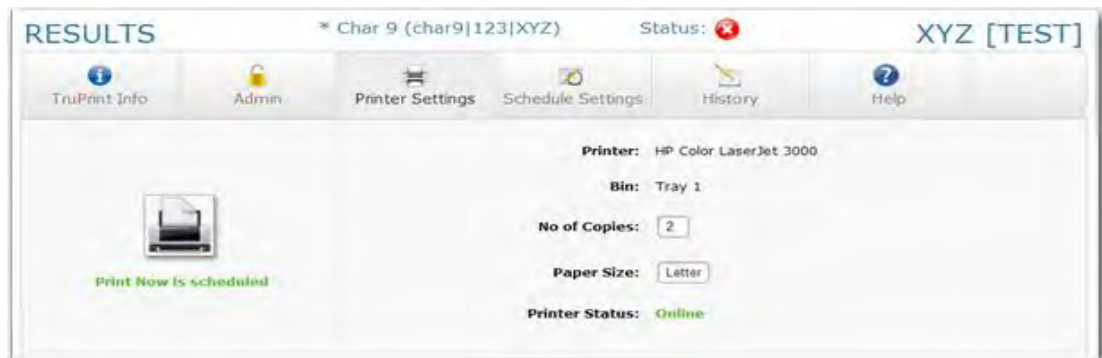
This is the same screen that the end-user sees when they select the 'Setting' option from the TruPrint icon on the desktop, except for 2 differences:

- a. The 'Admin Tab' is only available here for Admin Users. It is not available when the Settings page is accessed from the TruPrint icon on the desktop.

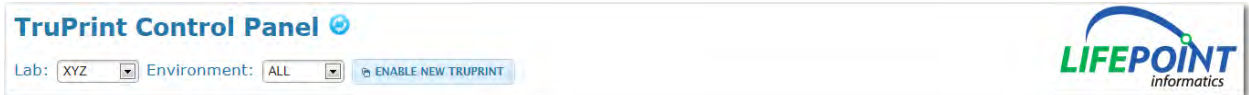


It allows the Admin User to:

- 1) Update the Poll interval. This is the time interval for how often the TruPrint application will connect to Lifepoint and check for new files or updates.
- 2) Delete a TruPrint application.
- b. The 'Printer Settings Tab' has different options available here than when accessed from the TruPrint icon on the desktop:



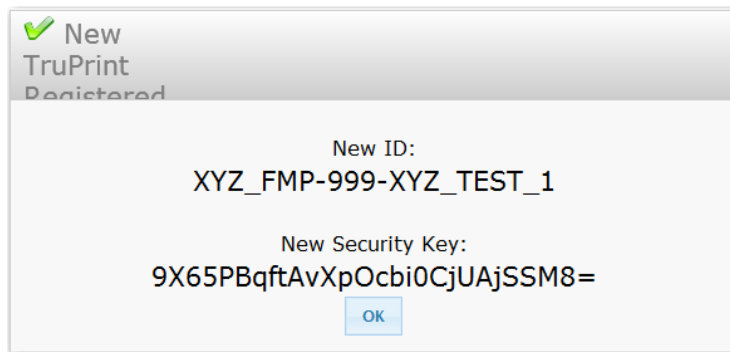
- 1) The Admin User only has the ability to view which Printer and Bin have been selected. Only when the End User accesses the Settings page from the desktop icon can the Printer and Bin be set up.
 - 2) The Admin User does have the ability to update the Number of Copies and Paper Size. They also have the ability to schedule a "Print Now" for the user.
5. Selecting the 'Enable New TruPrint' button allows the Admin User to register a new TruPrint application.



- a. Once the button is selected a new page will display to enter the necessary information:

- b. Select the appropriate settings from the dropdown boxes provided.

- c. Select the 'OK' button to save your settings. A confirmation page will then be displayed.



- d. The 'New ID' that is displayed will be used to reference this TruPrint application, and will be needed during the TruPrint installation process.
- e. When the 'OK' button is selected the window will close and the Control Panel will be refreshed and will now include the new TruPrint record.