

# *launchpad*

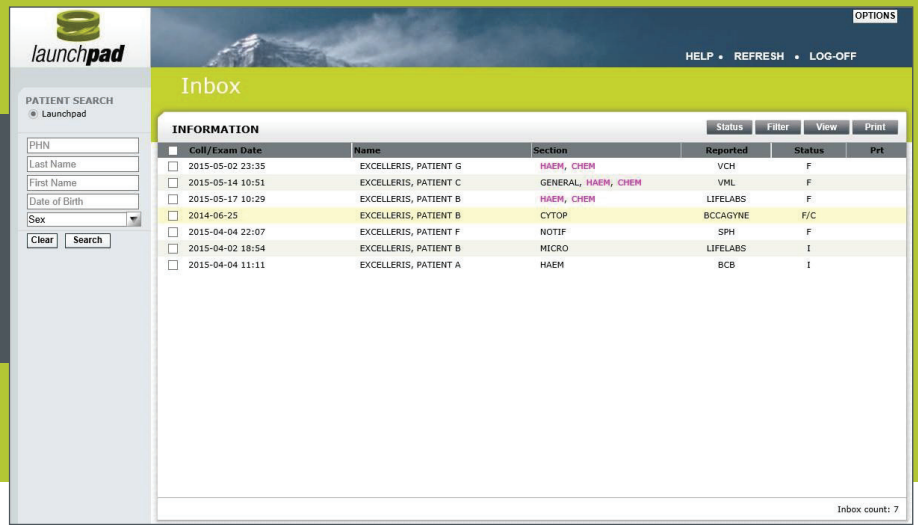
**A quick guide to  
using your inbox**

---



# Inbox View

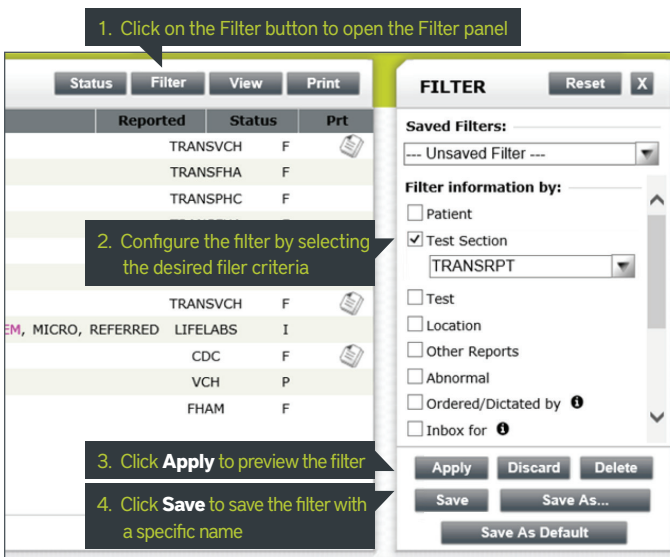
The Inbox screen displays the list of reports received for all Physicians assigned to the user's delegation. Reports are displayed in the order of newest reports at the top.



# Filters

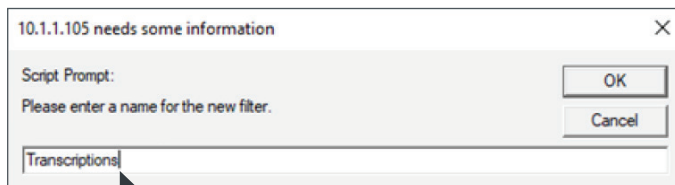
Use the **Filter** button to find what you are looking for in the Inbox.

1. Click the Filter button to open the FILTER panel
2. Select the desired filter criteria
3. Click **Apply** to preview the effects of the filter



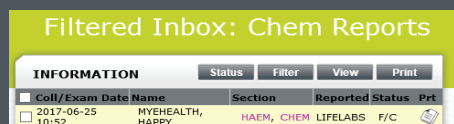
# Creating Filters

4. Click Save in the FILTER panel
5. Enter a name for the new filter (no longer than 15 characters)



5. Enter a name for the new filter. Filter name can be no longer than 15 characters

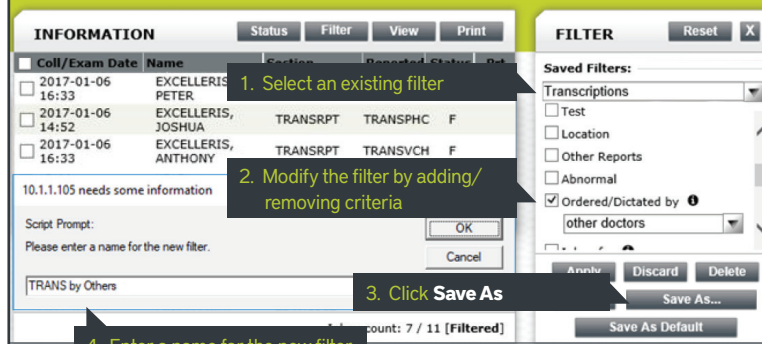
When a new filter is being applied, the Inbox title will show the name of the filter currently in use.



# Modifying Existing Filters

1. Select existing filter from the drop-down list of **Saved Filters**
2. Select (or deselect) any criteria
3. Click "Save" to modify the selected filter or Click "Save As" to save as a new filter
4. Enter a name for the new filter (no longer than 15 characters)

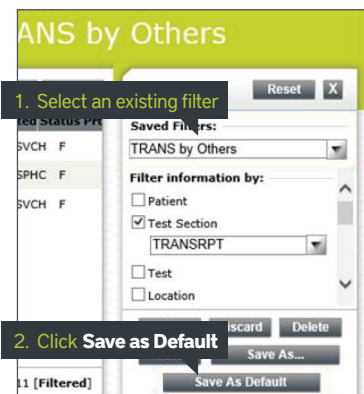
# Filtered Inbox: Transcriptions



# Default Filters

Each user can designate one filter as the default, which will automatically be applied to the Inbox when the user logs on to Launchpad. It will also be available in the **Saved Filters** drop-down menu.

1. To set default filter, select an existing filter from the drop-down menu
  2. Click **Save As Default**
- To remove a default filter, select the filter and click **Save and Unset Default**



# Report Headers

Reports are displayed in the Inbox screen under the following headers:

- Coll/Exam Date:** Date and time of collection
- Name:** Last name, First name, Middle name
- Section:** The section within the laboratory where a particular test is performed. (e.g. General, Hematology, Chemistry, Microbiology, etc.)
- Reported:** Name of the reporting facility
- Status:** Current status of the report
- Prt (Print):** The print/viewed status of the report

**Tip:** Hover your mouse over the data in each column and more information will display in a tool tip box.

**Options** OFF

**Inbox**

Coll/Exam Date	Name	Section	Reported	Individual Reports
2015-05-02 23:35	EXCELLERIS, PATIENT G	HAEM, CHEM	VCH	Multi-patient Report
2015-05-14 10:51	EXCELLERIS, PATIENT C	GENERAL, HAEM, CHEM	VML	F
2015-05-17 10:29	EXCELLERIS, PATIENT B	HAEM, CHEM	LIFELABS	F
2014-06-25	EXCELLERIS, PATIENT B	CYTOP	BCCAGYNE	F/C
2015-04-04 22:07	EXCELLERIS, PATIENT F	NOTIF	SPH	F
2015-04-02 18:54	EXCELLERIS, PATIENT B	MICRO	LIFELABS	I
2015-04-04 11:11	EXCELLERIS, PATIENT A	HAEM	BCB	I

**Workspace** Results For VCH Close

Show Patient Details Print

**Patient:** EXCELLERIS, PATIENT G  
**PHN:** 998800258 BC **Phone:** **Lab No:** H995519  
**Age:** 84 years **Sex:** M **Patient ID:** 249372  
**Date of Birth:** Oct 01 1930  
**Collected on:** May 02 2015 23:35  
**Reported on:** May 03 2015 00:20 **Reported by:** Vancouver Coastal Health  
**Ordered by:** DOCTOR A Dr. TEST  
**Reported to:** DOCTOR A Dr. TEST

Flags	Results	Reference Range - Units
<b>Hematology</b>		
	WBC	8.8 4.0-11.0 X10 9/L
	RBC	4.90 4.20-5.80 X10 12/L
	Hemoglobin	160 135-170 g/L
	Hematocrit	0.45 0.40-0.50
	MCV	91 82-98 fl
	RDW	13.8 11.0-15.0 %
	Platelet Count	184 150-400 X10 9/L
	MPV	10.2 9.5-12.5 fl
<b>Differential</b>		
	Neutrophils	3.7 2.0-8.0 X10 9/L
	Lymphocytes	H 4.5 1.2-3.5 X10 9/L
	Monocytes	0.5 0.2-1.0 X10 9/L
	Eosinophils	0.2 0.0-0.7 X10 9/L
	Basophils	0.0 0.0-0.2 X10 9/L
<b>Coagulation Studies</b>		
	INR	1.5 0.9-1.2
	Coagulation Therapy	DABI/PRADAX
	Activated PTT	H 41 25-38 s
	Coagulation Therapy	DABI/PRADAX

launchpad **FINAL RESULTS**

Inbox count: 7

## Viewing Reports

You can view reports on your screen by clicking on the Section description or the View button.

## Result Details

Click on the Section description from the Inbox to open the detailed report.

# Printing Reports

Launchpad offers several print options. Click the Print button to expand the window and see all options.

**Inbox**

Coll/Exam Date	Name	Section	Reported	Print
2015-05-02 23:35	EXCELLERIS, PATIENT G	HAEM, CHEM	VCH	All
2015-05-14 10:51	EXCELLERIS, PATIENT C	GENERAL, HAEM, CHEM	VML	All Final
2015-05-17 10:29	EXCELLERIS, PATIENT B	HAEM, CHEM	LIFELABS	Selection
2014-06-25	EXCELLERIS, PATIENT B	CYTOP	BCCAGYNE	Multi-patient Report
2015-04-04 22:07	EXCELLERIS, PATIENT F	NOTIF	SPH	Summary Page ONLY
2015-04-02 18:54	EXCELLERIS, PATIENT B	MICRO	LIFELABS	Reprint
2015-04-04 11:11	EXCELLERIS, PATIENT A	HAEM	BCB	>>

Inbox count: 7

## Print Options

### ALL:

print all reports in the inbox

### ALL FINAL:

print all reports with final status in the inbox

### SELECTION:

print selected reports

### MULTI-PATIENT:

print a report for a selected test for all patients within the inbox

### SUMMARY PAGE ONLY:

print a list of current reports in the inbox

### REPRINT:

allows the user to reprint a batch of reports from the last five print jobs

**Note:** Once reports are printed, a printer icon will populate next to the printed report in the Prt column. Reports with the printer icon will clear from your Inbox into Patient History at midnight.



# Historical Report Search

View previously submitted result reports by using the **Patient Search** feature to display the **Patient Summary** of records from the archive.

launchpad

INBOX

PATIENT SEARCH

Launchpad

BC-9988000456

EXCELLERIS

PATIENT B

1988-01-25

Female

Clear Search

Patients

SEARCH RESULTS

PHN	Name	Date of Birth	Sex
BC-9988000456	EXCELLERIS, PATIENT B	1988-01-25	F

Click on the patient name to access Patient Summary.

Enter search criteria to find any new or archived reports.

Records

# Patient Summary - Records

You can access the **Patient Summary** by using **Patient Search** or click on the patient's name displayed in the Inbox.

launchpad

INBOX SEARCH

Name: EXCELLERIS, PATIENT B

PHN: BC-9988000456

Birthdate: Jan 25, 1988

Phone: (604)658-4441

Patient Summary - EXCELLERIS, PATIENT B

Reset to Inbox Filter View Print Close

RECORDS

Laboratory [3]	Pathology	Imaging	Clinical Documents [1]	Referral / Consult	Cumulative	Reported By
<input type="checkbox"/>	2015-05-17 10:29				HAEM, CHEM	LIFELABS
<input type="checkbox"/>	2015-04-02 18:54				MICRO	LIFELABS
<input type="checkbox"/>	2014-06-25				CYTOP	BCCAGYNE

Patient Summary displays the patient's last 5 visits by default. Use the Filter function to change the results displayed for this patient.

Total records retrieved: 3 [ Applied Filter: Previous Visits: 5 ]

# launchpad

## Support Desk Information

For assistance with Launchpad, please contact our Support Desk:

**Email:** support@excelleris.com

**Tel:** 1-866-728-4777

**Hours:** Monday to Friday, 8:00am – 5:00pm