launch*pad*

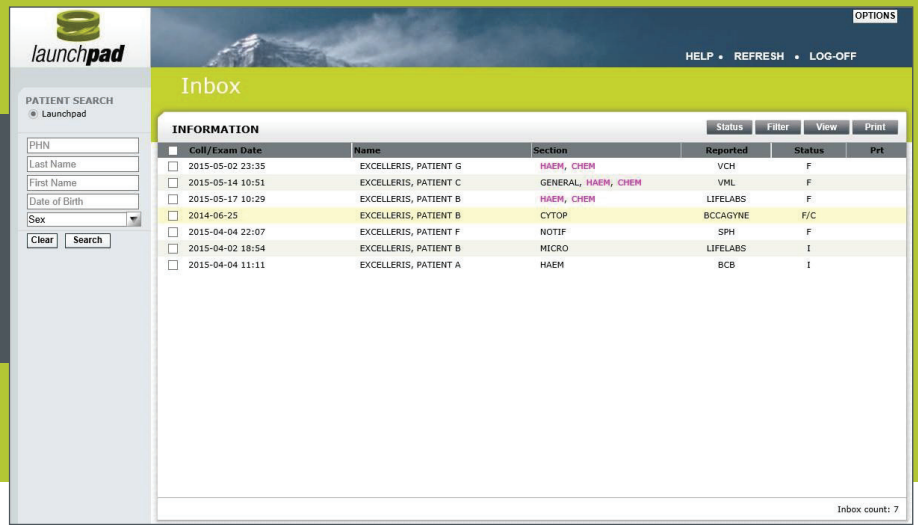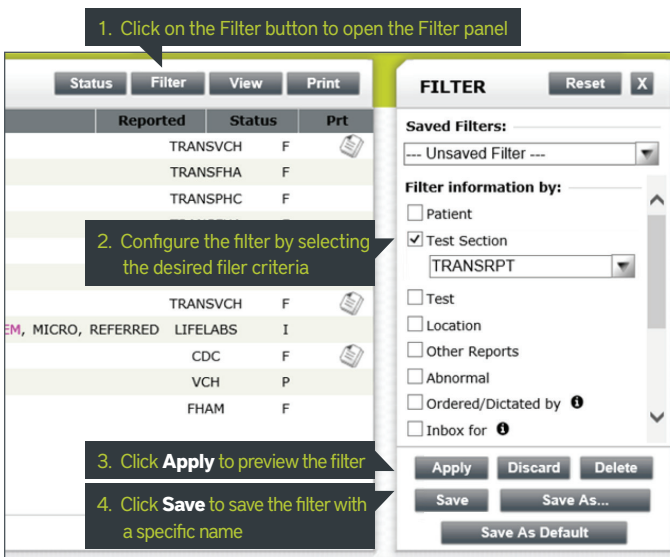## A quick guide to using your inbox

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.
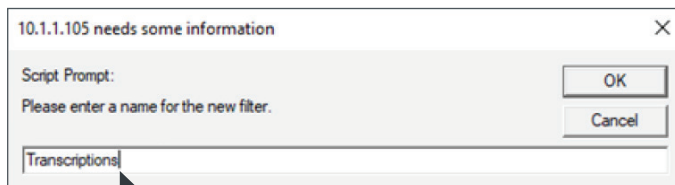

Filters

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

1. Click on the Filter button to open the Filter panel
2. Configure the filter by selecting the desired filer criteria
3. Click **Apply** to preview the filter
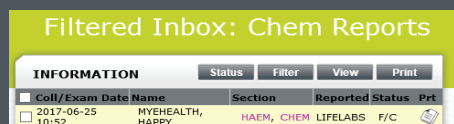4. Click **Save** to save the filter with a specific name

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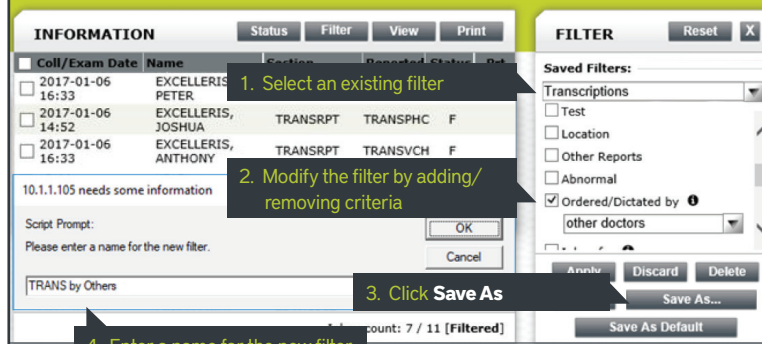
When a new filter is being applied, the Inbox title will show the name of the filter currently in use.

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
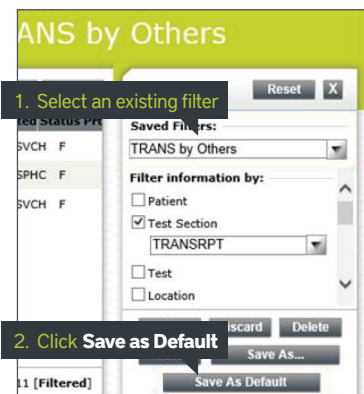4. Enter a name for the new filter (no longer than 15 characters)

1. Select an existing filter
2. Modify the filter by adding/removing criteria
3. Click **Save As**
4. Enter a name for the new filter

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**

1. Select an existing filter
2. Click **Save as 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.*

▶ 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.

Click **View**, then **Individual Reports** to view reports in series.

Click on the **Section** description to view a single report.

Printing Reports

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

Click on the **Print** button to manage print options for reports within the Inbox.

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.*

▶ 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

Historical Report Search

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

Enter search criteria to find any new or archived reports.

Click on the patient name to access **Patient Summary**.

Patient Summary – Records

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

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

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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