



Launchpad Inbox Quick Guide

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.

The screenshot shows the 'Inbox' view in the Launchpad system. On the left is a 'PATIENT SEARCH' sidebar with fields for PHN, Last Name, First Name, Date of Birth, and Sex, along with 'Clear' and 'Search' buttons. The main area displays a table of reports. The table has columns for 'Coll/Exam Date', 'Name', 'Section', 'Reported', 'Status', and 'Prt'. The report for 'EXCELLERIS, PATIENT B' dated '2014-06-25' is highlighted in yellow, and its 'Section' 'CYTOP' and 'Status' 'F/C' are in magenta. A callout box points to this row with the text: 'Any report containing an out-of-range flag will be indicated in MAGENTA.' The top right of the interface includes 'OPTIONS', 'HELP', 'REFRESH', and 'LOG-OFF' buttons. The bottom right corner shows 'Inbox count: 7'.

<input type="checkbox"/>	Coll/Exam Date	Name	Section	Reported	Status	Prt
<input type="checkbox"/>	2015-05-02 23:35	EXCELLERIS, PATIENT G	HAEM, CHEM	VCH	F	
<input type="checkbox"/>	2015-05-14 10:51	EXCELLERIS, PATIENT C	GENERAL, HAEM, CHEM	VML	F	
<input type="checkbox"/>	2015-05-17 10:29	EXCELLERIS, PATIENT B	HAEM, CHEM	LIFELABS	F	
<input type="checkbox"/>	2014-06-25	EXCELLERIS, PATIENT B	CYTOP	BCCAGYNE	F/C	
<input type="checkbox"/>	2015-04-04 22:07	EXCELLERIS, PATIENT F	NOTIF	SPH	F	
<input type="checkbox"/>	2015-04-02 18:54	EXCELLERIS, PATIENT B	MICRO	LIFELABS	I	
<input type="checkbox"/>	2015-04-04 11:11	EXCELLERIS, PATIENT A	HAEM	BCB	I	

Any report containing an out-of-range flag will be indicated in **MAGENTA**.

Inbox count: 7

Filters

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

- Click the **Filter** button to open the FILTER panel
- Select the desired filter criteria
- Click **Apply** to preview the effects of the filter

Creating Filters

- Click **Save** in the FILTER panel
- Enter a name for the new filter (no longer than 15 characters)

1) Click on the Filter button to open the Filter panel

2) Configure the filter by selecting the desired filter criteria

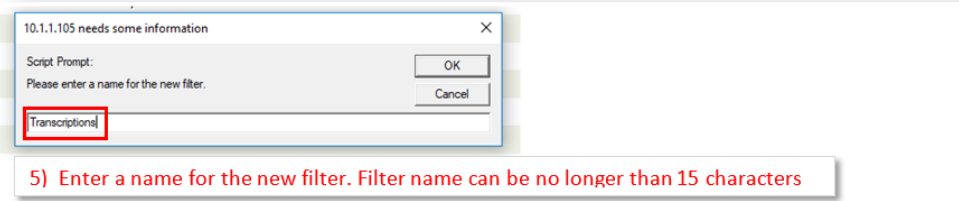
3) Click Apply to preview the filter

4) Click Save to save the filter with a specific name

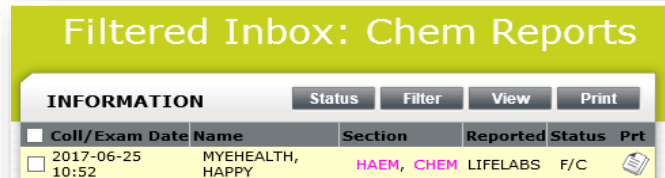
Reported	Status	Prt
TRANSVCH	F	
TRANSFHA	F	
TRANSPHC	F	
TRANSFHA	F	
TRANSFHA	F	
TRANSFHA	F	
TRANSFHA	F	
TRANSVCH	F	
EM, MICRO, REFERRED	LIFELABS	I
	CDC	F
	VCH	P
	FHAM	F

Inbox count: 11

Filters Continued...

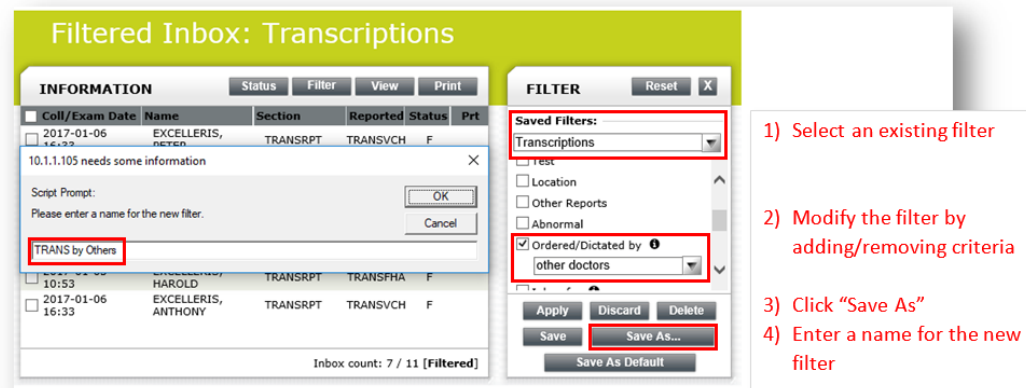


When a new filter is being applied, the Inbox title will show the name of the filter currently in use.



Modifying Existing Filters

- Select existing filter from the drop-down list of **Saved Filters**
- Select (or deselect) any criteria
- Click “Save As...” in the FILTER panel
- Enter a name for the new filter (no longer than 15 characters)



Filters Continued...

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.

- To set default filter, select an existing filter from the drop-down menu
- Click **Save As Default**

Filtered Inbox: TRANS by Others

Coll/Exam Date	Name	Section	Reported	Status	Prt
<input type="checkbox"/> 2017-01-06 16:33	EXCELLERIS, PETER	TRANSRPT TRANSVCH	F		
<input type="checkbox"/> 2017-01-06 14:52	EXCELLERIS, JOSHUA	TRANSRPT TRANSPHC	F		
<input type="checkbox"/> 2017-01-06 16:33	EXCELLERIS, ANTHONY	TRANSRPT TRANSVCH	F		

INFORMATION Status Filter View Print

Filter information by:

Patient

Test Section

TRANSRPT

Test

Location

Apply Discard Delete

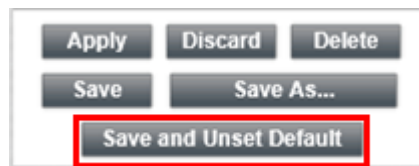
Save Save As...

Save As Default

1) Select an existing filter

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:

Inbox					
INFORMATION					
Coll/Exam Date	Name	Section	Reported	Status	Prt
<input type="checkbox"/> 2015-05-02 23:35	EXCELLERIS, PATIENT G	HAEM, CHEM	VCH	F	

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

Tip: You can 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.

The screenshot shows the 'Inbox' interface in the Launchpad system. On the left is a 'PATIENT SEARCH' sidebar with fields for PHN, Last Name, First Name, Date of Birth, and Sex, along with 'Clear' and 'Search' buttons. The main area displays a table of reports under the heading 'Inbox'. The table has columns for 'Coll/Exam Date', 'Name', 'Section', 'Reported', and 'Individual Reports'. A 'Status' button is visible above the table. Callouts provide instructions: 'Click on the Section description to view a single report.' points to the 'HAEM, CHEM' section of the first row; 'Click View, then Individual Reports in series.' points to the 'View' and 'Individual Reports' buttons of the same row. The bottom right corner shows 'Inbox count: 7'.

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

Result Details

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

Workspace Results For VCH
Close

Show Patient Details
 Print

Patient:	EXCELLERIS, PATIENT G		
PHN:	9988000258 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
Hematology			
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
Differential			
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
Coagulation Studies			
INR		1.5	0.9-1.2
Coagulation Therapy		DABI/PRADAX	
Activated PTT	H	41	25-38 s
Coagulation Therapy		DABI/PRADAX	

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FINAL RESULTS

Printing Reports


Launchpad offers several print options. Click the **Print** button to expand to see those options.

The screenshot shows the 'Inbox' section of the Launchpad application. On the left is a 'PATIENT SEARCH' sidebar with fields for PHN, Last Name, First Name, Date of Birth, and Sex, along with 'Clear' and 'Search' buttons. The main area displays a table of reports under the heading 'Inbox'. A callout box points to the 'Print' button in the table's header, with the text: 'Click on the **Print** button to manage print options for reports within the Inbox.' The 'Print' button is expanded, showing a dropdown menu with options: 'All', 'All Final Selection', 'Multi-patient Report', 'Summary Page ONLY', and 'Reprint >>'. The table has columns for 'Coll/Exam Date', 'Name', 'Section', and 'Reported'. The 'Reported' column includes a 'Status' column with values like 'VCH', 'VML', 'LIFELABS', 'BCCAGYNE', 'SPH', 'LIFELABS', and 'BCB', and a 'View' column with values 'I' and 'I'. At the bottom right, it says 'Inbox count: 7'.

<input type="checkbox"/>	Coll/Exam Date	Name	Section	Reported	Status	Filter	View	Print
<input type="checkbox"/>	2015-05-02 23:35	EXCELLERIS, PATIENT G	HAEM, CHEM	VCH				
<input type="checkbox"/>	2015-05-14 10:51	EXCELLERIS, PATIENT C	GENERAL, HAEM, CHEM	VML				
<input type="checkbox"/>	2015-05-17 10:29	EXCELLERIS, PATIENT B	HAEM, CHEM	LIFELABS				
<input type="checkbox"/>	2014-06-25	EXCELLERIS, PATIENT B	CYTOP	BCCAGYNE				
<input type="checkbox"/>	2015-04-04 22:07	EXCELLERIS, PATIENT F	NOTIF	SPH				
<input type="checkbox"/>	2015-04-02 18:54	EXCELLERIS, PATIENT B	MICRO	LIFELABS				
<input type="checkbox"/>	2015-04-04 11:11	EXCELLERIS, PATIENT A	HAEM	BCB				

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 5 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

For a previously submitted result report, you are able to pull up the **Patient Summary** of records from the archive using the **Patient Search** feature.

The screenshot shows the 'launchpad' interface for 'Patients'. On the left is a 'PATIENT SEARCH' sidebar with input fields for PHN, Name, Date of Birth, and Sex, along with 'Clear' and 'Search' buttons. The main area displays 'SEARCH RESULTS' in a table. A callout points to the search fields, and another points to the patient name in the results table.

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OPTIONS

HELP • LOG-OFF

← INBOX

Patients

PATIENT SEARCH

● Launchpad

BC-9988000456

EXCELLERIS

PATIENT B

1988-01-25

Female

Clear Search

SEARCH RESULTS

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

Enter search criteria to find any new or archived reports.

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

Records

Patient Summary – Records

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

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← INBOX SEARCH →

Name: **EXCELLERIS, PATIENT B**
PHN: **BC-9988000456**
Birthdate: **Jan 25, 1988**
Phone: **(604)658-4441**

OPTIONS
HELP • LOG-OFF

Patient Summary - EXCELLERIS, PATIENT B

Reset to Inbox Filter View Print Close

RECORDS

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

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

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

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