

TX NGSSE Provider Web Installation Version 1.0



© May 5, 2014 3:36 PM Neometrics, Inc.

All rights reserved.

Distribution of contents to persons other than customers of Neometrics is strictly prohibited.

This manual may not be reprinted or copied in whole or in part without written consent from Neometrics Inc. The content of this manual may change without notice.

Neometrics<sup>(TM)</sup> and iNSIST<sup>(TM)</sup> are trademarks of Natus Medical Incorporated. Microsoft, Windows, and the Windows logo are trademarks or registered trademarks of Microsoft Corporation. All other trademarks are the property of their respective holders.

Natus Medical Inc. 1501 Industrial Road San Carlos, CA USA 94070 Telephone +1 (650) 802-0400 Fax +1 (650) 802-0401

www.natus.com

#### **Acknowledgements:**

Thanks to all of the Neometrics team for development and continuing support of our newborn screening software products:

TX NGSSE	Version: v1.1
Provider Web Installation	Date 05.05.14

# **Table of Contents**

1	Introduction	4
2	Supported Operating Systems, Browsers, and Printers	4
2.1	The following Workstation OS's (Operating Systems) are supported:	4
2.2	The following web browsers are supported:	4
2.3	The following printers are supported:	4
3	Setup	4
3.1	Browser Setup	4
	3.1.1 Running Website in IE Compatibility Mode:	7
3.2	Printer Specific Setup	
	3.2.1 Brother QL – 500	11
	3.2.2 DYMO LabelWriter 400 Turbo	14
	3.2.3 Zebra LP2824	18
	3.2.4 Smart Label Printer 440	21

TX NGSSE	Version: v1.1
Provider Web Installation	Date 05.05.14

# **Provider Web Installation**

### **1** Introduction

The following documents the setup of the web browser and printer for providers using the Neometrics RDE application.

- 2 Supported Operating Systems, Browsers, and Printers
- 2.1 The following Workstation OS's (Operating Systems) are supported:
  - Microsoft Windows 7

### 2.2 The following web browsers are supported:

- Microsoft Internet Explorer 8
- Microsoft Internet Explorer 9
- Microsoft Internet Explorer 10 (run in Compatibility Mode)
- Microsoft Internet Explorer 11 (run in Compatibility Mode)
- Mozilla Firefox version 21.0 and above

### 2.3 The following printers are supported:

- Zebra LP2824
- DYMO LabelWriter 400 Turbo
- Brother P-touch QL-5000
- SII Smart Label Printer

Of the four supported printers, the Zebra, DYMO, and Brother printers are recommended. For each printer, standard shipping labels approximately 4" x 2" are supported and recommended. See the individual printer setup for specific label sizes supported for each printer.

#### 3 Setup

Complete the following steps for setup and optimal printing.

#### 3.1 Browser Setup

First set the NGSSE website domain as a trusted site.

- 1. Open the provider's internet browser
- 2. Click Tools, Internet Options in the browser menu. The Internet Options dialog box should display.

TX NGSSE	Version: v1.1
Provider Web Installation	Date 05.05.14

Internet Options	x	
General Security Privacy Content Connections Programs Advanced		
Home page To create home page tabs, type each address on its own line.           http://www.google.com/ig		
Use <u>current</u> Use de <u>f</u> ault Use <u>b</u> lank		
Delete temporary files, history, cookies, saved passwords, and web form information.		
Delete Settings		
Search Change search defaults Settings		
Tabs		
Change how webpages are displayed in Settings tabs.		
Appearance		
Colors Languages Fonts Accessibility		
OK Cancel Apply		

3. Click the Security Tab and select Trusted Sites. Be sure the security level for this zone is set to Medium-low. If not, set it as Medium-low.

TX NGSSE	Version: v1.1
Provider Web Installation	Date 05.05.14

Internet Options		
General Security Privacy Content Connections Programs Advanced		
Select a zone to view or change security settings.		
Internet Local intranet <b>Trusted sites</b> Restricted sites		
Trusted sites		
This zone contains websites that you trust not to damage your computer or your files. You have websites in this zone.		
Security level for this zone		
Allowed levels for this zone: All		
<ul> <li>Medium-low</li> <li>Appropriate for websites on your local network (intranet)</li> <li>Most content will be run without prompting you</li> <li>Unsigned ActiveX controls will not be downloaded</li> <li>Same as Medium level without prompts</li> </ul>		
<u>C</u> ustom level <u>D</u> efault level		
<u>R</u> eset all zones to default level		
OK Cancel Apply		

4. Click the Sites button and add the DSHS site, https://dshsnbsweb.dshs.state.tx.us. When complete your Trusted Sites dialog should have the NGSSE site listed.

TX NGSSE	Version: v1.1
Provider Web Installation	Date 05.05.14

Trusted sites	×
You can add and remove websites from this zon this zone will use the zone's security settings.	e. All websites in
Add this website to the zone:	
	<u>A</u> dd
<u>W</u> ebsites:	
http://160.42.128.83 http://160.42.128.88 http://192.168.120.47 https://192.168.120.48 https://dshsnbsweb.dshs.state.tx.us	<u>R</u> emove
Require server verification (https:) for all sites in this	zone
	<u>C</u> lose

# 3.1.1 Running Website in IE Compatibility Mode:

In the case that a provider's workstations is running the Microsoft Internet Explorer version 10 or 11, the Neometrics RDE application has to be run in Compatability mode. The following steps must be taken in order to have the web site address added to the user's workstation settings for Compatability Mode in order to the Neometrics RDE application to operate as expected.

While on the <u>https://dshsnbsweb.dshs.state.tx.us</u> web page in IE Select Tools > Compatibility View settings

TX NGSSE	Version: v1.1
Provider Web Installation	Date 05.05.14

Tools	s Help	
	Delete browsing history	Ctrl+Shift+Del
	InPrivate Browsing	Ctrl+Shift+P
	Tracking Protection	
	ActiveX Filtering	
	Fix connection problems	
	Reopen last browsing session	
	Add site to Start menu	
	View downloads	Ctrl+J
	Pop-up Blocker	•
	SmartScreen Filter	+
	Manage add-ons	
	Compatibility View	
	Compatibility View settings	
	Subscribe to this feed	
	Feed discovery	+
	Windows Update	
	F12 developer tools	
	OneNote Linked Notes	
	Send to OneNote	
	Sun Java Console	
	Internet options	

2. The "state.tx.us" will be displayed in the "Add this website" field.

TX NGSSE	Version: v1.1
Provider Web Installation	Date 05.05.14

Compatibility View Settings	22
You can add and remove websites to be display Compatibility View.	ed in
Add this website:	
state.tx.us	Add
Websites you've added to Compatibility View:	
10.24.3.110 10.24.3.163 neometrics.com	Remove
<ul> <li>Display all websites in Compatibility View</li> <li>Display intranet sites in Compatibility View</li> <li>Download updated compatibility lists from Microsoft Learn more by reading the <u>Internet Explorer privacy</u></li> </ul>	statement Close

- 3. Select the "Add" button next to the "Add this website" field.
- 4. The name of the website is moved to the "Websites you've added to Compatibility View" section.

TX NGSSE	Version: v1.1
Provider Web Installation	Date 05.05.14

Compatibility View Settings	X
You can add and remove websites to be display Compatibility View.	red in
Add this website:	
	Add
Websites you've added to Compatibility View:	
state.tx.us	Remove
Display all websites in Compatibility View	
Display intranet sites in Compatibility View	
Download updated compatibility lists from Microsoft	
Learn more by reading the Internet Explorer privacy	statement
	Close

5. Select the Close button and this web site will now be run in compatibility view each time it is visited from the user's workstation.

#### 3.2 Printer Specific Setup

Execute the following steps to insure proper printing of the RDE labels that are to be affixed to the blood cards after electronic submission. Before setting the specifics on paper size and layout, be sure the workstation has the proper printer drivers installed. Printer drivers should be provider on a disk with the printer purchased. Follow the manufactures steps to install.

Once installed, the printer should appear in the workstation's Printers and Faxes dialog box, found by clicking the Windows Start button and selecting Printers and Faxes.

TX NGSSE	Version: v1.1
Provider Web Installation	Date 05.05.14

Ъ Printers and Faxes				- D ×
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools	Help			
🕞 Back 🔻 🕗 👻 🏂 Search 😥 Folders 🛛 🏢 🗸				
Address 🦦 Printers and Faxes			•	🔁 Go
	Name 🔺	Documents	Status	Comments
Printer Tasks 🛛 🕆	Adobe PDF	0	Ready	Creates Ac
📓 Add a printer	Brother QL-500	0	Offline Ready	
🔄 See what's printing	DYMO LabelWriter 400 Turbo	0	Ready	
Select printing preferences	🕌 Hewlett Packard LaserJet 5L	0	Ready	
Pause printing	🗟 HP LaserJet 4 Plus on woses	0	Printer not found on server, una	
👗 Share this printer	🖕 HP LaserJet 4300 PCL 6	0	Ready	
Rename this printer	🚑 HP LaserJet 8000 Series on woses	3	Ready	
Delete this printer	Konica 7155/IP-511 (PCL) on woses	0	Ready	
Set printer properties	Microsoft Office Document Image Writer	0	Ready	
	Smart Label Printer 440	0	Ornine Ready	
	g_100.0 1.202.	-		
Other Places				
🚱 Control Panel				
Scanners and Cameras				
My Documents				
🕘 My Pictures				
🤦 My Computer				
Details ¥				
· ·				
	•			

# 3.2.1 Brother QL – 500

Execute the following steps to setup the Brother printer:

- 1. Open the Printers and Faxes window.
- 2. Right click the Brother QL-500 printer and set the printer as the default printer.
- 3. Open the Brother QL-500 Properties dialog box by right clicking the Brother QL-500 printer.

TX NGSSE	Version: v1.1
Provider Web Installation	Date 05.05.14

🍓 Brother QL-500 Properties	<u>? ×</u>
Color Management General Sharing	Security Device Settings Ports Advanced
Brother QL-500	
Location:	
<u>C</u> omment:	
Model: Brother QL-500	
- Features	
Color: No	Paper available:
Double-sided: No	
Staple: No	
Speed: Unknown	
Maximum resolution: 300 dpi	
2 Marine Ma	
Printing F	references
	OK Cancel Apply

4. Click the General tab and select Printing Preferences, the Printing Preferences dialog box should open.

TX NGSSE	Version: v1.1
Provider Web Installation	Date 05.05.14

Brother QL-500 Printing Pref	erences	<u>? ×</u>
Paper Graphics Option Supp	ort	
	For <u>m</u> at:	Shipping Label
4"	<u>W</u> idth:	2-3/7" x 4"
A 2-3/7"	Length:	Min: 0.98 Max: 39.37 3.93 "
<b>*</b>	<u>F</u> eed:	Min: 0.12 Max: 5.00
	<u>Q</u> uality:	Give priority to print speed
	Orjentation:	<ul> <li>Give priority to print quality</li> <li>Landscape</li> <li>Portrait</li> </ul>
	Copies:	1 <u>C</u> ollate
		Label format definitions
		OK Cancel Apply

- 5. Set the appropriate settings for the Shipping Label paper. Once the Shipping Label format is selected, the rest of the settings should be set as defaults, but check to be sure.
- 6. Open the workstation's Web Browser.
- 7. Click File and Page Setup in the Browser menu. The Page Setup dialog should open. If the other steps have been completed (Brother as default printer and Shipping Label selected as Paper), you should see the dialog box with the following settings.

TX NGSSE	Version: v1.1
Provider Web Installation	Date 05.05.14

Page Setup		×
Paper		
Size:		The sector of th
Shipping Label		File and P (antisequence) File spentification The Manafesticientys (El Difference) Filesanth (Filesanthistation, Filesanthi (Filesanthistation, Filesanthistation)
<u>S</u> ource:		EDimmani unyarelik Basa, Masaratarandi Edinya Diri atare B jeramanganana Pila spendyaaren 'Da Masaiginenya ila
Normal	•	
Headers and Footer Header Footer	8	
	- Margins (inches)	
C Portrait	Left: 0.3	<u>R</u> ight: 0.3
Landscape	<u>Т</u> ор: 0.3	Bottom: 0.3
	ОК	Cancel <u>Printer</u>

- 8. Remove any settings for Headers and Footers
- 9. Make sure the Margins are all set to 0.3 inches. They can be set smaller if required.
- 10. Print a test label using the RDE application through the web browser on the user's workstations. All date should fit within the label settings specified.

🖉 Neometrics Remote Demographic Entry - Windows Internet 💶 🔲 🗙		
<u>Submitter ID # 18980104</u>	R	
Mom:TEST, TEST		
Zip:	Ph# <u>(222) 222-2222</u>	
Baby:TEST,		
Med Rec #:	DOB: 01/01/2008	
Birth Wt: <u>3487</u> Sex: <u>1. Male</u>	DOC: 06/20/2008	
0/-00344/1		
<u> </u>		

## 3.2.2 DYMO LabelWriter 400 Turbo

Execute the following steps to setup the DYMO printer.

TX NGSSE	Version: v1.1
Provider Web Installation	Date 05.05.14

- 1. Open the Printers and Faxes window
- 2. Right click the DYMO LabelWriter 400 Turbo printer and set this printer as the default printer.
- 3. Open the DYMO LabelWriter 400 Turbo Properties dialog box by right clicking the DYMO LabelWriter 400 Turbo printer.

DYMO LabelWriter 400 Turbo Properties			<u>?</u> ×	
Color Mana <u>c</u> General	jement   Sharing	Security Ports	Device Settings Advanced	
N 🛛	MO LabeWriter 40	0 Turbo		-
Location:				
 Comment:				-
M <u>o</u> del: DYI	MO LabelWriter 40	0 Turbo		
Features Color: No		Paper available	e:	ור
Double-sided:	No		<u> </u>	
Staple: No Speed: Unkno	own			
Maximum reso	lution: 300 dpi		<u> </u>	
	Printing I	Preferences	Print <u>T</u> est Page	
		ОК	Cancel App	ly l

4. Click the General tab and select Printing Preferences, the Printing Preferences dialog box should open.

TX NGSSE	Version: v1.1
Provider Web Installation	Date 05.05.14

💩 DYMO LabelWriter 400 Turbo	Printing Preferences	<u>? ×</u>
Layout Paper/Quality		
Po <u>i</u> trait     Eandscape		
Page Urder ● Front to Back ● Back to Front		
Page <u>s</u> Per Sheet: 1		
	Adumos	
		עיקי

- 5. Set the appropriate Layout setting for the Shipping Label paper. Be sure Landscape is selected.
- 6. Click the Paper/Quality tab, click the Advances...button. The Advances Options dialog box should open.

TX NGSSE	Version: v1.1
Provider Web Installation	Date 05.05.14

DYMO LabelWriter 400 Turbo Advanced Options	? ×
<ul> <li>DYMO LabelWriter 400 Turbo Advanced Document Settings</li> <li>Paper Size: 30256 Shipping</li> <li>Copy Count: <u>1 Copy</u></li> <li>Graphic</li> <li>Graphic</li> <li>Image Color Management</li> <li>ICM Method: <u>ICM Disabled</u></li> <li>ICM Intent: <u>Pictures</u></li> <li>Document Options</li> <li>Advanced Printing Features: <u>Enabled</u></li> <li>Color Printing Mode: <u>Enhanced</u></li> <li>Halftoning: <u>Photo Quality</u></li> <li>Printer Features</li> <li>Print Quality: <u>Text Only</u></li> <li>Print Density: <u>Normal</u></li> </ul>	
OK Ca	ancel

- 7. Be sure the Paper Size choosen is 30256 Shipping. If it is not, select this paper size.
- 8. Open the web browser on the provider's workstation.
- 9. Click File and Page Setup in the browser menu. The Page Setup should open. If the other steps have been completed (DYMO as default printer and 30256 Shipping selected as the Paper Size), you should see the dialog box with the following settings:

TX NGSSE	Version: v1.1
Provider Web Installation	Date 05.05.14

Page Setup			×
Paper			
Size:		Distriction	
30256 Shipping	▼	Mainteningen und Barrier 1929: Autor Brightman 1921: Aptendigitation 3 2022: Autor participation of the 1922 Autor participation of the 1922 Autor participation of the 1920 1922 Autor participation of the 1920 Autor participation of the 1922 Autor participation of the 1920 Autor participation of the 1922 Autor participation of the 1920 Autor participation of the 1922 Autor participation of the 1920 Autor participation of the 1922 Autor participation of the 1920 Autor participation of the 1920 Autor participation of the 1920 Autor partic	heye Second second Second second se
<u>S</u> ource:		Coull allower the second secon	tana, tana tana
Automatically Selec	it 🔽	_	
Headers and Foote	18		
Header			
I			
<u>F</u> ooter			
	- Marine Grahas)		
C Portrait	Left: 0.3		0.3
- <u>o</u> nak			
Landscape	<u>T</u> op: 0.3	<u>B</u> ottom:	0.3
			Dit 1
		Cancel	Printer

- 10. Remove any settings for Headers and Footers
- 11. Make sure the Margins are all set to 0.3 inches. They can be set smaller if required.
- 12. Print a test label using RDE on the user's workstation. All data should fit within the label settings specified.

🖉 Neometrics Remote Demographic Entry - Windows Internet 💶 💌		
<u>Submitter ID # 18980104</u>	R	
Mom:TEST, TEST		
Zip:	Ph# <u>(222) 222-2222</u>	
Baby: TEST ,		
Med Rec #:	DOB: 01/01/2008	
Birth Wt: <u>3487</u> Sex: <u>1. Male</u>	DOC: 06/20/2008	
07-0634471		
<u> </u>		

## 3.2.3 Zebra LP2824

1. Open the Printers and Faxes window

TX NGSSE	Version: v1.1
Provider Web Installation	Date 05.05.14

- 2. Right click on the Zebra LP2824 printer and set as the default printer.
- 3. Open the Zebra LP2824 Properties dialog box by right clicking on Zebra LP2824 printer.

👹 Zebra LP2824 Properties		<u>? ×</u>
General Sharing Ports Adv	anced Security Printer About	
Zebra LP2824		
Location:		
Comment:		
M <u>o</u> del: Zebra LP2824		
Features		
Color: No	Paper available:	
Double-sided: No	User Defined	
Staple: No	1.00" x 3.00" - (2.54cm x 7.62cm	
Speed: Unknown	1.12" x 1.25" - (2.86cm x 3.18cm 1.12" x 4.00" - (2.86cm x 10.16c	
Maximum resolution: 203 dpi	1.12" x 4.50" - (2.86cm x 11.43c	
Printin	g Preferences Print <u>T</u> est Page	
	ОК	Cancel Apply

TX NGSSE	Version: v1.1
Provider Web Installation	Date 05.05.14

4. Click Printing Preferences, the Printing Preferences dialog box should open.

崣 Zebra LP2824 Printing Preferences	? X
Document Options	
🎯 Zebra LP2824	
Paper/Output	
Paper Layout: Landscape	
Paper Size: 2.00'' x 4.00'' - (5.08cm x 10.16cm)	- 11
Rotate 180: Off	
🗈 🚼 Media Settings	- 11
	- 11
🗈 🌠 Device Options	- 11
🗈 🧟 User Commands	
	- 11
	- U
Wizard Configuration Assistant	
OK Cancel Ap	ply

- 5. Expand the Paper/Output settings if necessary. Set the appropriate Layout settings for the 2.00" X 4.00" paper. Be sure Landscape is selected.
- 6. Open the web browser on the provider's workstation.
- 7. Click File and Page Setup in the Browser menu. The Page Setup dialog should open. If the other steps have been completed (Zebra as default printer and 2.00" X 4.00" as Paper Size), you should see the dialog box with the following settings.

TX NGSSE	Version: v1.1
Provider Web Installation Date 05.05.14	

Page Setup		×
Paper Sige: 2.00" x 4.00" - (5. Source: Paper Source	08cm x 10.16cm ▼	The second of the second secon
Headers and Foot Header Eooter	915	
Orientation O P <u>o</u> rtrait O L <u>a</u> ndscape	Margins (inches) Left: 0.3 Iop: 0.3	Bight:         0.3           Bottom:         0.3
	OK (	Cancel <u>Printer</u>

- 8. Remove any settings for Headers and Footers.
- 9. Make sure the margins are all set to .03 inches. They can be set smaller if required.
- 10. Print a test label using the RDE on the user's workstation. All data should fit within the label settings specified.

🖉 Neometrics Remote Demographic Entry - Windows Internet 💶 🗙			
Submitter ID # 18980104	R	Neometrics Remote Demo	
Mom:TEST, TEST			
Zip:	Ph# <u>(</u>	222) 222-2222	
Baby: TEST ,			
Med Rec #:	DOB	: 01/01/2008	
Birth Wt: <u>3487</u> Sex: <u>1. Male</u>	DOC	: 06/20/2008	
07-0634471			
J			

# 3.2.4 Smart Label Printer 440

Execute the following steps to setup the Smart Label printer:

1. Open the Printers and Faxes window.

TX NGSSE	Version: v1.1
Provider Web Installation Date 05.05.14	

- 2. Right click the Smart Label Printer 440printer and set the printer as the default.
- 3. Open the Smart Label Printer 440Properties dialog box by right clicking the Smart Label Printer 440 printer.

🖉 Smart Label Printer 440 Properties 🔹 🔋			
General Sharing Ports Advanced Security Device Settings			
Smart Label Printer 440			
Location:	-		
<u>C</u> omment:			
Model: Smart Label Printer 440			
Features			
Color: No Paper available:			
Double-sided: No SLP-SRL Shipping(2.13x4.00)			
Staple: No			
Speed: Unknown			
Maximum resolution: 300 dpi			
Printing Preferences Print <u>T</u> est Page			
OK Cancel Apply			

4. Click Printing Preferences, the Printing Preferences dialog box should open.

TX NGSSE	Version: v1.1
Provider Web Installation Date 05.05.14	

💩 Smart Label Printer 440 Printing Preferences	<u>?×</u>
Layout Paper/Quality          Orientation            • Landscape         • Pogtrait          Page Order            • Front to Back         • Back to Front          Pages Per Sheet: 1	
Advance	d
OK Cancel <u>A</u> p	ply

- 5. Set the appropriate Layout settings for the Shipping Label paper. Be sure Landscape is selected.
- 6. Click the Paper/Quality tab, click the Advanced... button. The Advanced Options dialog box should open.

TX NGSSE	Version: v1.1
Provider Web Installation Date 05.05.14	

Smarl	: Label Printer 440 Advanced Options	<u>? ×</u>
	Smart Label Printer 440 Advanced Document Settings Paper/Output Paper Size: SLP-SRL Shipping(2.13×4.00) Copy Count: <u>1 Copy</u> Document Options Advanced Printing Features: <u>Enabled</u> Halftoning: <u>Auto Select</u> Print Optimizations: <u>Enabled</u> Printer Features Print Quality: <u>Normal Mode</u> Print Density: <u>5(100%)</u>	
	ОК	Cancel

- 7. Be sure the Paper Size chosen is SLP-SRL Shipping (2.13X4.00). If not, select this paper size.
- 8. Open the web browser on the provider's workstation.
- 9. Click File and Page Setup in the Browser menu. The Page Setup dialog should open. If the other steps have been completed (Zebra as default printer and 2.00" X 4.00" as Paper Size), you should see the dialog box with the following settings.

TX NGSSE	Version: v1.1
Provider Web Installation	Date 05.05.14

Page Setup		×
Paper Size:		Distance of the second of the
SLP-SRL Shipping(	2.13x4.00)	Der Unseing jeweigen (U.) Des einer gesterweisen (V.) Des einer Berneren (V.) Des einer Berneren (V.) Produktionen (V.) Conf. aufleurgenetisten Des einer Berneren (V.) Des einer (V.)
Source:		Calculation and the sequence of the sequence o
		1 20 Distangungan (1)
Headers and Footer Header	\$	
<u>F</u> ooter		
Orientation	Margins (inches)	
Portrait	Left: 0.3 <u>F</u>	Right: 0.3
O L <u>a</u> ndscape	<u>I</u> op: 0.3 <u>B</u>	3ottom: 0.3
	OK Car	ncel <u>P</u> rinter

- 10. Remove any settings for Headers and Footers.
- 11. Make sure the Margins are all set to 0.3 inches. They can be set smaller if required.
- 12. Print a test label using the RDE on the user's workstation. All data should fit within the label settings specified.

