

## BLOOD BORNE PATHOGENS SURVEILLANCE PROJECT BARCODE LABEL PROGRAM INSTRUCTION SHEET

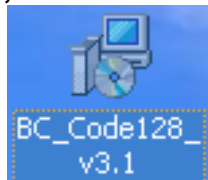
The updated barcode label program is used to incorporate the new barcode label sheet. These sheets provide more labels per sheet, carbon-copy data under each label, and stronger adhesion to the blood tubes.

**1. Download the most recent version to your desktop. The file is at**

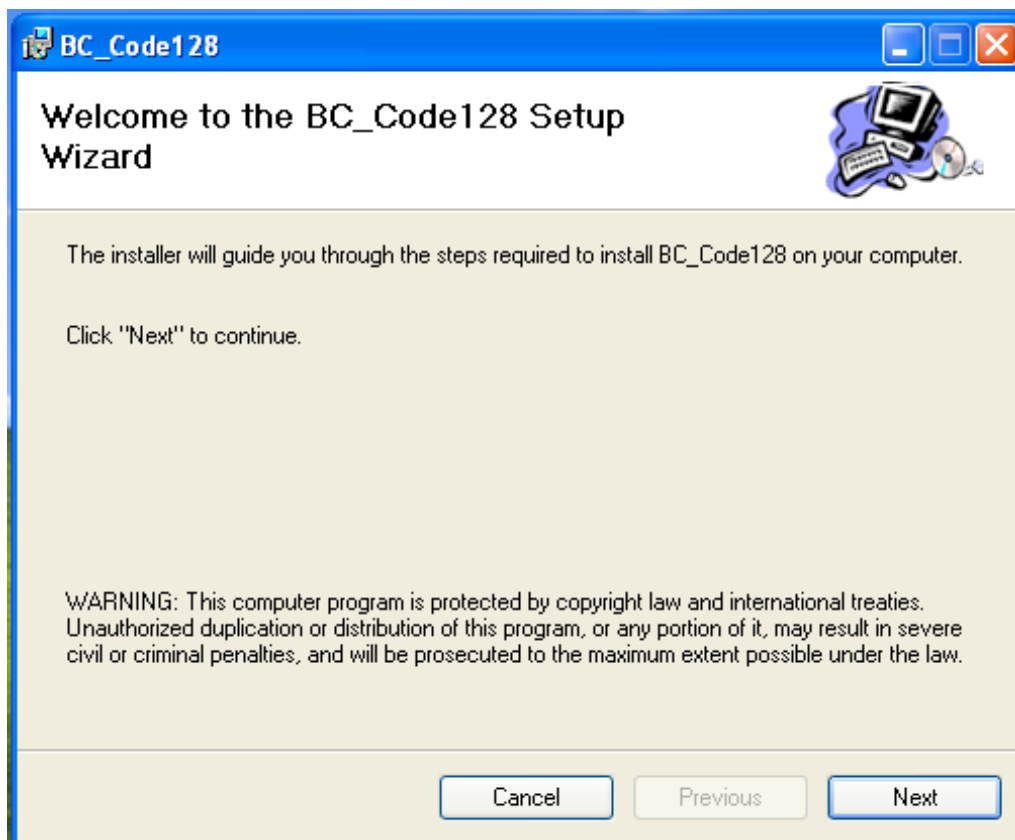
[http://www.ahcdc.ca/documents/BC\\_Code128\\_v3.msi](http://www.ahcdc.ca/documents/BC_Code128_v3.msi)

Or scroll to the bottom of this page (<http://www.ahcdc.ca/bbplab.html>) to download the link

**2. After downloading to your desktop, double-click the .msi file to open it.**



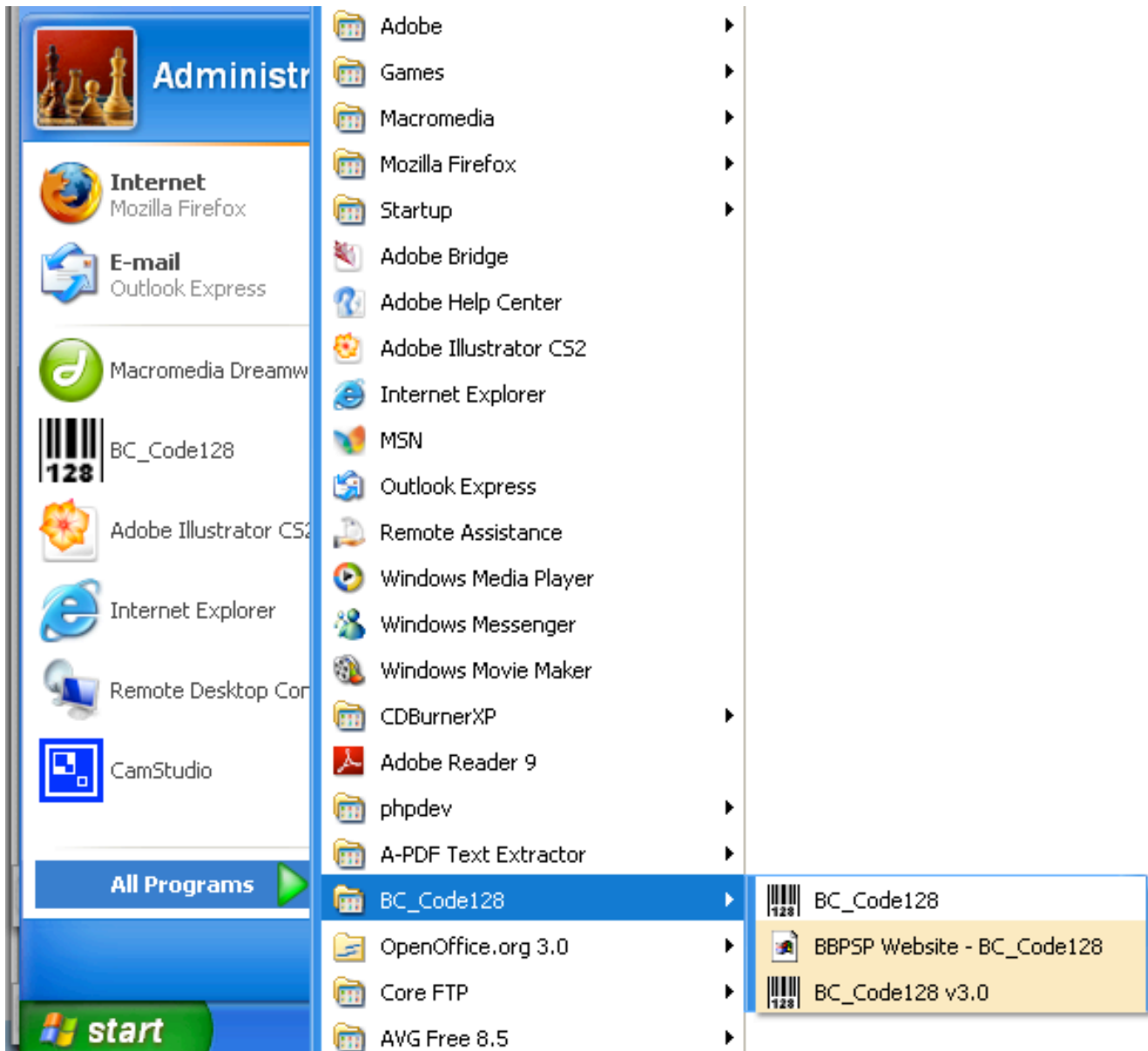
**The following screen will appear**



**3. Click: Next → Next → Next → Close to install the program**

#### 4. To run the program


Click: **Start** → **All Programs** then scroll to find the **BC\_Code128** folder.  
Click on BC\_Code128v3.0



The following program page will pop-up.

BC\_Code128 - CBSR Labels - v3.1

BC\_Code128 Menu



**Project Title:**  
Blood Borne Pathogens Surveillance Project

**Sample Type (on labels):** \_\_\_\_\_

**ID Name:** ... **ID# Width:** 4

**ID#**  
ID#: 1234 **Font**

**Title/Patient Info Positions (mm)**

**CBSR Logo:**  
Top 9 Left 185

**Project Title:**  
**Font** Top 5

**Patient Info Fields:**  
**Font** Top 44 Left 9

Height (Pixels): 24

X-Width (Pixels): 1

| Enable:                  | Label (Patient Name/PHN/etc): | Enable:                  | Value (eg JOHN SMITH): | Print Barcode:           |
|--------------------------|-------------------------------|--------------------------|------------------------|--------------------------|
| <input type="checkbox"/> | Study Ref                     | <input type="checkbox"/> |                        | <input type="checkbox"/> |
| <input type="checkbox"/> |                               | <input type="checkbox"/> |                        | <input type="checkbox"/> |
| <input type="checkbox"/> |                               | <input type="checkbox"/> |                        | <input type="checkbox"/> |

**Tube Labels/Barcodes Positions (mm)**

Label ID#s Left (Cols 1-4): **Font** 15 66 120 173 **Reset to Registry** **Defaults**

Label Sample Type Right (Cols): 0 0 0 0

Labels ID#s/Sample Type Top (Rows 1-8): 103 125 147 168 189 211 232 253

Barcode Height/Width: 10 45 Height (Pixels): 24

Barcode Left (Cols 1-4): 1 52 106 160 X-Width (Pixels): 1

Barcode Top (Rows 1-8): 105 127 149 170 191 213 234 255

**Print CBSR Label Sheet**

**Exit**

5. Type in the patient CHR# in the ID# location.

6. Place a label sheet in the printer

\*Note: Please insert one page only. Due to the static charge of the pages, they tend to bind together.

7. Click 'Print CBSR Label Sheet'

**If additional label sheets are required, repeat steps 5-7**

This updated version requires that each CHR label be printed individually. Each new CHR label to be printed must be entered into the ID# location and then printed.

If you would like to add additional information to the label sheet, this can be done as shown below.

The screenshot shows the 'CBSR Labels' software window. It includes sections for 'Project Title' (Blood Borne Pathogens Surveillance Project), 'ID #' (1950), and 'Patient Info Fields' (Patient Name, PHN, Study Ref). A 'Tube Labels/Barcodes Positions (mm)' section contains a grid of values for label alignment. A callout box on the right contains the following instructions:

If you wish to add a specific identifier to your patient sheet (info is not printed on labels):

1. Click on the 'Enable Label' button
2. Add the 'Label' information (ie. Study Reference #)
3. Click on the 'Enable Value'
4. Add the 'Value' (ie. 1950)

## APPENDIX 1

### BARCODE COLUMN AND ROW ALIGNMENT INFORMATION

Please ensure the following data corresponds to the information on your program. The format printing areas are:

Label ID#'s Left (Cols 1-4):

|    |    |     |     |
|----|----|-----|-----|
| 15 | 66 | 120 | 173 |
|----|----|-----|-----|

Labels ID#/s/Sample Type Top (Rows 1-8):

|     |     |     |     |     |     |     |     |
|-----|-----|-----|-----|-----|-----|-----|-----|
| 103 | 125 | 147 | 168 | 189 | 211 | 232 | 253 |
|-----|-----|-----|-----|-----|-----|-----|-----|

Barcode Top (Rows 1-8):

|     |     |     |     |     |     |     |     |
|-----|-----|-----|-----|-----|-----|-----|-----|
| 105 | 127 | 149 | 170 | 191 | 213 | 234 | 255 |
|-----|-----|-----|-----|-----|-----|-----|-----|