# IDEXX VetLab Station
## Quick Reference Guide

**Note:** For more information about using your IDEXX VetLab* Station (such as adding tests to a run, trending and reassigning results, entering SNAP* test results, and more), visit **idexx.com/library** and/or **idexxlearningcenter.com**.

## Navigating the Home screen

**Analyze Sample**
Initiate a sample run. Enter information and select the instrument you want to use.

**Records**
Find an existing record to view, print, or trend patient results.

**Instruments**
Access specific analyzer system information and utilities.

**Settings**
Customize your options to fit your clinic workflow.

**IDEXX SmartService* indicator**
The color of the dot indicates your IDEXX SmartService* Solutions connection status:
- Green—Connected
- Yellow—In the process of connecting
- Red—Offline
- Gray—Disabled

**Message center**
Tap to view notifications from IDEXX such as software upgrades, important notices, etc. (SmartService connection preferred)

**Pending list**
See which patients have open requisitions in your integrated practice information management system.

**Census list**
Know which patients are currently checked in via your integrated practice information management system.
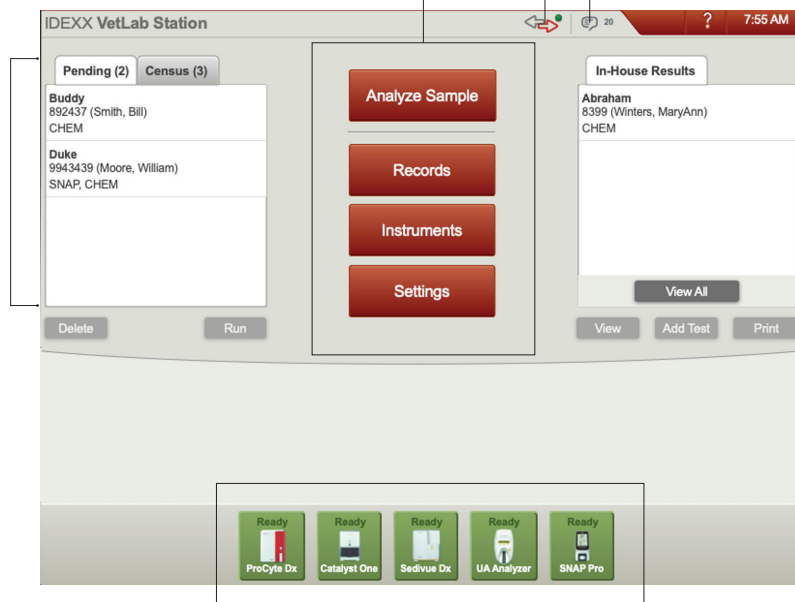
**In-House Results**
To quickly view and/or print patient results generated within the last 2 days, select a patient in this list and then tap **View** and/or **Print**.

To view a list of all historical patient results, tap **View All**.

**Instrument status icons**
Know which instruments are running and/or available with color-coded icons.
- **Ready** (green)—Connected and communicating.
- **Busy** (yellow)—Currently in use.
- **Standby** (yellow)—Analyzer is in standby mode.
- **In process** (gray)—Currently in use for a particular patient.
- **Offline** (black)—Connection has been lost.
- **Alert** (red)—A problem has occurred—tap the icon for more information.

## Initiating a sample run *without* a practice information management system

### If it's a new patient:
1. Tap **Analyze Sample** on the Home screen.
2. Tap **Add New Patient**, enter the patient/client information, and tap **Next**.
3. Confirm/specify the patient/practice information, select the desired instrument icon(s), and tap **Run**.

### If it's an existing patient:
1. Tap **Analyze Sample** on the Home screen.
2. Tap either the Patient, Last Name, or Client ID box and then begin typing the applicable information. Then tap to select the desired patient from the list and tap **Next**.
3. Confirm/specify the patient/practice information, select the desired instrument icon(s), and tap **Run**.

### If it's an emergency situation:
1. Tap **Analyze Sample** on the Home screen.
2. Tap **Stat**.
3. Select the **Species** and **Life Stage**.The system automatically enters a unique time stamp to identify the patient (which can be used later when reassigning test results).
4. Tap **Next**.
5. Select the desired instrument icon(s) and tap **Run**.

## Initiating a sample run *with* an integrated practice information management system

### If you have an integrated practice information management system:
1. Tap the desired patient from the Pending or Census list on the Home screen and then tap **Run**.
2. Confirm/specify the patient/practice information, select the desired instrument icon(s), and tap **Run**.

## Viewing and printing results
1. Access the patient's results using one of the following methods:
   - To access results immediately after the run is complete, tap **View Results** in the New Results Alert message.
   - To access results generated in the last 2 days, tap the patient in the In-House Results list on the Home screen and then tap **View**.
   - To access all historical results, you can:
     – Tap **Records** on the Home screen, search for the desired patient and tap **View Records**, and then select the results you want to view and tap **View Results**.
     – Tap **View All** below the In-House Results list on the Home screen, find the desired result(s) in the numbered pages, and then tap to view the result(s). To print, select the check box(es) next to the desired result(s) and tap **Print**.
2. Tap the tab that contains the desired results.
3. Tap **Print**.

## Weekly maintenance
IDEXX recommends that you restart the system weekly—just tap the shutdown icon  on the Home screen and then tap **Restart**.

For more information about maintaining your IDEXX in-house analyzers, visit **idexx.com/library** or **idexxlearningcenter.com**.

## Customizing the settings

You can customize the IDEXX VetLab Station to meet the needs of your practice—just click **Settings** on the Home screen and then select the applicable tab:

- **SmartService**—Enable SmartService Solutions and monitor its connection.
- **VetConnect PLUS**—Activate VetConnect* PLUS on your IDEXX VetLab Station to automatically upload all of your in-house test results. (Not available in all regions.)
- **Practice Management**—Identify the practice information management system that your clinic uses and its method for connecting to the IDEXX VetLab Station.
- **Time and Date**—Adjust the system's time and date settings.
- **Practice Info**—Add/remove doctor name(s) to/from the system.
- **Reports**—Customize print quality, the color of out-of-range results on printed reports, report format, and more.
- **Report Header**—Add your clinic information to the top of your reports, or leave space to accommodate your letterhead.
- **New Results Alert**—Determine if you want to be notified of new results via an alert message, a beep, or both.
- **Printers**—Select an installed printer and choose options for automatic report printing and paper format.
- **Sample ID**—Customize the information that appears on the Patient Search screen.
- **Home Screen**—Customize the information that appears on the Home screen.
- **Language**—Select the language and country for your system.
- **Units**—Select the desired units of measure for test results.
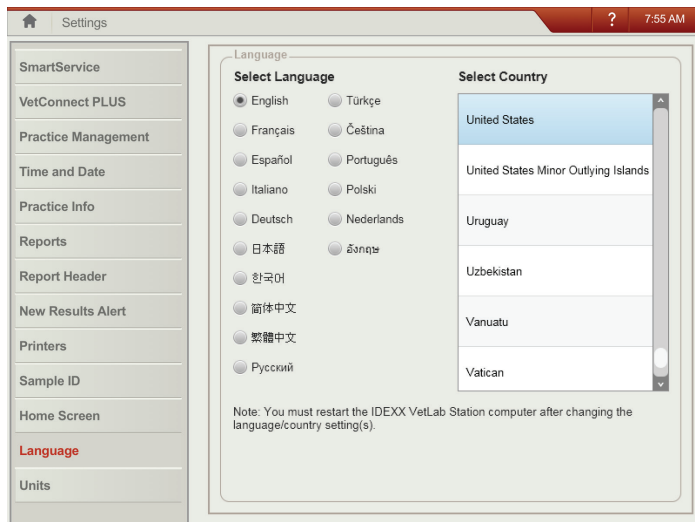
## IDEXX Technical Support

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