

IDEXX VetLab* Station

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IDEXX

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Getting started

About the IDEXX VetLab Station

The IDEXX VetLab* Station is the hub of the IDEXX in-house diagnostic laboratory that provides control for running tests on patient samples and serves as a connection point for IDEXX remote servicing. The main functions of the IDEXX VetLab Station include:

- ✦ Full instrument control through an easy-to-use interface, expediting your workflow so that you can get test results quickly.
- ✦ Unlimited data storage for records and results, providing you with more comprehensive information on each patient, so that you can make more informed and timely decisions.
- ✦ Consolidated, full-colour lab results, including all in-house IDEXX haematology, chemistry, endocrinology, electrolyte, urinalysis and rapid assay results.
- ✦ IDEXX SmartService* Solutions connectivity, enabling IDEXX to provide software upgrades and diagnostic services to ensure your lab is running at peak efficiency.
- ✦ Integration with VetConnect* PLUS (not available in all regions), providing advanced graphing of in-house instrument results.
- ✦ Practice information management system (PIMS) connectivity, linking patients and test results together for complete medical records and accurate billing.

Touchscreen monitor

The IDEXX VetLab Station is controlled via a touchscreen monitor. To get the best results when using the touchscreen:

- ✦ Do not rest your hand on the touchscreen. The screen is sensitive to touch.
- ✦ Never tap the touchscreen with a sharp or abrasive object.

IDEXX VetLab Station computer

The IDEXX VetLab Station computer is a laboratory information management system that stores the database of patients' test results and functions as the communication hub for all other IDEXX instruments.

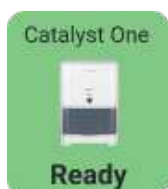
Navigating the Home screen

The Home screen is the starting point for all touchscreen interaction and is the first screen to appear when the IDEXX VetLab Station starts up. You can return to the Home screen from any other screen by tapping the Home icon  in the top left corner of the screen.

Analyser/test icons

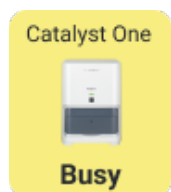
The icons that appear at the top of the Home screen represent the analysers that are connected to the IDEXX VetLab Station and their status. A SNAP* icon also appears, indicating the option to enter SNAP test results on the IDEXX VetLab Station.

Note: You may need to use the left/right arrows to see all analyser icons.



A green **Ready** icon indicates the analyser is connected to and communicating with the IDEXX VetLab Station.

Tap the icon to display analyser-specific information on the Instruments screen.



A yellow **Busy/Standby** icon indicates that the instrument is currently in use, either running sample tests or running some other process, such as quality control or standby mode.

If you click the icon, the following occurs:

- + As a *stand-alone icon, at the top of the Home screen*: The analyser-specific tab appears on the Instruments screen.
- + As *part of the In Process list*: A dialogue box appears with analyser-specific options.



A grey **Offline** icon can appear:

- + Immediately after the IDEXX VetLab Station has been started and prior to a connection being made with the instrument.
- + When an instrument is switched off or has been disconnected.

If you click the icon, the following occurs:

- + As a *stand-alone icon, at the top of the Home screen*: The analyser-specific tab appears on the Instruments screen.
- + As *part of the In Process list*: A dialogue box appears with analyser-specific options.

Note: When an analyser's status changes to "offline," in-process runs may be cancelled.



A red **Alert** icon indicates that an important action must be taken for the specific instrument.

Tap the icon to display the specific alert message and follow the on-screen instructions.

Pending list and Census list

If you have an integrated practice information management system (PIMS), you can modify your [Home screen settings](#) to include a Pending list and/or a Census list. Use the drop-down arrow at the top of the Pending/Census list to switch between the two lists.

- + The **Pending list** displays a list of patients that have tests scheduled to be run on in-house diagnostic analysers and/or SNAP tests. These scheduled tests were entered via your integrated practice information management system. The number of requests is shown in parentheses at the top of the list, and the newest scheduled requests are listed first. Tap a patient in the list to initiate their sample run.
 - Want to delete a patient/patients in the Pending list?
 1. Tap the Delete icon  at the top of the Pending list.
 2. Select the tick box(es) in the applicable patient card(s). The Delete icon updates to show the number of patients selected for deletion.
 3. Tap the Delete icon  again.
- + The **Census list** displays all patients checked in to the hospital. The number of checked-in patients is shown in parentheses at the top of the list. Tap a patient in the list to initiate their sample run.

Search button

If you have enabled the Pending list and/or Census list in your [Home screen settings](#), you can tap  to search for a specific patient in whichever list is currently displaying on the Home screen.

In Process list

In Process displays a list of tests currently being run. The number of current tests is displayed in parentheses at the top of the list.

Results list

The Results list displays a list of results from the last 7 days. The number of results in the list is shown in parentheses at the top of the list.

Tap  to search for a patient's records so you can edit patient information, or view or transfer existing patient results.

Tap  to view all historical in-house diagnostic results, by patient, in pages that contain up to 16 results each.

Add/Analyse Sample button

The button used to manually enter patient information and initiate a sample run varies depending on whether a Pending and/or Census list has been enabled on your IDEXX VetLab Station Home screen (you can enable/disable a Pending list and/or Census list in the [Home screen settings](#) – an integrated PIMS is required).

- + If you have enabled the Pending list and/or Census list, tap  to manually add a new patient or search for an existing patient, and then [initiate a sample run](#).
- + If you have not enabled the Pending list and/or Census list, tap  to manually add a new patient or search for an existing patient, and then [initiate a sample run](#).

IDEXX SmartService Solutions indicator

The IDEXX SmartService Solutions indicator displays at the top of the Home screen. The colour of the dot next to the icon indicates the current IDEXX SmartService Solutions connection status:

	Connected
	In the process of connecting
	Offline
	Disabled

For more information about IDEXX SmartService Solutions, including how to activate it, see [IDEXX SmartService Solutions Settings](#).

Gear icon

Tap , and then tap:

- + **Instruments** to access screens specific to each of your connected instruments.
- + **Settings** to customise your system settings.
- + **Help and Support** for instruction documents related to the IDEXX VetLab Station and the connected instruments.
- + **Messages** to view the Message Centre, where you can read instrument-specific communications from IDEXX.
- + **Power Down** to turn the IDEXX VetLab Station off.

Message Centre

If IDEXX SmartService Solutions is enabled on your IDEXX VetLab Station, you will receive notifications from IDEXX regarding software upgrades, new features, important notices, and more via the Message Centre. A Message Centre icon at the top of the Home screen appears when an unread message is available.

To access the Message Centre

4. Tap the Message Centre  icon.
OR
Tap , and then tap **Messages**.
5. Use the tools within the Message Centre to do the following:
 - + To read a message, tap the message you want to read and then tap **View**. **Print** the message, if desired.
 - + To delete messages:
 - Tap to select the tick box(es) to the left of the applicable message(s) and then tap **Delete**.
 - Tap to select the tick box at the top of the column to select all messages for deletion and then tap **Delete**.
 - + To mark messages as unread:
 - Tap to select the tick box(es) to the left of the applicable message(s) and then tap **Mark as Unread**.
 - Tap to select the tick box at the top of the column to select all messages and then tap **Mark as Unread**.
6. Tap **Back** to return to the previous screen or tap  to return to the Home screen.

Shutting down/restarting the IDEXX VetLab Station

IDEXX recommends that you restart the IDEXX VetLab Station on a weekly basis. You will receive a reminder to do so 7 days after your previous restart.

1. Tap , and then tap **Power Down**.
 2. Tap either **Power Down** or **Restart**.
- OR
1. Tap , and then tap **Instruments**, tap **System**, and then tap **Power Down**.
 2. Tap either **Power Down** or **Restart**.

Note: If IDEXX SmartService Solutions is enabled on your IDEXX VetLab Station, it is recommended that you do not shut the system down for extended periods of time. In order for IDEXX SmartService Solutions to communicate with the IDEXX VetLab Station, the system must be switched on.

Analysing samples

You can select a patient for a sample run in several ways:

- + Tap a patient name in the Pending list.
- + Tap a patient name in the Census list.
- + Tap  to search for a specific patient in the Pending or Census list (search results are dependent on which list is displayed on the Home screen).
- + Tap  (if a Pending/Census list is enabled on your Home screen) or  (if a Pending/Census list is *not* enabled on your Home screen) to manually add a new patient or search for an existing patient.

Initiating a sample run

To initiate a sample run when connected to an integrated PIMS

1. Enter the test request in the PIMS. The IDEXX VetLab* Station Pending list populates with the test request information.
2. Tap the desired patient in the **Pending** or **Census** list on the Home screen.
OR
Tap  to search for a specific patient in the Pending or Census list (search results are dependent on which list is displayed on the Home screen).
3. Tap to select the desired instrument(s); the selected instrument(s) appear(s) at the top of the screen. If multiple instruments are available, you can select more than one (as needed).
Tip: To de-select an instrument, click the Delete  icon.
4. Some analysers require additional information regarding the sample type or dilution factors—enter that information if prompted. Instruments with pending additional information appear at the top of the screen with a grey right arrow icon (instead of a green tick icon), as shown with the IDEXX inVue Dx analyser icon (shown middle) below.



5. Tap **Run**. The Home screen displays the selected instruments and SNAP* tests in the In Process list.
 - + If an analyser is available to process a sample, the patient information is automatically sent to the analyser, the analyser icon status will change to busy, the run will appear in the In Process list and you can begin processing the patient's sample on that analyser.
 - + If an analyser is NOT available to process a sample, the analyser icon will display a busy status in the In Process list and will switch to a green ready status when the instrument becomes ready. Tap the drop-down caret and then select **Start Run** to begin processing the sample.
6. Analyse the sample (consult the analyser's operator's guide for detailed instructions).
OR
If you selected a SNAP test in step 3 above, tap the SNAP icon in the **In Process** list and tap **Add Results**. Or use the SNAP Timer. The timer will display a countdown that is specific to the type of SNAP test selected. If using the SNAP Timer, be sure to activate the SNAP test and start the timer at the same time. For more information, see [Entering and editing SNAP test results](#).

To initiate a sample run directly on the IDEXX VetLab Station

1. Tap  or  on the Home screen. The Patient Search screen displays.
2. If it's an existing patient, search by tapping either the Patient, Last Name, or Client ID box and then begin typing the applicable information. Then click to select the desired patient from the list.
OR
If it's a new patient, click **Add New Patient** and enter the patient/client information. Required fields are noted with an asterisk.
OR
Tap **Stat**, select the **Species**, and then select the **Life Stage**. The system will automatically enter unique patient identifiers. The patient and the test results can be reassigned later (for more information, see [Reassigning results](#)).
IMPORTANT: Be sure to select the correct species as it cannot be edited once the patient record is created.
3. Tap **Next**. The Select Instruments screen displays.
4. Confirm the **Life Stage** on the left.
5. If you have a serial PIMS connected to your IDEXX VetLab Station, enter the applicable ID from your PIMS in the **Requisition ID** text box, if the box is available. (This box appears only if option(s) to display requisition IDs are selected in the [Practice Management Settings](#) screen.)
6. (Optional) Specify the **Doctor** who will care for this patient and specify the patient's weight.
7. Tap to select the desired instrument(s); the selected instrument(s) appear(s) at the top of the screen. If multiple instruments are available, you can select more than one (as needed).
Tip: To de-select an instrument, click the Delete  icon.
8. Some analysers require additional information regarding the sample type or dilution factors—enter that information if prompted. Instruments with pending additional information appear at the top of the screen with a grey right arrow icon (instead of a green tick icon), as shown with the IDEXX inVue Dx analyser icon (shown middle) below.



9. After entering all required information, tap **Run**. The Home screen displays the selected options in the In Process list.
 - + If an analyser is available to process a sample, the patient information is automatically sent to the analyser, the analyser icon status will change to busy and you can begin processing the patient's sample on that analyser.
 - + If an analyser is NOT available to process a sample, the analyser icon will display a busy status in the In Process list and will switch to a green ready status when the instrument becomes ready. Tap the ready icon to begin processing the sample.
10. Analyse the sample (consult the analyser's operator's guide for detailed instructions).
OR
If you selected a SNAP test in step 3 above, tap the SNAP icon in the **In Process** list and tap **Add Results**. Or use the SNAP Timer. The timer will display a countdown that is specific to the type of SNAP test selected. If using the SNAP Timer, be sure to activate the SNAP test and start the timer at the same time. For more information, see [Entering and editing SNAP test results](#).

Adding tests to a patient record

1. [View the patient record](#), and then click **Add Test**.
2. Tap one of the following:
 - + **Append**—Adds the results from the selected instruments to the currently selected record. All original results are kept.
 - + **Merge/Replace**—Overwrites original results (with the same parameters) with the newly added results. All other original records are kept.
 - + **New**—Adds the results from the selected instruments as a new result record.
3. Analyse the sample. For more information, see [Initiating a sample run](#).

Undoing a merge/replace and restoring original results

If you have merged patient results or replaced them with different results, you can undo the action and restore the original results.

IMPORTANT: Restoring the original results permanently deletes the merged/replaced results.

1. Open the patient's merged or replaced results.
2. Tap **Manage Results**, and then tap **Undo Merge/Replace**. The screen lists the previous and merged/replaced results side by side for your review.
3. If you are sure you want to restore the original results, click **Use Previous Results** and then click **Save**.

Cancelling a sample run

To cancel a patient's scheduled sample run for a specific request

1. In the In Process list, tap the analyser icon.
2. Tap **Cancel run**. The instrument icon is removed from the In Process list.

To cancel a sample run on an in-process analyser

An in-process run can only be cancelled on the analyser itself.

Note: For information on how to cancel an in-process run, refer to the specific analyser's operator's guide.

Editing client and patient information

If there is an error in the client or patient information (e.g., a typo in a name), the client name has changed, or you need to provide information for a STAT patient, you can edit the information.

Note: The species field cannot be edited for an existing patient.

1. Under Results, click **Records Search**, locate and select the desired patient, and then click **Edit**.
OR
When viewing patient results, tap **Profile** and then tap the Pencil icon .
2. On the Edit Patient screen, edit the information you want to change, and then click **Save**.

Accessing results

Viewing and printing results

1. Do one of the following:
 - + To view results immediately after the run has completed, tap the New Results alert message.
 - + To view results captured in the past 7 days, tap the patient name in the Results list on the Home screen.
 - + To view historical results:
 - Under Results on the Home screen, tap **Records Search** or tap , search for and select the desired patient and then tap **View**.
 - On any screen other than the Home screen, tap , search for and select the desired patient, and then tap **View**.
2. On the Results screen, click the date tab that contains the desired results.
3. Tap **Print**  to print a comprehensive report of all of the test results from the selected tab.

Reassigning results

When you reassign results, all the results included in the specified lab request are transferred.

1. [View the patient's results](#).
2. On the Results screen, select the desired tab, and then click **Manage Results**.
3. In the Manage Results screen, click **Reassign Results**.
4. Enter the patient name you want to assign results to; if multiple patients are found with similar names, select the one you want. Tap **Reassign**.
Note: Results cannot be reassigned to a patient of a different species.
5. When prompted to review and confirm your decision, click **Reassign**.

Manually entering and editing physical and chemical urinalysis results

While your sample is processing on the SediVue Dx* Urine Sediment Analyser is a great time to enter the chemical and physical evaluation of the urine sample to facilitate the creation of the complete urinalysis results. Chemical testing can be done using the IDEXX VetLab* UA* Analyser or urine dipsticks. Physical testing can be done using a refractometer.

If needed, you can edit the manually entered properties later.

To manually enter chemical and physical properties

1. [Initiate a sample run](#) and ensure that the Manual UA icon appears in the In Process list. The Manual UA icon will be displayed if:
 - + This is a SediVue Dx analyser test run.
 - + This is an IDEXX VetLab UA Analyser test run and the **UA Physical Record Entry** option is turned on for the UA analyser. See the IDEXX UA Analyser Operator's Guide for instructions.
2. Tap the **Manual UA** icon, and then select the collection method, colour, and clarity of the sample.
3. Enter the **Specific Gravity** of the sample.
4. Tap the colour that matches the sample pH.
Note: If you are using an IDEXX VetLab UA Analyser, the pH is automatically added to the urinalysis section of the patient's report.
5. If all of the chemistries are normal, click **Set All to Negative/Normal**; otherwise, specify the appropriate results. (If you change some but not all results, click **NEXT** when done).
Note: If you are using an IDEXX VetLab UA Analyser, the pH is automatically added to the urinalysis section of the patient's report.
6. Enter any comments; when finished, click **Done**. The results will display in the Urinalysis section of the patient's report and in the IDEXX VetLab* Station patient records.

To edit Manual UA results

1. Access the patient's results, click **Manage Results**, and then click **Edit Manual Results**. A list of available results is displayed.
2. Tap the Manual UA results you want to edit.
3. Edit the results as needed, enter any comments, and then click **Save**.

Entering and editing SNAP test results

SNAP* test results can be entered immediately after the test completes or at a later time. Once entered, SNAP test results can be edited if necessary.

To enter SNAP test results

1. Tap the SNAP icon in the In Process list.
OR
When the SNAP Timer Complete dialogue box displays, click **Enter results**. An image of the SNAP spots appears.
2. Tap the image that matches your SNAP test's result window.
3. (Optional) Tap the **Comment** tab and enter your user ID and a comment for this test result.
4. Tap **Save**.

To edit SNAP test results

1. Access the patient's results, click **Manage Results**, and then click the results you want to edit.
2. Tap the image that matches the appropriate result.
3. Tap in the **Comments** area to enter or edit your user ID and/or comments.
4. Tap **Save**.

Printing a SNAP Log Report

The SNAP Log Report provides summary data and a detailed listing of all the SNAP tests entered on the IDEXX VetLab Station manually, as well as those processed on an analyser.

1. From the Home screen, click the SNAP icon or click , then click **Instruments**, and then click the **SNAP** tab.
2. Tap **Print SNAP Report**.
3. On the SNAP Log Report screen, select (or choose a custom) date range.
Note: Weeks are based on a Sunday–Saturday time period.
4. Tap the type of report you want to print:
 - + **Print SNAP Log**—provides a detailed report about each SNAP test, including a time stamp, patient ID, client ID, doctor, reason for testing (if available), test result, and user ID and comments (if available).
 - + **Print SNAP Summary**—provides a report that displays the number of SNAP tests run for the specified date range as well as a pie chart indicating the number of positive and negative test results received for each test.
5. On the SNAP Log Report screen, review the SNAP report, and then click the **Print** icon.

Customising the settings

Home screen settings

1. Tap , and then tap **Settings**.
2. Tap the **Display** tab on the left.
3. Select your desired options in the Include on Home Screen section.
Note: Data will populate the Pending and Census lists only if your IDEXX VetLab* Station is connected to an integrated practice information management system (PIMS) (for more information, see [Practice management settings](#)).

Language and country settings

The Language tab lets you select a language and a locale for the IDEXX VetLab Station.

1. Tap , and then tap **Settings**.
2. Tap the **Language** tab.
3. Select the desired language for the display and printing of text.
4. Select the desired location.
5. Tap the Home  icon.

New results alert settings

1. Tap , and then tap **Settings**.
2. Tap the **Alerts and Notifications** tab.
3. Select your desired options:
 - + Select the **Show new results notification** tick box and then select the amount of time the alert will be displayed.
 - + Select **Beep when new results are available** and then select the amount of time the alert will beep.

Practice information settings

1. Tap , and then tap **Settings**.
2. Tap the **Practice Info** tab.
3. Edit the IDEXX account number (your practice's IDEXX-specific SAP number), add a new doctor, or delete a doctor (as desired).

Practice management settings

If your practice uses an integrated practice information management system (PIMS), it may be able to receive test results from the IDEXX VetLab Station. These results can then be included in patients' records. Test results are matched to patients by requisition IDs. Therefore, when you enter client and patient information on the Identify Patient screen, the Requisition ID field with the applicable ID may be required.

1. Tap , and then tap **Settings**.
2. Tap the **Practice Management** tab.
3. Tap **Configure**.
4. Specify how the PIMS connects to the IDEXX VetLab Station (**Network Connection** or **Serial Connection**).
IMPORTANT: To use the Census list and Pending list on the Home screen, the Network Connection option must be selected.
5. If Serial Connection is selected, click **Save**.

6. If Network Connection is selected:
 - a. Select the type of connection (**Auto-Connect** or **Direct-Connect**); if Direct-Connect is selected, input the IP address.
 - b. Input the integration name (optional). This value will be returned to the PIMS along with your test results. If your PIMS uses a specific name to refer to integration with the IDEXX VetLab Station, enter that name here.
 - c. If prompted, read and agree to the IDEXX Connection Agreement.
 - d. Tap **Save**.
7. In the Requisition ID section, select or deselect the **Required** option. If IDs are not required, then select whether the ID will be displayed if available.
Note: If IDs are required, then the displayed option will be selected by default.
8. In the Results section, select either **Transmit Results (Data)** or **Transmit Results and Reports (PDF)** and then set a date under **Do not transmit records created before**.

Printer settings

You can select a default printer and/or choose whether to print reports automatically.

1. Tap , and then tap **Settings**.
2. Tap the **Printing** tab.
3. To print reports automatically:
 - a. Select the **Automatically print report when all tests are complete** tick box.
 - b. If you do not want to print SNAP* test results, select the options to not print manual SNAP and/or SNAP Pro* Analyser results.
 - c. Select the **Number of Copies** that you want to print.
4. To select a default printer, select the desired printer and the desired paper format.
5. To view each analyser's results on a separate page, untick the **Natural Page Break** tick box.

Report header settings

1. Tap , and then tap **Settings**.
2. Tap the **Reports** tab.
3. Tap **Edit Header** at the top of the page.
4. Select **Print a header on reports** to include information (such as the practice name, address, and phone number) and then enter information you want to appear in each line of the header.
 OR
 If you want to use your own letterhead stationery, deselect **Print header on reports**. Then select the number of blank lines to appear at the top of your report to accommodate your letterhead.
5. Tap **OK** to save your edits.

Reports settings

The IDEXX VetLab Station can provide printed reports for each test run. The Reports tab controls the quality of the report, the way the haematology message codes appear, the test result order, the colour of high and low results, and more.

1. Tap , and then tap **Settings**.
2. Tap the **Reports** tab.
3. To select the test results order, in the Test Results Order box, select **Organ/Cell Type** or **Standard**.
 - + **Organ/Cell Type** will group chemistry results by organ and haematology results by cell type (as reported by IDEXX Reference Laboratories).
 - + **Standard** will list chemistry results in alphabetical order and haematology results in a different cell type order. Haematology and chemistry results can be organised by cell type or organ (in addition to the traditional alphabetical order).

4. In the Test Results Report Format box, click **Results PLUS** or **Standard**.
 - + **Results PLUS** will include the patient's most recent prior results for the selected test, along with the current results on the report.
 - + **Standard** will print only the current results on the report.
5. To use English assay names on reports, select **Use English assay names on the results report and on-screen display**.
6. In the Out-of-Range Results area, use the drop-down menus to assign a colour for high and/or low results.
7. To specify haematology report settings:
 - a. In the Haematology Message Codes box, select **Full Text** or **Short Text**.
 - + **Full Text** displays the entire text message for each code.
 - + **Short Text** displays only the message codes.

Note: Haematology message codes appear on the printed test results report in the event of any issues with the sample analysis. The report can have just the code printed (e.g., RBC 5) or have the full text of the message printed.
 - b. Select **Enable results-based comments** if you want interpretive comments to be included on the report.
 - c. Select the instrument results for which you want to display dot plots.
8. To specify urinalysis report settings:
 - a. Select **Enable results-based comments** if you want interpretive comments to be included on the report.
 - b. To specify a colour for abnormal results, select the desired colour from the **Abnormal Results** drop-down menu.

Patient and order details settings

To set preferences for the Identify Patient screen

1. Tap , and then tap **Settings**.
2. Tap the **Display** tab.
3. In the **Include in Patient and Order Details** section, select the items that you want to be displayed.

To display the Pending or Census List

1. Tap , and then tap **Settings**.
2. Tap the **Display** tab.
3. Select which list you want to display by default on the Home screen.

IDEXX SmartService Solutions settings

IDEXX SmartService* Solutions is a safe and secure remote troubleshooting and maintenance service that proactively monitors and maintains equipment connected to the IDEXX VetLab Station. Using IDEXX SmartService Solutions, your equipment will automatically receive software updates, ensuring you always have access to the latest IDEXX enhancements and features. In addition, IDEXX SmartService Solutions allows us to connect with your IDEXX VetLab Station to troubleshoot any issues you may be having with your instruments. With an active IDEXX SmartService Solutions connection, you can spend less time troubleshooting issues and more time with your patients.

To enable IDEXX SmartService Solutions

1. Tap , and then tap **Settings**.
2. Tap the **SmartService** tab.
3. Tap **Activate** and follow the on-screen instructions.

VetConnect PLUS settings

Note: VetConnect* PLUS is not available in all regions.

1. Tap , and then tap **Settings**.
2. Tap the **VetConnect PLUS** tab.
3. Tap **Connect Now**.
4. Enter your practice's VetConnect user name and password.
5. Tap **Next**. A confirmation message is displayed. Records are uploaded in reverse order, starting with the most recent results. The IDEXX VetLab Station can continue to be used during the upload.
6. Accept the VetConnect PLUS user agreement when prompted.

Time and date settings

1. Tap , and then tap **Settings**.
2. Tap the **Time and Date** tab.
3. Select whether to automatically adjust for BST.
4. Select the location and the time zone from the drop-down menus.

Units settings

1. Tap , and then tap **Settings**.
2. Tap the **Units** tab.
3. Select the desired measurement system (**U.S.**, **S.I.**, or **French**).
4. Select the desired units of weight (pounds or kilogrammes).

Instrument management

Overview

On the side of the Instruments screen, there are tabs for a variety of instrument management options, including system settings, instrument settings for each of the IDEXX instruments connected to your IDEXX VetLab* Station, and SNAP* test settings.

These tabs can be accessed by tapping  in the upper-right corner of any screen and then tapping **Instruments** or by tapping directly on the analyser icon on the Home screen.

For more information about how to use the specific analyser functions, see the analyser's operator's guide.

Viewing system information

1. Tap , and then tap **Instruments**.
2. Under Software, click **System Info** to display information about the IDEXX VetLab Station software versions.

Upgrading the software

If IDEXX SmartService* Solutions is activated, upgrades will be sent to your IDEXX VetLab Station automatically. If IDEXX SmartService Solutions is not activated, you will receive upgrade media in the mail.

To upgrade software from IDEXX SmartService Solutions

Tap **Upgrade Now** when prompted. The upgrade is complete when the Upgrade Successful message displays (may take up to 30 minutes).

Note: If you are unable to perform the upgrade when prompted, click **Remind Me Later** to close the message and continue using the IDEXX VetLab Station. To upgrade later, wait for a prompt (the software will remind you once per day until the upgrade is performed) or click **Upgrade Software** on the System tab.

To upgrade software from upgrade media

1. Tap , and then tap **Instruments**.
2. Under Software, click **Upgrade Software**.
3. Insert the upgrade media and follow the on-screen instructions.
4. Tap the **Message Centre** icon at the top of the Home screen, select the upgrade letter version that matches the media label, and then tap **View** to review the features of this release.

Backing up or restoring data

1. Tap , and then tap **Instruments**.
2. To start a backup, under Data, click **Back Up Data** and follow on-screen instructions.
Note: We strongly recommend that you back up your data regularly to minimise loss in the event of a system failure.
3. To restore data from a backup:
 - a. Under Data, click **Restore Data**.
 - b. Specify which data you want to restore (**All Available Data** is selected by default) and click **Next**.
Note: If the data storage media has multiple backup files saved to it, you may be prompted to select the date from which to restore data.
 - c. Follow the on-screen instructions. All data on the computer will be overwritten.
 - d. When the computer has finished restoring the data and has restarted, the Home screen appears.

Configuring the router

A router connects the IDEXX VetLab Station to other IDEXX analysers, a practice information management system (PIMS), and the internet.

To configure the router

Note: You can return all router configuration values to their IDEXX default values at any time by tapping **Apply IDEXX Defaults**.

1. Tap , and then tap **Instruments**.
2. Under Hardware, click **Advanced**.
3. In the Router Configuration area, click **Edit**.
4. In the WAN IP box, select one of the following:
 - + **Obtain IP Automatically**—the IP address is set by the practice router; this is the default option. Go to step 9.
 - + **Static IP Address**—you must specify the static IP Address. Continue with step 5.
5. Enter the **IP address** for the router.
6. Enter the **Subnet Mask** address for the router.
7. Enter the **Default Gateway** address for the router.
8. Enter the **DNS Server** address for the router.
9. Enter the **Local IP** address. You can specify a number between 1 and 255. (If you selected Obtain IP Automatically, you can only specify the third number set in this address.)

Note: The IDEXX default local IP address is 192.168.222.1. The default factory setting is 192.168.1.1.
10. Tap **Apply Changes** to save the changes and reset the router.

To configure the wireless settings

1. Tap , and then tap **Instruments**.
2. Under Hardware, click **Advanced**.
3. Tap **Wireless Settings**.
4. Select the following:
 - + **Generate Password**—create a new password for the wireless network.
 - + **Enable Wireless Antenna**—toggle this setting on or off.

Testing the network

1. Tap , and then tap **Instruments**.
2. Under Hardware, click **Advanced**.
3. In the Network Access Test area, enter a network IP address.
4. Tap **Ping**. A message appears indicating whether or not the IDEXX VetLab Station was able to connect to the specified network address.

Turning on the SNAP timer

1. From the Home screen, click the SNAP icon or click , click **Instruments**, and then click **SNAP**.
2. Tap **On** for the **SNAP Timer** option.
3. In the **SNAP Reminder** field, choose a time interval from the drop-down list to adjust the delay on the SNAP alert notification on the Home screen or the Select Instruments screen. Options range from 5 to 60 seconds.

IMPORTANT: SNAP test results are time-sensitive. Do not set a long snooze time for the SNAP alert notification.

Specifying the SNAP tests available for selection

1. From the Home screen, click the SNAP icon or click , click **Instruments**, and then click **SNAP**.
2. Select which SNAP tests should be listed as available for each species.

Printing the SNAP Log Report

See [Printing a SNAP Log Report](#) for more information.

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