

Creating Home Labels

Scenario

Baby is an **inpatient**; Mother is **not** an inpatient. **Pre-printed** home (domicile) labels are required to provide to Mother to self-label once EBM collected. You have accessed the MilkTrac back office (PC/ Cart access only).

Instruction

The screenshot shows the 'Mapp Mobile App Platform' interface. On the left is a sidebar menu with 'MilkTrac' at the top and 'Home labels' selected. The main area is titled 'Print Home labels' and contains a 'Filters' section with a date range from 2022-08-20 to 2022-09-19. Below the filters is a search bar and a table of records. The table has columns for Process, Baby name, Birth date, Ward, and Mother name. Two records are visible, with the first one highlighted in green. A 'Print' button is visible in the top right of the table area.

1. Click on MilkTrac to open menu.
2. Select **Home labels**.

Select the patient (baby) you wish to print home labels for.

3. Amend **filter range** to include child's birth date.
4. **Apply filter**. Window below will populate with patients whose birth dates fall within the filter range.
5. **Search** for patient by MRN.
6. Once found, click anywhere on patient's line of information to **highlight** it.
7. The print button is now activated. Click on **Print**.

The 'Print' dialog box shows the 'Baby name' field populated with 'Son Norma Beth'. Below it are two dropdown menus: 'Quantity' (set to 4) and 'Printer' (set to ZEBRA). A 'Print' button is located at the bottom right of the dialog.

1. Enter desired **quantity** of labels
2. Select drop down menu and **choose** destination printer.
3. Click **Print**.

Provide mother with labels and request that label(s) are added to each individual milk collection – mother required to hand write date/time of expression on label(s).