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# MarkVCID Label Printing Guide for the Brady i5100

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MarkVCID Consortium

By the MGH Neurological Clinical Research and MarkVCID Consortium Coordinating Center.

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# MarkVCID Label Printing Guide

The MarkVCID system allows authorized users to print cryovial labels for biosamples collected and stored for the MarkVCID consortium as part of the virtual biorepository. This manual focuses on how to print labels using the Brady i5100 (300dpi) laser printer.

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## Prerequisites

**Browser:** Firefox (latest version)

Note: The label printing module works best using the Firefox browser.

**Driver:** Brady i5100 printer driver is installed and selected as the default printer (Please refer to printer driver installation guide to see how to install the driver).

## Accessing MarkVCID Clinical Data Entry Portal for Printing Labels

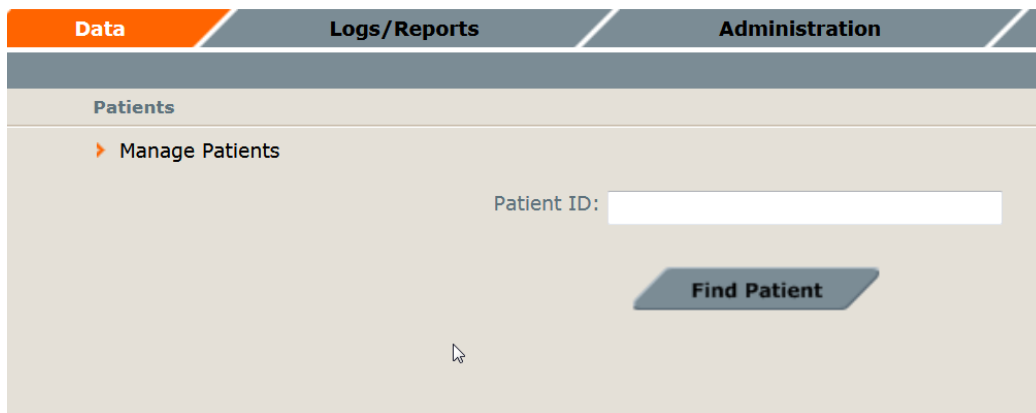
### Steps:

1. Log into the “MarkVCID Clinical Data Entry” portal

(<https://ncr0.partners.org/MarkVCID/PE>)

**Note:** The MarkVCID Clinical Data Entry Portal can also be accessed by clicking on the Clinical Data Entry link at <https://markvcid.partners.org/>

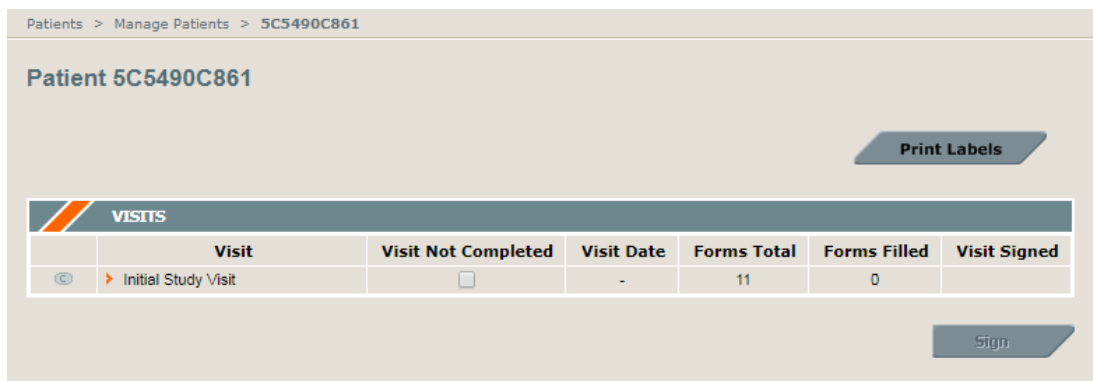
2. On the “Data” tab, enter the Patient ID and click “Find Patient” to access the patient’s “Visits” page



The screenshot shows the 'Data' tab selected in the MarkVCID Clinical Data Entry Portal. The 'Patients' section is visible, with a 'Manage Patients' link. Below this, there is a 'Patient ID:' label followed by a text input field. A 'Find Patient' button is located below the input field.

**Note:** Alternatively, you can also access the patient’s “Visits” page via the “Manage Patients” link and click the patient’s ID in the Patients table.

3. Click the “Print Labels” button located above “VISITS” table.



The screenshot shows the 'Visits' page for Patient 5C5490C861. The breadcrumb trail is 'Patients > Manage Patients > 5C5490C861'. The patient's name 'Patient 5C5490C861' is displayed. A 'Print Labels' button is located above the 'VISITS' table. The table has the following structure:

	Visit	Visit Not Completed	Visit Date	Forms Total	Forms Filled	Visit Signed
	Initial Study Visit	<input type="checkbox"/>	-	11	0	

A 'Sign' button is located below the table.

#### 4. Enter the Printer Name

**Note:** Enter the same printer name each time you print labels. The system will store the margin settings after the first print-job and recognize and apply the same settings thereafter.

Patients > Manage Patients > 5C5490C861 > Print Labels

Patient 5C5490C861

Printer Name: BRADY i5100

Label example (150%)

MarkVCID  
Visit 21 C 0.25mL  
Vial 1010000000  
5C5490C861

Visits and Sample Types					
Visit	Type	Sample State	Side	Size	Amount
-- Select --	-- Select --				

Add Row Update Total Total: 0

Print Labels Cancel

#### 5. Select the appropriate parameters for: “Visit”, “Sample Type”, and “Size” (volume of the sample), and enter the “Amount” (number of labels to be printed).

**Note:** The system allows you to print labels for multiple sample types and visits for a single patient at once by clicking the “Add Row” button. The “Visit” dropdown will display all sample collection visit options for the study. Also, note that the “Visit” dropdown displays the Visit Names and the corresponding Visit IDs (this will be displayed on the visible part of the label and embedded in the barcode).

Patients > Manage Patients > 5C5490C861 > Print Labels

Patient 5C5490C861

Printer Name: BRADY i5100

Label example (150%)

MarkVCID  
Visit 21 C 0.25mL  
Vial 1010000000  
5C5490C861

Visits and Sample Types					
Visit	Type	Sample State	Side	Size	Amount
1 - Initial Study Visi	CSF	Liquid		0.25mL	10

Add Row Update Total Total: 0

Print Labels Cancel

#### 6. Once you finish selecting and entering the information for all labels you would like to print, click “Update Total” to confirm the number of labels to be printed.

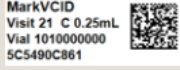
**IMPORTANT:** Every time you change the number of labels or any other information in the “Visit” and “Sample” sections, you **MUST** click “Update Total” before clicking “Print Labels”. Otherwise the changes will not be reflected in the Print Labels section.

Patients > Manage Patients > 5C5490C861 > Print Labels

**Patient 5C5490C861**

Printer Name:

Label example (150%)




Visits and Sample Types						
	Visit	Type	Sample			Amount
			State	Side	Size	
✂	1 - Initial Study Visi ▼	CSF ▼	Liquid		0.25mL ▼	5
✂	1 - Initial Study Visi ▼	Plasma ▼	Liquid		0.25mL ▼	5
	-- Select -- ▼	-- Select -- ▼				

Total: 10

7. Click “Print Labels”

If this is the first time you are entering the name of the printer, the “Print Labels” button will take you to the “Printer Setup” page. In the Printer Setup window, select the “Printer Type” and “Page Size” you are using to print the label(s) and enter the page margins (below). Make sure the settings recommended under the BEFORE PRINTING section of the “Printer Setup” window are correctly setup.

Click help  button on the Printer Setup window to access the help manual on how to set up the browser for printing.

Please use the following margins to print labels:

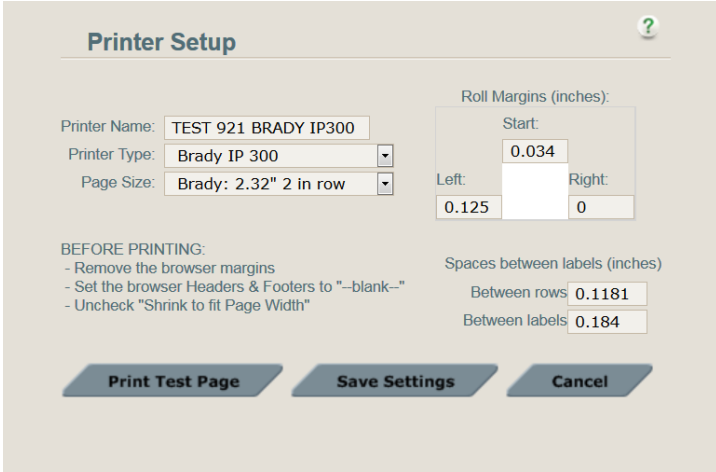
Start: 0.034

Left: 0.125

Right: 0

Between rows: 0.1181

Between labels: 0.184



The screenshot shows the "Printer Setup" dialog box. It includes the following elements:

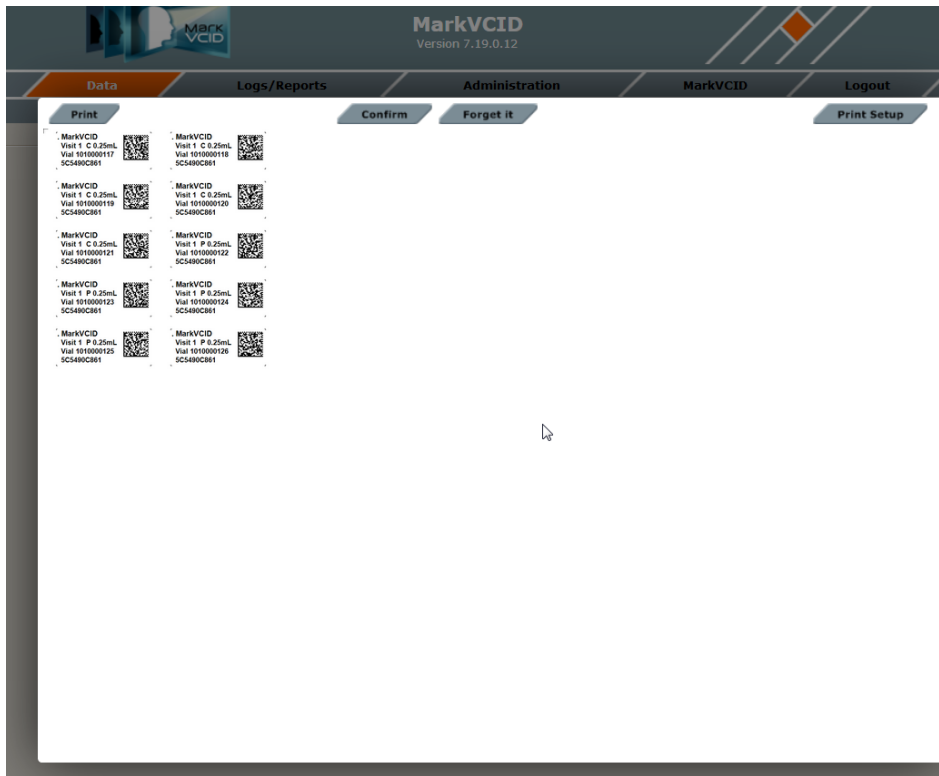
- Printer Name:** TEST 921 BRADY IP300
- Printer Type:** Brady IP 300
- Page Size:** Brady: 2.32" 2 in row
- Roll Margins (inches):**
  - Start: 0.034
  - Left: 0.125
  - Right: 0
- BEFORE PRINTING:**
  - Remove the browser margins
  - Set the browser Headers & Footers to "--blank--"
  - Uncheck "Shrink to fit Page Width"
- Spaces between labels (inches):**
  - Between rows: 0.1181
  - Between labels: 0.184
- Buttons:** Print Test Page, Save Settings, Cancel

Once the printer margins are set up for the entered printer name, the system will save them for future use. When you use the same printer name to print labels for future visits, the system will automatically apply the settings and take you directly to the print preview page. You will be able to navigate to the Printer Setup page if needed.

**IMPORTANT:** Each time you click “Print Labels” on the print main page or “Save Settings” on the Print Setup window, new vial IDs are generated. If you decide to cancel the printing process after clicking Print Labels or Save Settings, then the system will generate vial IDs that will be unusable and these IDs will not be re-generated for future visits or patients. Therefore, carefully review the entered information before proceeding to the next step.

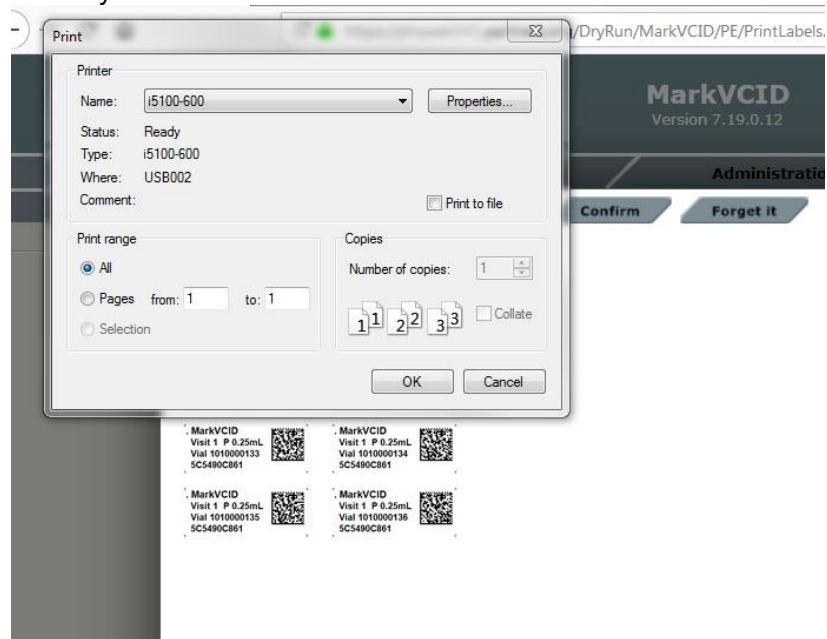
8. Click “Save Settings” (Note: the “Print Test Page” option is not applicable for Brady printers)

9. "Save Settings" will take you to the "Print Preview" page where you can verify whether the contents of the labels were generated correctly.

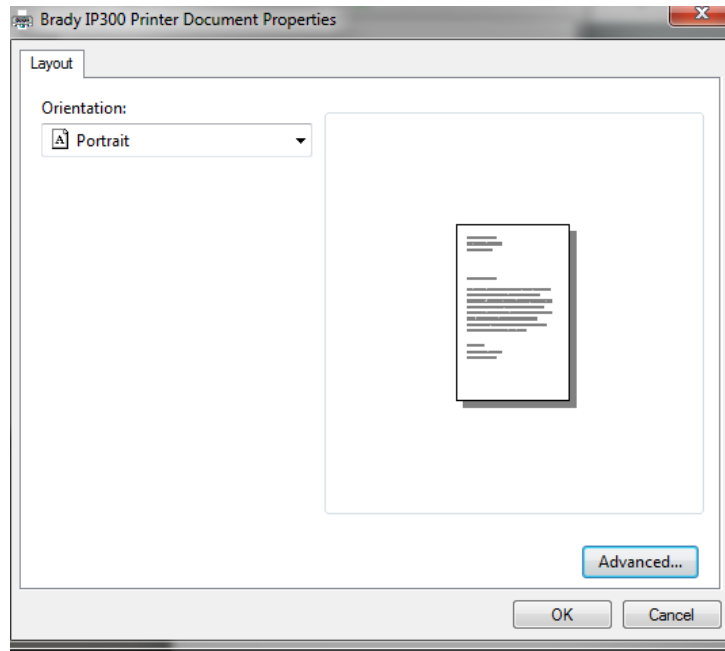


10. Click the "Print" button (If a pop-up print window appears, please close it first).

11. Select the Brady i5100 Printer.

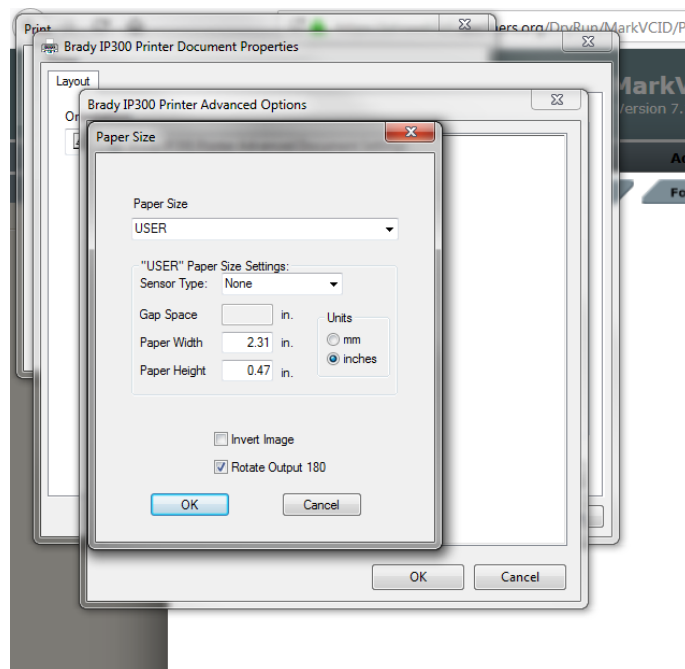


12. Click “Properties” and select “Portrait” for Orientation.



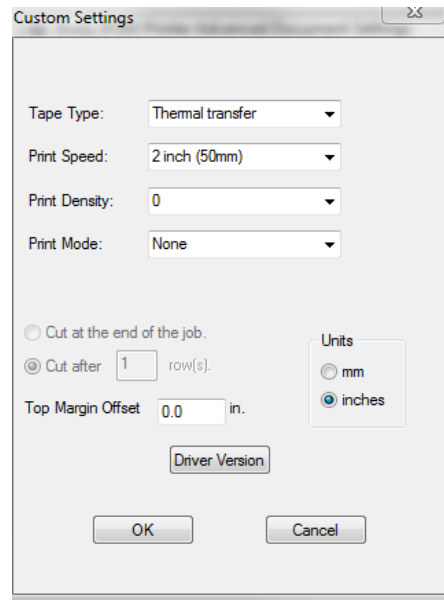
13. Click “Advanced.”

- a. Select “USER” for Paper Size and enter 2.31 inches for paper width and 0.47 inches for paper height.
- b. Select “Rotate Output 180” (This step is important if you are using the recommended margins for BRADY i5100 printer).
- c. Click “OK.”





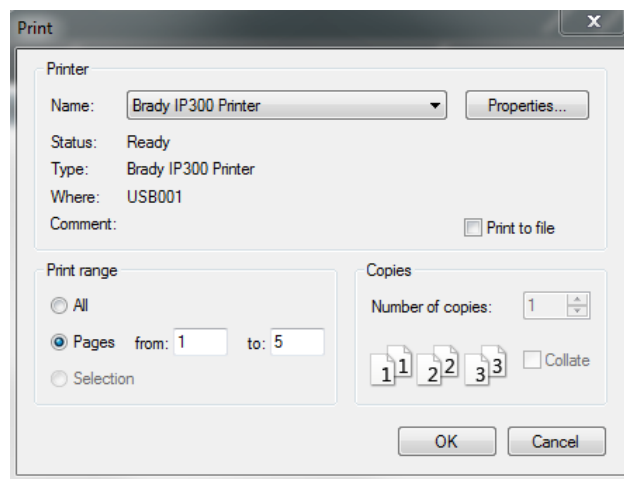
14. Customize the “Settings” properties to ensure the settings are displayed as shown in the below image, then click “OK.”



15. Click “OK” on the “Advanced Options” window and on the “Printer Document Properties” window.

**Note:** You can save the settings described in steps 12-14 for the i5100 printer driver directly in “Devices and Printers” section of your computer. Saving settings here may allow you to print labels without entering the settings information each time. Check the saved settings to be sure they are correctly displayed because these settings are not always maintained by your computer.

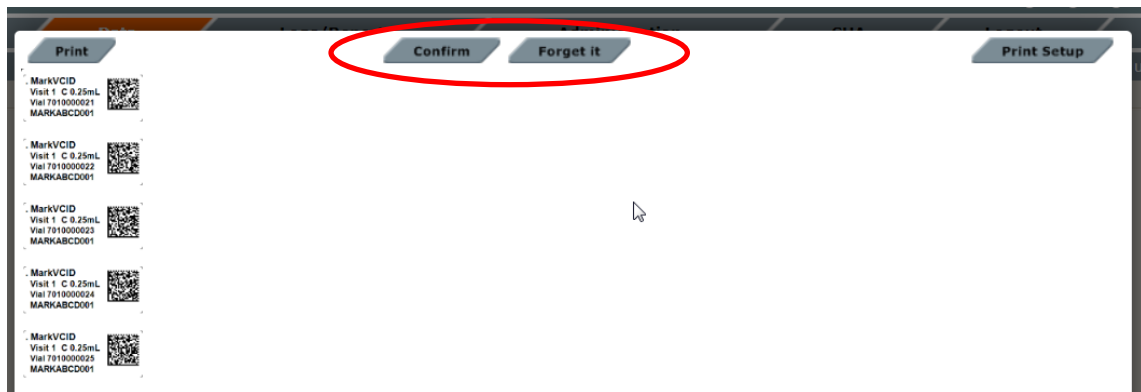
16. Calculate and enter the correct “Pages” count. The label sheet has two labels per row and each row is considered 1 page. For example, if you have generated 6 labels for printing then the total number of pages will be 3 (divide total number of labels by 2), if you generate 5 labels, the total number of pages will still be 3 and one blank label will be printed.



**Please Note:** To minimize label waste, please test print 2 to 4 labels to ensure all settings have been correctly set up for the first time. If the recommended margins are not working correctly for you, please contact the help desk immediately.

17. Click “OK” to print the labels.

18. Once you print the labels successfully, click the “Confirm” button on the “Labels Preview” page to go back to “Print Labels” page. If for any reason you are not able to print the generated labels and want to cancel the printing, click “Forget It” to go back to the “Print Labels” page.



If you have any questions or need help printing labels, please contact:

NCRI Helpdesk  
1-855-ASK-NEURO  
[ncrisupport@partners.org](mailto:ncrisupport@partners.org)

OR

Prasha Vigneswaran  
Systems Administrator  
617-724-9520  
[pvigneswaran@mgh.harvard.edu](mailto:pvigneswaran@mgh.harvard.edu)