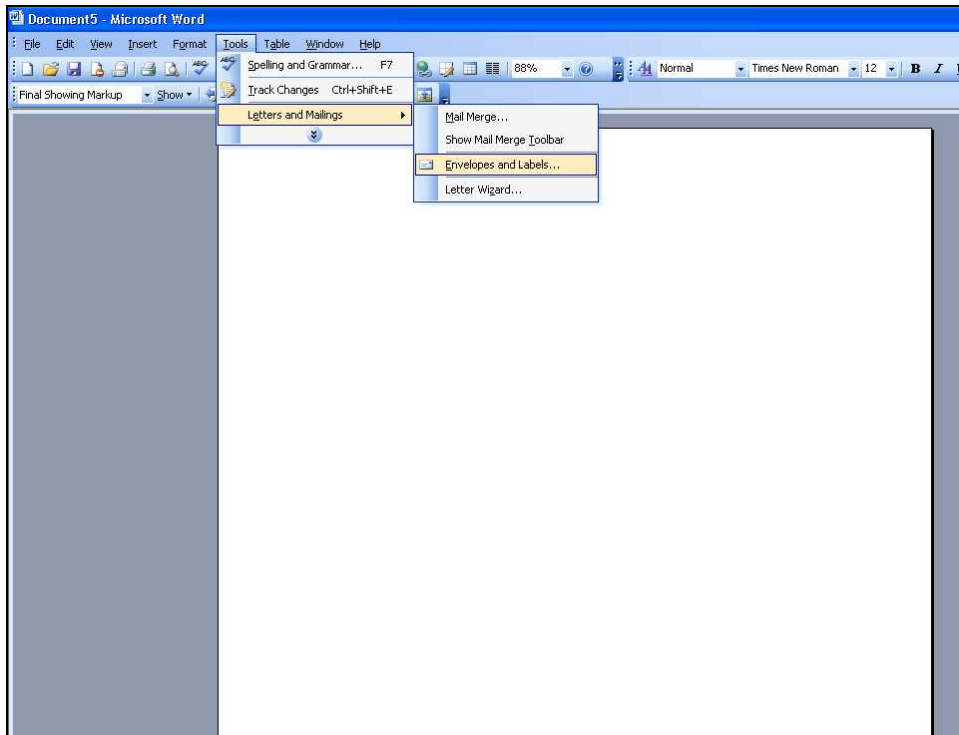
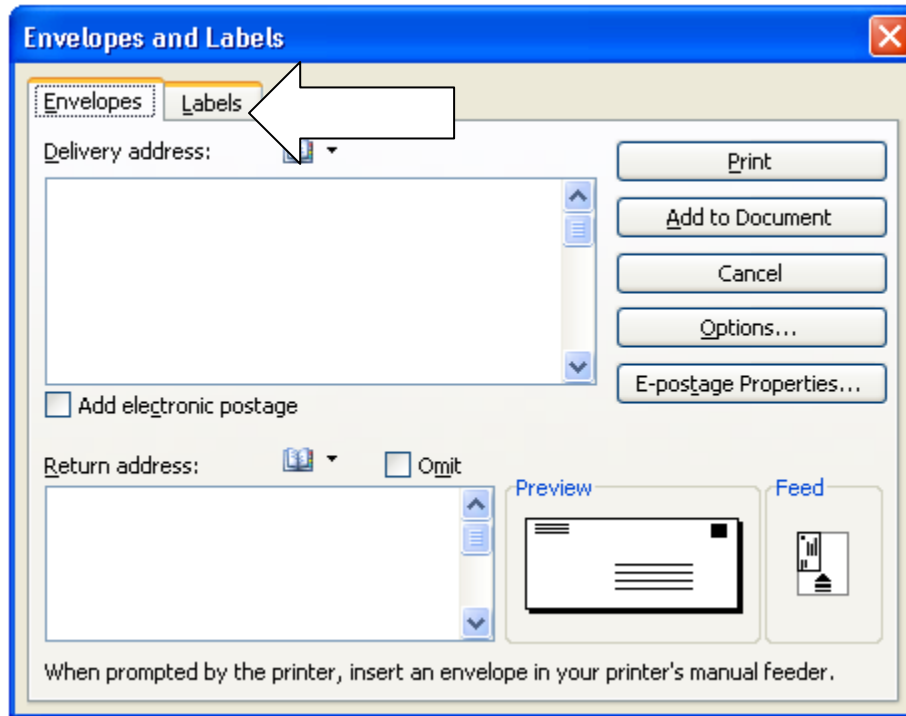


## Procedure to Print to an Avery Label Using the NBS Remote Data Services Web Application

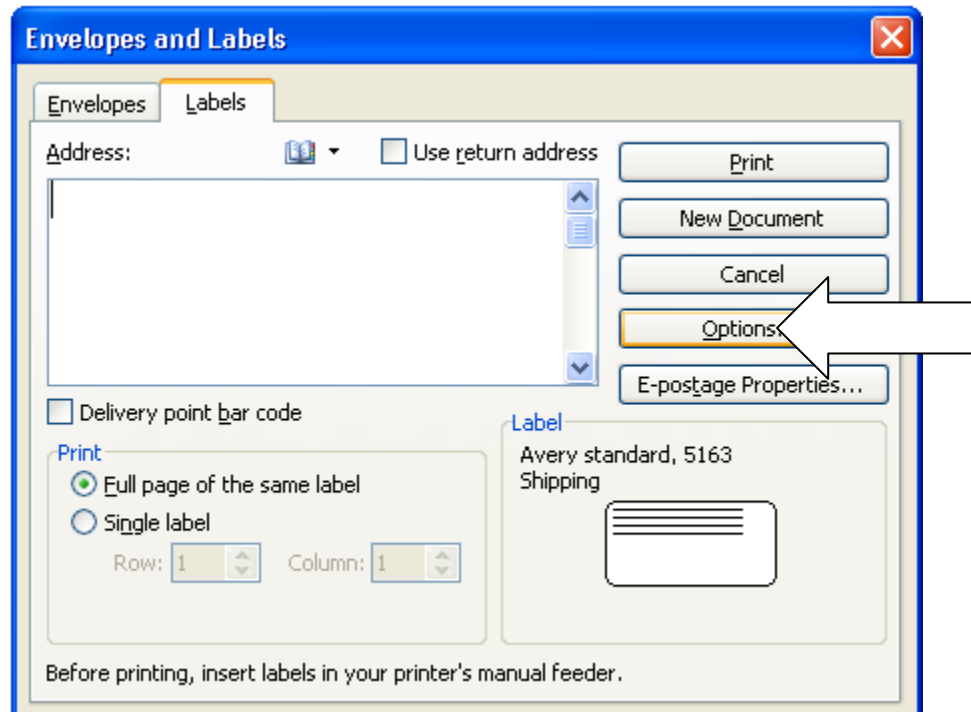
1. Open Microsoft Word
2. Under **Tools**, Select **'Letters and Mailing'** and then **'Envelopes and Labels...'**



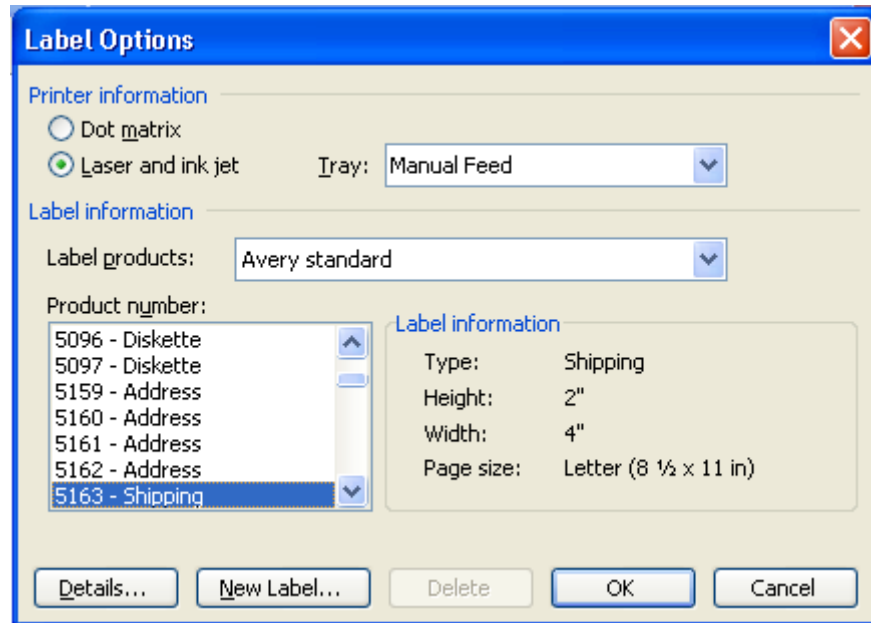
### 3. Select the **Labels** tab



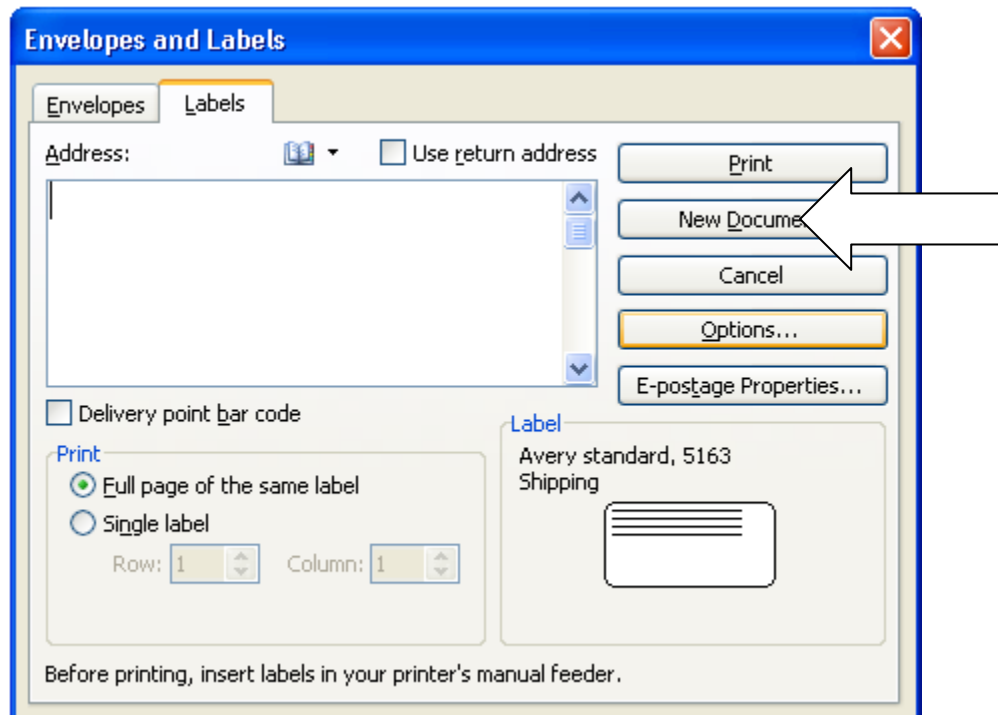
### 4. Choose **Options**



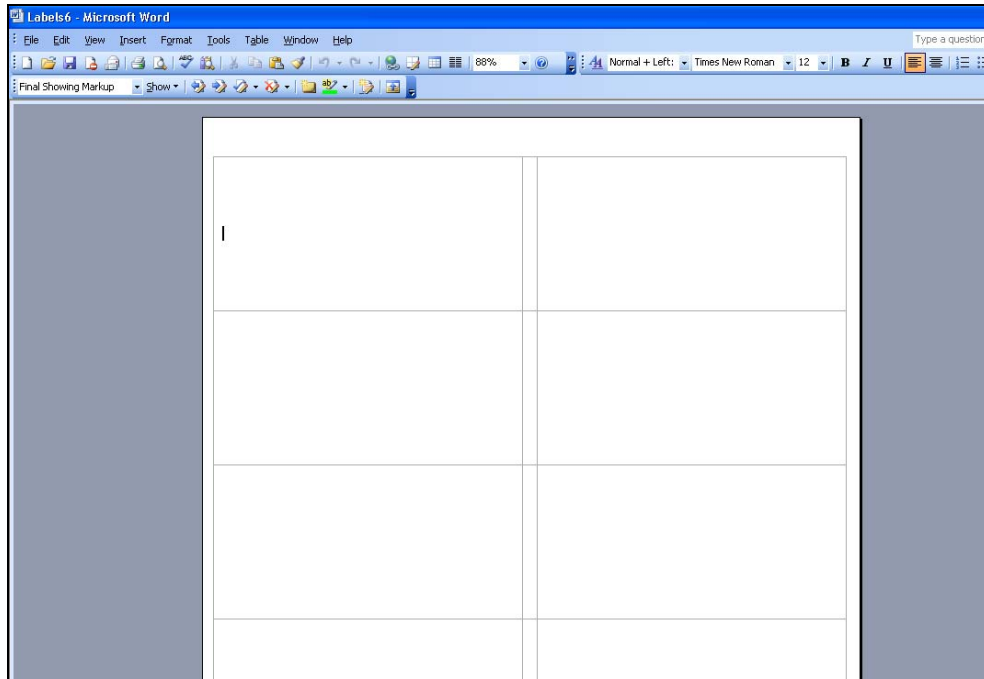
5. Select the appropriate Label Product and Product Number. DSHS requests labels to be 2 in. X 4 in. Under the Avery standard, this label is “5163 – Shipping”.



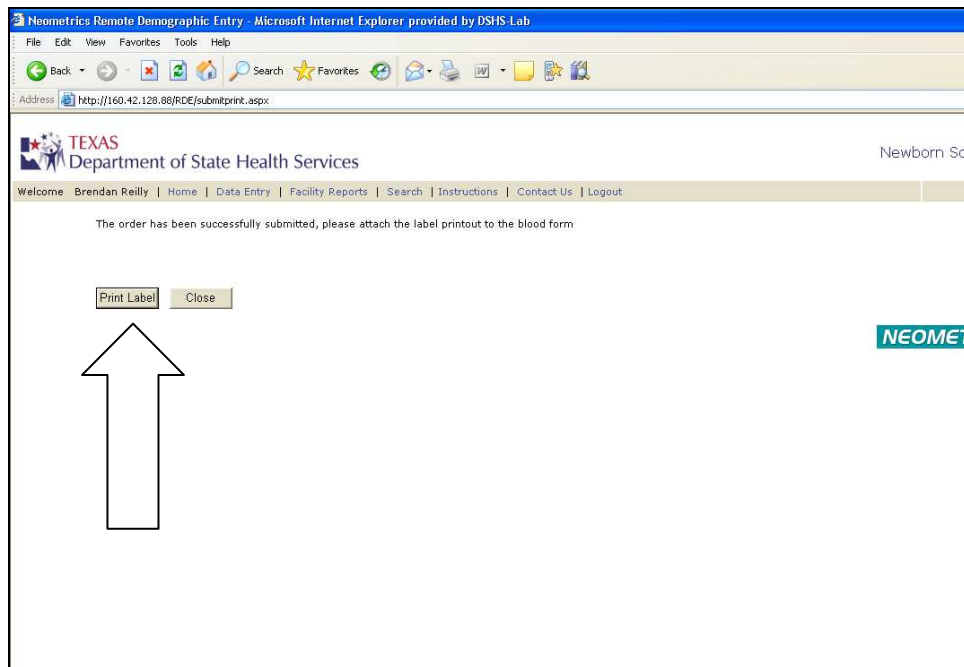
6. After Clicking **OK**, Select **New Document**



7. A labels document will be created in Word.



8. In the web system,
- Choose to **'Print Label'** after submitting a specimen.



Or

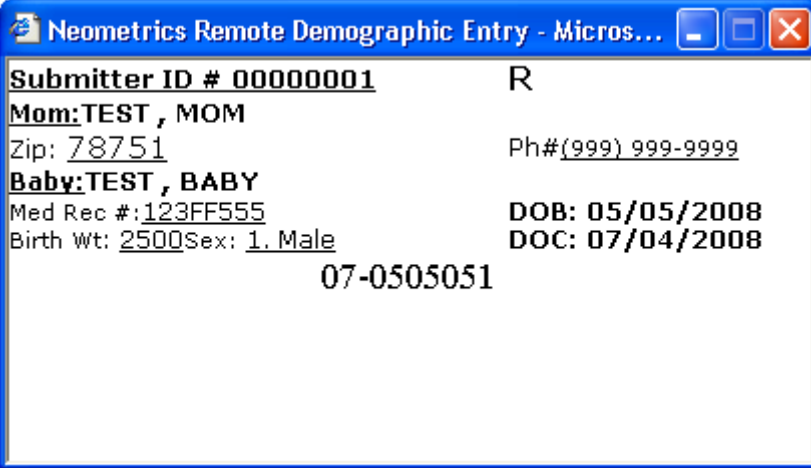
- Re-access a previously submitted specimen using **'Search'** and select **'View Label'** at the bottom of the demo entry screen.

The screenshot shows the main demo entry screen of the Neometrics Remote Demographic Entry web application. The browser address is `http://160.42.128.86/RDE/Default.aspx`. The page contains several sections of information:

- MOTHER INFORMATION:** Form Serial # 17-0505051, Last TEST, First MOM, Maiden, SSN # 123-45-6789, Mom DOB 05/01/1973, Medicaid Eligible 1. Yes, Medicaid #, Address 1234 PENNSYLVANIA, City AUSTIN, State TX, Phone # (999) 999-9999, Zip 78751, Baby Father Last Name.
- PRIMARY CARE PHYSICIAN INFORMATION:** Name (Last, First) MD, JOHN, NPI # 123456789, Address 12121 ELM, City AUSTIN, State TX, Phone # (512)655-5555, Fax # (555)555-5555, Zip 78756.
- NEWBORN INFORMATION:** Baby Last TEST, Baby First BABY, Med Record # 123FF555, Multiple Birth? 1. Yes, Birth Order, Weight (grams) 2500, Lb(s), Oz(s), Birth Date 05/05/2008, Birth Time (Military), Collection Date 07/04/2008, Collection Time (Military) 12:12, Sex 1. Male, Feed 2. Bottle, Ethnicity 3. Hispanic, Status 4. Both 1 & 2, Test 3. Previous Abnormal, 1st Screen Serial #, Abnormal DSHS Lab #.
- SUBMITTER INFORMATION:** Please verify your submitter information. If anything has changed, please contact DSHS using the Contact link above. NBS ID # 00000001, Name TEXAS DEPT OF STATE, Address 1100 W 49TH ST, City AUSTIN, State TX, Zip 78756.

At the bottom of the form are buttons: Save, Submit, Clear, Search, Reports, Print Label, and View Label. A large white arrow points from the right side of the page towards the "View Label" button.

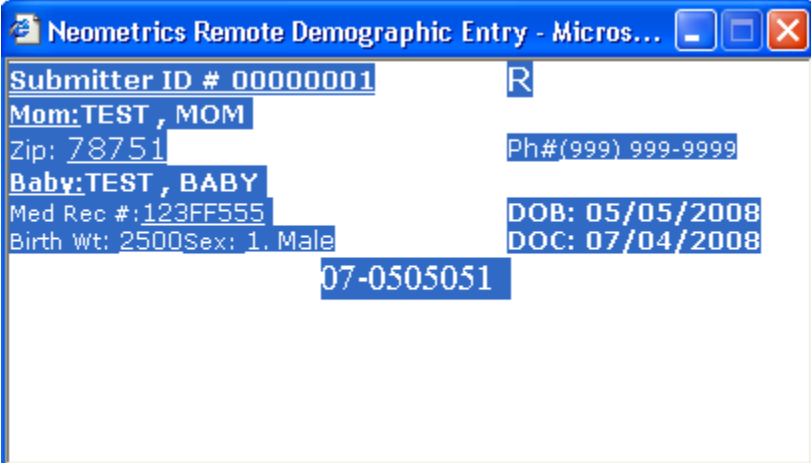
9. A Label preview will appear.



Neometrics Remote Demographic Entry - Micros...

<b>Submitter ID # 00000001</b>	R
<b>Mom:TEST , MOM</b>	
Zip: <u>78751</u>	Ph#(999) 999-9999
<b>Baby:TEST , BABY</b>	
Med Rec #:123FF555	<b>DOB: 05/05/2008</b>
Birth Wt: <u>2500</u> Sex: <u>1. Male</u>	<b>DOC: 07/04/2008</b>
07-0505051	

10. Select all information

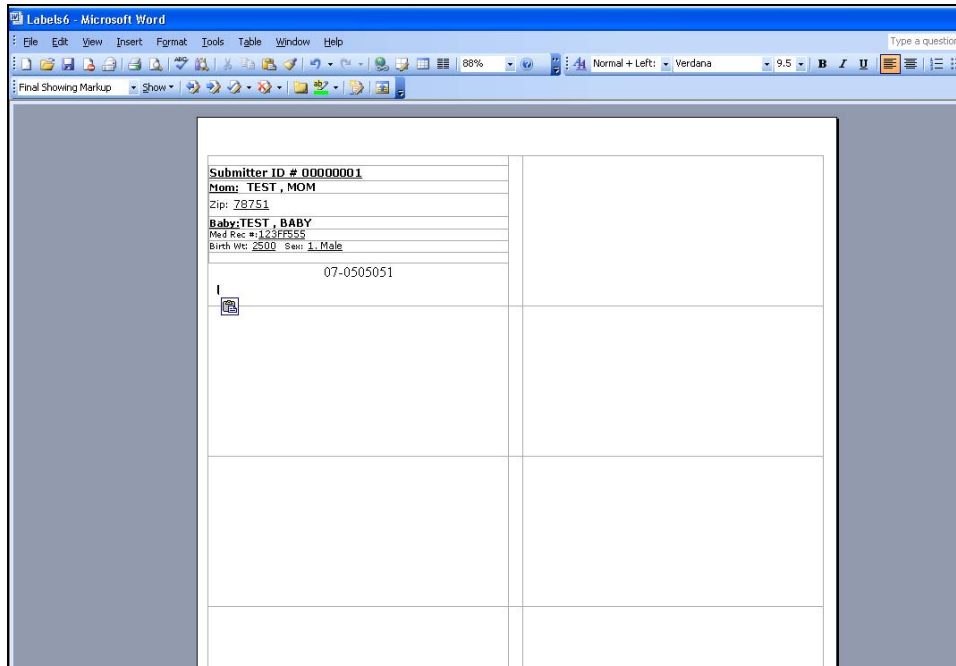


Neometrics Remote Demographic Entry - Micros...

<b>Submitter ID # 00000001</b>	R
<b>Mom:TEST , MOM</b>	
Zip: <u>78751</u>	Ph#(999) 999-9999
<b>Baby:TEST , BABY</b>	
Med Rec #:123FF555	<b>DOB: 05/05/2008</b>
Birth Wt: <u>2500</u> Sex: <u>1. Male</u>	<b>DOC: 07/04/2008</b>
07-0505051	

11. Right Click and choose **Copy**

## 12. Paste into Label Document



13. Repeat as necessary and print labels using a regular laser printer.