

To Reprint Last Reports

From the AutoReceive menu, click *Reprint Last Reports*.

- If reprinting is successful, a dialog appears informing you what was reprinted.
- If no results are available for reprinting, a dialog appears informing you that no reports are available for reprinting.

AutoReceive 7.0 User QuickStart

After installation, the AutoReceive icon () displays in the notification area of your desktop (bottom right).



AutoReceive Menu

The AutoReceive menu appears when you right-click the *AutoReceive* icon ().

To access any of the menu items, click the item on the AutoReceive menu.

AutoReceive User Manual

The *AutoReceive User Manual* is bundled with the AutoReceive application as a PDF file and is installed along with the AutoReceive application. It can be accessed by clicking *Start > Programs > AutoReceive > AutoReceive User Manual.pdf*.

Restart Service

To Restart AutoReceive

1. If the AutoReceive user interface is not currently running, start it by following the instructions in “Start the AutoReceive User Interface (Service Mode)” on page 54 of the *AutoReceive User Manual*. Otherwise, proceed to step 2.
2. From the AutoReceive menu, click *Restart Service*.

Download Now

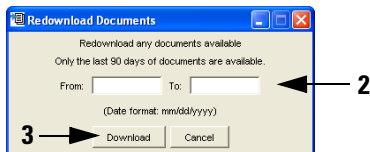
To Download Current Results

1. From the AutoReceive menu, click *Download Now*.
2. The results, if available, are retrieved and saved or printed according to your subscription configuration.

Redownload Now

To Redownload Results

1. From the AutoReceive menu, click *Redownload Now*.
2. At *From* and *To*, type a date range for the Redownload results using the format: mm/dd/yyyy .



Note: You cannot download results that are more than 90 days old.

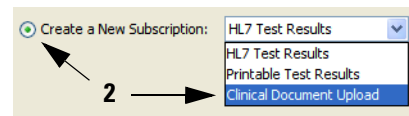
3. Click *Download*.

Configure Subscriptions

Subscriptions are usually configured following installation and remain active until you remove or modify them.

To Add a Subscription

1. From the AutoReceive menu, click *Configure Subscriptions*.
2. At *Manage Subscriptions*, select *Create new subscription*, and then from the Subscription type list, select either *HL7 Test Results*, *Printable Test Results*, or *Clinical Document Upload*.

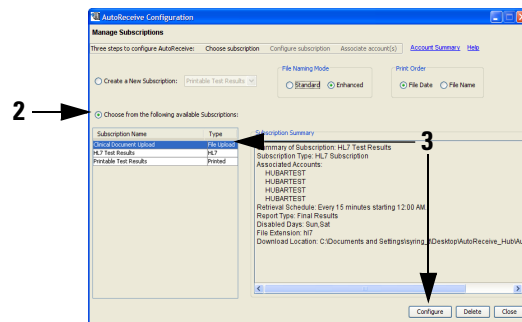


3. Click *Continue*.

For more information on configuring document types and specifying subscription parameters, see “Configuring HL7 Test Results,” “Configuring Printable Test Results” or “Configuring Clinical Document Upload” in the *AutoReceive User Manual*.

To Modify a Subscription

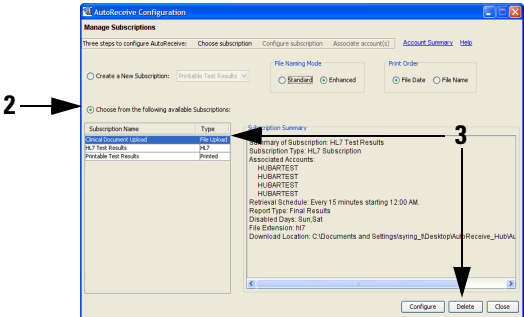
1. From the AutoReceive menu, click *Configure Subscriptions*.



2. At *Manage Subscriptions*, select *Choose from the following available Subscriptions*.
3. From the list of available subscriptions, select the subscription that you want to modify, and then click *Configure*.
4. Make any necessary changes to the configuration, and then click *Continue*.
5. At *Associate Accounts*, select or clear (as appropriate) the account(s) to which the modified subscription parameters should be applied.
6. Do one of the following:
 - To return to the previous configuration page to make changes prior to saving, click *Back*.
 - To save your selections and return to the *Manage Subscriptions* page, click *Save*.
 - To exit the subscription configuration without saving your changes and return to the *Manage Subscriptions* page, click *Cancel*.

To Remove a Subscription

1. From the AutoReceive menu, click *Configure Subscriptions*.
2. At *Manage Subscriptions*, select *Choose from the following available Subscriptions*.



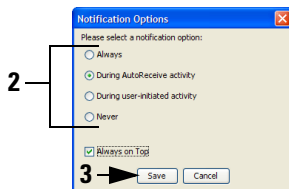
3. From the list of available subscriptions, select the subscription that you want to delete, and then click *Delete*.
4. When prompted, click *Yes* to confirm the deletion.



Notification Options

To Change Notification Options

1. From the AutoReceive menu, click *Notification Options*.
2. Select one of the following options:



- **Always.** The status window appears after the startup process has completed, and remains visible until you exit AutoReceive.



Receipt of results ceases upon exiting AutoReceive.

Note: If you are running AutoReceive in Service Mode, the service continues to run in the background. Results will continue to be received and/or printed as normal.

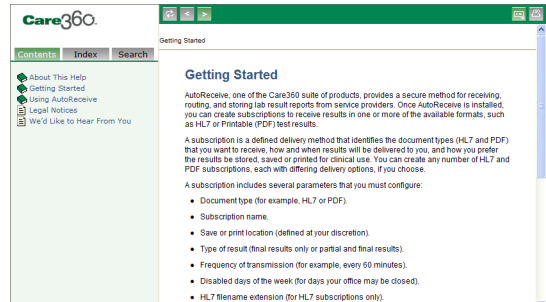
- **During AutoReceive activity.** The status window appears when a communication session begins (for example, retrieval of HL7 or Printable results), and remains visible until two minutes after the session has completed.
- **Note:** *During AutoReceive activity* is the default option.
- **During User-Initiated activity.** The status window appears only when you initiate a communication session (for example, *Download Now*, *Redownload Now*, *Send Status/Errors*, or *Check for Update Now*), and remains visible until two minutes after the session has completed.
- **Never.** The status window does not appear on your screen at any time.
- **Always on Top.** The status dialog stays on top of all other windows.

3. To save your selection, click *Save*.

Help

To View Online Help for AutoReceive

From the AutoReceive menu, click *Help*.
The online help for AutoReceive appears.



About

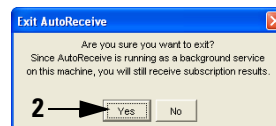
To View the Current AutoReceive Version

1. From the AutoReceive menu, click *About*.
The *About AutoReceive* dialog appears displaying your current version.
2. Click *OK* to close the dialog.

Exit

To Exit AutoReceive

1. From the AutoReceive menu, click *Exit*.
2. When prompted, click *Yes* to confirm that you want to exit the application.



For help, contact the Help Desk at 1-800-697-9302.