Codonics® Administration Tool - Getting Started

Technical Brief

Overview

Welcome to the Safe Label System® (SLS) Administration Tool (AT). The AT installation file executable will be provided by Codonics Technical Support.

> **NOTE:** As of 2.5.0 software, only 64 bit computer hardware operating systems (OS) are supported. There is no longer support for 32 bit computer hardware OS. In addition, the memory requirements have increased to 8 GB RAM.

> **NOTE:** For additional support on migrating AT software or receiving interim software for migration, contact Codonics Technical Support.

1. Determine if you're going to install the AT application on a stand-alone personal computer (PC) or on a Server.
2. Copy the AT executable file onto the PC or the Server (refer to AT Server Technical Brief 901-279-005 for further detail) where you will install (or upgrade) your AT. Locate the AT setup file executable (i.e., SLSAdminTool-setup-3.3.2.exe) and double-click.
3. The AT installation wizard will walk you through installing or upgrading your AT. The complete AT operational instructions are included in the AT User's Manual version 1.3.0.

> **NOTE:** For existing users, follow the instructions below for migrating your existing AT to the latest AT software.

Migration

The 3.3.2 SW includes a migration process integrated into the AT Server Manager that simplifies migration. The migration process can occur during AT installation or when adding a server to the AT Server Manager. In the new migration process, the actual migration occurs when the AT starts-up. When the AT starts-up the first time after migration, a new Migration Report and a dialog to inform the user of changes that came from migration are included.

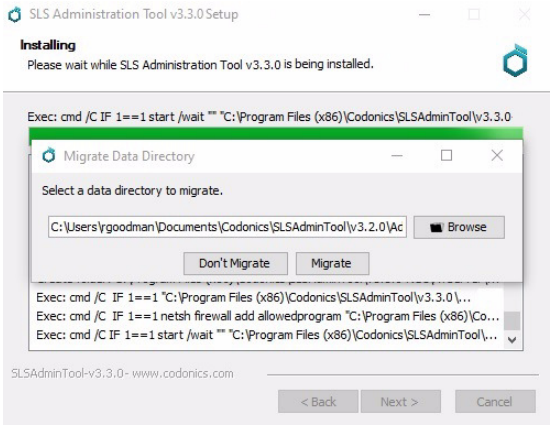
> **NOTE:** As of 2.6.0 SW, there is no longer a separate migration tool. Migration can only be done during AT installation and when adding a server. It cannot be done when editing a server or formulary.

> **WARNING:** Before migrating data, make sure to document settings that will not be migrated by reviewing the following migration sections for your application (e.g., migrating from releases prior to 2.2.0 up to 3.3.2).

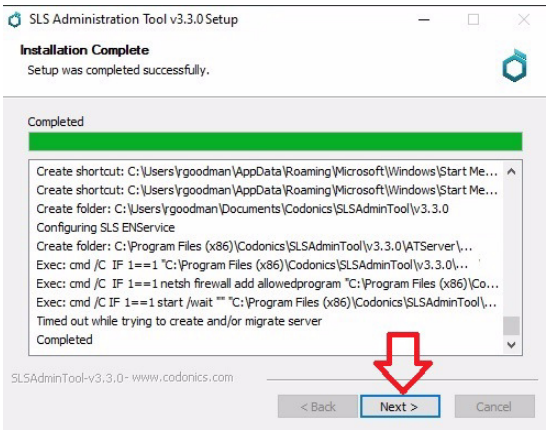
Migration Process During AT Installation

The following describes the migration process and includes examples of SLS 3.x.x AT Setup screens.

1. During the AT installation process, a dialog will be displayed and a user can choose to Migrate or Don't Migrate.
2. You can Browse to the location of the AT Data Directory (AT Data Dir) from which you want to migrate. Then select Migrate.

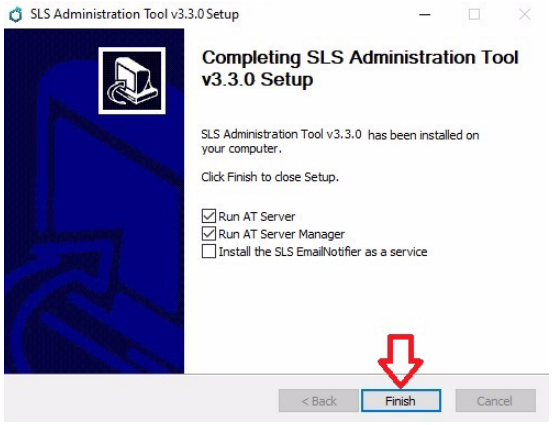


3. When the installation completes, select Next.

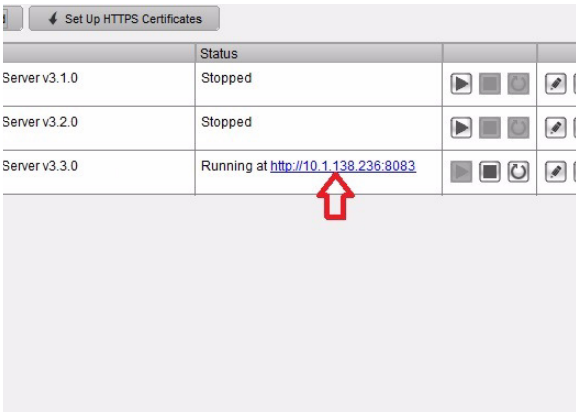


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4. To complete the AT Setup Wizard, select Run AT Server and Run AT Server Manager. You can also start the Email Notifier from this dialog. Then select Finish.



5. When the server starts and a web link is provided, click on the link to start the AT.

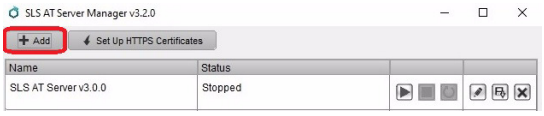


6. When you log into the AT the first time after start-up, a Migration Report will be displayed (see Migration Report section below).

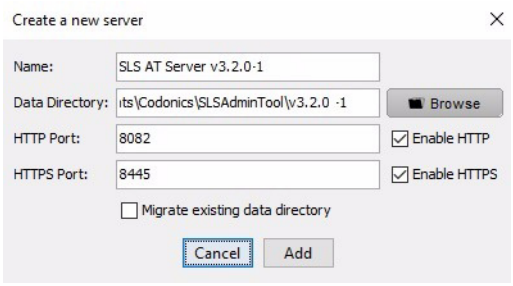
Migration Process when Adding a Server

The following is an example of the migration process when adding a server.

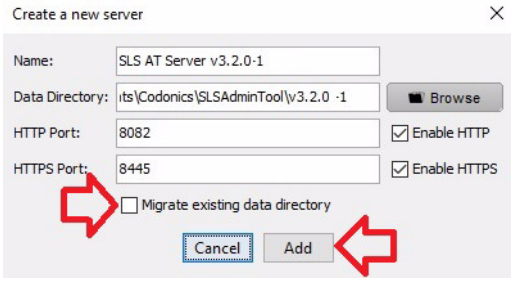
1. Click +Add to add a server.



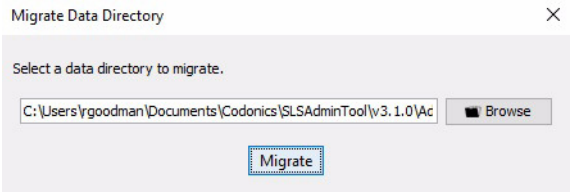
2. A dialog will be displayed to Create a new server.



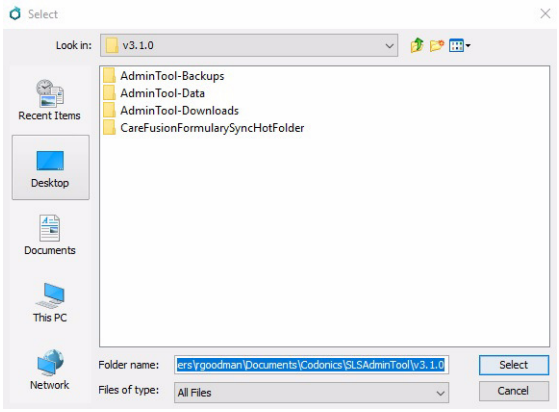
3. To migrate, check the Migrate existing data directory. Select Add.



4. A Migrate Data Directory dialog is displayed.



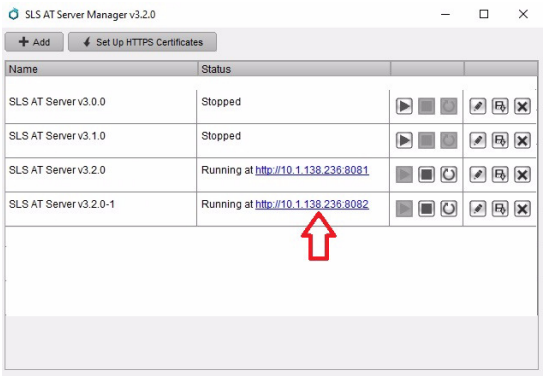
5. Browse to the location of the AT Data Dir to migrate from by selecting the Browse button. A Select dialog is displayed. Select the AT Data Dir to migrate.



6. Select Migrate.



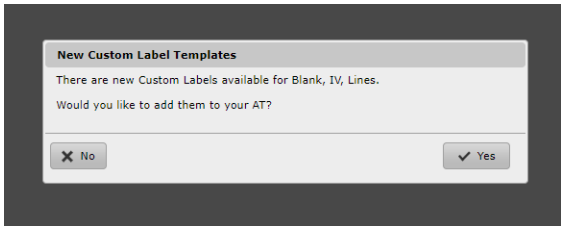
7. Start the server and when a web link is provided, click on the link to start the AT.



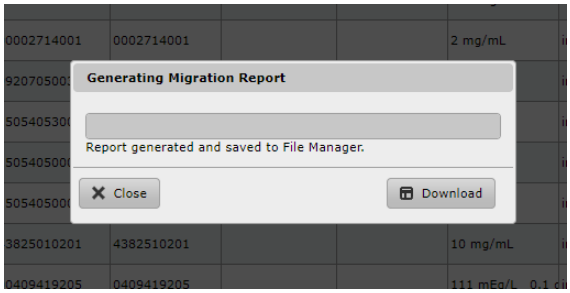
8. When you log into the AT the first time after start-up, a Migration Report will be displayed.

Migration Report

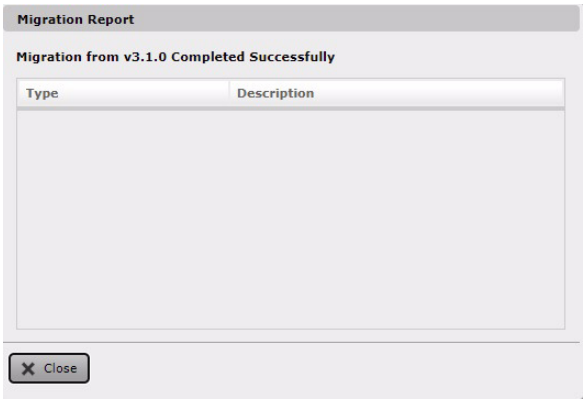
1. Log into the AT.
2. A dialog message will be displayed with any migration options if they are present. For example, new Custom Label Templates as displayed below.



3. After confirming any options, a dialog that indicates a Migration Report is being generated and then gives the user the option to Download the report.



4. Choosing Download will download an Excel report for review and close the dialog. The Close button will just close the dialog and the report can be downloaded via File Manager later. Next, the user is presented with a Migration Report reporting the changes during the migration.



The following are general notes to review and steps to take prior to using the AT migration process.

- Produce a formulary report of the formulary currently in use for reference after migration, if needed.
- Using the built-in backup functionality, locate and backup your current AT Data Dir (for example, SLSAdminTool\v3.2.0\AdminTool-Data) to a location on your computer.
- When migrating, a migration report is created if there is an issue with a changed or removed WAV file or template. The 3.3.2 Migration Report is written to the same directory where the AT Data Dir is located. If there are no issues, then a migration report will not be created.
- The migration report will create an individual entry for each issue. Each entry will contain the Master ID, Container ID, Drug Name and Concentration, and will also contain a message informing you that the audio file for that drug is missing in 3.3.2.
- Follow the instructions on the AT Installation screen.
- Backward migration (e.g., 3.3.2 to 3.2.0) is not supported.

Migrating from Releases Prior to 2.2.0 up to 3.3.2

- Migrate from the release up to 2.2.0, then migrate from 2.2.0 to 2.4.0, then from 2.4.0 to 2.6.0, then from 2.6.0 to 3.1.0 and finally migrate from 3.1.0 to 3.3.2.

WARNING: The new migration tool will not allow migration from versions older than 2.4.0 up to 3.3.2.

To migrate from versions older than 2.4.0, migrate two major versions of AT at a time. For example, migrate from 2.0.0 to 2.2.0, then from 2.2.0 to 2.4.0 then use the new migration tool to migrate from 2.4.0 to 2.6.0, then from 2.6.0 to 3.1.0 and finally from 3.1.0 to 3.3.2.



- In 1.4.0, the barcode parsing configuration changed (refer to Codonics Localization Technical Brief 901-261-001). It is recommended that you double check the settings that were in place prior to 1.4.0, and then again in 2.0.1 after migration to make sure they are correct.
- In 1.6.0, the audio file diatrizoate_meg.wav was changed to diatrizoate_meglumine.wav and the file sulfamethoxazole_trimethoprim.wav was changed to trimethoprim_sulfamethoxazole.wav (it was previously announced backwards). Any drug entries in your formulary previously using either of these WAV files will need to be updated with the new WAV file.
- If you have created a custom label template using syringe-template-7 (i.e., combination drugs), these templates will now fully migrate from AT software prior to 2.0.1 up to 2.4.0. The AT will properly create a formulary package. By default the Background color will be set to white (i.e., #FFFFFF), but you can go in and update the Background color for the custom template.
- Migrating up to 1.7.0 (and ultimately up to 3.3.0) will change Total Dose/Total Volume preparations. Starting with 1.7.0 AT any drug entry that had a Total Dose/Total Volume preparation method with an Other included will have two Others included after migration. The options will be Other-Diluted and Other-Not Diluted. If you do not want both options in any of the drug(s), you should delete them from the drug entry(ies) (refer to Codonics 1.7.0 AT Release Notes 901-245-011 for further details).
- If you are using STD-2-v02 in 1.5.0 or STD-2-v03 in 1.6.0 and migrate, you will be automatically upgraded to the STD-2-v05 label template. After migration, you will **not** lose any custom Drug Classification Templates you have created.
- Migrating up to 1.7.0 (and ultimately up to 3.3.0) may change Normal Dilution values. Any migrated Normal Dilution value will be set to not Highlight when migrating. If you want a highlighted dilution value, you will need to create it in the AT (refer to Codonics 1.7.0 AT Release Notes Part Number 901-245-011).
- Any drug entry that had its Dilution Status set to Dilution Not Allowed but had dilution values entered prior to migration will have the dilution values removed after migration. Any drug entry that had its Dilution Status set to Dilution Allowed before migration but had no dilution values entered will have the Dilution Status set to Dilution Not Allowed after migration.

NOTE: A Migrations Conflict report that defines which entries were changed is generated when migrating.

Migrating from Releases 2.2.0 or Newer up to 3.3.2

- Any changes to the formulary prior to the migration will be documented in the Formulary Changes report. Changes to the formulary after the migration will be documented in a new Formulary Changes report.

NOTE: The Migration process now migrates locale packs but you will need to reselect the locale pack after migrating and starting-up your 3.3.2 AT. You will need to go to the Configure Locale, Localization Pack and select the Localization Pack.

WARNING: The new migration tool will not allow migration from versions older than 2.4.0 up to 3.3.2.

Migrating from versions older than 2.4.0, migrate two major versions of AT at a time. For example, migrate from 2.0.0 to 2.2.0, then from 2.2.0 to 2.4.0 then use the new migration tool to migrate from 2.4.0 to 2.6.0, then from 2.6.0 to 3.1.0 and finally from 3.1.0 to 3.3.2.

- In 2.6.0, the file colistimethale.wav was removed because it was spelled incorrectly. If you were using it previously, a migration report is created with the removed WAV file noted and a message is provided to select a new audio file.

- In 2.6.0, the file pilocorpine_opthalmic.wav was updated to pilocarpine_opthalmic. It was changed because it was spelled incorrectly. If you were using it previously, a migration report is created with the changed WAV file noted and a message is provided to select a new audio file.

- If you are using STD-1 and migrate to 2.6.0 or newer, you will be automatically upgraded to the newest STD-1 template; similarly if you upgrade from STD-2, you will be upgraded to the newest STD-2 template.

NOTE: As of 3.0.0 SW, you will not lose custom Drug Classification Templates (DCT) if you change your Active Label Template Pack (e.g., STD-1 to STD-2) including when you migrate up to 3.3.2 SW.

- If you are using Windows 10, the new Data Directory location will default to C:\Users\Owner\Documents\Codonics\SLSAdminTool\v3.3.2\AdminTool-Data.

NOTE: The Owner is defined as the user or owner of the computer.

NOTE: If you are not sure where your current AT data directory is, you may locate it by starting your existing AT, logging-in and selecting Help. This will display a help screen identifying the AT version and currently selected data directory.

Technical Support

Please contact Codonics Technical Support at any time.

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