



CODONICS[®]

We bring the future into focus

Container Labeling System[™] Data Importer

Manufactured for Codonics, Inc. by BIQ Consultores de Engenharia e Gestão Industrial, Lda.

User's Manual

December 11, 2012
Version 2.0.6

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Part number 905-073-401

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1. PURPOSE AND SCOPE

Refer to this User's Manual for procedures on how to perform the Container Labeling System Data Importer's user operations, including:

- Setting up and configuring the software
- Starting the software
- Importing drug information
- Importing manufacturer information
- Data error corrections

2. PRODUCT INFORMATION

For technical assistance with the Container Labeling System, call Codonics Technical Support at the following number:

Phone: +1.440.243.1198
Toll Free: 800.444.1198 (USA only)

Codonics Customer Service is available weekdays from 8:30 AM to 5:30 PM EST (U.S. holidays excluded). Technical Support is also available online via email and the Codonics web site:

Email: support@codonics.com
Web Site: www.codonics.com

General product information can also be requested by sending email to:

Email: info@codonics.com

Please include your postal mailing addresss and telephone number in the email message. Basic product information is returned via email. Complete product literature is sent by postal mail.

3. INTENDED USE

The Container Labeling System (CLS) Data Importer is a utility tool designed to import drugs and manufacturers directly into the CLS database. The tool is designed to import data from other hospital-based information systems as formatted in Microsoft Excel© XLS. This will allow ease of data loading by administrative personnel and increase accuracy of the data by eliminating manual data entry. Additionally, the Data Importer ensures that the data to be imported is properly formatted and compliant with the CLS database.

By utilizing a table of data from an Excel spreadsheet with standard column sequencing, the CLS Data Importer will perform a verification step to ensure that the data is properly formatted and can be successfully imported into the CLS database. Any data that is not properly formatted will be identified, allowing the administrative user to manage the incorrect data.

The CLS Data Importer is intended to be used during the implementation phase for loading data en masse to the CLS database. Additionally, the CLS Data Importer can be used as needed to import new drugs and manufacturers.

The data importing process is intended for new drug and manufacturer information only. It is not intended to modify data or delete data from the CLS database.

4. GLOSSARY OF TERMS

This section provides an overview of specific terms, which are applicable during the utilization of the CLS Data Importer.

For additional information about these terms and/or other information about the Container Labeling System, please see the CLS User's Manual (part number 905-070-001).

Workflow Approval

An administrative or managerial workflow process of the CLS allows for the quality assurance review of confirming a technician's or operator's label selection prior to the labels being printed.

This optionally enabled verification, assigned at the Drug record, will require authorized Workflow Approval users to review the containers to be labeled and the label intended to be printed. Authorized users with Workflow Approval will enter their user name and password to approve the label printing or cancel the pending system request if a selection error occurred by the technician or operator.

Manufacturers

The name of the companies or laboratories that will be managed in the CLS as providers of drugs used in the hospital's pharmacy.

Drugs

Drugs that will be tracked in CLS. Associated data includes a container code, drug name, Tallman lettering, concentration value, concentration units and route.


5. HOW TO INSTALL THE CLS DATA IMPORTER

This chapter explains how to install the CLS Data Importer on your computer.

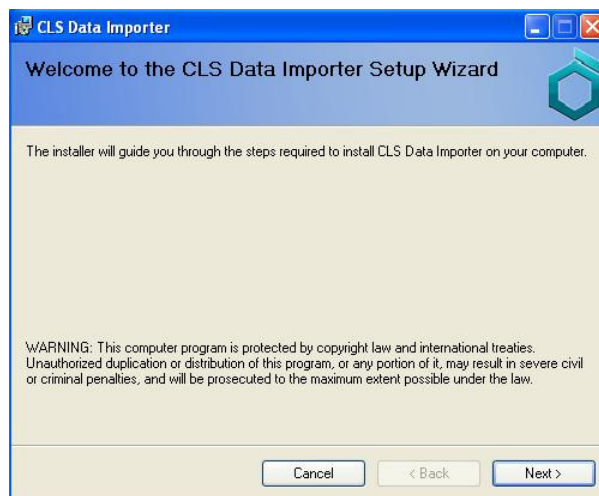
The following minimum system standards are required for deployment on intended computer(s):

- Windows XP Professional SP3 or Windows 7 Professional SP1 (32-bit)
- .Net Framework 3.5
- 500MB available disk space
- 2GB RAM
- Intel Core 2 Processor or AMD Athlon64 X2

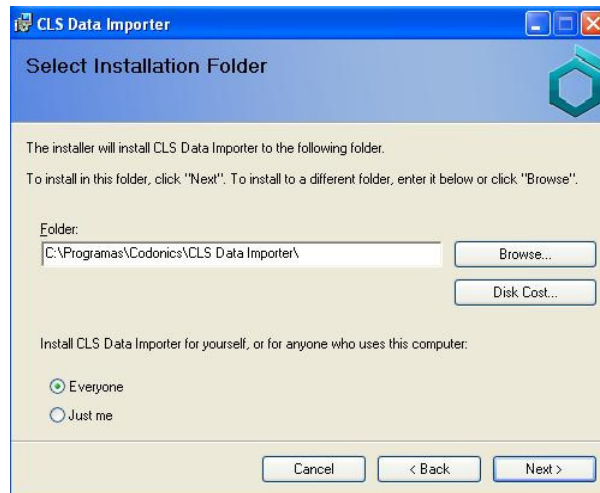
5.1. Installation

To install the CLS Data Importer, double click on the  setup.exe icon.

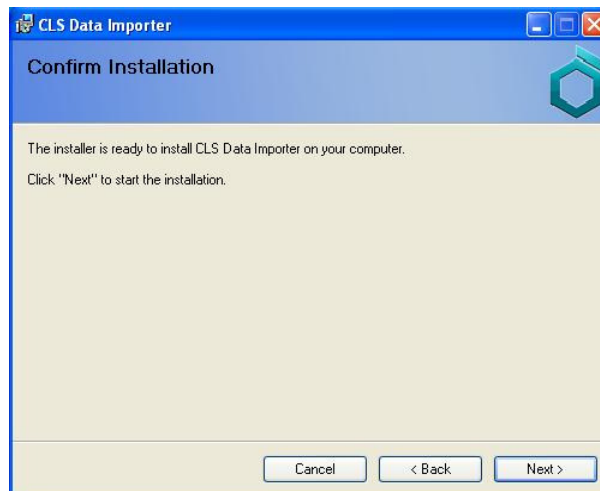
After the CLS Data Importer Setup Wizard starts, click on the *Next* button.



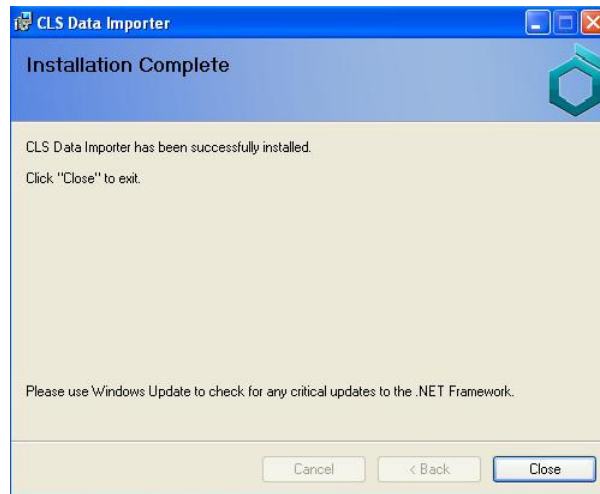
Choose the destination folder and click on the *Next* button.



Confirm the installation by clicking on the *Next* button.



When the installation is complete, click on the *Close* button.



CLS Data Importer is now installed and available as a Desktop icon



and/or in the Start Menu.

6. HOW TO START USING THE CLS DATA IMPORTER

The CLS Data Importer is available as a desktop CLS Data Importer.



icon and/or in the Start Menu >

NOTE: The CLS Data Importer will only connect to a licensed CLS system.


NOTE: The following configuration is required in the CLS prior to using the CLS Data Importer:

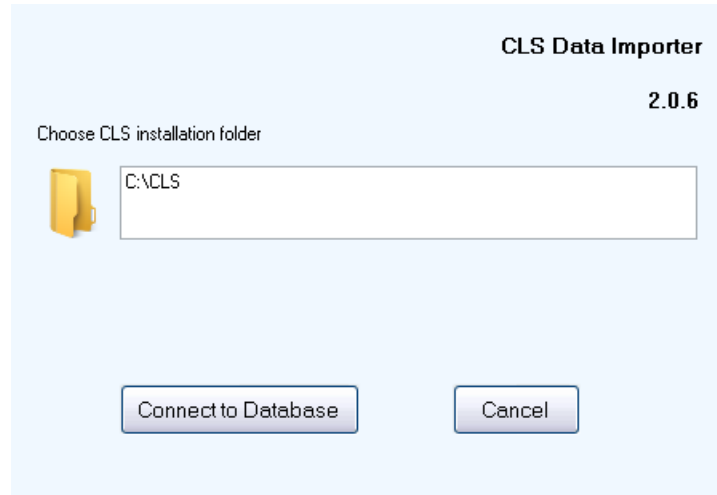
- 1.) At least one user account that is configured for an administrative user.
- 2.) At least one configured printer.

NOTE: Only administrative user accounts may log into the CLS Data Importer.

The login screen for the CLS Data Importer. It features the Codonics logo (a blue hexagon) and the text 'CODONICS' in large blue letters. To the right, it says 'CLS Data Importer' and '2.0.6'. Below the logo, there are two input fields: 'Username' and 'Password'. At the bottom, there are three buttons: 'Login', 'Cancel', and a gear icon representing settings.

6.1. Connect to the CLS database

Click the icon  on the login screen and choose your installed CLS folder path by pressing the folder icon. The Container Labeling System default folder path is “C:\CLS”.



Click the “Connect to Database” button to activate the connection to the CLS database.

If the connection is successful, the following message will display:



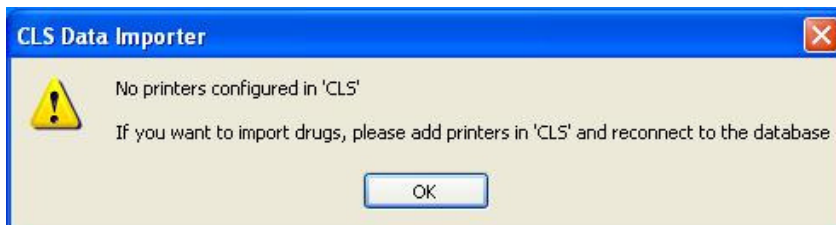
If the connection is not successful, check the folder path selected.

NOTE: If the CLS is installed utilizing a shared database, each client PC will need access to the CLS installation folder for the CLS Data Importer to successfully connect and import data.

6.1.1. No printers configured in the CLS

As noted above, at least one printer is required to be configured in the Container Labeling System for the CLS Data Importer to utilize during the drug data importation process.

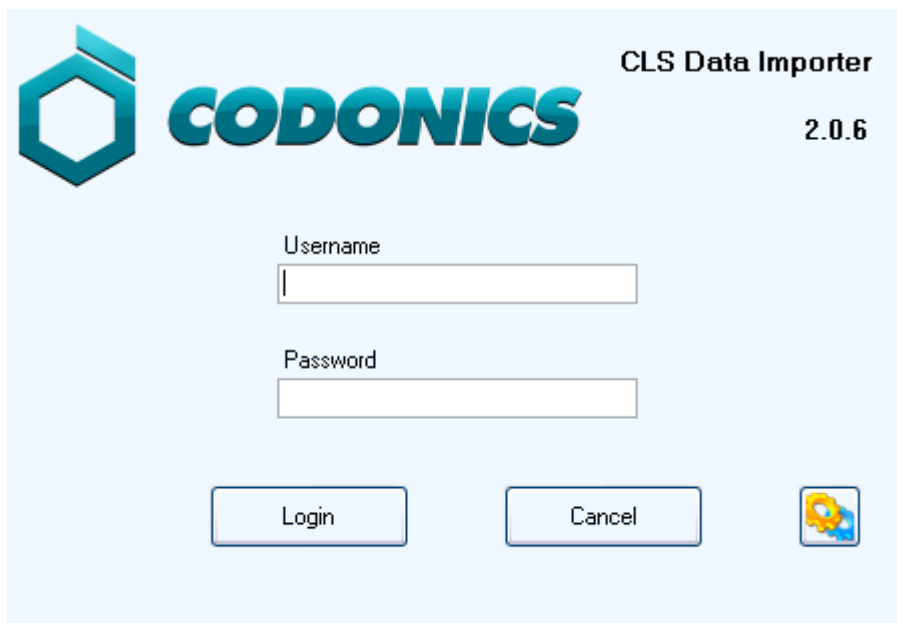
Please refer to the section “How to Add a Printer” in the Container Labeling System User’s Manual to add a printer.



6.2. Log into the CLS Data Importer

As noted above, at least one administrative user is required to log into the CLS Data Importer.

Please review to the section “Adding Users” in the Container Labeling System User’s Manual to add an administrative user account.



7. HOW TO IMPORT DRUGS

After successfully logging into the CLS Data Importer, select the tab “Drugs” and follow these steps:

NOTE: Column titles displayed in bold text indicate which data is required for the importation process. Column titles displayed in regular text indicate which data is optional.

NOTE: If more than one printer has been configured for use in your Container Labeling System, it may be changed prior to import with the “Choose Default Printer” selection.

1. The CLS Data Importer includes an Excel template for the data importing process. To access the spreadsheet, open the computer’s Start Menu, browse to the folder “CLS Data Importer” and select the *ImportTemplate.xls*.



2. Copy the drug data from other existing data sets from your hospital-based information systems to the *ImportTemplate.xls*.

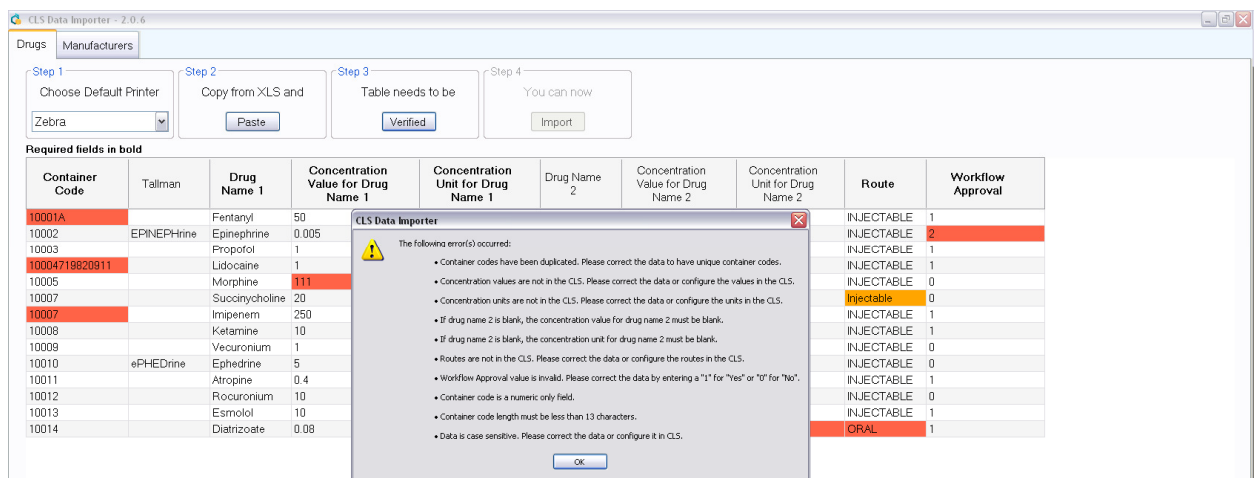
	A	B	C	D	E	F	G	H	I	J
	Container Code	Tallman	Drug Name 1	Concentration Value for Drug Name 1	Concentration Unit for Drug Name 1	Drug Name 2	Concentration Value for Drug Name 2	Concentration Unit for Drug Name 2	Route	Workflow Approval
1										
2	9999	Example	Example	1:100000	mg	Example	1	mg/L	INJECTABLE	1
3	10001		Fentanyl	50	mg/mL				INJECTABLE	1
4	10002	EPINEPHrine	Epinephrine	0.005	mg/mL	Lidocaine	0.015	g/mL	INJECTABLE	1
5	10003		Propofol	1	%				INJECTABLE	1
6	10004		Lidocaine	1	%				INJECTABLE	1
7	10005		Morphine	1	mg/mL				INJECTABLE	0
8	10006		Succinylcholine	20	mg/mL				INJECTABLE	0
9	10007		Imipenem	250	mg	Cilastatin	250	mg	INJECTABLE	1
10	10008		Ketamine	10	mg/mL				INJECTABLE	1
11	10009		Vecuronium	1	mg/mL				INJECTABLE	0
12	10010	ePHEDrine	Ephedrine	5	mg/mL				INJECTABLE	0
13	10011		Atropine	0.4	mg/mL				INJECTABLE	1
14	10012		Rocuronium	10	mg/mL				INJECTABLE	0
15	10013		Esmolol	10	mg/mL				INJECTABLE	1
16	10014		Diatrizoate	0.08	g/mL	Diatrizoate Meglumine	0.52	g/mL	INJECTABLE	1

NOTE: In the column Workflow Approval, enter the value ‘1’ (or ‘yes’) for Yes or ‘0’ (or ‘no’) for No. Please see the Glossary of Terms in Section 4 or refer to the Container Labeling System User’s Manual.

3. Enter additional information as required to complete the table entries.
4. In the ImportTemplate.xls file, select the rows of data (without the header), and press the “Copy” button (or Ctrl + C).
5. Navigate back to the opened CLS Data Importer.
6. Press the “Paste” button to insert all of the data to the CLS Data Importer and confirm all rows were successfully copied.
7. Press the “Verified” button.
- 7.1. If any of the data fails the verification step, the data cells will be presented in red and a message box will be presented with information to correct the errors.

If the data cells are presented in yellow, the entry has a case-sensitivity data entry concern as explained with the message box presented after the verification is attempted.

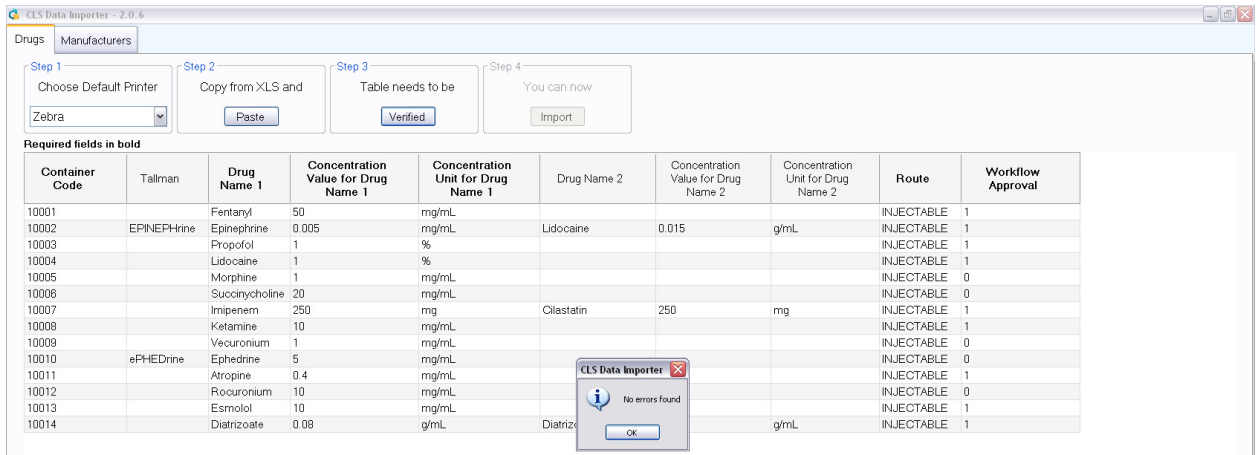
If any of the modifications required are to add and/or edit values in the Container Labeling System, please refer to CLS User’s Manual.



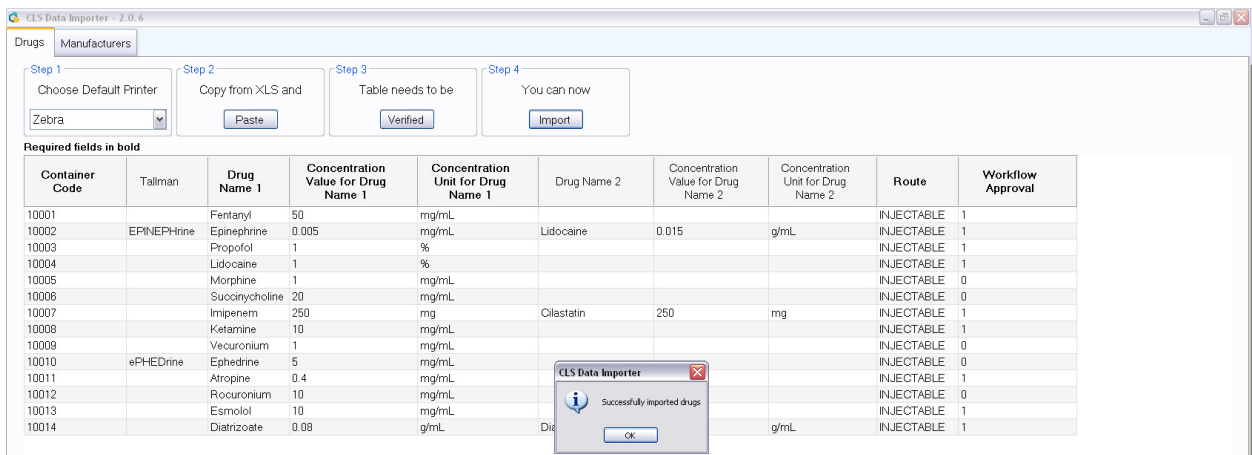
Edit the data in the ImportTemplate.xls and repeat the copy and paste process to the Drugs tab of the CLS Data Importer.

NOTE: The data pasted into the CLS Data Importer is not editable.

- 7.2 If no errors were found in the verification, a message box is displayed indicating that the data is ready to be imported into the CLS database.



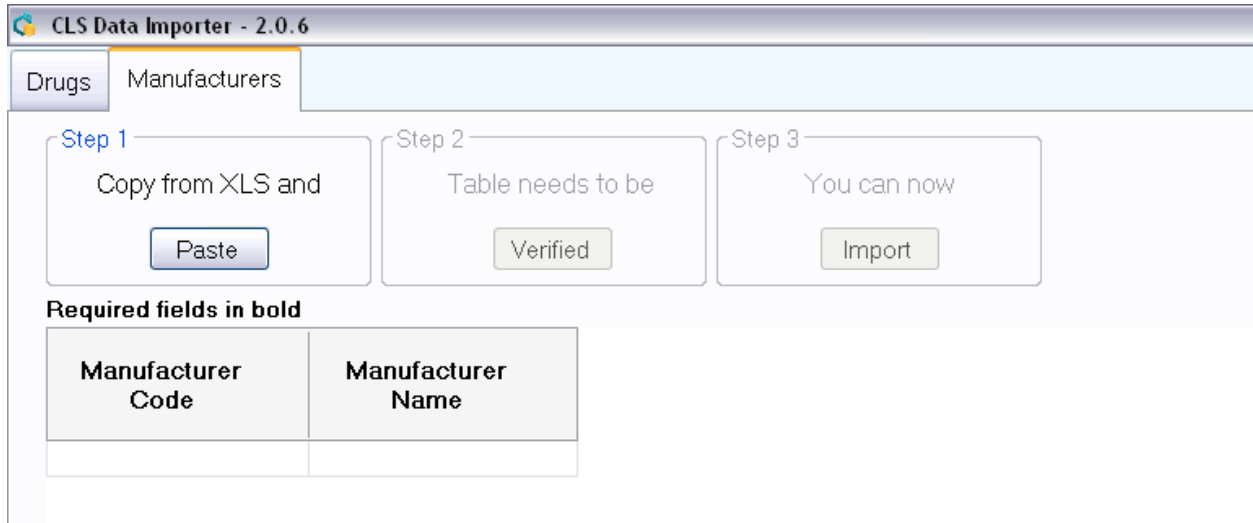
8. Press the “Import” button and the drug data will be imported into the CLS database.



9. Save the ImportTemplated.xls spreadsheet to a known location for backup and future reference.

8. HOW TO IMPORT MANUFACTURERS

Select the tab “Manufacturers” and follow these steps:



NOTE: Column titles displayed in bold text indicate which data is required for the importation process. Column titles displayed in regular text indicate which data is optional.

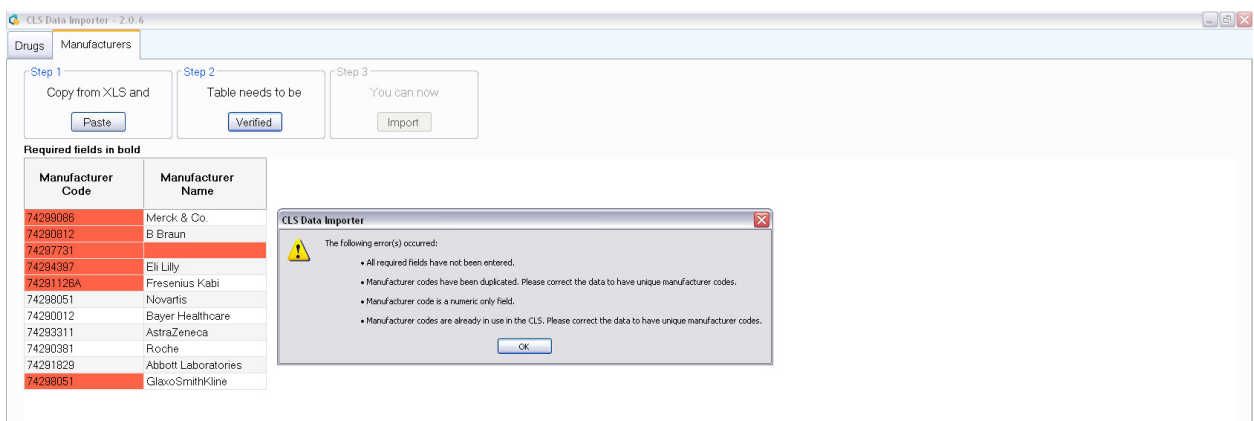
1. The CLS Data Importer includes an Excel template for the data importing process. To access the spreadsheet, open the computer’s Start Menu, browse to the folder “CLS Data Importer” and select the *ImportTemplate.xls*.



2. Copy the manufacturer data from other existing data from your hospital-based information system to the *ImportTemplate.xls*.

	Manufacturer Code	Manufacturer
1		
2	9999	Example
3	74299086	Merck & Co.
4	74290812	B Braun
5	74297731	Pzifer
6	74294397	Eli Lilly
7	74291126	Fresenius Kabi
8	74296592	Novartis
9	74290012	Bayer Healthcare
10	74293311	AstraZeneca
11	74290381	Roche
12	74291829	Abbott Laboratories
13	74298051	GlaxoSmithKline

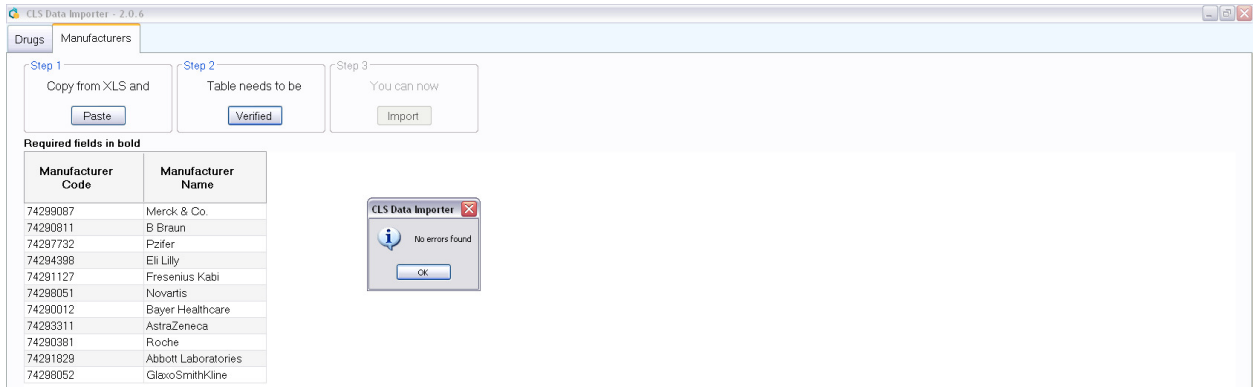
3. Enter additional information as required to complete the table entries.
4. In the ImportTemplate.xls file, select the rows of data (without the header), and press the “Copy” button (or Ctrl + C).
5. Navigate back to the opened CLS Data Importer.
6. Press the “Paste” button to insert all of the data to the CLS Data Importer and confirm all rows were successfully copied.
7. Press the “Verified” button.
- 7.1. If any of the data fails the verification step, the data cells will be presented in red and a message box will be presented with information to correct the information.



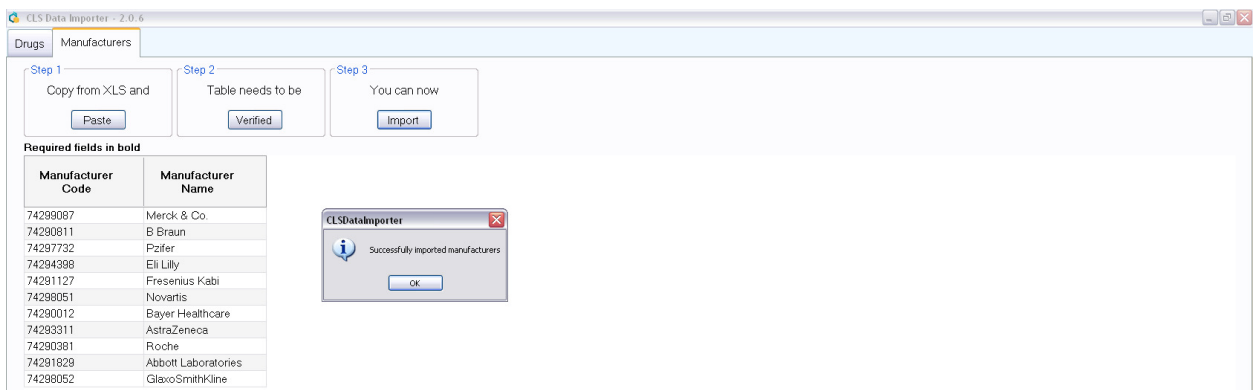
Edit the data in the ImportTemplate.xls and repeat the copy and paste process to the Drugs tab of the CLS Data Importer.

NOTE: The data pasted into the CLS Data Importer is not editable.

7.2. If no errors were found in the verification, a message box is displayed indicating that the data is ready to be imported into the CLS database.



8. Press the "Import" button and the drug data will be imported into the CLS database.



9. Save the ImportTemplated.xls spreadsheet to a known location for backup and future reference.