

# Codonics Administration Tool - Getting Started

### Overview

Welcome to the Safe Label System<sup>®</sup> SLS Administration Tool (AT). Locate the Administration Tool installation disc (Codonics Part Number 020-130-031) that is included with your kit.

1. Determine if you're going to install the AT application on a stand-alone personal computer (PC) or on a Server.
2. Insert the AT installation disc in the PC or the Server (refer to AT Server Technical Brief 901-279-003 for further detail) where you will install (or upgrade) your AT. Locate the AT setup file executable (i.e., SLSAdminTool-setup-2.3.0.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 Utility

An automatic migration utility is included with the AT installer on the disc if you are upgrading your AT from a previous software version. It is provided to migrate formularies created with 2.1.0 and 2.2.0 software to 2.3.0 AT software. Once the AT is installed, there is also a manual migration utility in the \v2.3.0\tools folder if you want to manually migrate a previously created 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 2.1.0 up to 2.3.0).

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

- ◆ Produce a formulary report of the formulary currently in use for reference after migration, if needed.
- ◆ Using the built-in backup, locate and backup your current Admin Tool Data Directory (for example, SLSAdminTool\v2.2.0\AdminTool-Data) to a location on your computer.
- ◆ When migrating, a migration report is created if there is an issue with a changed WAV file or template. The 2.3.0 migration report is written to the same directory where the AT data directory 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 2.3.0.
- ◆ Follow the instructions on the AT Installation and Migration Utility screen.
- ◆ Backward migration (e.g., 2.3.0 to 2.2.0) is not supported.

### Migrating from releases prior to 2.1.0 up to 2.3.0

- ◆ Migrate from the release up to 2.1.0 and then migrate from 2.1.0 to 2.3.0.

**WARNING:** Only migrate two major versions of AT at a time. For example, migrate from 1.7.0 to 1.9.0, then from 1.9.0 to 2.1.0 and then from 2.1.0 to 2.3.0.

Do not migrate more than two major versions of AT at a time. For example, do not migrate directly from 1.7.0 to 2.3.0.

- ◆ 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 2.3.0. 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 2.3.0) 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 it 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 2.3.0) 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 2.1.0 or newer up to 2.3.0

- ◆ 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.

**WARNING:** The Migration Tool does not migrate locale packs. You will need to run the 2.3.0 AT, create a new data directory and add the previously used locale pack to it by adding the locale pack to the 2.3.0 AT in the Configure Locale, Localization Pack and Add New Localization Pack, then manually migrate your previous AT data directory to the 2.3.0 AT data directory just created with the locale pack.

- ◆ If you are using STD-1 and migrate to 2.3.0, you will be automatically upgraded to STD-1-v05; similarly if you upgrade from STD-2, you will be upgraded to STD-2-v05. If you want to change from STD-1 to STD-2, you will lose any custom Drug Classification Templates you had created. You will need to recreate them and assign them to the specific drug entries.

**WARNING:** You will lose custom Drug Classification Templates when you change your Active Label Template pack.

- ◆ If you are using Windows XP, the new Data Directory location will default to C:\Documents and Settings\Owner\My Documents\Codonics\SLSAdminTool\v2.3.0\AdminTool-Data.

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

- ◆ If you are using Windows 7, the new Data Directory will default to C:\Users\Public\Documents\Codonics\SLSAdminTool\v2.3.0\AdminTool-Data.

**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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*Get it all with just one call*  
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