

Codonics SLS Administration Tool File Manager

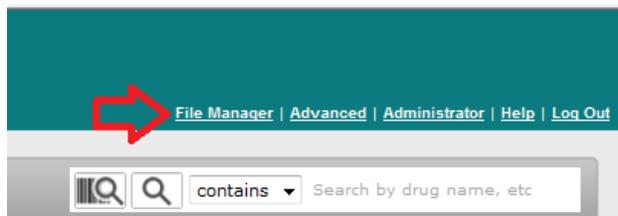
Technical Brief

Overview

- ◆ Version 1.9.0 and newer software for Codonics Safe Label System (SLS) Administration Tool (AT) includes a File Manager for managing Reports, Packages, Log files, and Master Device Lists.
- ◆ The File Manager:
 1. Helps maintain records (i.e., Reports, Packages, Log files, and Master Device Lists).
 2. Allows users to download previously generated files (1.9.0 or newer) from within the AT.
 3. Makes it easier to determine which reports correspond to which packages by organizing items by date.
 4. Allows users to combine multiple packages for deployment via USB to SLS 500i Point of Care Stations (PCS).

Accessing File Manager

- ◆ To access the File Manager
 1. Click on the link to open File Manager.



2. A dialog will open displaying downloaded files (i.e., Reports, Packages, Logs, Master Device Lists) which can be sorted and filtered by checking and unchecking the boxes at the top.

Creation Date	Type	Description	Promotion Level	Software Version	Actions
01/29/2015 14:37:28	Formulary Package	PMTEST-112	Approved	1.9.0	[R] [X]
01/29/2015 14:35:03	Logs	140C00006C		1.9.0	[R] [X]
01/29/2015 14:34:33	Formulary Report	DEFAULT-112	Approved	1.9.0	[R] [X]
01/29/2015 14:31:22	Configuration Package	PMTEST1-51		1.9.0	[R] [X]
01/29/2015 14:26:12	Device List	MDL.csv			[R] [X]

3. The column headers and definitions are:
 - ◆ Date: The date and time the file was first created
 - ◆ Type: The type of the file (e.g., Formulary Package, SLS Logs, Drug Not Found Report, Master Device Lists).
 - ◆ Description: Information used to identify the content of the file.
 - ◆ For Formulary/Config packages and all reports, this is the package profile and version number of the relevant package (e.g. a Pre-Import report would show the package profile and version number of the formulary).
 - ◆ For SLS logs, this is the serial number of the unit from which the logs were gathered.
 - ◆ For Master Device Lists, this is the name of the file.
 - ◆ Promotion Level: The promotion level (i.e., Test/Review or Approved) of the formulary when this package/report was generated.

Note: this will be empty for Configuration packages/reports, logs, and Master Device Lists.

- ◆ Software version: The version of software in which the file was created

4. Select one of the filters (e.g., Packages) to display only those files.

Creation Date	Type	Description	Promotion Level	Software Version	Actions
01/29/2015 14:37:28	Formulary Package	PMTEST-112	Approved	1.9.0	[R] [X]
01/29/2015 14:31:22	Configuration Package	PMTEST1-51		1.9.0	[R] [X]

Note: The File Manager stores only the original version of each file. If a report from the File Manager is downloaded, opened in Microsoft Excel, edited and then saved, any changes made will not be present in the version of the report managed by the AT.

- The Actions column provides capability to download files or delete them.

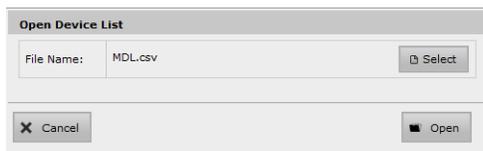


Managing Master Device Lists (MDL)

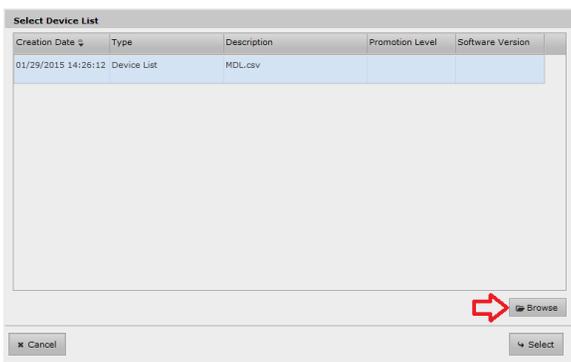
- Create a MDL (e.g., MDL2) and save it to a known location (see AT Users Manual for further instructions on MDLs).
- To use the new MDL, click on Open Device List in the AT Devices tab (i.e., AT-DM).



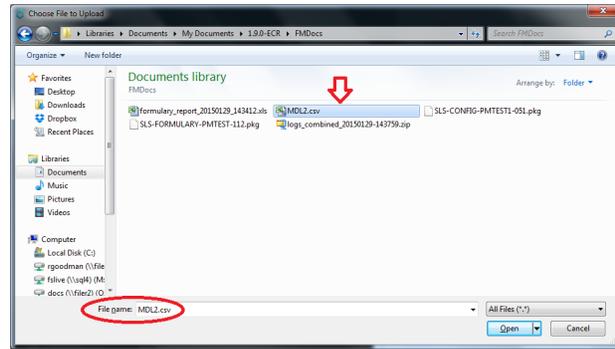
- The Open Device List dialog will be displayed. Choose Select.



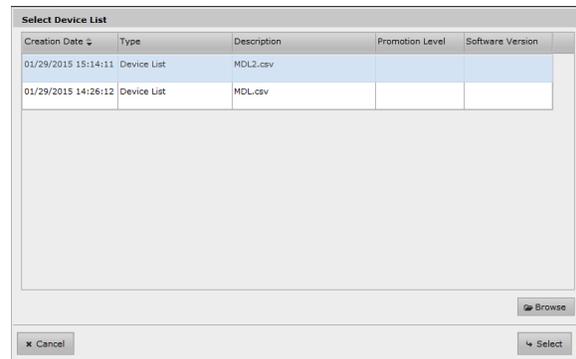
- The Select Device List dialog will be displayed.



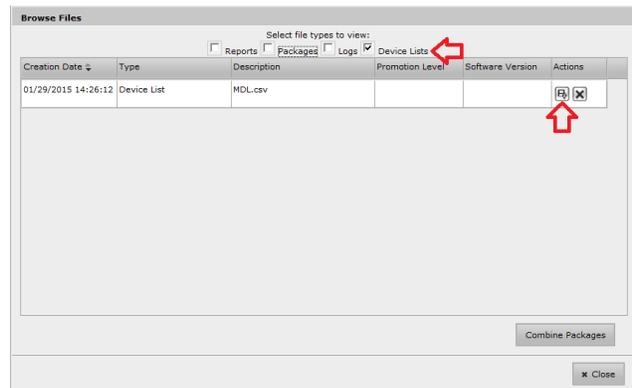
- Select Browse and locate the MDL where it was saved.



- Select Open and the new MDL will be added to the File Manager. Click Select and the new MDL will be used by the AT-DM.



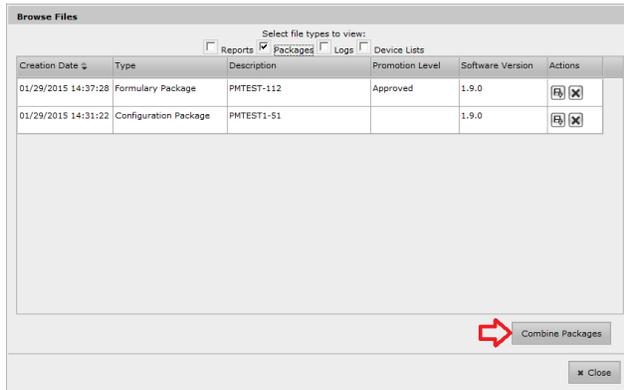
- To modify an existing MDL (e.g., add a new SLS and its IP address), click on the Device Lists filter in the File Manager to see existing MDL(s). Select the Download icon for the MDL you want to modify.



- Open the MDL. Make the necessary modifications and save the MDL file (see AT Users Manual for further instructions on MDLs).
- Follow steps 2 through 6 to upload changes to the File Manager.

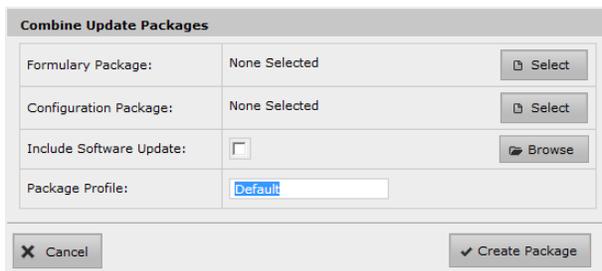
Creating a Combined Package

- A Combined Package can be created from the Browse Files dialog by selecting Combine Packages.

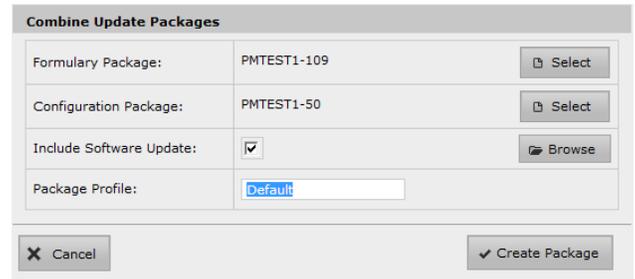


Note: A Combined Package (i.e., combining Formulary, Configuration and/or Software packages) can be created in the AT and deployed to SLS PCS using a USB.

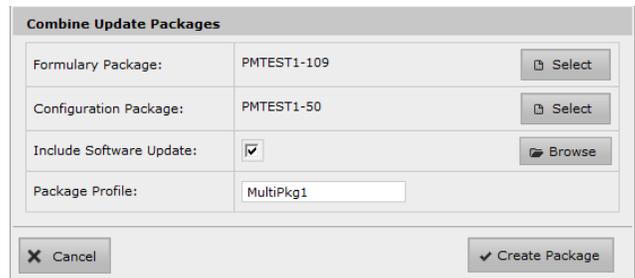
- The Combine Update Packages dialog will open.



- Select the required Formulary and/or Configuration Packages. If required, check the box Include a Software Update or Browse to a specific location where a software update is stored.



- Name the Package Profile of the Combined Package and then select Create Package.

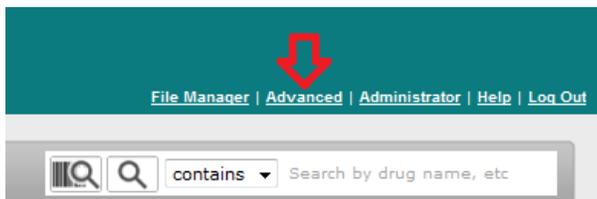


- Download the Combined Package to a USB for deployment to SLS PCS.
- Insert the USB drive in the side of SLS PCS. When logged out of SLS PCS, the yellow LED will blink, and an update package dialog will display. Select the Combined Package you want to install. All the packages included in the multiple package will be installed. For additional instructions on installing a package using a USB, review the SLS User's Manual.

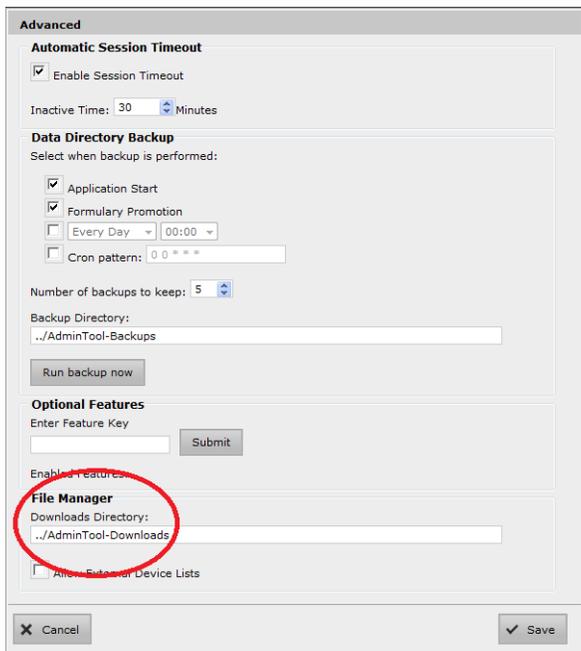
File Manager Configuration

By default, the AT will choose a directory named AdminTool-Downloads in the directory above the Data Directory to store saved files. To change the directory:

1. Click the Advanced link in the upper right hand corner of the AT.



2. The path to this directory is configurable in the Advanced dialog under File Manager in the AT.



Note: When the File Manager directory is changed and saved:

- ◆ If there are no files in that folder, no warnings are displayed.
- ◆ If there are files in the original folder, a warning is displayed indicating that those files will be copied into the new directory. A Yes/No dialog will be displayed asking if the files should be copied. If Yes is selected, all managed files will be copied from the original directory to the new directory. If No is selected, a new AdminTool-Downloads directory is created and the file manager will not show any files.

Technical Support

If problems occur during operation, contact Codonics Technical Support at any time.

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