**Electronic Dispensing Tool Installation Checklist (based on Factory System Image)**

Activity Goal:

Service EDT computer equipment and update computer software to improve efficiency of ART pharmacies.

Activity description:

Activities to be carried out are highlighted using the summary and detailed checklists below. In addition an overview of new EDT features will be presented and EDT queries from pharmacy staff will be discussed.

**Summary checklist (milestones):**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Facility** | **Antivirus Update** | **RDC & FTP** | **ART Monthly R** | **EDT & Reports** | **Label Printer** | **EDT Mobile** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Detailed checklist (EDT SQL Server PC) Facility:**

|  |  |  |
| --- | --- | --- |
| **#** | **Task (milestone)** | **Check if done** |
|  | Latest EDT database backup to USB-stick and to Laptop done |  |
|  | Computer equipment (PC, printer) serviced |  |
|  | Computer restored to pre-activated Windows 7 factory image (clean restore) |  |
|  | Country: Namibia, Time: English(UK), Keyboard: US, Time Zone: Windhoek, Currency symbol: N$, Action Center messages turned off, Windows Updates: Never check for updates, UAC: never notify, etc. |  |
|  | Norton Internet Security 2011 removed completely; PC restarted |  |
|  | Installation of EDT related software in that order as shown in the Deploy\Other Software folder except for 99-Antivirus software (to be installed last) |  |
|  | MS Office 2010 product activated and SP2 installed (ver.14.0.7015.1000) |  |
|  | Disk partitions for data and software drives created; TrueCrypt volumes mounted |  |
|  | Deploy folder copied to the software drive [Local disk N:] |  |
|  | TCP/IP enabled in SQL Server Configuration Manager |  |
|  | CCleaner configured to run when computer starts, registry cleaned; PC restarted |  |
|  | TeamViewer configured to start with Windows and to accept LAN connections |  |
|  | Installation of EDT apps in chronological order (including reloading the database), except for 4-EDT\_Security\_Setup |  |
|  | EDT path added to trusted locations in MS Access |  |
|  | Kaspersky antivirus installed, activated, updated; 4-EDT\_Security\_Setup completed |  |
|  | Kaspersky: Firewall disabled, trusted apps and rules imported, “Update source” specified; “Copy updates to folder” and sharing of update folder enabled (if applicable); password protection enabled |  |
|  | EDT and EDT reports successfully running (including updating referral site codes in PAM) |  |
|  | FileZilla Server configured with FTP group and user; data transfer and remote desktop connection tested |  |
|  | Label printer installed, paper size registered, test labels printed |  |
|  | EDT mobile installed, export, dispensing and import tested (*Do not upload test data!*) |  |

**Detailed checklist (EDT Workstation) Facility:**

|  |  |  |
| --- | --- | --- |
| **#** | **Task (milestone)** | **Check if done** |
|  | Computer equipment (PC, printer) serviced |  |
|  | Computer restored to pre-activated Windows 7 factory image (clean restore) |  |
|  | Country: Namibia, Time: English(UK), Keyboard: US, Time Zone: Windhoek, Currency symbol: N$, Action Center messages turned off, Windows Updates: Never check for updates, UAC: never notify, etc. |  |
|  | Norton Internet Security 2011 removed completely; PC restarted |  |
|  | Installation of EDT related software in that order as shown in the Deploy-WS\Other Software folder except for 99-Antivirus software (to be installed last) |  |
|  | MS Office 2010 product activated and SP2 installed (ver.14.0.7015.1000) |  |
|  | Disk partitions for data and software drives created; TrueCrypt volumes mounted |  |
|  | Deploy folder copied to the software drive [Local disk N:] |  |
|  | CCleaner configured to run when computer starts, registry cleaned; PC restarted |  |
|  | Installation of EDT apps in chronological order, except for 4-EDT\_Security\_WS\_Setup |  |
|  | EDT path added to trusted locations in MS Access |  |
|  | Kaspersky antivirus installed, activated, updated; 4-EDT\_Security\_WS\_Setup completed |  |
|  | Kaspersky: Firewall disabled, trusted apps and rules imported, “Update source” specified; password protection enabled |  |
|  | Path to EDT SQL Server updated; EDT and EDT reports tested |  |
|  | Label printer installed, paper size registered, test labels printed |  |