**Electronic Dispensing Tool Installation Checklist (based on EDT 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** |
|  | Create and Copy latest EDT database backup to USB-stick and to Laptop |  |
|  | Service computer equipment (PC, printer) |  |
|  | Restore computer to pre-activated Windows 7 EDT system image (server version) |  |
|  | Re-activate MS Office 2010 with SP2 (ver.14.0.7015.1000) ; Update CCleaner |  |
|  | Change TrueCrypt Volume password for data drive to “facility code-name\*\*\*” |  |
|  | Update TeamViewer display name and PC name to “facility code-name” |  |
|  | Copy the latest EDT backup for the facility into the loading folder and reload the EDT db |  |
|  | Verify that Kaspersky antivirus is activated, up to date, and up and running |  |
|  | EDT and EDT reports successfully running (including updating referral site codes in PAM) |  |
|  | Test data transfer and remote desktop connection |  |
|  | Connect label printer, set the right port for “Generic/Text Only” and test printing of labels |  |
|  | Install EDT mobile, export, dispense and import data (*Do not upload test data!*) |  |

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

|  |  |  |
| --- | --- | --- |
| **#** | **Task (milestone)** | **Check if done** |
|  | Service computer equipment (PC, printer) |  |
|  | Restore computer to pre-activated Windows 7 EDT system image (workstation version) |  |
|  | Re-activate MS Office 2010 with SP2 (ver.14.0.7015.1000); Update CCleaner |  |
|  | Verify that Kaspersky antivirus is activated, up to date, and up and running |  |
|  | Open EDT, EDT reports in admin mode, update path to EDT SQL Server and test |  |
|  | Connect label printer, set the right port for “Generic/Text Only” and test printing of labels |  |

|  |  |  |
| --- | --- | --- |
| **#5** | **Change TrueCrypt Volume password for data drive to “facility code-name\*\*\*”** | **Check if done** |
|  | Dismount volume (if mounted), Under “Volume” enter path: C:\EDT\Data\Data |  |
|  | Click on Volume Tools | Change Password and change the password accordingly |  |

|  |  |  |
| --- | --- | --- |
| **#5** | **Open EDT, EDT reports in admin mode, update path to EDT SQL Server and test** | **Check if done** |
|  | Open folder M:\EDT\restore\  Select “EDT” file, Hold the SHIFT key, hit ENTER and release keys once EDT file is open |  |
|  | Open table “refdbTables”; select column “SQLServer” and hit CTRL+H;  Under “Find What:” type “.” (exclude inverted commas)  Replace With: EDT server name  Close table |  |
|  | Open table “tblSQLTables”; select column “SQLServer” and hit CTRL+H;  Under “Find What:” type “.” (exclude inverted commas)  Replace With: EDT server name  Close table |  |
|  | Open the forms section and double click the “Relink” form and click on “connect”; after relinking is successful close the EDT file |  |
|  | Repeat the same steps for the “EDT Reports” file |  |
|  | Run the restore EDT shortcut on the desktop |  |

|  |  |  |
| --- | --- | --- |
| **#7** | **Copy the latest EDT backup for the facility into the loading folder and reload the EDT db** | **Check if done** |
|  | Copy the latest EDT backup from the laptop/USB stick into  M:\SPS\Tools\NDB\Data\Loading\ |  |
|  | Rund the “03\_Reload\_EDTdb” script in  M:\SPS\Tools\NDB\Scripts\reloadEDTdb\ |  |
|  | Select (Y)es at first prompt and (N)o at additional prompts |  |

|  |  |  |
| --- | --- | --- |
| **#11/6** | **Connect label printer, set the right port for “Generic/Text Only” and test printing of labels** | **Check if done** |
|  | Connect label printer |  |
|  | Go to Start Menu, Devices and Printers and Open preferences of “Generic/Text Only” |  |
|  | Select the Ports tab and see if there is another port existing that is not selected “USB” |  |
|  | Select that port, apply and close window |  |
|  | Test printing of labels |  |