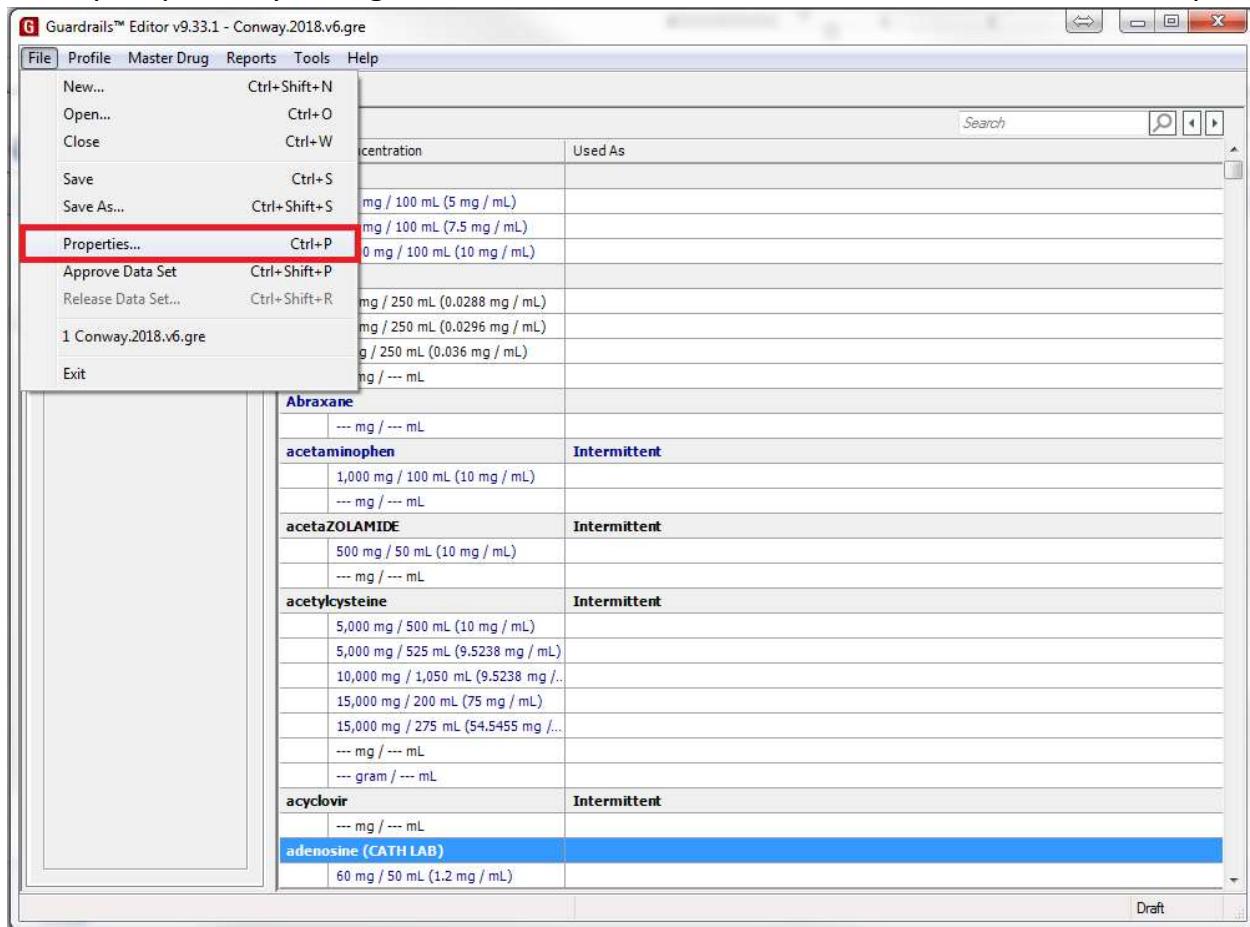
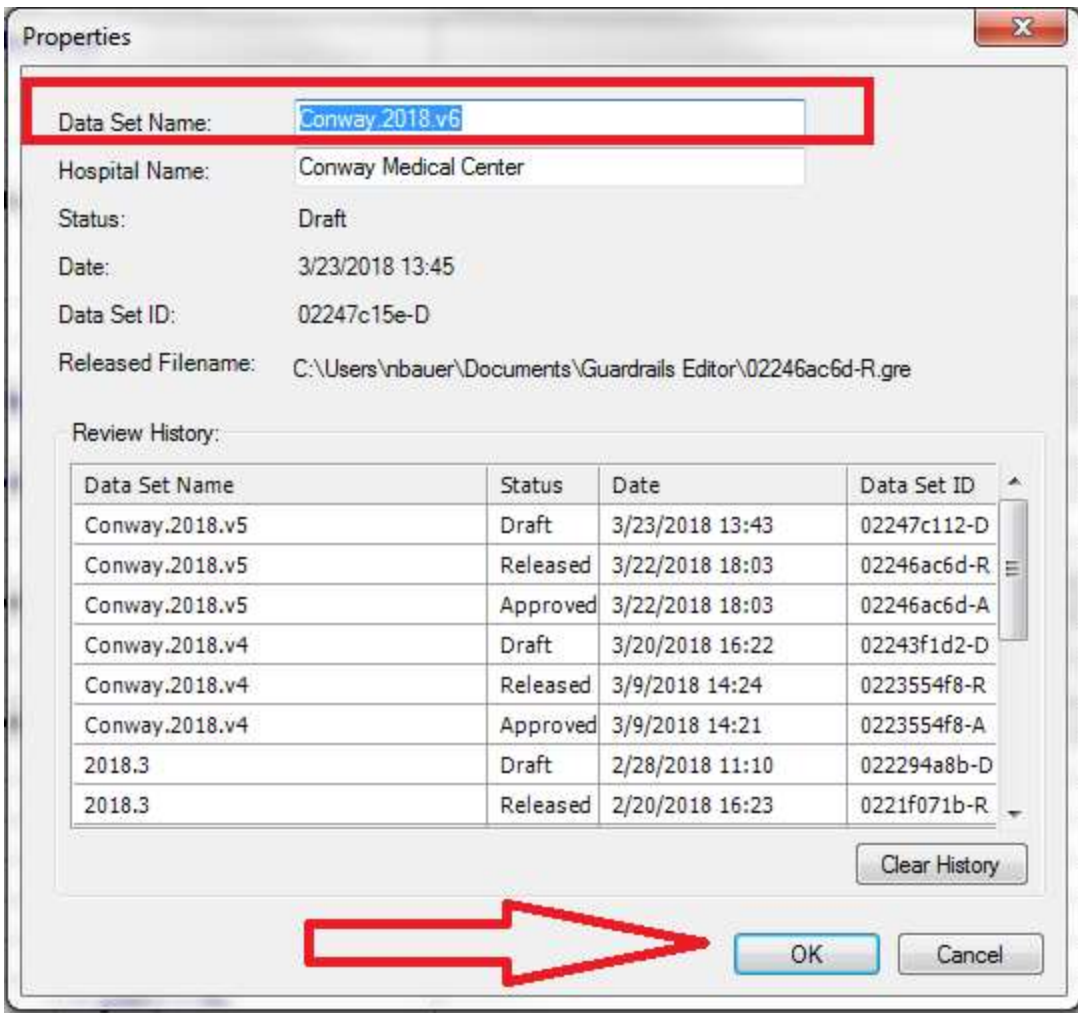


1) After pump library changes are made, in the Guardrails Editor, click File → Properties



Sidenote: please document changes to the pump library in the Readme.md that is in the Alaris Pumps folder on the G:\PH\ drive. This allows us to follow changes to the library easier.

- 2) In the field “Data Set Name”, increment the version number by 1
  - a. Naming conventions for the pump libraries are “Conway.YYYY.v#”
    - i. Where YYYY is the current year, and # is the version number (ie. Conway.2018.v1)



Properties

Data Set Name: Conway.2018.v6

Hospital Name: Conway Medical Center

Status: Draft

Date: 3/23/2018 13:45

Data Set ID: 02247c15e-D

Released Filename: C:\Users\nbauer\Documents\Guardrails Editor\02246ac6d-R.gre

Review History:

Data Set Name	Status	Date	Data Set ID
Conway.2018.v5	Draft	3/23/2018 13:43	02247c112-D
Conway.2018.v5	Released	3/22/2018 18:03	02246ac6d-R
Conway.2018.v5	Approved	3/22/2018 18:03	02246ac6d-A
Conway.2018.v4	Draft	3/20/2018 16:22	02243f1d2-D
Conway.2018.v4	Released	3/9/2018 14:24	0223554f8-R
Conway.2018.v4	Approved	3/9/2018 14:21	0223554f8-A
2018.3	Draft	2/28/2018 11:10	022294a8b-D
2018.3	Released	2/20/2018 16:23	0221f071b-R

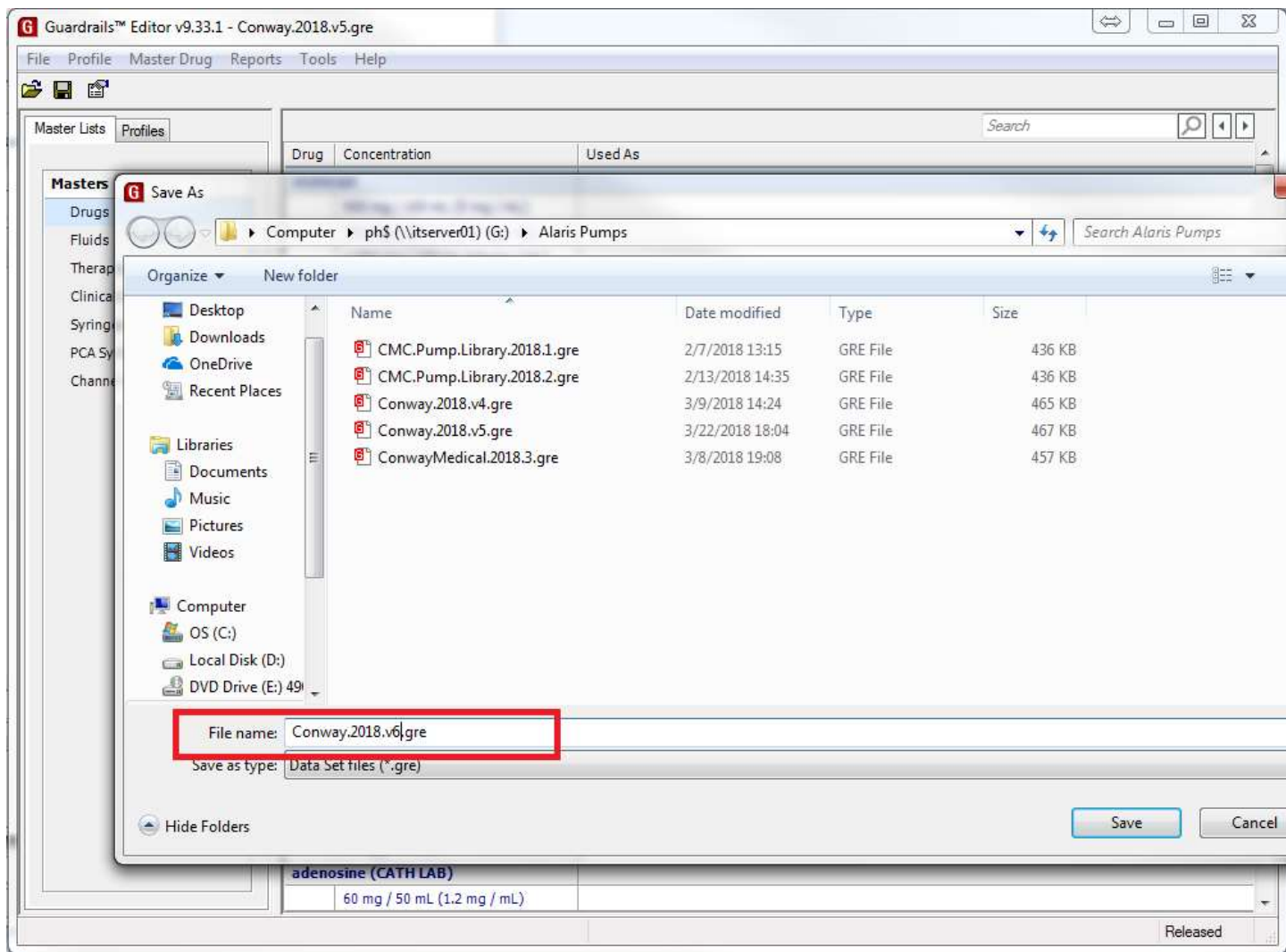
Clear History

OK Cancel

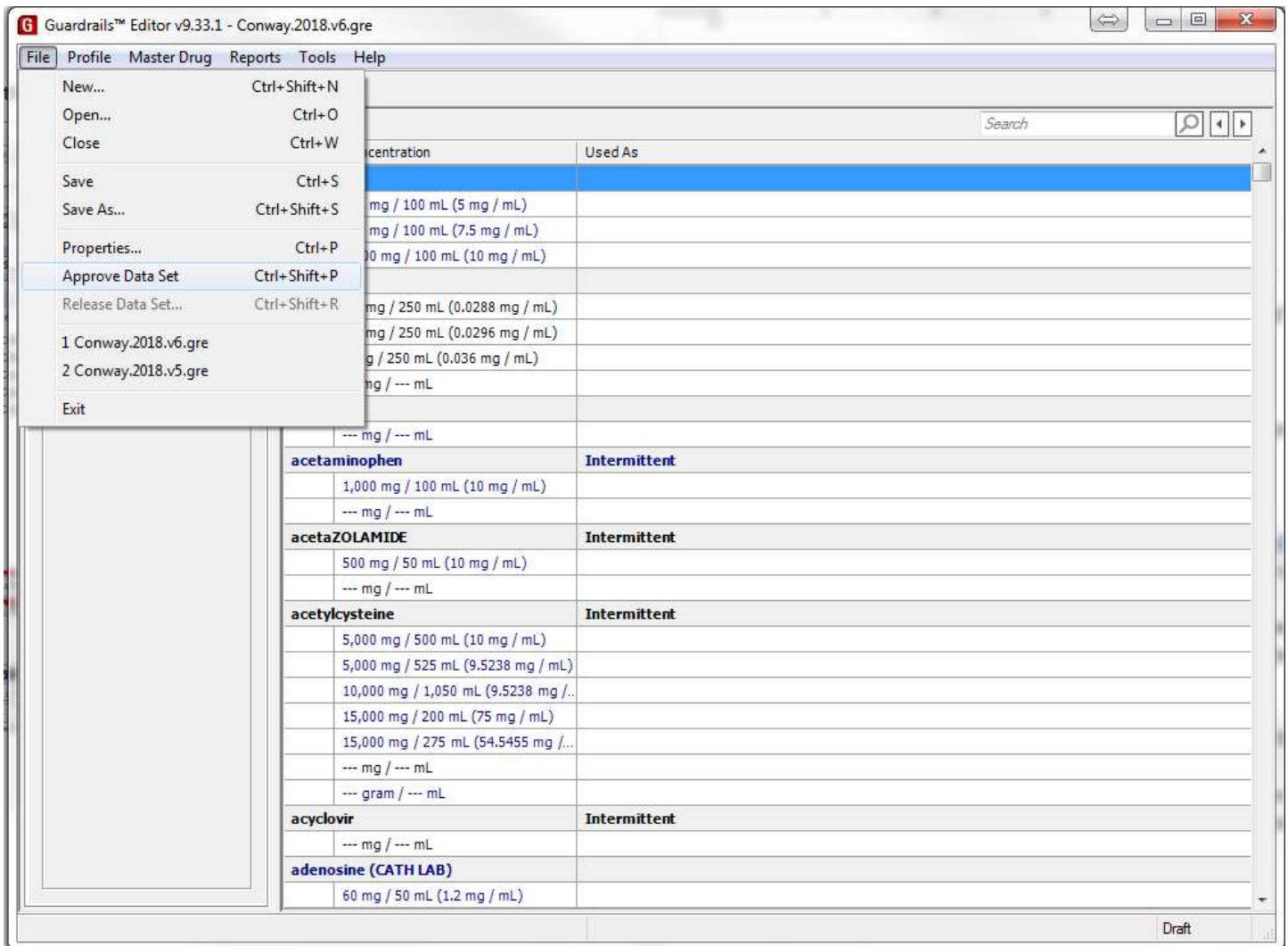
- 3) Click OK to close the Properties window

#### 4) Hit File→Save As...

- a. Save the file with the same naming convention used in Step 2



## 5) Click File→Approve Data Set



a. A report will be generated as a Word document

Conway.2018.v6 (3-23-2018 15h 20m).rtf [Compatibility Mode] - Word

FILEINGS REVIEW VIEW

Normal No Spac... Subtitle Subtitle Em... Emphasis Intense E... Strong Quote Intense Q... Subtitle Ref... Intense Re...

Paragraph Styles

**Alaris® System**

**Data Set Report**

**APPROVED**

**Conway.2018.v6**

Conway Medical Center

(Name) \_\_\_\_\_ a(n) \_\_\_\_\_ corporation  
(State Incorporated)

(Address) \_\_\_\_\_ (City, State, Zip)

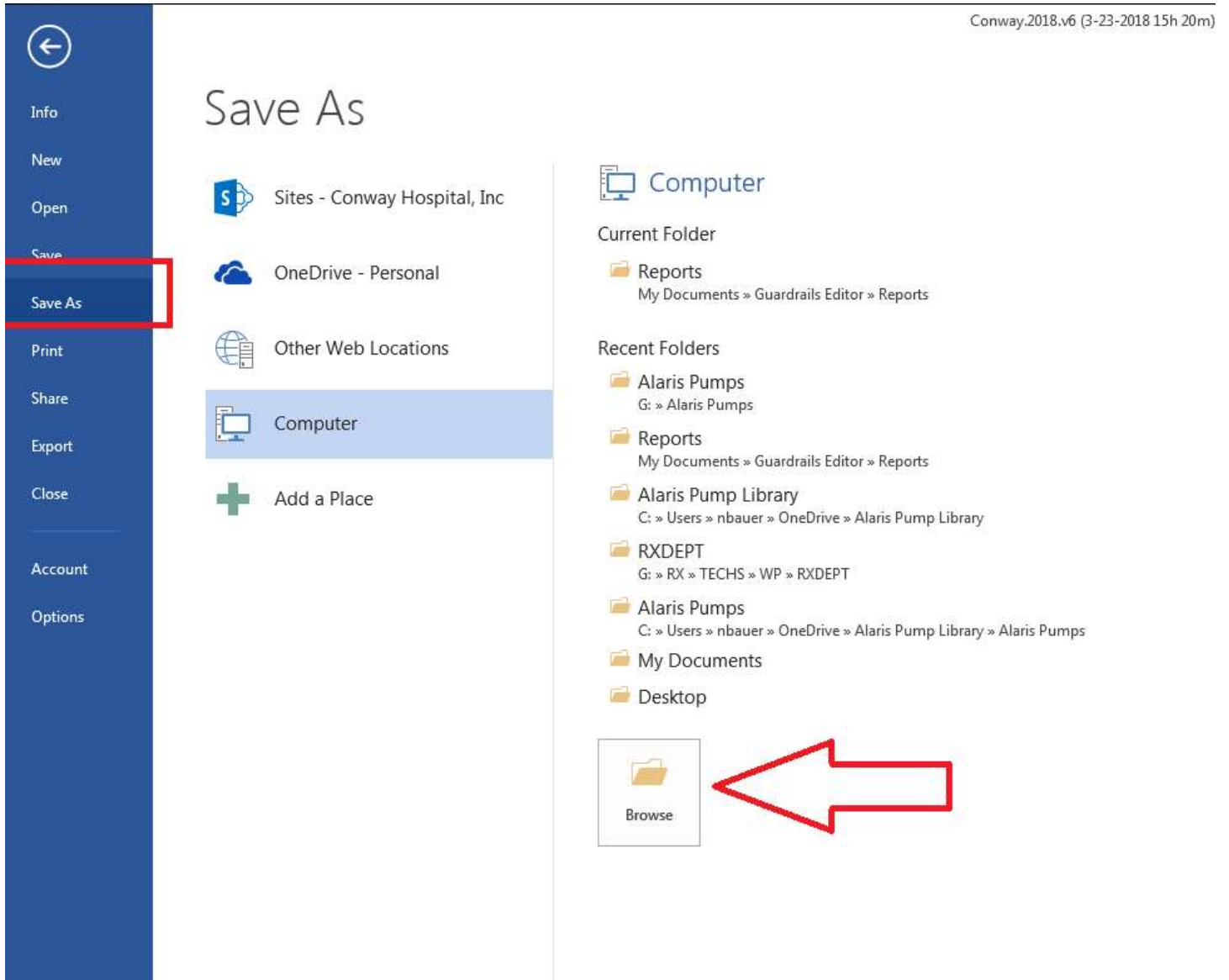
Conway Medical Center acknowledges that Conway Medical Center's unique data sets (Customized Data Set) have been developed by Conway Medical Center in accordance with Conway Medical Center's best practices protocols, for use with Guardrails® Safety Software. Conway Medical Center acknowledges that it is the owner of the Customized Data Set and, as such, is solely responsible for the development, verification and usage of the Customized Data Set in accordance with Conway Medical Center's best practices protocols.

At Conway Medical Center's request, CareFusion personnel may assist Conway Medical Center with the upload of Conway Medical Center's Customized Data Sets pursuant to the ALARIS® SMARTServiceSM Implementation Program or other service agreements.

Further, Conway Medical Center acknowledges that the person signing this agreement on behalf of Conway Medical Center is authorized to execute this agreement on behalf of Conway Medical Center.

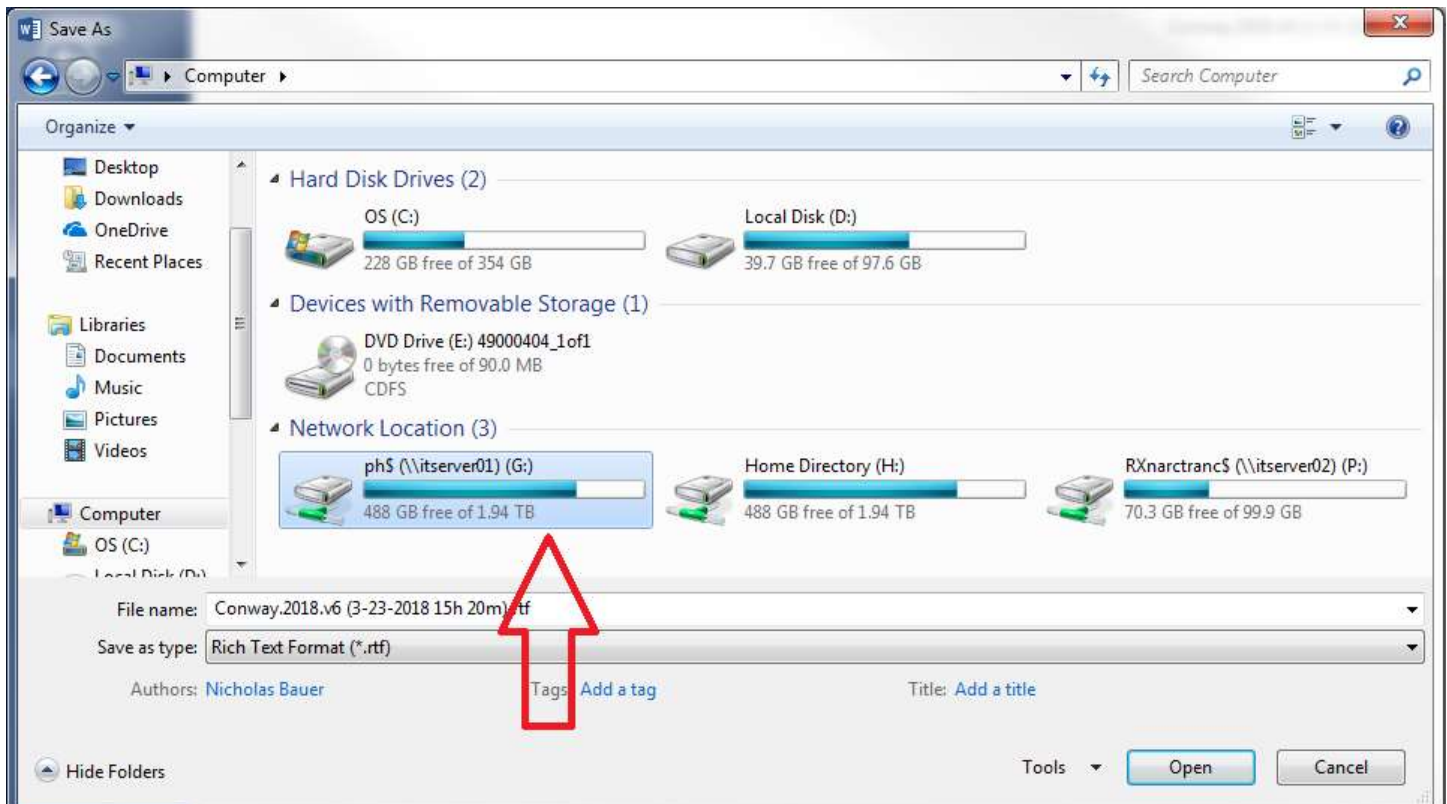
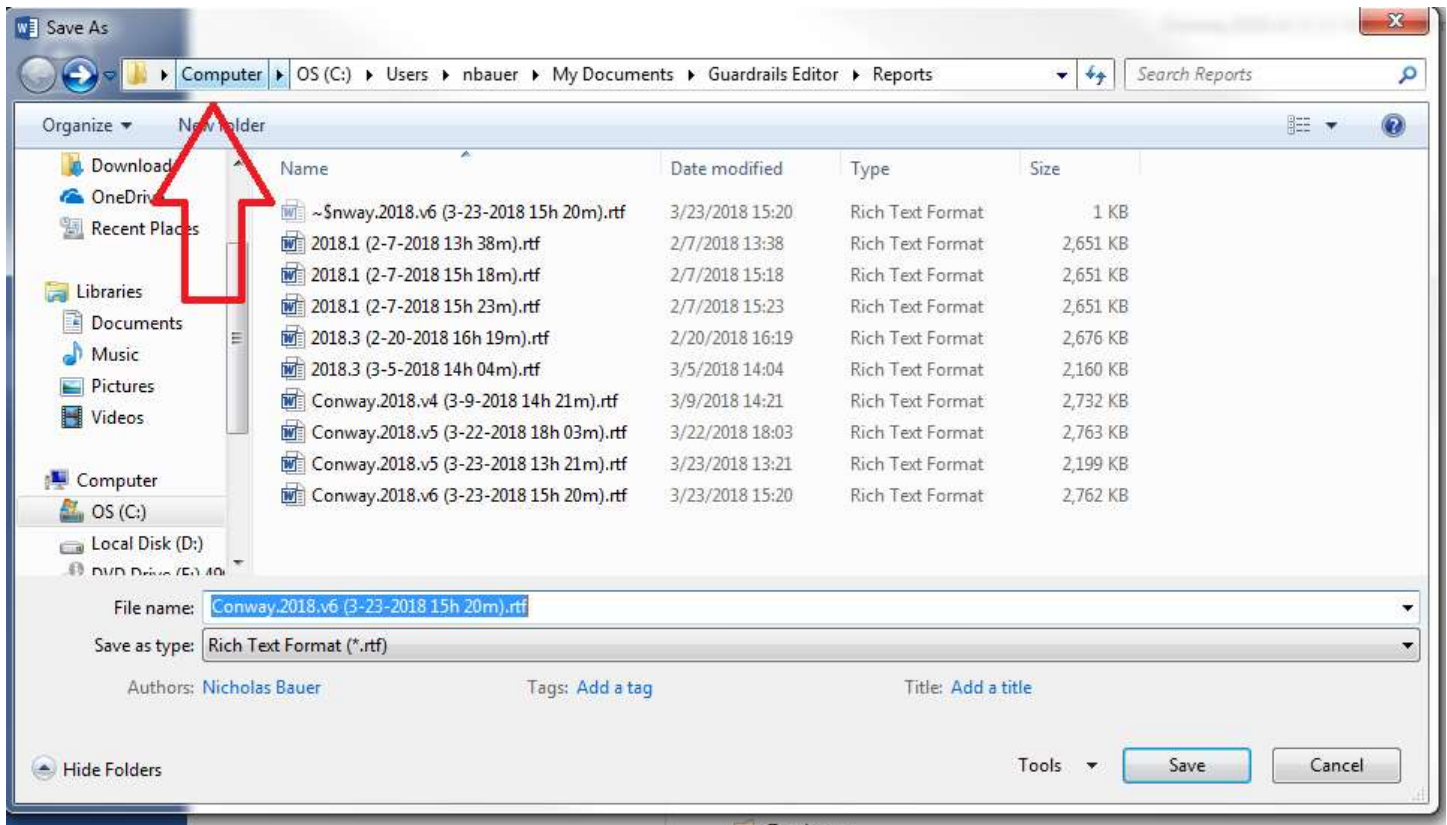
Signature \_\_\_\_\_ Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

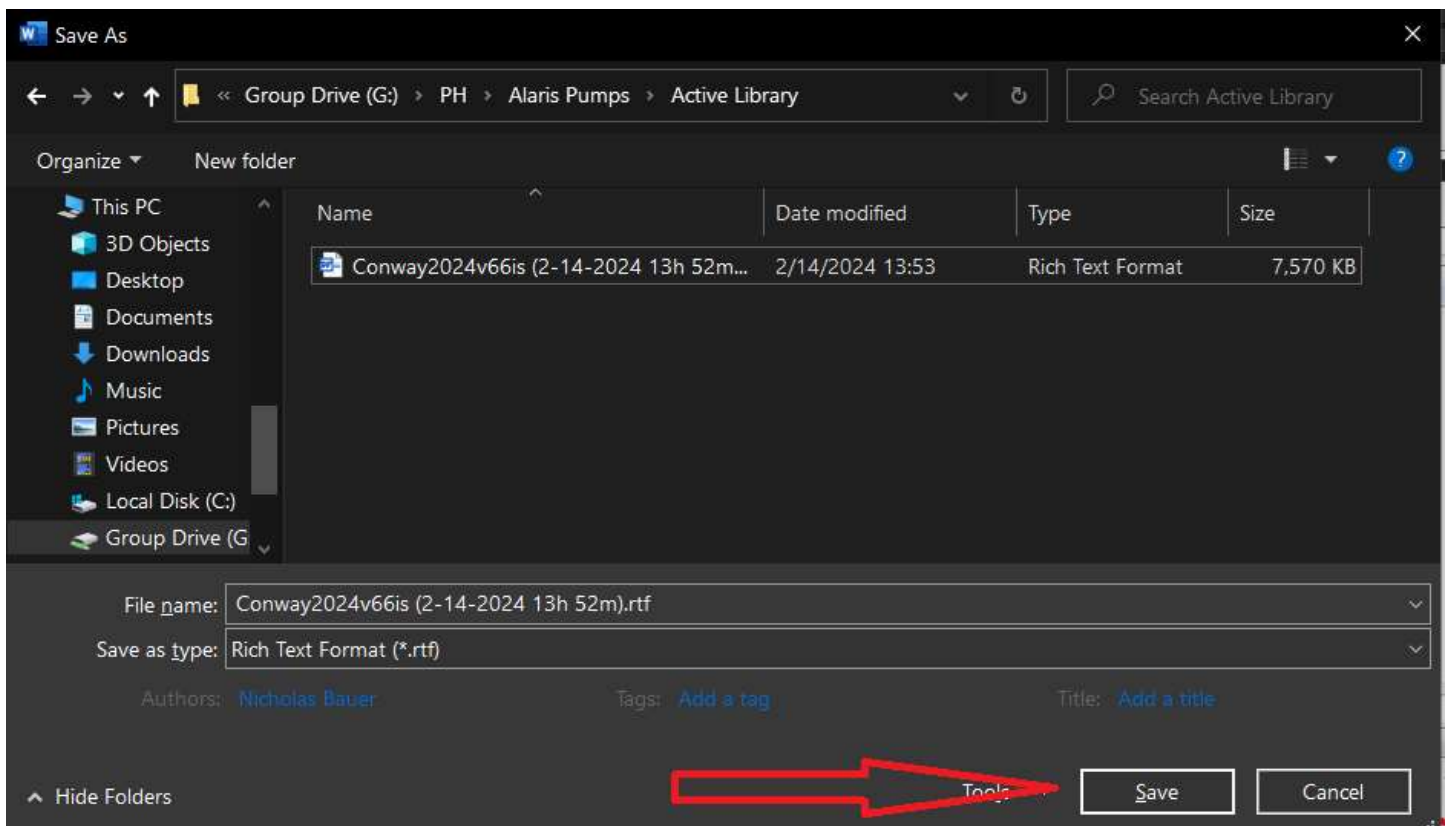
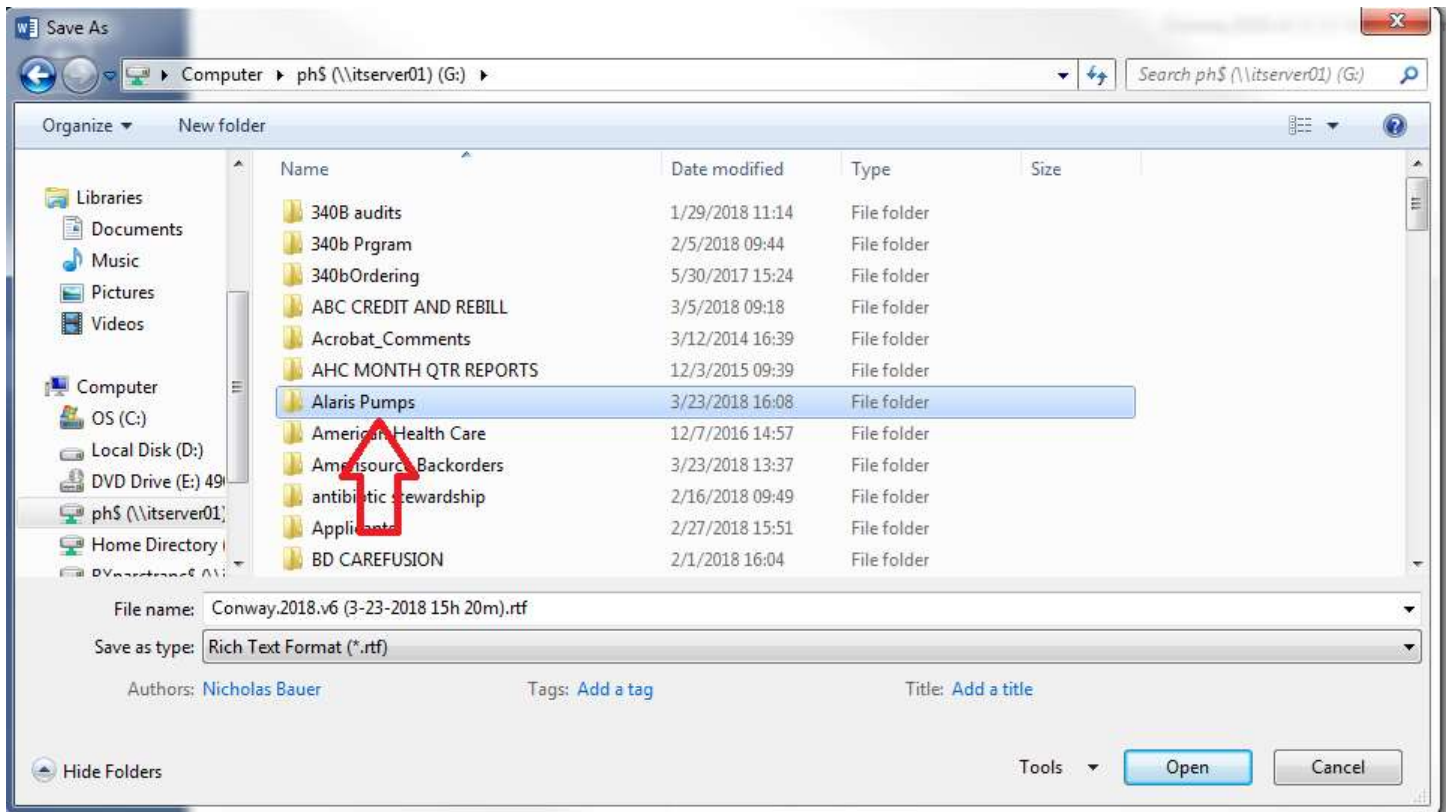
- b. It's useful to save a copy of this from Word, click File→Save As  
i. Click Browse to then pick where we will be saving this file





ii. Save the Word document to G:\PH\Alaris Pumps\Active Library





iii. Close the Word document once it is saved

- 6) Back in the Guardrails Editor, click File → Release Data Set
- 7) A captcha prompt will be appear to prove you are not a robot
- 8) Save your data set by either:
  - a. Clicking the floppy disk icon in the top left

Guardrails™ Editor v9.33.1 - Conway.2018.v6.gre

File Profile Master Drug Reports Tools Help

Master Lists Profiles

**Masters**

- Drugs
- Fluids
- Therapies
- Clinical Advisories
- Syringes
- PCA Syringes
- Channel Labels

Drug	Concentration	Used As
<b>abatacept</b>		
	500 mg / 100 mL (5 mg / mL)	
	750 mg / 100 mL (7.5 mg / mL)	
	1,000 mg / 100 mL (10 mg / mL)	
<b>abciximab</b>		
	7.2 mg / 250 mL (0.0288 mg / mL)	
	7.4 mg / 250 mL (0.0296 mg / mL)	
	9 mg / 250 mL (0.036 mg / mL)	
	--- mg / --- mL	
<b>Abraxane</b>		
	--- mg / --- mL	
<b>acetaminophen</b>		Intermittent
	1,000 mg / 100 mL (10 mg / mL)	
	--- mg / --- mL	
<b>acetaZOLAMIDE</b>		Intermittent
	500 mg / 50 mL (10 mg / mL)	
	--- mg / --- mL	
<b>acetylcysteine</b>		Intermittent
	5,000 mg / 500 mL (10 mg / mL)	
	5,000 mg / 525 mL (9.5238 mg / mL)	
	10,000 mg / 1,050 mL (9.5238 mg / mL)	
	15,000 mg / 200 mL (75 mg / mL)	
	15,000 mg / 275 mL (54.5455 mg / mL)	
	--- mg / --- mL	
	--- gram / --- mL	
<b>acyclovir</b>		Intermittent
	--- mg / --- mL	
<b>adenosine (CATH LAB)</b>		
	60 mg / 50 mL (1.2 mg / mL)	
	90 mg / 90 mL (1 mg / mL)	
<b>ado-trastuzumab</b>		
	--- mg / --- mL	
<b>afibercept</b>		
	--- mg / --- mL	
<b>agalsidase beta</b>		
	--- mg / --- mL	

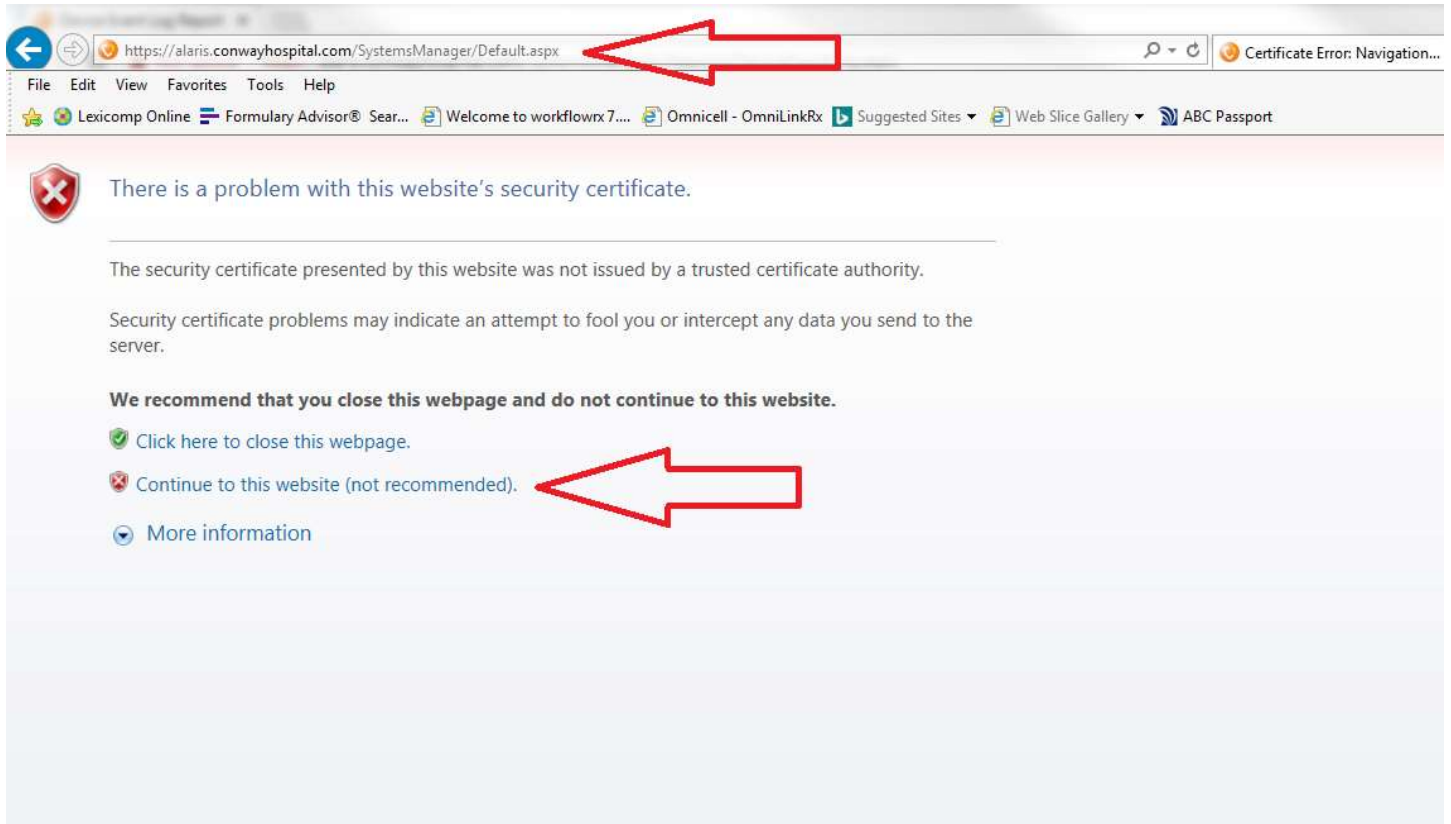
- b. OR, Click File → Save



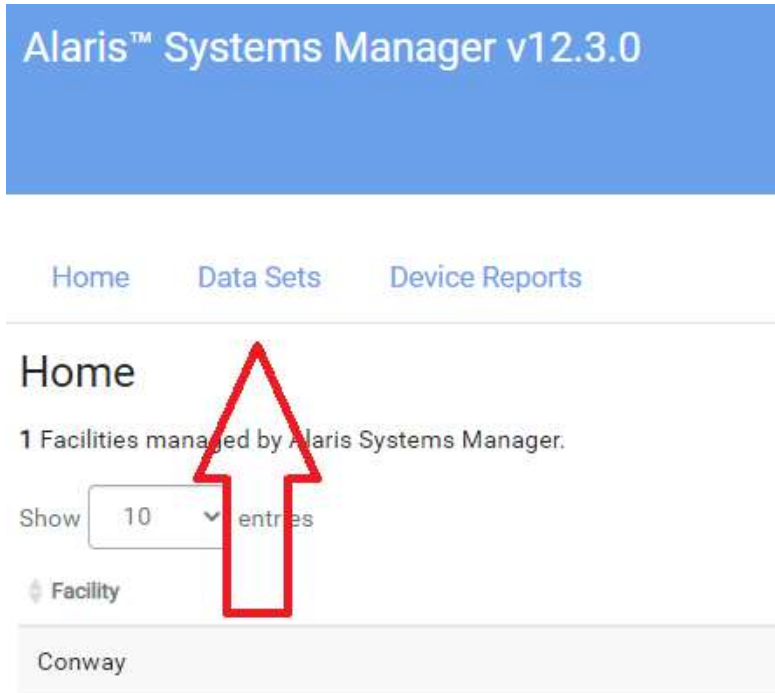
c. In a web browser, go to:

<https://cmcalarisprd.conwayhospital.com/SystemsManager>

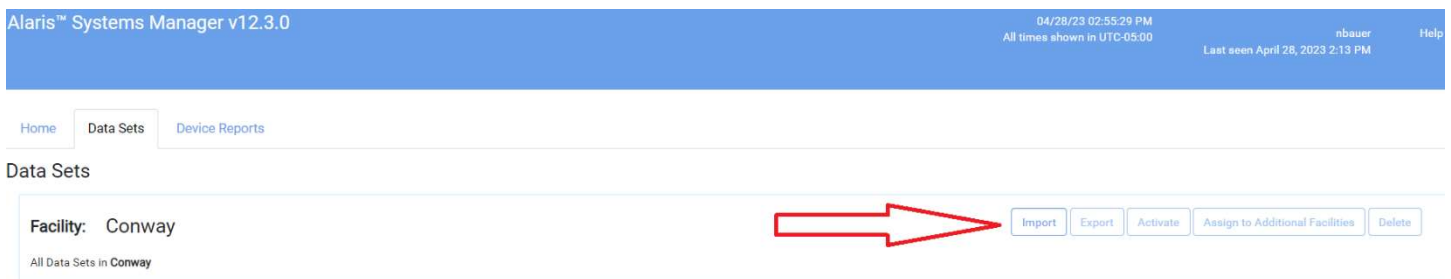
d. You may get a warning about the website's security certificate, click on proceed to website (you may need to click on a button that says advanced to accept the certificate)



- 9) Login with your Cerner/Windows log-in username and password
- 10) Hover over Data Sets at the top, and click Data Sets

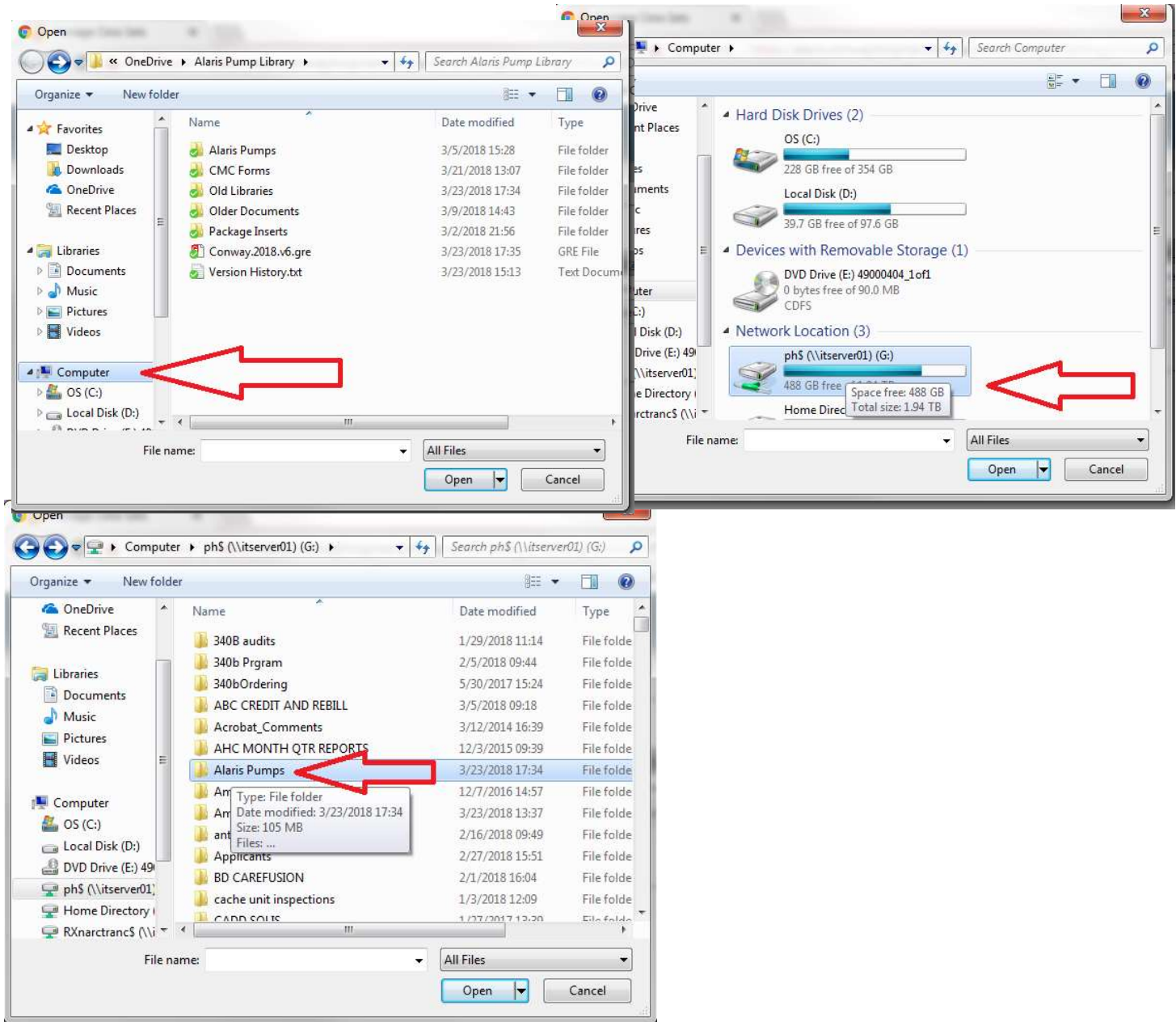


- 11) Now click Import



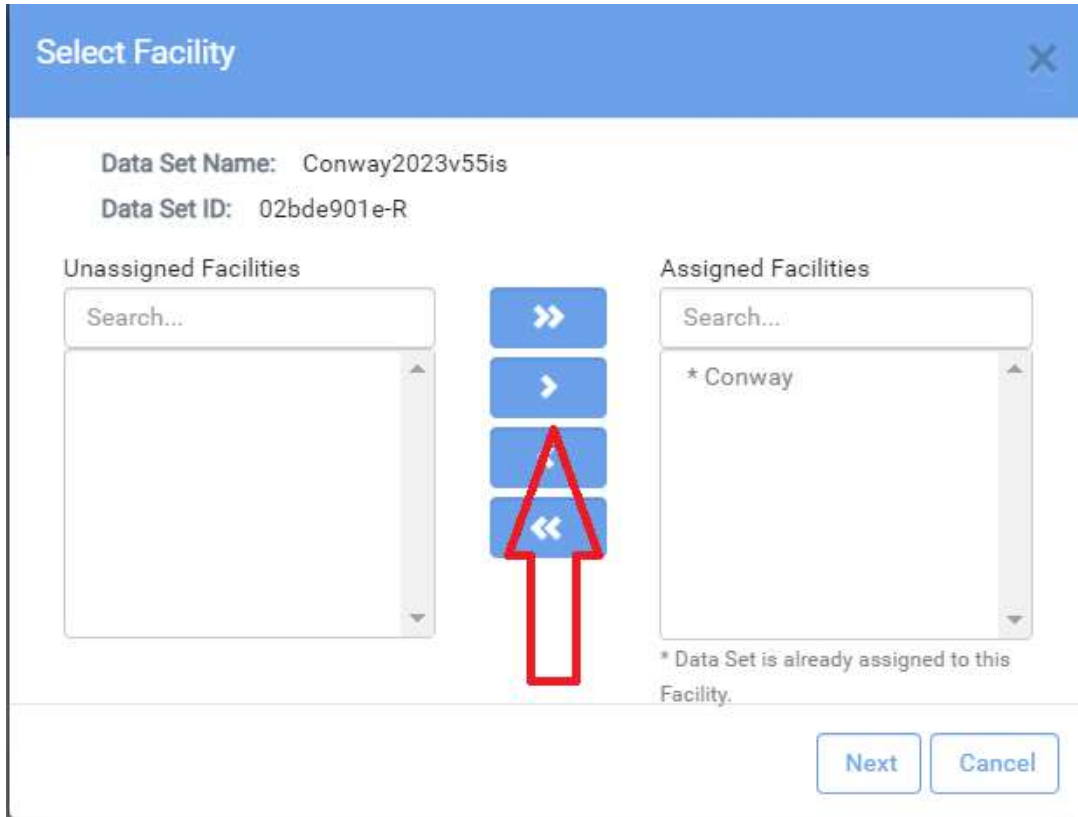
- a. In the new window that pops up, click Select file...

- b. Browse to the G:\PH\ drive, and go to the Alaris Pumps\Active Library folder and click your new pump library file



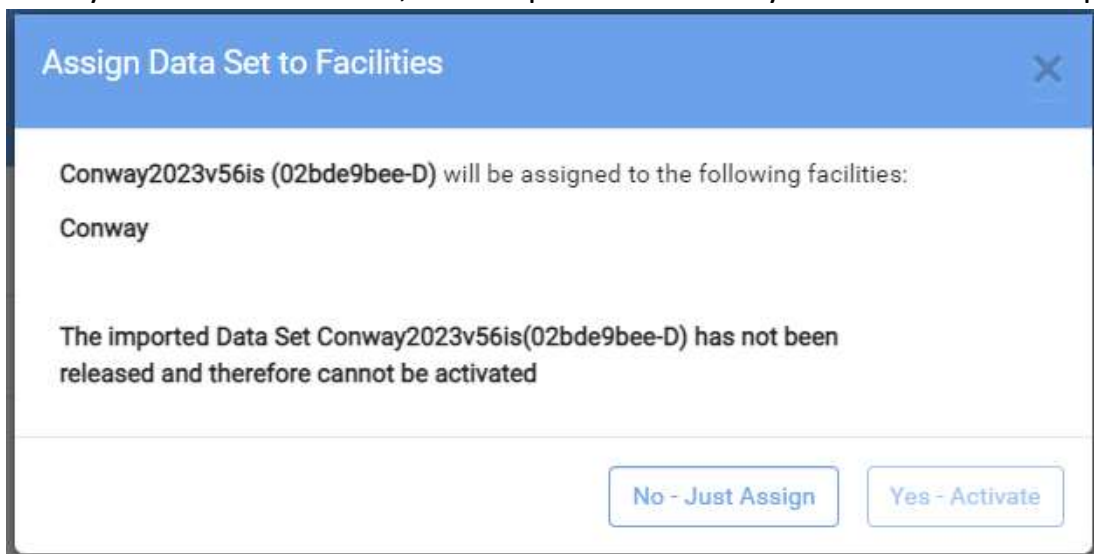
- c. Once your library is selected, click Upload

- d. The next screen chooses your facility to assign this library to, click the right arrow to assign Conway.



The 'Select Facility' dialog box has a blue header with a close button. It displays 'Data Set Name: Conway2023v55is' and 'Data Set ID: 02bde901e-R'. Below are two lists: 'Unassigned Facilities' (empty) and 'Assigned Facilities' (containing '\* Conway'). Between the lists are four blue arrow buttons: '>>', '>', '<', and '<<'. A red arrow points to the '<' button. At the bottom right are 'Next' and 'Cancel' buttons. A note at the bottom right states: '\* Data Set is already assigned to this Facility.'

- e. Your library so far has been uploaded and assigned to Conway, but is not actively uploaded to the pumps yet. This next screen asks whether you'd like to Activate the library or not. If activated, it will upload this library version to the new pumps.



The 'Assign Data Set to Facilities' dialog box has a blue header with a close button. It shows 'Conway2023v56is (02bde9bee-D) will be assigned to the following facilities:' followed by 'Conway'. Below this, it states: 'The imported Data Set Conway2023v56is(02bde9bee-D) has not been released and therefore cannot be activated'. At the bottom are two buttons: 'No - Just Assign' and 'Yes - Activate'.

- 12) After the pump downloads the new version, it will start using the new version once the pump has been rebooted.