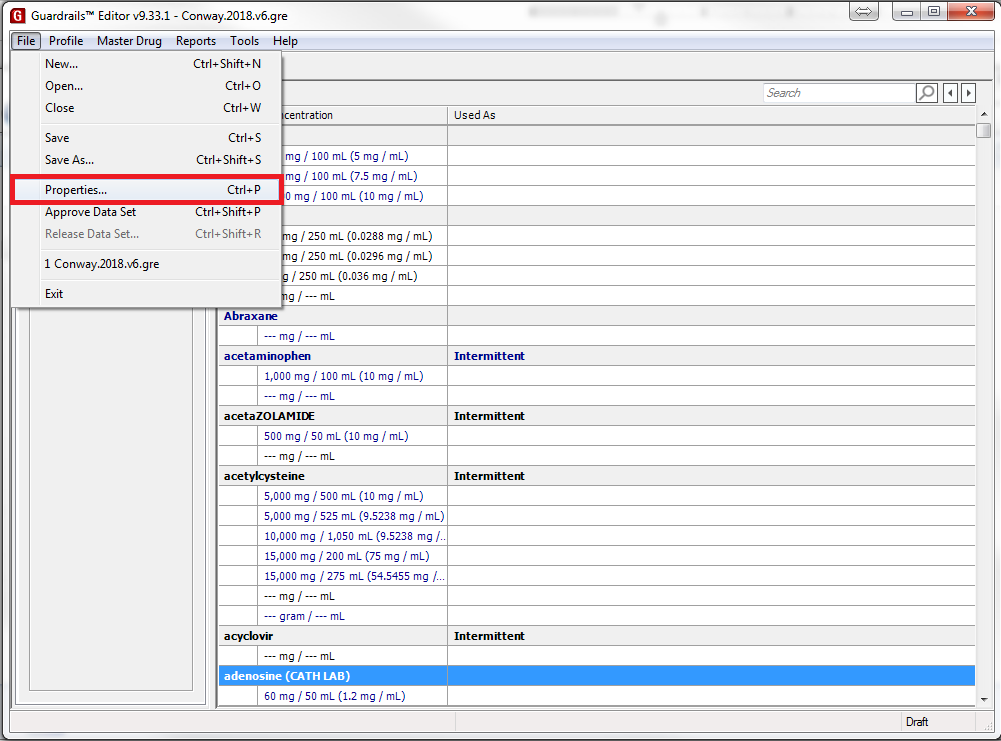
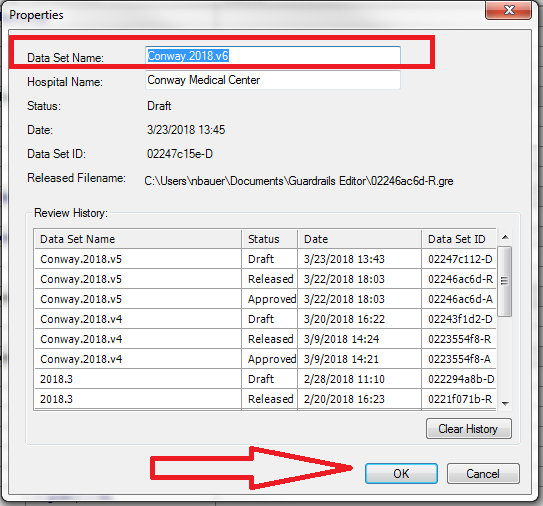
1. After pump library changes are made, in the Guardrails Editor, click File 🡪 Properties

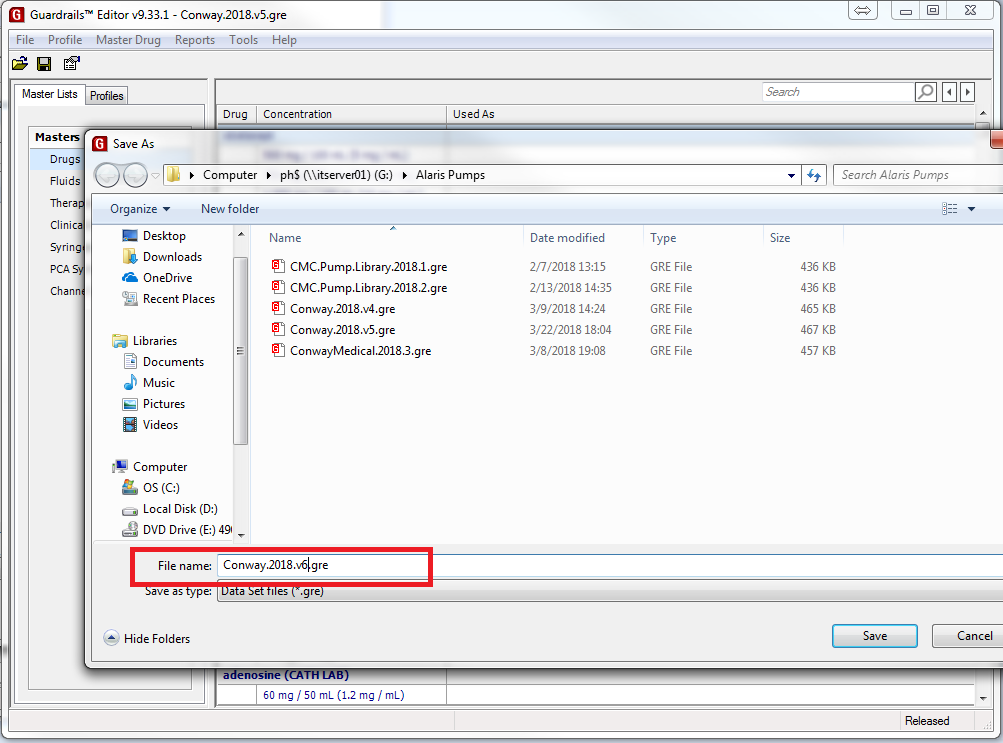


Sidenote: please document changes to the pump library in the Readme.md that is in the Alaris Pumps folder on the G:\PH\ drive. This allows us to follow changes to the library easier.

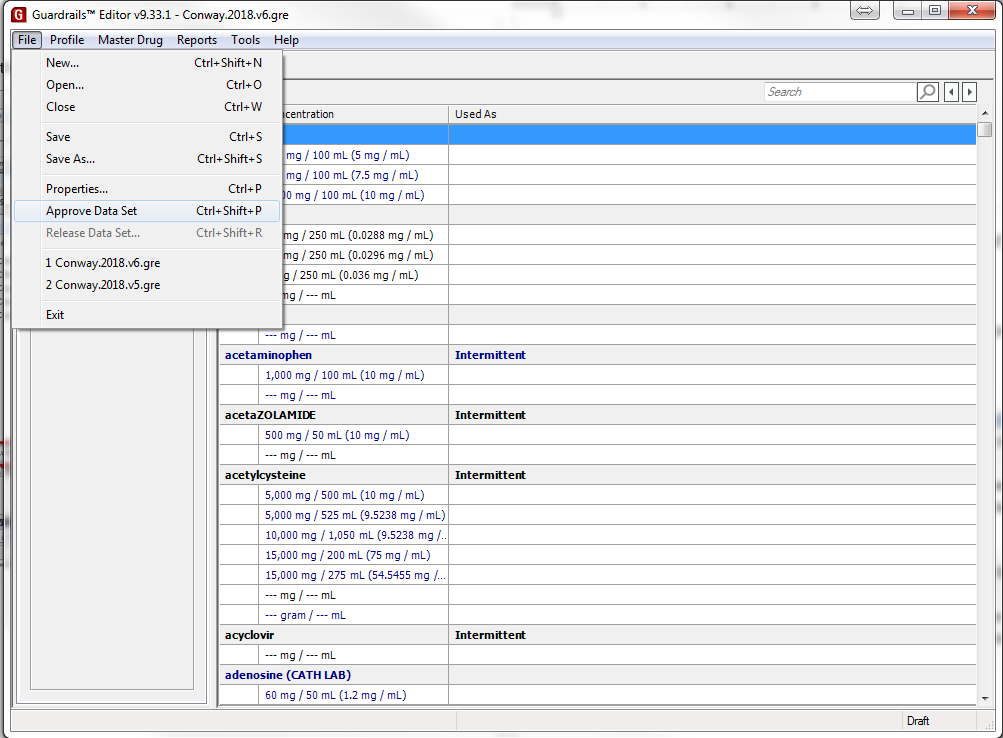
1. In the field “Data Set Name”, increment the version number by 1
   1. Naming conventions for the pump libraries are “Conway.YYYY.v#”
      1. Where YYYY is the current year, and # is the version number (ie. Conway.2018.v1)



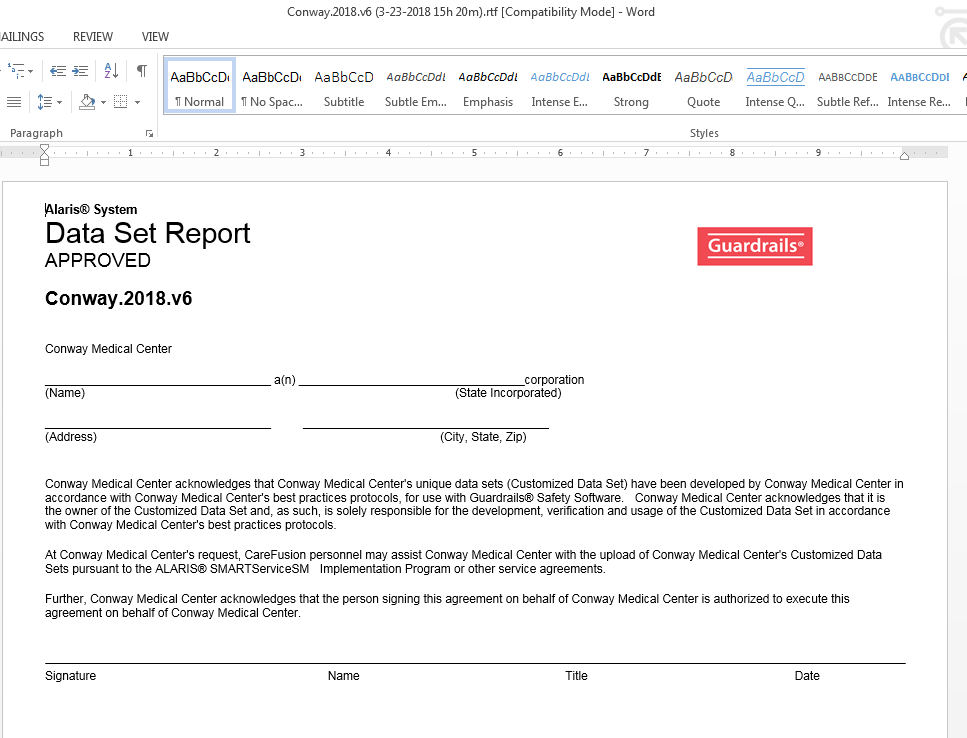
1. Click OK to close the Properties window
2. Hit File🡪Save As…
   1. Save the file with the same naming convention used in Step 2



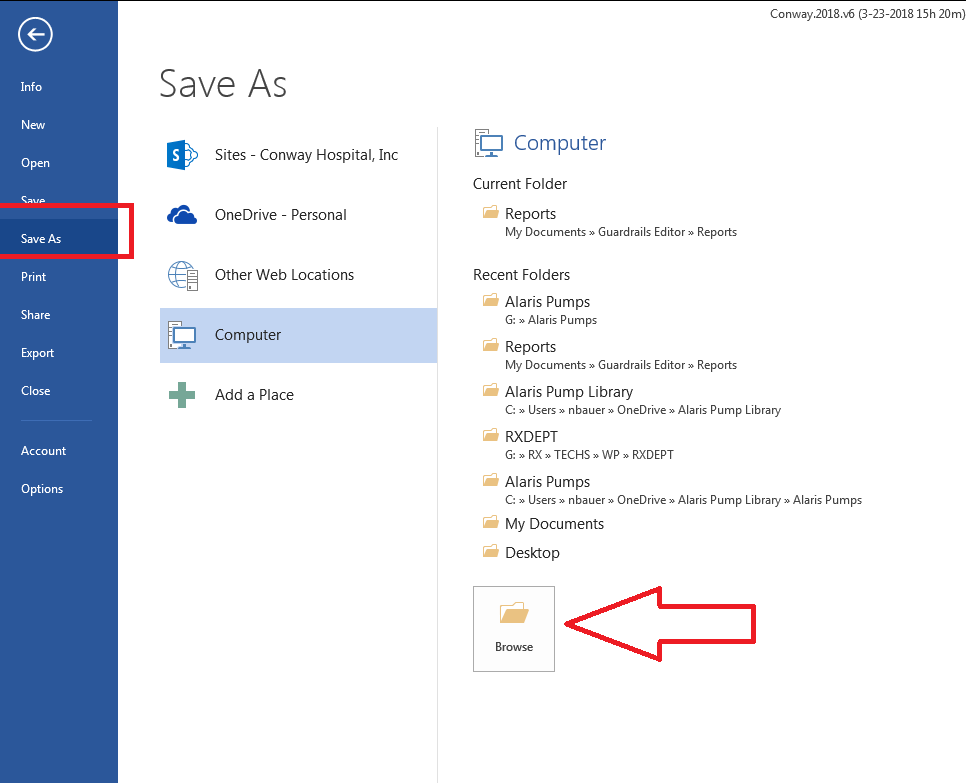
1. Click File🡪Approve Data Set



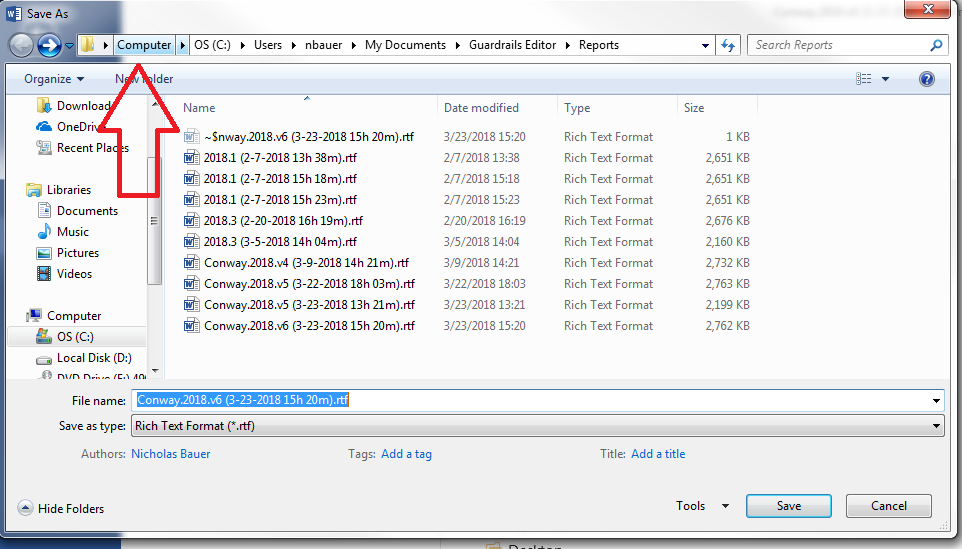
* 1. A report will be generated as a Word document

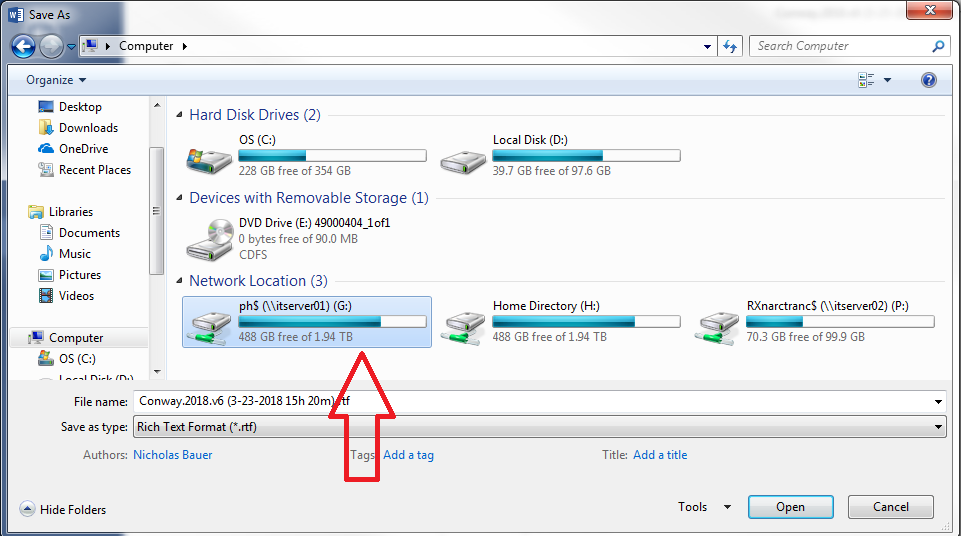


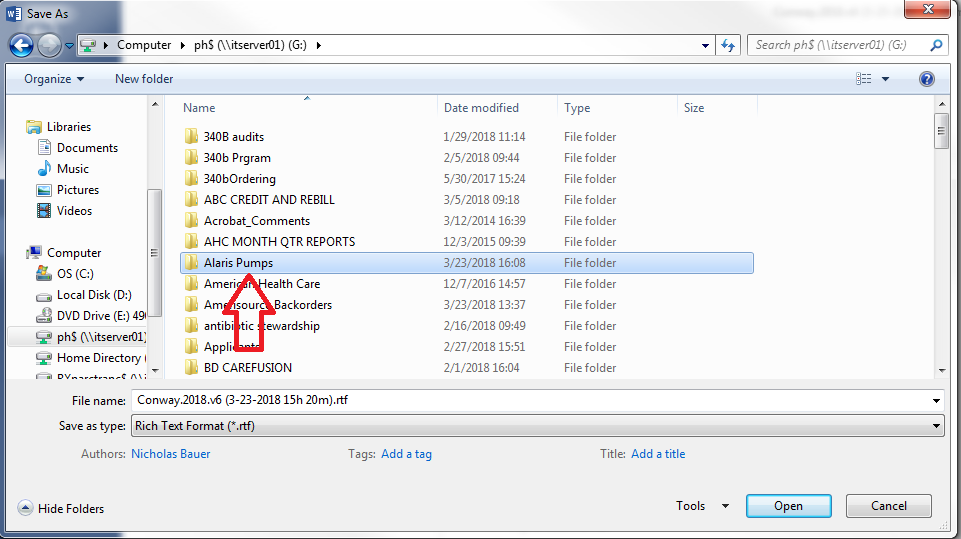
* 1. It’s useful to save a copy of this from Word, click File🡪Save As
     1. Click Browse to then pick where we will be saving this file

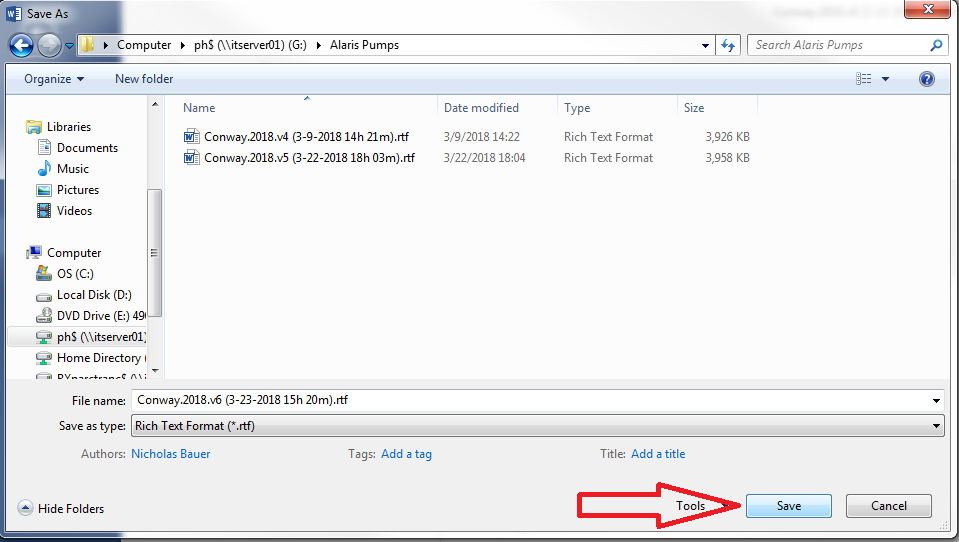


* + 1. Save the Word document to G:\PH\Alaris Pumps\Active Library



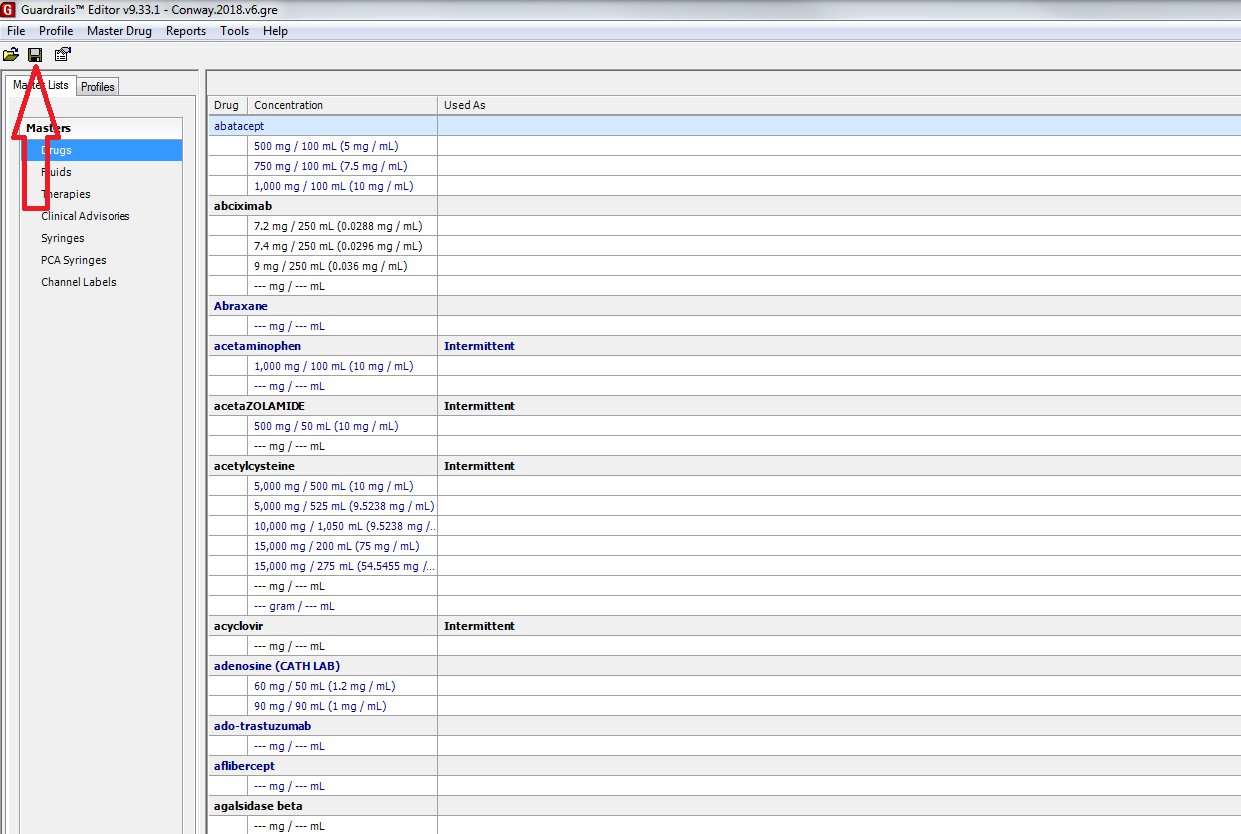




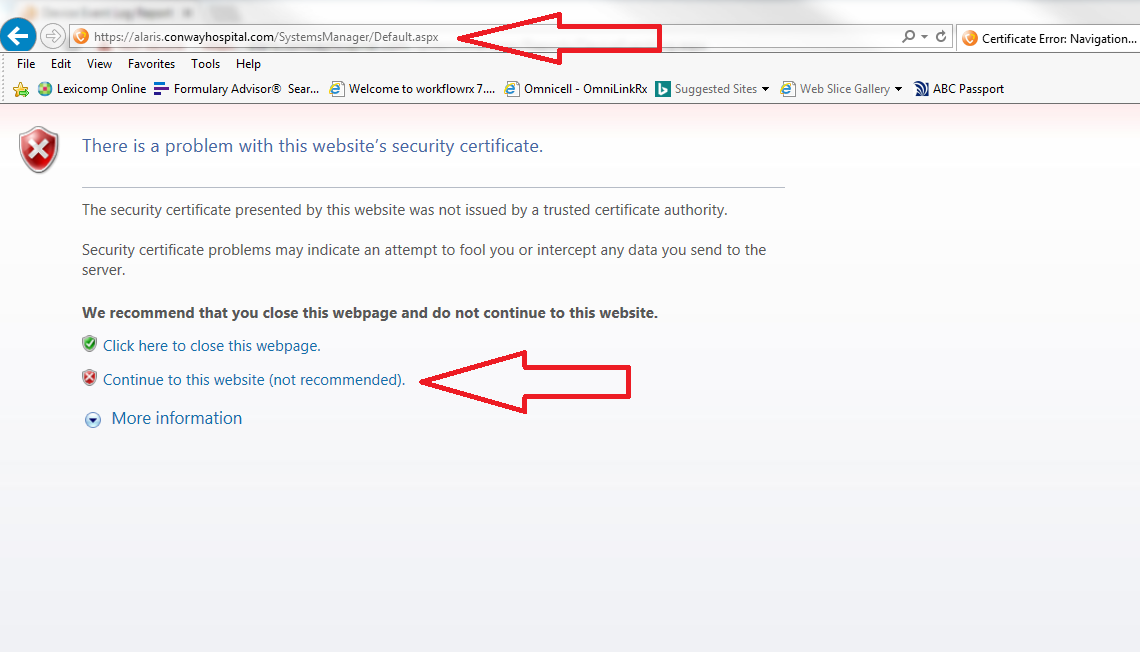


* + 1. Close the Word document once it is saved

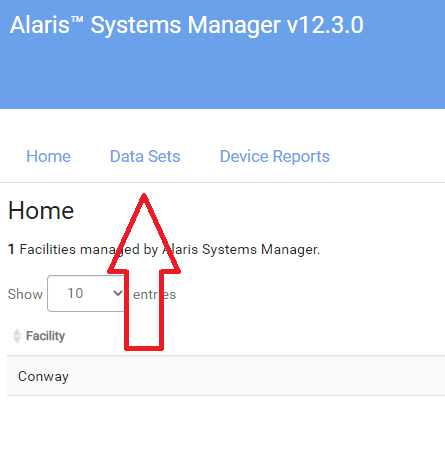
1. Back in the Guardrails Editor, click File🡪Release Data Set
2. A captcha prompt will be appear to prove you are not a robot
3. Save your data set by either:
   1. Clicking the floppy disk icon in the top left



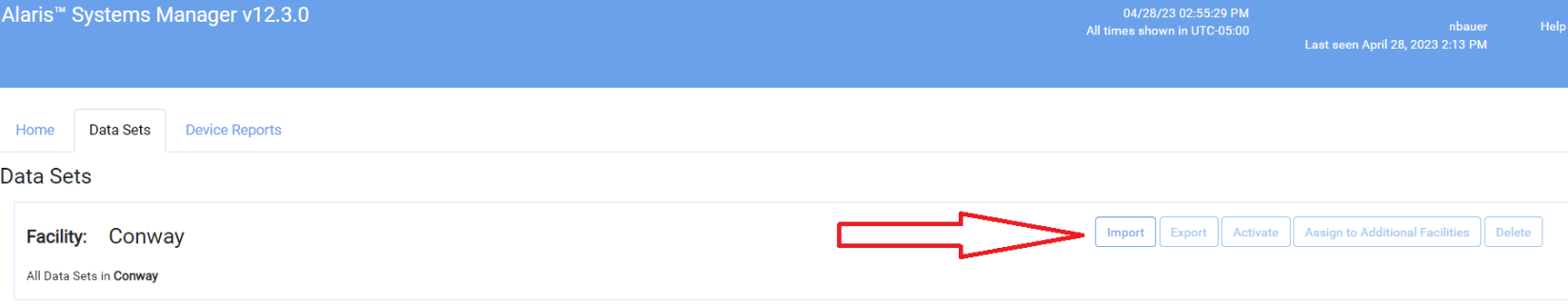
* 1. OR, Click File🡪Save
  2. In a web browser, go to: <https://cmcalarisprd.conwayhospital.com/SystemsManager>
  3. You may get a warning about the website’s security certificate, click on proceed to website (you may need to click on a button that says advanced to accept the certificate)

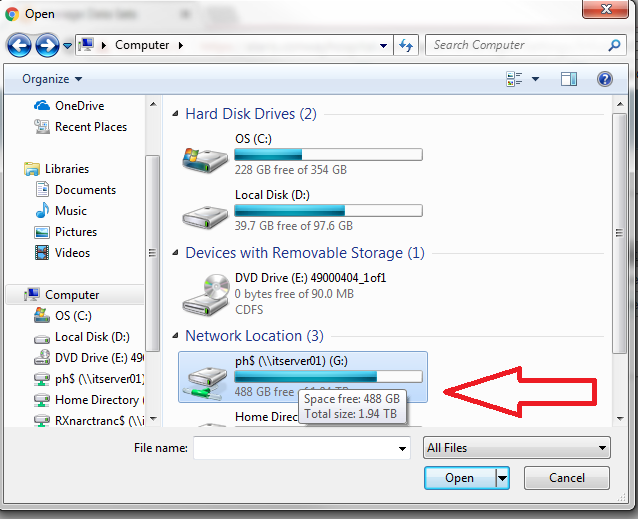


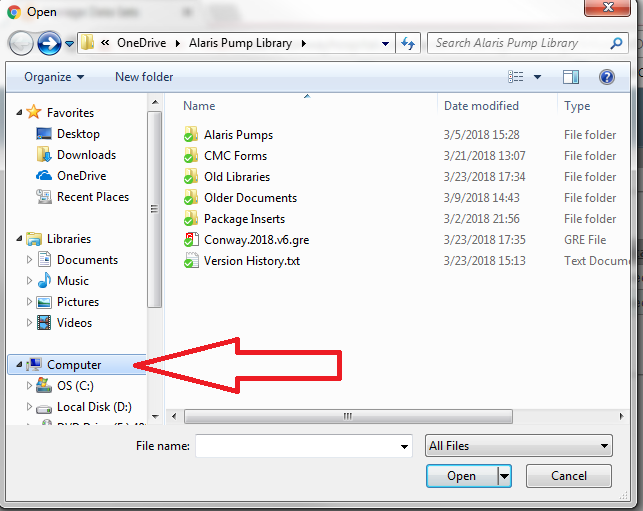
1. Login with your Cerner/Windows log-in username and password
2. Hover over Data Sets at the top, and click Data Sets

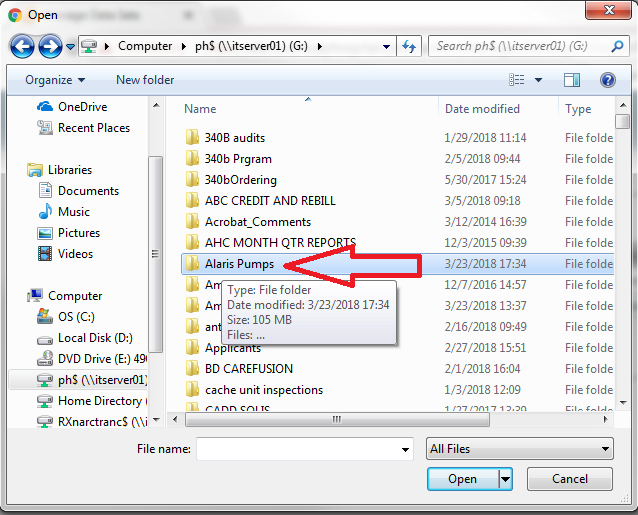


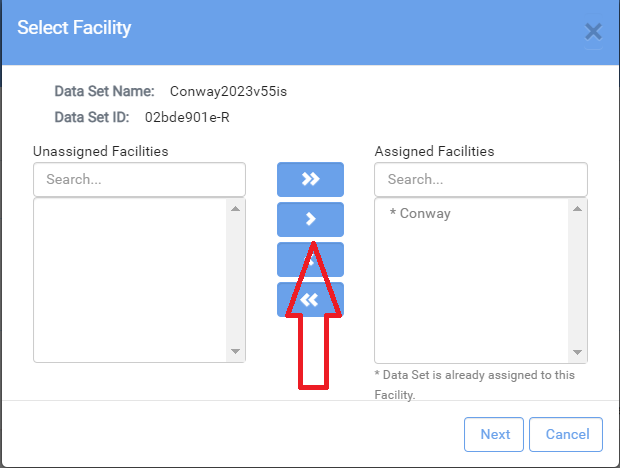
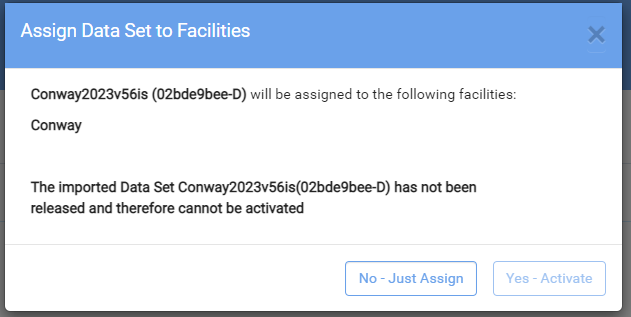
1. Now click Import



* 1. In the new window that pops up, click Select file…
  2. Browse to the G:\PH\ drive, and go to the Alaris Pumps\Active Library folder and click your new pump library file





* 1. Once your library is selected, click Upload
  2. The next screen chooses your facility to assign this library to, click the right arrow to assign Conway.
  3. 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.

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