

Safe Label System™ Administration Tool Installation Site Survey

Please note:

This information must be completed and returned to Codonics at least seven (7) business days prior to product installation. A user with Administrative Privileges, a Pharmacist, IT and Bio-Med ARE REQUIRED to be present at the installation.*

Main Site Information:

Name: _____

Address: _____

City: _____ State: _____

Site Phone Number : _____

Site Contact Person (Pharmacy): _____

Phone: _____ Email Address: _____

Site Contact Person (O.R.): _____

Phone: _____ Email Address: _____

Site Contact Person (Bio-Med): _____

Phone: _____ Email Address: _____

Site Contact Person (IT/IS): _____

Site Vendor Registration: (check one or fill in yours)

Reptrax: _____ **Vendormate®:** _____ **Other:** _____

of system(s) being installed:

SLS Administration Tool (AT): _____ SLS 500i™ (# of units): _____

Do you currently have any SLS systems installed? Yes ___ No ___

If yes, what version software do you have installed on these units? _____

Do you want to use the same formulary and configuration on the new system(s) as you have on the existing ones? (If yes, complete only the cover page of this form.) Yes ___ No ___

Network Functionality:

The SLS supports only one network connection at a time, either Ethernet or Wi-Fi. Do not connect both an Ethernet cable and the Wi-Fi adapter at the same time. The network uses SSH (Secure Shell), SCP (Secure Copy) and SSL (Secure Sockets Layer) protocols to access SLS from Codonics-authorized applications.

Do you require network functionality? Yes ___ No ___

If yes, do you support Ethernet (RJ-45), Enterprise Wifi (requires a certificate) or Non-Enterprise Wifi?

Ethernet ___ Enterprise Wifi ___ Non-Enterprise Wifi ___ Both: _____

Note: If Ethernet support is required please note the SLS only supports Full Duplex 100Base-T at this time.

Will the network be configured as Static or DHCP? Static____ DHCP____

Enterprise Wifi and Non-Enterprise Wifi:

The SLS with Codonics optional USB-2 Wifi adapter operates on the 802.11b/g standards at 2.4 GHz and supports None, WEP, WPA PSK, WPA2 PSK, WPA/WPA2 PSK, WPA Enterprise, WPA2 Enterprise, WPA/WPA2 Enterprise security protocols.

Do you support 802.11b or 802.11g? Yes____ No____

Which security protocol do you support?

None____ WEP____ WPA PSK____ WPA2 PSK____ WPA/WPA2 PSK____
WPA Enterprise____ WPA2 Enterprise____ WPA/WPA2 Enterprise____

If using an Enterprise Wifi what type of certificate do you use?

EAP-TLS____ PEAP____

SSID_____ (public name of the Wifi network the SLS will use)

Is the network name broadcasted? Yes____ No____

Static Network Addresses:

IP Address_____ (IP Address spots below are for additional units)

IP Address_____

IP Address_____ (continue on back if needed)

Subnet_____

Gateway_____

Primary DNS_____ (optional)

Secondary DNS_____ (optional)

E-mail Notifier:

Will you be using the E-Mail Notifier? Yes____ No____

Physical location of the E-Mail Notifier PC

Administrator of E-Mail Notifier_____

E-Mail Notifier Server Name or IP Address_____

E-Mail Notifier Server Port_____

E-Mail Notifier SMTP Username and Password required? Yes____ No____

E-Mail Notifier SMTP Username_____

E-Mail Notifier SMTP Password_____

E-Mail address to be used as "from" on e-mails sent from the E-mail Notifier

Will you be using SSL (Secure Sockets Layer)? Yes____ No____

Are you adding any SLS units to an existing MDL/E-Mail Notifier? Yes____ No____

If yes, remember to update the MDL and restart the E-Mail Notifier to accept any changes.

Customer Notice: The default settings shown in this document (section 2 and 3) and provided by the Administration Tool and Safe Label System are provided for your convenience. The settings are not industry standards or Codonics recommended settings but are commonly used in practice. You can change any or all of them through the Administration Tool and apply the changes to the SLS.

Your signature below indicates that you are the responsible party for this installation and have read and acknowledge the Customer Notice above and the Warnings and notes on the remaining pages of this Site Survey.

Please sign and fax back to Codonics at 440-243-1334.

Signature: _____ Date: _____

Print Name:_____

*Inability to complete installation in quoted timeframe due to the lack of availability of required customer authorities may result in additional installation fees.

1. Computer requirements for AT:

***** User must have Administrator Privileges *****

Hardware: Intel® Core 2 Duo Processor
 2 GB RAM
 CD ROM driver
 Available USB port
 Printer (Optional)

O/S: Windows XP or newer

Software: Java 6.23 or newer (32 bit only)
 Internet Explorer 8 or newer

Bar Code Scanner: 2D Scanner (Optional)
 Must be configured in Wedge mode
 Must be configured to report AIM code
 Must be configured for GS1 DataBar Limited (RSS Limited), GS1 DataBar Stacked (RSS-14 Stacked), UPC-A symbologies

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This section for Codonics Use Only:

Installation Requirements at site	Date confirmed prior to install	Date completed at install
System compliance confirmed		
SLS configuration received		
SLS Formulary files/information received		
Media ordered		
Pharmacy and OR contacts received and confirmed		
Bio-Med involvement determined and confirmed		
Site computer system meets requirements		

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2. Administration Tool Security Configuration:

****WARNING**** Disabling any of these safety tab settings will remove an important safety check in the label creation process.

Safety Tab Settings		
Setting Description	Factory Default	Adjusted Value
Default Login	Administrator	
Default Password	password	

Safety Tab Settings		
Setting Description	Factory Default	Adjusted Value
Enable Test Prints	Yes	
Test Prints on First Login	Yes	
Test Print Every	24 Hours	
Verify on SLS	Yes	
Confirm Before Print	Yes	
Confirm After Print	Yes	
Speak Drug Names	Yes	
Speak Concentration	Yes	

Security Tab Settings		
Setting Description	Factory Default	Adjusted Value
Maximum Invalid Login Attempts	3	
Require PIN	Yes	
Logout Timeout	900 Seconds	
Final Timeout Countdown	30 Seconds	

System Tab Settings		
Setting Description	Factory Default	Adjusted Value
Button Title	_Syringe	
Drug Not Found Mode Switch	Blank	
Barcode Definition	CID EXD EXT	

3. SLS Configuration:

Custom Labels/Setting Description	Factory Default	Adjusted Value
Custom Button 1	Yellow Solid Expiration: 0 Quantity: 1	
Custom Button 2	Orange Solid Expiration: 24 Quantity: 1	
Custom Button 3	Orange Striped Expiration: 24 Quantity: 1	
Custom Button 4	Blue Solid Expiration: 24 Quantity: 1	
Custom Button 5	Blue Striped Expiration: 24 Quantity: 1	
Custom Button 6	Red Solid Expiration: 24 Quantity: 1	
Custom Button 7	Red Striped Expiration: 24 Quantity: 1	
Custom Button 8	Violet Solid Expiration: 24 Quantity: 1	
Custom Button 9	Violet Striped Expiration: 24 Quantity: 1	
Custom Button 10	Green Solid Expiration: 24 Quantity: 1	
Custom Button 11	Salmon Solid Expiration: 24 Quantity: 1	
Custom Button 12	Gray Solid Expiration: 24 Quantity: 1	
Custom Button 13	White Solid Expiration: 0 Quantity: 1	
Custom Button 14	Blue and Salmon Striped Expiration: 24 Quantity: 1	
Custom Button 15	Yellow Solid Expiration: 6 Quantity: 1 Name: Propofol	

3. SLS Configuration (continued):

Custom Labels		
Setting Description	Factory Default	Adjusted Value
Mode Button Name	Lines	
Custom Button 16	ARTERIAL Red Solid Expiration: 0 Quantity: 1	
Custom Button 17	CVP Blue Solid Expiration: 0 Quantity: 1	
Custom Button 18	PA Yellow Solid Expiration: 0 Quantity: 1	
Custom Button 19	ICP White Solid Expiration: 0 Quantity: 1	
Custom Button 20	EPIDURAL Yellow Striped Expiration: 0 Quantity: 1	
Mode Button Name	IV	
Custom Button 21	Pink Solid Expiration: 48 Quantity: 2	
Custom Button 22	Orange Solid Expiration: 48 Quantity: 2	
Custom Button 23	Green Solid Expiration: 48 Quantity: 2	
Custom Button 24	Yellow Solid Expiration: 48 Quantity: 2	
Custom Button 25	Blue Solid Expiration: 48 Quantity: 2	
Custom Button 26	Salmon Solid Expiration: 48 Quantity: 2	
Custom Button 27	Red Solid Expiration: 48 Quantity: 2	

3. SLS Configuration (continued):

Custom Labels			
Setting	Description	Factory Default	Adjusted Value
Mode Button Name		Patient	
Custom Button 27		Yellow Solid Patient Label Expiration: 0 Quantity: 1	
Custom Button 28		Blue Solid Patient Label Expiration: 0 Quantity: 1	
Custom Button 30		White Solid Patient Label Expiration: 0 Quantity: 1	
Custom Button 31		Yellow Solid Patient ID Label Expiration: 0 Quantity: 1	
Custom Button 32		Blue Solid Patient ID Label Expiration: 0 Quantity: 1	
Custom Button 33		White Solid Patient ID Label Expiration: 0 Quantity: 1	
Additional Labels			
	Description Color Expiration Quantity		

3. SLS Configuration (continued):

Custom Labels			
Setting	Description	Factory Default	Adjusted Value
	Description Color Expiration Quantity		

4. SLS Formulary:

Will you be importing your own database: Yes No

If 'yes', provide requirements for a .csv file. The final .csv file must be provided seven (7) business days in advance of installation for review by Codonics. Instructions for creating a .csv file are located on pages 10 through 12.

Will you be using the Lexicomp™ database included with SLS? Yes No

If 'yes', please identify which routes: _____

Provide Excel template as a worksheet for preparation. The final worksheet file must be provided seven (7) business days in advance of installation for review by Codonics. For a sample of the template, please reference Page 13.

Instructions for Preparing a CSV for Import into the SLS Administration Tool

The following is intended to supplement the instruction in the Safe Label System Administration Tool User's Manual. Questions should be addressed to Codonics Technical Support at 1-800-444-1198.

The following instructions assume that the CSV file being prepared is for use in the U.S.A. or a country using the U.S. NDC code system. Please confirm that the Administration Tool application is configured for NDC Mode within the Configure Locale settings. For instructions, please refer to section 7 of the Safe Label System Administration Tool User's Manual.

Creating a CSV File:

- ✓ The key fields that need to be included in the CSV, in order from left to right in a row, are **Master ID** (11-digit NDC), **Container ID** (10-digit NDC), **Drug Name 1**, **Drug Name 2**, **Tallman Lettering**, **Concentration 1**, **Concentration 2**, **Route** and **Status**.

Notes:

- Do NOT put the names field names such as Master ID, Container ID, Drug Name, Tallman Lettering and Concentration in a field at the top of the CSV.
- Be sure that the NDC code being used is the NDC of a single vial or ampoule. There is a different NDC code assigned for a multi-pack (6-packs, 12-packs, 24-packs, etc.). The individual containers will have a different bar code on it than the multi-pack.
- ✓ All fields must be included in the CSV file:
 - The NDC can be either 10 or 11 digits in length, depending upon the source. If you are using the NDC from a vial or ampoule it is 10 digits in length. Be sure to put the NDC in the proper field (i.e., 11's in the first column, 10's in the second column).
 - The **Master ID** field must be null (empty) or exactly 11 digits (no more and no less) and can only contain numbers, no hyphens, etc.
 - The **Container ID** field must be null (empty) or exactly 10 digits (no more and no less) and can only contain numbers, no hyphens, etc.
 - Note:** For each drug record, either Master ID or Container ID (or both) must be populated. The system will not accept both of these fields being empty for any single drug record.
 - If using a text editor (e.g., Notepad) to create CSV files, and the **Master ID** is not available, place a comma before the **Container ID**. If the **Container ID** is not available, then place two commas after the **Master ID**.
 - Note:** When using a text editor, a comma must be used to separate each of the values/fields whether there is a value or not.
 - If using Microsoft Excel to create CSV files, be aware that drugs containing standard 10- or 11-digit NDCs must have all of the digits present within the CSV file for the file to be imported. This includes any leading zeros at the beginning of the drug's NDCs. This may require Custom formatting of the cells containing the **Master ID** and **Container ID**. See instructions below for properly formatting a CSV in Excel.
- ✓ The **Drug Name** and **Tallman Lettering** fields may contain upper and lower case letters, numbers and special characters. Neither field should start or end with a space character.

- A space as the first character in the **Tallman Lettering** field may result in the drug name not being displayed on the label when viewed in the Drug Edit screen. If this occurs, edit the drug in the Master Drug Database and remove the space.
- A space as the last character in the **Drug Name** field may result in the system not automatically selecting the appropriate audio file. If this occurs select the audio file manually via the drop-down menu.
- ✓ The **Concentration** fields must begin with a number and be followed by one of the listed concentration units (ex: mg/mL).
 - Listed concentrations include: g, g/L, g/mL, mg., mg/L, mg/mL, mcg, mcg/L, mcg/mL, Units, Units/L, Units/mL, K Units, M Units and %.
 - If you have a combination drug like “Bupivacaine-Epinephrine” and “Lidocaine-Epinephrine” you should assign the drug names and concentrations individually in separate fields (Drug Name 1, Drug Name 2, Concentration 1 and Concentration 2).
 - Concentrations should be reduced to the lowest common denominator such that the denominator is actually one. Ex: 4 mg/ 2 mL should be entered as 2 mg/mL.
- ✓ Other things to know:
 - In Excel, no fields may contain a comma. The comma is an end of field marker and tells the system that any data following it belongs in a new data field.
 - When importing a CSV file into the Administration Tool it is necessary to select a key field, either the **Master ID** or **Container ID**. If you have a mix of drug records in your file, some with only a **Master ID** and some with only a **Container ID**, it will be necessary to separate your file into two files, based upon the key field they contain. Drug records with both a **Master ID** and **Container ID** may be put into either file, but should not be duplicated in both.
 - The sound (WAV) files included with the Safe Label System include generic drug names, not brand names. It is recommended that generic names be used. Additional sound files can be added to the system so this is a recommendation, not a requirement.
 - **Route** may be any text string. This field is used for searching and sorting in the MDD. It may also be left blank.
 - **Status** has two valid values – “ACTIVE” and “OBSOLETE”. If left blank the system will assign the status as “ACTIVE”.

Properly Formatting a CSV in Excel:

1. In Excel, to properly format the **Master ID** and **Container ID** column, select the column header, right-click, and select Format Cells from the pop-up menu.
2. In the result dialog box, select the Custom format category on the left side. In the Type box on the right side, enter the number of zeros to represent the length of the ID for the current column (i.e., 11 zeros for the **Master ID** and 10 zeros for the **Container ID**).
3. Click OK.
4. Save the file as a CSV file on a location on the PC. The CSV file created from this Excel spreadsheet should now present and output data in the format expected.

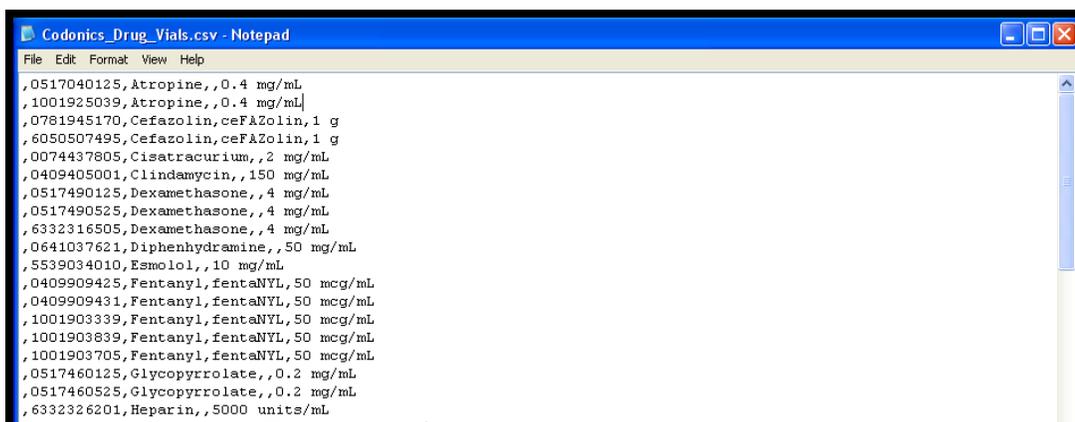
Note: If you close the file and reopen the file, the file is no longer properly formatted as a CSV and the file needs to be reformatted again.

Removing Hyphens From a CSV File in Excel:

- ✓ If the data in the CSV file was downloaded from another system, the NDC numbers may have hyphens (“-“) in them. The following instructions can be used to remove all hyphens from 10 and 11-digit NDCs.
 - a. Select the column you want to remove hyphens from.
 - b. Edit menu | Replace (or Ctrl+H)
 - c. In Find What, type "-" without the quotes
 - d. In Replace With, leave blank
 - e. Click Replace All
- ✓ The above process will delete any leading zeros. Reformat the column as the Master ID or Container ID using the instructions above **“Properly Formatting a CSV in Excel”**.

Viewing a CSV File in a Text Editor:

- ✓ Before importing your CSV into the Administration Tool it is recommended that you open the CSV with a text editor (ex: Notepad, Notepad ++ or Microsoft Word) and review it to be sure that you have followed all of the recommendations included within this document.
- ✓ A properly formatted CSV with only **Container IDs** will look like the following:



```
,0517040125,Atropine,,0.4 mg/mL
,1001925039,Atropine,,0.4 mg/mL
,0781945170,Cefazolin,ceFAZolin,1 g
,6050507495,Cefazolin,ceFAZolin,1 g
,0074437805,Cisatracurium,,2 mg/mL
,0409405001,Clindamycin,,150 mg/mL
,0517490125,Dexamethasone,,4 mg/mL
,0517490525,Dexamethasone,,4 mg/mL
,6332316505,Dexamethasone,,4 mg/mL
,0641037621,Diphenhydramine,,50 mg/mL
,5539034010,Esmolol,,10 mg/mL
,0409909425,Fentanyl,fentaNYL,50 mcg/mL
,0409909431,Fentanyl,fentaNYL,50 mcg/mL
,1001903339,Fentanyl,fentaNYL,50 mcg/mL
,1001903839,Fentanyl,fentaNYL,50 mcg/mL
,1001903705,Fentanyl,fentaNYL,50 mcg/mL
,0517460125,Glycopyrrolate,,0.2 mg/mL
,0517460525,Glycopyrrolate,,0.2 mg/mL
,6332326201,Heparin,,5000 units/mL
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