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BIODOSE

BioDose

Version 15
Network User Installation
Current User Guide

This installation guide is intended for customers who are upgrading from a previous version of BioDose. Included are the recommended hardware specifications, a summary of the new features and sample screens to guide you through the installation.

Introduction

Welcome

Thank you for being a loyal user of the BioDose® program. The following pages will guide you through the installation process. If you need help at any time during the installation, please call us at 1-800-851-0025. We appreciate your business and look forward to serving you.

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Guide to new features

What's new in BioDose 15

Welcome to BioDose version 15. This version of the software is completely new this year. We are bringing to you the new features and functionality that you have been requesting.

Please don't underestimate the magnitude of the change. We're upgrading to the latest components so don't try to start this project at the end of the day or when you are under time pressure. There is no rush to move to the new version, so if you can't dedicate the time then put it aside for now until you are ready.

We are available to help every step of the way so call us at 800-851-0025 to resolve any issues. Often if you are having a problem with the work flow it is just a matter of changing a preference setting and we can direct you to the right place quickly. Here are some of the highlights:

1. **Installation path changes** - The path you are familiar with c:\Biodose will now be NUCM######\NUCMSQL\ where the # is your customer number with ec² Software Solutions.

2. **Backup changes** - You'll need to set up your backups to either a flash drive or a network folder. Backups can be scheduled to run automatically at the time you choose. At the top of the screen go to Utilities->Backups->Backup settings.

3. **Software Administrator** - The Software Administrator screen has a new look and feel to make things easier to find. Click on any of the categories to see the items included in that section of the setup.

4. **Dymo slip design** - Slips for inventory and patient dosing can be designed to meet the needs of your department. Go to Reports->Report Design to pick the slip you want to customize.

5. **Disposal Wizard** - Run the Disposal Wizard after you get the program installed to set the preferences correctly. You'll find it at Software Administrator->Profiles ->Disposal Setup Wizard.

6. **Tasks** - Tasks can now be set in a specific order and can be grouped using separators to make the list more manageable. You'll find the Tasks under Software Administrator->Other->Tasks

7. **Statistics Gallery** - This is a new module for BioDose that will allow you to run statistics and generate graphs for the patient data. Look for the new Statistics Gallery button at the bottom of the screen.

8. **Receiving doses online**-Click the BioRx OLO button on the receiving screen before you scan the barcode to download your doses from the pharmacy.

Hardware requirements

Following are the requirements to run BioDose for a network user license. We know this is boring, but it is important! Please check to be sure your hardware meets these requirements. Not sure? Give us a call at 800-851-0025 and we'll be happy to review your hardware with you.

Server Hardware

Processor	Intel Core 2 Duo or better
Memory	4GB RAM
Hard Drive	160 GB
Optical Drive	DVD for software installation
Backups	External hard drive, USB flash drive or shared network folder

Workstation Hardware

Processor	Intel Core 2 Duo or better
Memory	2GB RAM
Hard Drive	160 GB

Operating System

Any one of the following:

Windows Server 2012
Windows Server 2008
Windows 8
Windows 7

-and-

Internet Explorer

Internet Access

Recommended for:

Downloading periodic program updates
Accessing BioDose remote support
Online ordering where available

Pre-installation checklist

Before you begin

Making sure that your hardware is adequate to run BioDose is extremely important. If you haven't done so already, please check the hardware requirements on page 4.

You should have received the BioDose 15.x DVD along with this installation guide. Check to see that the facility name on the disk is correct. If for some reason it is not, please call technical support at 1-800-851-0025 before proceeding.

Important points

1. You must be running BioDose version 3.66 or higher in order to upgrade to version 15. The process will go much smoother if your existing BioDose is on the same computer you want to upgrade. If you have any questions, problems or need help getting ready please call us at 800-851-0025 for assistance. We can talk through the steps with you and make sure you have everything in place to make the process as painless as possible.

2. Shut down any programs that are running. Antivirus software can slow down the installation or prevent it from finishing.

3. Disable any screen savers that could disrupt the installation.

4. The software installation could take up to 60 minutes. Please give yourself plenty of time to complete the process.

5. You will be asked to restart your computer several times during the installation. Please restart whenever requested to do so. You must be logged in as an administrator to install BioDose. It is important that you use the same administrator login after each restart until the program tells you the installation was successful.

Server installation instructions

1. **Insert the disk** labeled with your facility name and "BioDose Version 15.x" into the disk drive.

2. Double click on **Computer** on the Desktop and locate the disk drive. Look for the label ec2_15xx_Cust#xxxxxx and double click on it.

3. You will see a list of files. Find **Setup.exe** and double click on it. The icon will look like this:

4. First you will see a Welcome message. Click **Next** to continue.
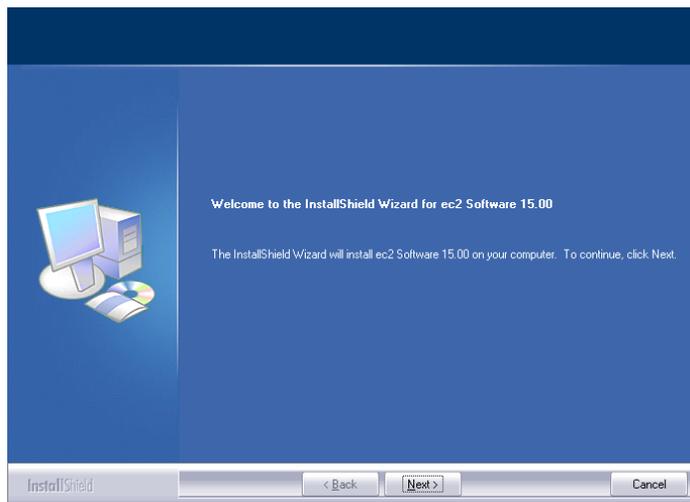
5. The install program will now examine your computer to see if any of the required components are missing. If there are no required components missing, you will skip ahead to step 8. If there are missing components, the program will show the following screen listing the items:

Server installation - continued

6. The list of missing components may contain 1 or many items. The installation program will attempt to install all of them for you if possible. Click **Next** to proceed. At this point we will not show all of the screens that you will see when installing the missing components, since it will be different for everyone. Just follow the screen prompts and restart when necessary. Please click **Yes** to proceed.

7. Once all of these components are installed, you will see the Welcome screen again. Click **Next** to proceed.

8. The license agreement will be displayed next. Please click on the button to accept the agreement, then click **Next** to continue.

9. The program will now prompt you to choose the type of installation to be performed. Select **Express Server** to proceed.

Server installation - continued
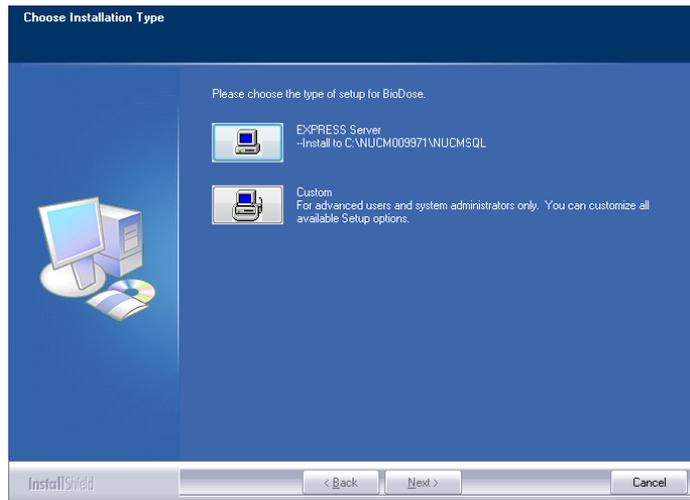
10. Setup will warn you that restarting the computer will be necessary. Click **Yes** to continue.

11. Next you will see a message reminding you to install the workstations after you finish the server installation. Click **Yes** to proceed.
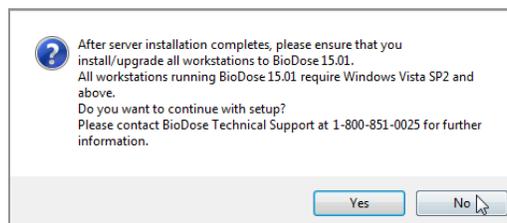
12. The program will now begin copying files and you will see several windows similar to this:
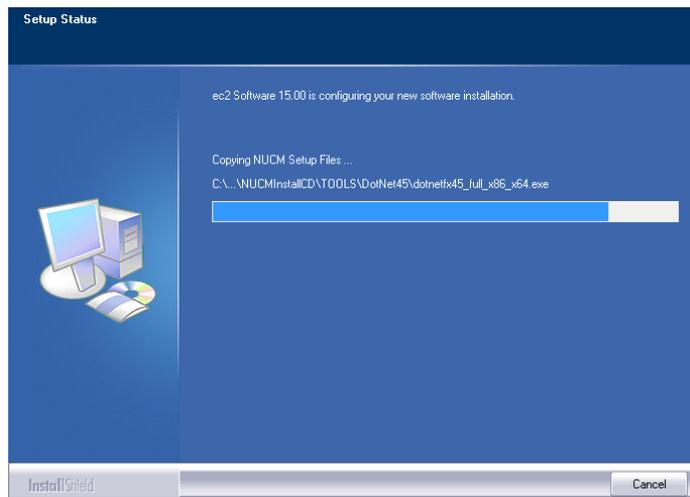
13. Next the program will install the .NET framework if it is not already installed on this computer. **This part of the installation could take 15-30 minutes.** Please be patient and let it finish.
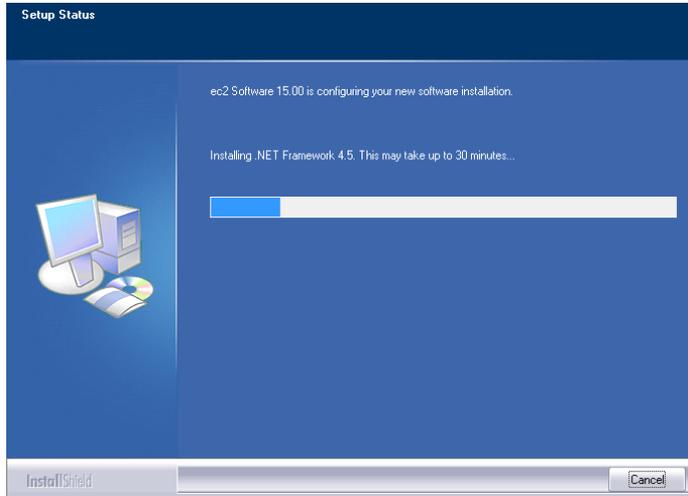
14. When this process is completed, you may see this screen prompting you to restart the computer. Please click **Ok** to continue.
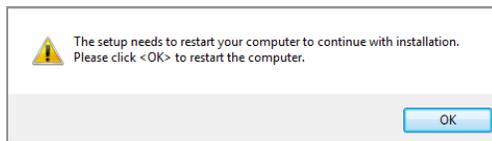
15. After restarting the installation program will continue. If your computer asks you for your user name and password when it starts up, it is very important that you use the same user name when the computer restarts.

16. Next the program will install the database. You will see many screens come and go automatically. **This may take up to 30 minutes.**

9
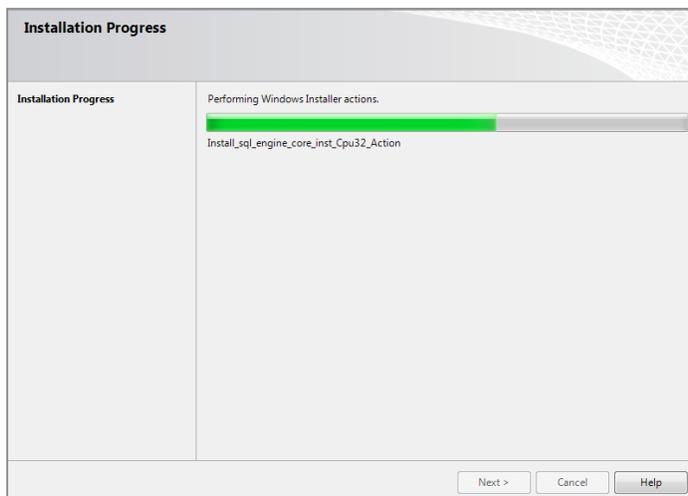
Server installation - continued

17. Once the database is installed you will get the option to install this computer as a workstation. If someone will actually be using this computer to enter data, then answer **Yes** and continue with the next step. If this is a dedicated server and no one will be using it to enter data, answer **No** and proceed to step 20.
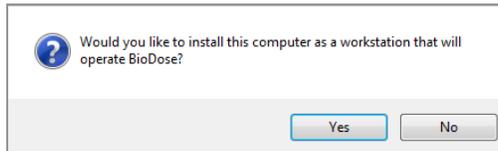
18. When the workstation installation is complete, you will see this screen prompting you to restart the computer. Click **Ok**.
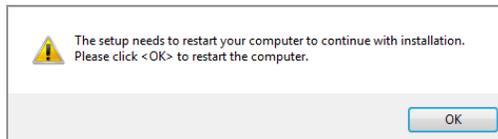
19. After restarting the installation program will continue. The installation will pick up where it left off and will show you this message when it has finished:
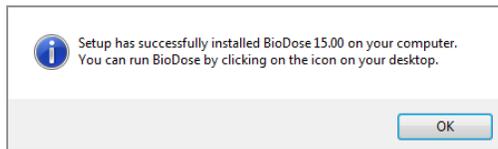
20. Click **Ok** on this screen. If you elected to make the server a workstation, you may now run BioDose 15.x by clicking on the desktop icon. Follow the instructions starting on page 10 to install any additional workstations. The first time you run the program from any workstation it will ask you to register the software. The registration process is explained in greater detail on page 13. If you are adventurous, you can start setting up your databases. Information about getting started is on page 14.

Workstation installation instructions

1. Browse to the server and find the folder \\Server\NUCM###### \NUCMSQL \NUCMInstallCD. Double click on the **Setup.exe** contained in this folder.

2. Next you will see a Welcome message. Click **Next** to continue.
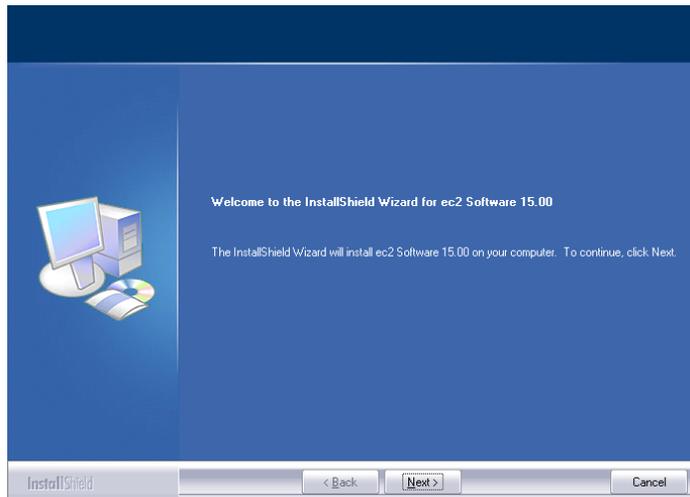
3. The install program will now examine your computer to see if any of the required components are missing. If there are no required components missing, you will skip ahead to step 6. If there are missing components, the program will show the following screen listing the items:
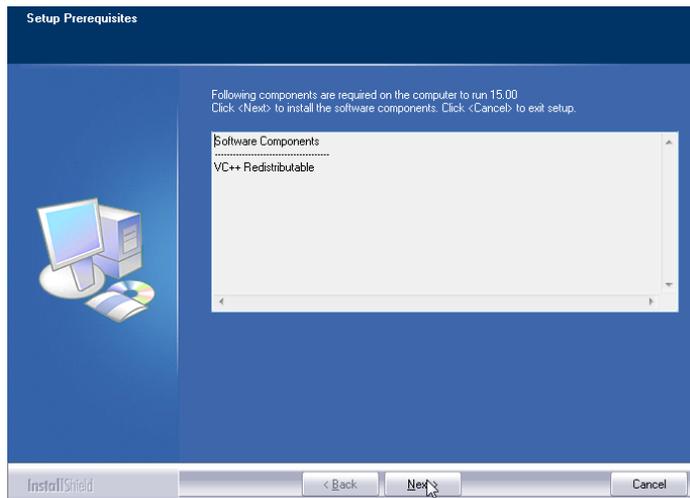
4. The list of missing components may contain 1 or many items. The installation program will attempt to install all of them for you if possible. Click **Next** to proceed. At this point we will not show all of the screens that you will see when installing the missing components, since it will be different for everyone. Just follow the screen prompts and restart when necessary. Please click **Yes** to proceed.

Workstation installation - continued

5. Once all of these components are installed, you will see the Welcome screen again. Click **Next** to proceed.

6. The license agreement will be displayed next. Please click on the button to accept the agreement, then click **Next** to continue.
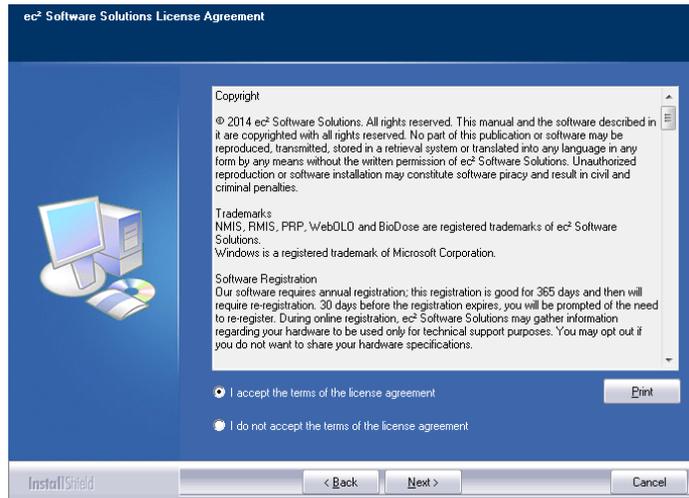
7. The program will now prompt you to run the **Express Workstation** installation. Please click **Yes** to continue.
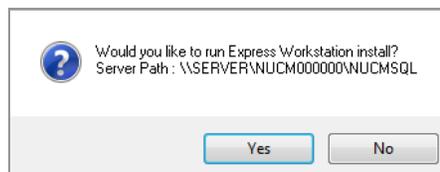

8. Setup will warn you that restarting the computer will be necessary. Click **Yes** to continue.
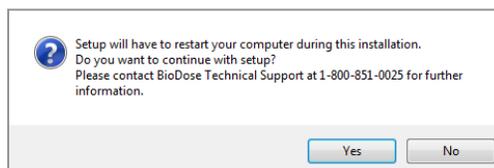
Workstation installation - continued

9. The program will now begin copying files and you will see several windows simi-
   lar to this:
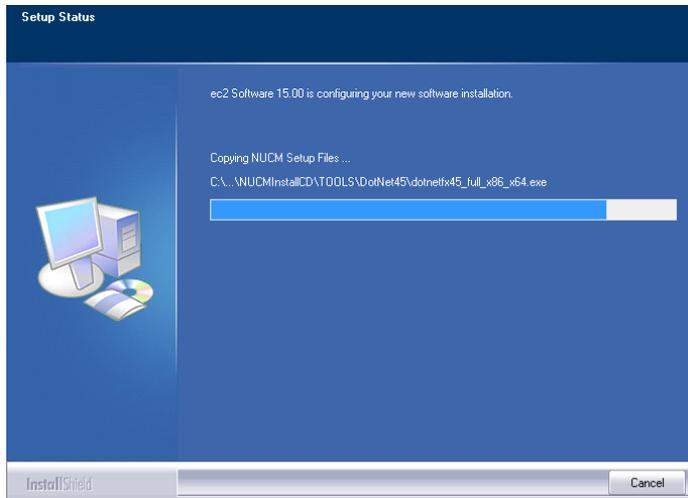
10. When the process is complete, you will see this screen prompting you to restart
    the computer. Click **Ok** to continue.
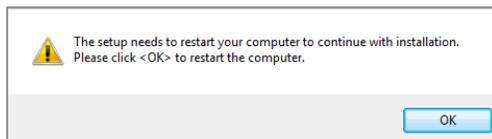
11. After restarting, the program will finish installing and will show this final message
    to let you know you are done:
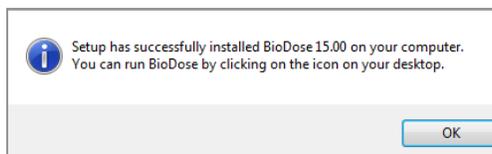
12. Click **Ok** on this screen. The conversion process to upgrade your data from the
    previous version continues on page 14.

Conversion instructions

1. The conversion process to bring your data from BioDose version 3.x or 4.x will begin automatically after the installation finishes. This screen will be displayed:
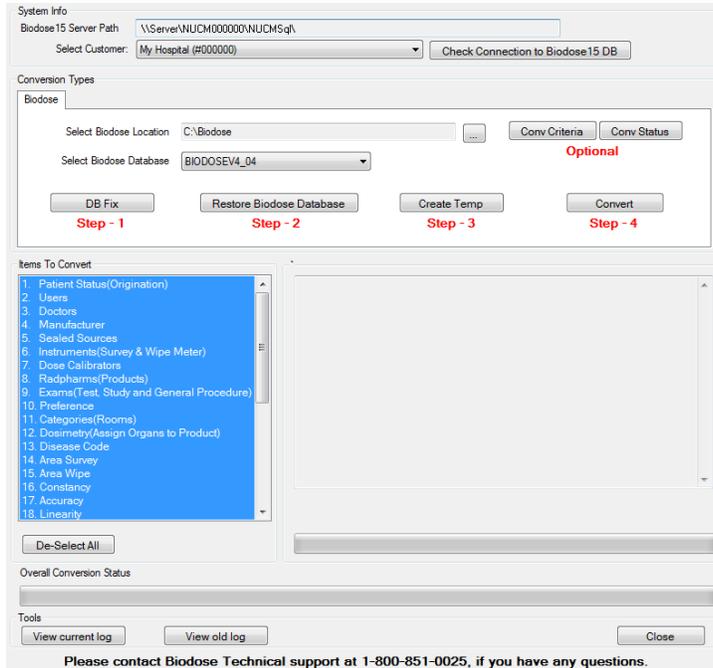
2. The conversion will run through the data and in most cases will be done in an hour. For the most part there will be nothing you have to do other than let it run.

3. When the program is converting the radiopharmaceuticals, if it finds a drug it doesn't understand it will ask you to either pick an equivalent drug from a list or possibly create a new one to match the way you had it set up in the old software.

4. Once the conversion completes, you can run BioDose from the desktop icon. The first workstation to run BioDose after installation will complete the registration process for the entire facility. Registration is explained on page 15.

Software registration

What is BioDose registration?

The BioDose program requires an annual software registration for customer licensing validation. This is an internal tracking system that verifies that the software was installed in accordance within the license parameters. Once the notice appears, you will have 30 days to complete the registration process.

How do I register?

The first time you run BioDose you will see this screen:
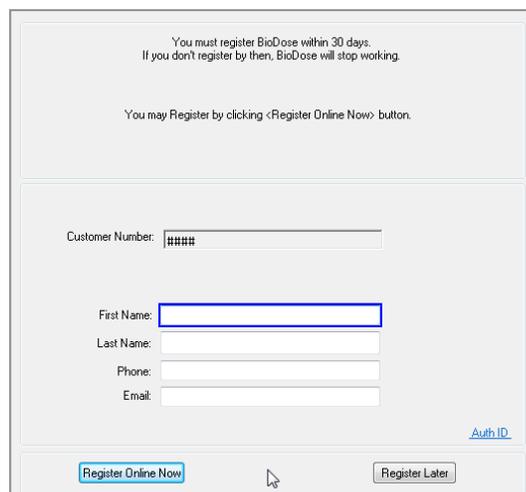
There are two options to register your software:

1. If you have Internet access, complete the form and click **Register Online Now** to automatically register your BioDose program.
2. If you don't have Internet access, call us at 800-851-0025 Monday through Friday 8:00am - 6:00pm ET.

Can I register later?

Sure, you have up to 30 days to register. The next time you open BioDose the registration screen will come up again giving you another opportunity.

What happens next?

If you chose to register online now, then you are done. For those without Internet access, when you call we'll give you a number to enter into the Authorization ID box. Registration is independent of renewing your BioDose annual software support and does not guarantee that you are eligible for software support.