

# Administration Tool Workflow **Technical Brief** Simplification

## Overview

- ◆ Version 1.9.0 and newer software for Codonics Safe Label System (SLS) Administration Tool (AT) includes a more streamlined process for creating formulary reports and packages.
- ◆ While maintaining the expected safety and security of your formulary, the new Formulary Package Creation process removes the Promote and Demote buttons that the AT previously used in the process of creating Test/Review and Approved formulary packages.

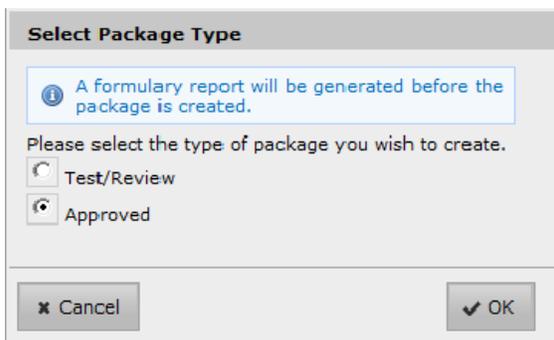
## Creating Formulary Packages

To use the new formulary and package approval process:

1. Select Create Package



2. The Select Package Type dialog box will be displayed. Select either Test/Review or Approved.

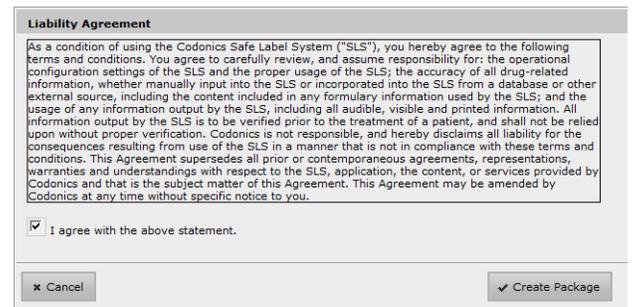


**Note:** A formulary report needs to be created before an Approved formulary package can be created.

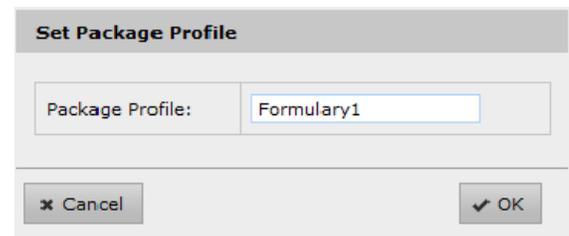
3. When a formulary report is generated, select Download, open the report, and review it.



4. Next, accept the liability agreement.



5. Assign a formulary Package Profile name and then once it is created, save the formulary package to the location you want.



6. Deploy the formulary package to SLS PCS. Refer to Administration Tool User's Manual for further instructions.

## Demoting the Formulary

- ◆ To make further modifications (e.g., add a new drug to the MDD) after creating a formulary package and/or a report, select the Formulary action you want to perform (e.g., Add New). The AT will first display a warning dialog.



- ◆ Select OK. The formulary will return to Under Development and you can make further changes to the AT.

## Technical Support

If problems occur during operation, contact Codonics Technical Support at any time.

Phone: +1.440.243.1198

Email: [support@codonics.com](mailto:support@codonics.com)

Website: [www.codonics.com](http://www.codonics.com)

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17991 Englewood Drive  
Middleburg Heights, OH  
44130 USA  
+1.440.243.1198  
+1.440.243.1334 Fax  
Email [info@codonics.com](mailto:info@codonics.com)  
[www.codonics.com](http://www.codonics.com)

Codonics Trading Co, Ltd.  
317 Xianxia Rd. Building B  
Unit 1412  
Changning Dist., Shanghai  
P.R. China, 200051  
86-21-62787701  
86-21-62787719 Fax

Codonics Limited KK  
AQUACITY 9F,  
4-16-23, Shibaura  
Minato-ku, Tokyo,  
108-0023 JAPAN  
81-3-5730-2297  
81-3-5730-2295 Fax