Technical Brief

Codonics SLS Centralized User Management

Overview

This document explains how to use centralized Safe Label User Management with Codonics Safe Label System[®] Administration Tool (AT) and SLS Point of Care Station (PCS) as of 2.5.0 software release.

This feature allows you to create a specific SLS user list and deploy it from the AT to specified, or all, SLS PCSs. Once installed on an SLS PCS, it allows users specified in the user package to manually log into SLS PCS without completing the Make User Badge dialog first. User lists can also be updated to remove users from SLS PCS.

NOTE: SLS Centralized User Management requires a feature key for both the AT and for the SLS PCS. Contact your Codonics Sales Representative to obtain the proper keys.

Configuring SLS User Management

Administration Tool

To add an SLS User Management feature key to the AT:

1. Click on the Advanced link in the upper right corner of the AT.

File Manager | Advanced | Administrator | Help | Log Out

- 2. The Advanced dialog box will be displayed.
- 3. Enter the AT SLS User Management feature key and click on Submit.



4. SLS Centralized User Management will be enabled.

| utomatic Session Timeout Enable Session Timeout Enable Session Timeout Application Start Application Start Formulary Promotion Cron pattern: Control Control Application Start Utomatic Session Control Control | |
|---|--------------------|
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| Aactive Time: 30 All Minutes bata Directory Backup elex then backup is performed: Application Start Formulary Promotion Formy Day 0000 Crosey Day 000 Crosey Day 0000 Crosey Day 0000 Crosey Day 0000 Crosey Day 0000 Crosey Day 000 Crosey Day 0000 Crosey Day 0000 Crosey Day 000 Crosey Day | |
| All Directory Backup elect when backup is performed: Application Start Formulary Pownotion Formulary Pownotion Deron pattern; 00°** umber of backups to keep: Aduu Directory; JadminTool-Backups Run backup new ptional Features ther Features Vectoralized User Management Ren Bile Manager ownolada Directory; JadminTool-Downloads | s |
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| bptional Features Inter Feature Key Submit Inabled Features: Centralized User Management Ile Manager Ownloads Directory: AdminTool-Downloads Other Entered Dowing Lists | |
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| ile Manager ownloads Directory: /AdminTool-Downloads | mit |
| ile Manager ownloads Directory: //dminTool-Downloads | mit Bemove |
| wmloads Directory: ./AdminTool-Downloads | ant Remove |
| "/AdminTool-Downloads | mit srit Remove |
| Allow External Device Liste | mit Remove |
| Allew External Device Lists | mit ent Remove |
| Allow External Device Lists | mit Remove |
| | mit ent Remove |
| Cancel | mit ant Remove |

- 5. Click on Save in the Advanced dialog.
- 6. The Users tab will be displayed in the AT.

| | Build formulary for SLS | • | Configur | ation | Users Manage SLS Us | er Liss | Devices Manage SLS Devices |
|-------------|-------------------------|-----------|----------|-------------|------------------------|---------|-------------------------------|
| SLS Users | 🖌 Import | + Add New | Cres | ate Package | Create Report | Undo 🖓 | |
| User Lists | 🔲 Full Name 🕈 | User ID | Initials | PIN | User Lists | | |
| UserList1 0 | | | | | | | |
| UserList2 0 | | | | | | | |
| | | | | | | | |

Importing from CSV

Users can be imported from a Comma Separated Value (i.e.,

CSV) file that supplies columns for User ID, Full Name, and

Initials.

1. Create a CSV of Users.



2. The title of the columns should be User ID, Full Name

and Initials. Optionally, PIN and User Lists can be

included. Lists require that there be more than one list.

For example,

| B | ್- ೆ | - - | | | | | | | | |
|----|---------|----------------|--------|----------|--------|------|----------|------|----|-----|
| F | ïle Ho | ome | Insert | Page L | ayout. | Forn | nulas | Data | R | evi |
| 02 | 28 | • | × | √ f: | e l | | | | | |
| | | | | | | | | | | |
| | | | | 1 | | 22 | 1 | | 21 | |
| - | A | and the second | В | C | | D | E | - | F | |
| 1 | User ID | Full Na | me | Initials | PI | N | User Lis | ts | | |
| 2 | 12345 | Mary S | mith | MSG | _ | | UserList | 1 | | |
| 3 | 23456 | Don Jor | nes | DAJ | | | UserList | 1 | | |
| 4 | 34567 | John Sr | nith | JJS | | | UserList | 1 | | |
| 5 | 56789 | Kit Fost | ter | KFF | | | UserList | 2 | | |
| 6 | 67890 | Molly H | ope | MSH | | | UserList | 2 | | |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | | | | | | | | | | |

NOTE: If a PIN is not used, SLS PCS will prompt a User for a PIN if the **Require PIN** configuration setting is enabled.

3. Select Import from the AT Users tab.

| | Build formulary for SLS | • | Configuration | Users Manage SLS Use | rtas 🗧 | Devices Manage SLS Devices |
|-------------|-------------------------|-----------|----------------|-------------------------|--------|-------------------------------|
| SLS Users | 🖒 🖌 Import | + Add New | Create Package | Create Report | Undo 🖓 | |
| User Lists | Full Name 🕈 | User ID | Initials PIN | User Lists | | |
| UserList1 0 | | | | | | |
| UserList2 0 | | | | | | |
| | | | | | | |
| | | | | | | |

4. An Import Users dialog will allow you to Browse to the

CSV file. Select Import.

| Import Users | | |
|--------------|---------------|--------|
| File Name: | UserList1.csv | Browse |
| X Cancel | | Import |

5. Once the import is complete, the User tab will display all the Users from the CSV and look similar to the following:

| | Formulary Build formulary for SLS | ۵ 🏟 | onfiguration | Users | iser Lists | æ | Devices Marage SLS Devices |
|-------------|--------------------------------------|-----------|----------------|---------------|------------|---------|-------------------------------|
| SLS Users 5 | 4 Import | + Add New | Create Package | Create Report | r | Undo | |
| User Lists | 📄 Full Name 🗢 | User ID | | Initials | PIN | User Li | sts |
| UserList1 3 | Don Jones | 23456 | | DAJ | | UserLis | it1 |
| Licert int2 | 📄 John Smith | 34567 | | 335 | | UserLis | it1 |
| | Kit Foster | 56789 | | KFF | | UserLis | it2 |
| | Mary Smith | 12345 | | MSG | | UserLis | #1 |
| | Molly Hope | 67890 | | MSH | | UserLis | it2 |

Manually Adding, Editing, Deleting Users from the AT

1. Select the + Add New

| | ē | Formulary Build formulary for SLS | 0 S | onfiguration | 2 | Users Manage SLS U | ser Lists | ₽ | Devices Manage SLS Devices |
|-------------|---|--------------------------------------|------------|----------------|---|-----------------------|-----------|--------|-------------------------------|
| SLS Users 5 | | 4 Import | + Add New | Create Package | Ē | reate Report | n. | Jndo | |
| User Lists | | Full Name 🗢 | User ID | | | Initials | PIN | User I | ists |
| UserList1 3 | | Don Jones | 23456 | | | DAJ | | UserL | st1 |
| UserList2 | | John Smith | 34567 | | | JJS | | UserL | st1 |
| <u> </u> | | Kit Foster | 56789 | | | KFF | | UserL | st2 |
| | | Mary Smith | 12345 | | | MSG | | UserL | st1 |
| | | Nolly Hope | 67890 | | | MSH | | UserL | st2 |

 A Create New SLS User dialog is displayed. Enter the user's information and select the User List(s) by selecting + Edit.

| Full Name: | Jane Doe | |
|----------------|------------------|--------|
| User ID: | 86753 | |
| Initials: | JAD | |
| PIN: | Assign on device | |
| User Lists: | UserList1 | + Edit |

| UserList1 | |
|----------------|------------------|
| New User List: | Create User List |
| Cancel | ✓ Save |



3. If PINs are being used at a site, there are 3 options for

setting a PIN.

| Full Name: | Jane Doe | |
|----------------|-----------------------------------|--------|
| User ID: | 87653 | |
| Initials: | JAD | |
| PIN: | Assign on device | • |
| | Assign on device | |
| User Lists: | Reset on login Specify new PIN | + Edit |

- Assign on device means that the AT administrator does not want to manage the user's PIN and the SLS User can set a PIN on the SLS PCS when they go to login. The SLS user will be prompted to set a PIN if it has not yet been created. If a SLS user and their PIN were already installed on an SLS PCS, the PIN will be left unmodified on SLS PCS.
- Reset on login means that the SLS User will need to reset their PIN the next time they login to the SLS PCS. This may be used if sites want to require PIN resets on a regularly scheduled basis or if a user forgot their PIN.
- Specify new PIN means that the AT administrator is setting a new PIN for the SLS user that the user will need to know when they login to the SLS PCS.
- 4. Select Save.

5. The new user is added to the Users List.

| | Baild formulary | Formulary Bald formatry for SLS | | er Lists | Devices Manage SLS Devices |
|-------------|-----------------|------------------------------------|---------------|----------|-------------------------------|
| SLS Users 6 | 🖌 Import | + Add New & Create Package | Create Report | J Unsi | |
| User Lists | Eull Name 🕈 | User ID | Initials | PIN | User Lists |
| UserList1 4 | Don Jones | 23456 | DAJ | | UserList1 |
| UserList? | Jane Doe | 86753 | JAD | | UserList1 |
| | 🗐 John Smith | 34567 | 335 | | UserList1 |
| | Kit Foster | 56789 | KFF | | UserList2 |
| | Mary Smith | 12345 | MSG | | UserList1 |
| | Molly Hope | 67890 | MSH | | UserList2 |

6. To edit a user's information (e.g., change of name or PIN), select the box next to the user's name or the pencil icon in the Actions column. A dialog box to edit the user will be displayed.

| | ē | Formulary Build formulary for SLS | * | Configuration ad SLS Config File | | FS SLS User Lists | Devices Manage SLS Devices |
|----------------|---|--------------------------------------|-----------|-------------------------------------|------------|-----------------------------|-------------------------------|
| Al SLS Users 6 | | 🖌 Import | + Add New | Create Package | Create Rep | n J | Undo |
| User Lists | - | Full Name 🗢 | User ID | | Initials | PIN | User Lists |
| UserList1 4 | | Don Jones | 23456 | | DAJ | | UserList1 |
| UserList2 | ۲ | Jane Doe | 86753 | | DAL | | UserList1 |
| | | John Smith | 34567 | | 335 | | UserList1 |
| | | Kit Foster | 56789 | | KFF | | UserList2 |
| | | Mary Smith | 12345 | | MSG | | UserList1 |
| | | Molly Hope | 67890 | | MSH | | UserList2 |
| | | | | | | | |



7. A dialog box to edit the user will be displayed on the bottom of the AT.



- 8. Select Edit Selected to change the user's information.
- 9. To delete a user, select the box next to the user's name and then select the Delete Selected box in the dialog box. Or select the X icon in the Actions column representing the user.





10. A dialog box to confirm deleting the user will be displayed.

| Confirm: Delete this user from the User D | Database? |
|---|-----------|
| | |
| | |
| | |
| | |
| | |

NOTE: If the AT administrator makes a mistake when entering information, there is an **Undo** button at the top of the AT user interface. It only will undo the last operation.

NOTE: A **Create Report** button is available to create a report of all users and their information in the AT **Users** tab.

Creating SLS User Package

To create an SLS User Package:

1. Select Create Package in the User tab.

| | Č | Formulary Build formulary for SLS | (| 0 0 | onfiguration | 2 | Users Manage SLS U | iser Lists | Ξ | Devices Manage SLS Duvices |
|-------------|---|--------------------------------------|-------|------------|----------------|---------|-----------------------|------------|-------|-------------------------------|
| SLS Users 6 | | 🖌 Import | + Add | New | Create Package | | reate Report | r | Undo | |
| User Lists | | Full Name 🕈 | | User ID | | | Initials | PIN | User | Lists |
| UserList1 4 | | Don Jones | | 23456 | | | DAJ | | Userl | ist1 |
| UserList2 | | Jane Doe | | 86753 | | | JAD | | Userl | ist1 |
| | | John Smith | | 34567 | | | 335 | | Userl | ist1 |
| | | Kit Foster | | 56789 | | | KFF | | User | ist2 |
| | | Mary Smith | | 12345 | | | MSG | | Userl | ist1 |
| | | Molly Hope | | 67890 | | | MSH | | User | ist2 |

2. A Liability Agreement will be displayed. Check the box accepting the agreement and select Create Package.

| Liability Agreement |
|--|
| As a contains of using the Colomics safe Label system ("SLS"), you hereby agree to the following terms and conditions. You here to cardially ensw, and assume responsibility for its heperitorial configurations settings of the SLS and the proper usage to actualize or other external source, including the content included in any formularly information used by the SLS, and the also also also any setting of the SLS, including all advantages with a setting setting setting setting and the state or other external source, including the content included in any formular information used by the SLS, and the label setting of any information output by the SLS, including all advantages with a setting setting and the setting of any information output by the SLS, including all advantages resulting from use of the SLS in a manner that is not in compliance with these terms and conditions. This Agreements resulting provide used the SLS in a manner that is not in Conditions and that is the subject matter of this Agreement. The Agreement provide used by concervation and the SLS in a manner that any inter- cluding and that is the subject matter of this Agreement. The Agreement provide used by concervations and more without providence with the subject matter of this Agreement. The Agreement provide used as in submit without any interval set the subject matter of this Agreement. |
| I agree with the above statement. |
| × Cancel |

3. The Set Package Profile dialog will be displayed. Enter a Package Profile name and select OK.

| Daakaaa Drofilay | |
|------------------|-----------|
| rackage rionie: | USERLISTI |

Installing SLS User Package

To install an SLS User Package on SLS PCS:

1. Select the **Devices** tab in the AT, check the SLS PCSs that

you want to deploy a user package to, and then select

Install Package.

| SLS | AT - Default | | | | 1 . E | 10.00 | |
|-----------|--|-----|---------------------------------------|---|---|-------------------|-------------------------------|
| Ô | сорол | ucs | E Formulary Bald formulary for SLS | Configurati | ion A Users Manage SLS User Lists | Devic Manage S | CES LS Devices |
| E Devi | SLS Devices Al SLS Devices | 1 | 👕 Open Device List 🥍 E | inter Network Password | Instal Pockages O Cancel Updates | B) Download Logs | |
| 8 | Ready Devices operating normally | • | SLS Device Ross's Gen III SLS | Device Status Alert: No Formulary | Install Status OKI SLS-MULTI-USERLISTIAPP-002 | User | Formulary Factory Defaults |
| 8 | Alerts Devices with an alert message | 1 | | | | | |

2. An Install Packages dialogue box will be displayed.

Click the Select box for Users Package.

| Formulary Package: | None Selected | D Select |
|---|---------------|----------|
| Configuration Package: | None Selected | D Select |
| Users Package: | None Selected | B Select |
| Include Software Update: | | 🕞 Browse |
| Install Delay: (after SLS user logoff) | 0 🗘 Minutes | |

3. A Select Package for Installation dialogue will be

displayed. Select the User Package to be deployed to SLS

PCS.

| reation Date 🔤 | Туре | Description | Promotion Level | Software Version |
|-----------------|---------------|-------------|-----------------|------------------|
| 2/20/2017 11:53 | Users Package | USERLIST1-6 | N/A | 2.3.0 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | r= Brown |

 The User Package will be deployed and installed on all SLS PCSs selected.



5. Users can now manually log into SLS PCS with their

User ID and print a User badge by opening the Utilities

screen and pressing Print My Badge.

NOTE: SLS User Management requires a feature key for the SLS PCS. The key is installed via the Utilities screen and Manage Features button. Contact your Codonics Sales Representative to obtain the proper key.

NOTE: If a PIN is not used in the User Package, SLS PCS will still prompt a User for a PIN if the Require PIN configuration setting is enabled.



Removing SLS Users

If you want to remove SLS Users from SLS PCS:

1. Manually delete specific users. See section Manually

Adding, Editing, Deleting User's from the AT.

2. Alternatively, update the CSV file previously created and

delete the specified Users from the list.

3. Follow the instructions for Creating and Installing SLS

User Packages.

4. SLS PCSs will be updated and users will be removed.

Allow Badge Logon by Unknown Users

A configuration setting in the Security tab of the AT Configuration tab is Allow Badge Logon by Unknown Users. This setting is enabled by default and will allow a badge made on one SLS to be used to logon another SLS PCS.

| 👌 SLS AT - Default | 10.000 C | 1.000 |
|---|---|--|
| | Eurid formulary Build formulary for SLS | Configuration Build SLS Config File |
| Safety | 💕 Create Package | |
| Security | User | |
| and the second se | Require PIN: | |
| System | Logoff Timeout: | 64800 🗘 Seconds |
| | Final Timeout Countdown: | 30 Seconds |
| Syringe Labels | Allow Badge Logon for Unknown Users | |
| | Enable Create User on SLS: | |
| Custom Labels | Print User ID on Badge: | V |

Use Cases:

- If a badge is made on SLS PCS 1 without a PIN and is used on SLS PCS 2 that requires a PIN, SLS 2 will require and ask that you create a PIN when you logon.
- If a badge is made on SLS PCS 1 without a PIN and is used on SLS 2 that doesn't require a PIN, SLS PCS 2 will automatically logon when the badge is scanned.
- If a badge is made on SLS PCS 1 with or without a PIN and is used on SLS PCS 2 with the Allow Badge Logon by Unknown Users disabled, when you scan the badge you will not be logged into SLS PCS 2 and a message will be displayed Your login credentials do not match a user authorized for this system.
- If a badge is made on SLS PCS 1 with a PIN and is used on SLS PCS 2 that requires a PIN, SLS PCS 2 will require and ask that you enter the PIN created on SLS PCS 1 when you logon.
- If a badge is made on SLS PCS 1 with a PIN and is used on SLS PCS 2 that doesn't require a PIN, SLS PCS 2 will automatically logon when the badge is scanned.

Technical Support

If problems occur while using SLS, contact Codonics Technical Support.

| Phone: | +1.440.243.1198 |
|----------|----------------------|
| Email: | support@codonics.com |
| Website: | www.codonics.com |

Get it all with just one call 800.444.1198

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