Restocker’s Guide

June 2002

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For use with the SupplySource®
Automated Medical Supplies Tracking and Distribution System.

Document History

Document Number	Date	Remarks
TP-820502-001A	7/2000	First Printing
TP-820502-001B	11/2000	Second Printing
TP-820502-001C	6/1/2002	Insert MedSelect company name
		Remove “Plus” from SupplySource
		Update Patents, Trademarks and Copyright

Use of the MedSelect and SupplySource Systems, as well as all aspects of patient care, must still rely upon the professional skill and judgment of a competent medical professional, who should independently verify the accuracy and completeness of all pharmacological, medical, legal, or similar information entered into the system and the results obtained therefrom.

MedSelect products or their operation are covered by one or more of the following US patents: 5404384, 5533079, 5790409, 5848593, 5912818, 5957372, 5961036, 5971593, 5993046, 6019249, 6073834, 6108588, 6112502, 6141942, 6163737.

Other MedSelect patents pending: 09/014076, 09/086857, 09/288685, 09/384650, 09/428035, 09/428036, 09/578540, 09/848633, 09/849625, 09/921014.

Contents

Figures

Contacting the MedSelect Customer Support Center

MedSelect customer support is available 24 hours a day, 7 days a week, 365 days a year. If you have questions about the SupplySource System that are not answered by this document, you can contact the MedSelect Customer Support Center at 1-800-508-4576.

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SUPPLYSOURCE

Restocker's Guide

Section 1: Configuration and Setup

This page is for notes.

SupplySource Tower (SST) Configuration and Setup

The SupplySource Tower contains both fixed and sliding shelves that can be arranged to accommodate different package sizes. Shelves can easily be divided into compartments so that different items may be stored on the same shelf. Bins can be added to fixed shelves to create more compartments and accommodate smaller items.

SupplySource Tower Shelf Position Configuration Options

The following shelves can be used in the sixteen available positions of the SupplySource Tower:

Shelf	Size	Positions Required
Fixed Note: Must be used for shelf positions 1-4	23.5” W x 25.3” D x 3.7” H (599 mm x 642 mm x 93 mm)	One
Single Sliding	23.5” W x 24” D x 4” H (599 mm x 620 mm x 102 mm)	One
Double Sliding	23.5” W x 24” D x 8” H (599 mm x 620 mm x 209 mm)	Two

There are two types of shelves: *fixed* or *sliding*. Sliding shelves slide in and out of the cabinet. Fixed shelves do not.

Shelf #1 is always the highest shelf in the cabinet.

Moving the SST Shelves

SSTs are shipped with the shelves positioned as ordered. However, the shelves can easily be moved to suit your needs.

Fixed shelves rest on removable rails that hang on tabs. Sliding shelves are attached to removable sliding rails.

Note: For shipping purposes, SST shelves are anchored to the cabinet with cable ties. These ties should be removed before using the cabinet, and before attempting to remove any shelves.

Note: After shelf controllers are configured, you cannot make changes to shelf placement without re-configuring at the Control Center, or at the DT using the **ConfigureIt** function (see page 33). Do not make changes without the authorization of the system administrator.

To move a shelf

1. If shelf has already been stocked, remove supplies from the shelf.

2. Disconnect the shelf cables from the cabinet. These are located at the rear of the shelf.

   If you can get to the rear of the cabinet (the cabinet is in its temporary mount), unscrew the rear panel to access cable connectors.

   If the cabinet is already installed (in its permanent mount), you will have to reach the cable connectors from the front. Starting with shelf #1 (upper-most shelf), move the shelf as far as the cable will allow, and then disconnect it from the cabinet.

   Leave the cables attached to the drawers, storing the loose end on the hook (sliding shelves) or placing it in the rear of the bin (fixed shelves). See Figure 1-1.

   Please note: Economy towers will not have cables.

Figure 1-1 Shelf Cable Storage

3. Remove the shelves from the cabinet.

   Sliding shelves should be extended fully from the cabinet until the release tabs are in view. Push the left tab up and the right tab down to release the drawer from its rails. Pull the shelf out.

   Fixed shelves can be removed by pushing up on them from the bottom until they come out of their rails.

4. Remove the shelf rails by lifting them up and out of their slots.

5. Begin reinstalling the rails and shelves from the **bottom** to the **top** of the cabinet.

   Please note: Only fixed shelves may be used in the top four positions.

6. Reconnect the cable connectors.

7. Add shelf dividers and/or bins.

8. Configure the shelves at the Control Center (see the *Control Center User's Guide*) or at the DT using **ConfigureIt** (see page 29).

9. Load the supplies.

SupplySource Tower Shelf Compartment Configuration Options

Sliding SupplySource shelves may be divided into compartments. There are two types of dividers:

- *Vertical dividers* run from the front to the back of the shelf.
- *Horizontal dividers* run from the left to right sides of the shelf.

Shelf Type	**Maximum Vertical Divisions**	**Maximum Horizontal Divisions**	**Total Compartments Possible**
Sliding (Single or Double)	6	3	18

Fixed SupplySource shelves may be divided into compartments vertically with Fixed Shelf Dividers.

Shelf Type	**Maximum Vertical Divisions**	**Maximum Horizontal Divisions**	**Total Compartments Possible**
Fixed with Fixed Shelf Dividers	6	N/A	6

By adding Fixed Shelf Bins, Fixed shelves may also be divided horizontally. Fixed Shelf Bins are available in Single, Double and Triple sizes. They allow horizontal division of Fixed shelves, in addition to providing a means to store smaller items securely. Each Fixed Shelf Bin may be divided horizontally up to three times.

Bin	**Size**	**Vertical Positions Used on Fixed Shelf**
Single	3.3” W x 23” D x 2.7” H (84 mm x 590 mm x 68 mm)	One
Double	6.8” W x 23” D x 2.7” H (173 mm x 590 mm x 68 mm)	Two
Triple	11.5” W x 23” D x 2.7” H (293 mm x 590 mm x 68 mm)	Three

Moving the SST Dividers

Note: After shelf controllers are configured, you cannot make changes to shelf divider placement without re-configuring at the Control Center, or at the DT using the **ConfigureIt** function (see page 33). Do not make changes without the authorization of the system administrator.

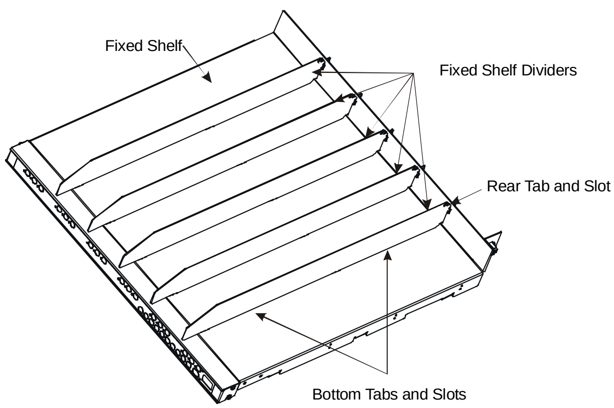

Figure 1-2 Fixed Shelf and Fixed Shelf Dividers

To add fixed shelf dividers

1. Line the divider tabs up with the two slots on the bottom of the shelf. Make sure the rear tab of the divider is inserted in the slot at the rear of the shelf.

2. Push down on the divider so that the tabs go through the bottom slots.

3. Grasping the divider firmly, push it toward the back to lock it in place.

To remove fixed shelf dividers

1. Grasp the front of the divider and pull it toward you to unlock it.

2. Lift up on the divider to release it from the bottom slots first, then the rear slot.

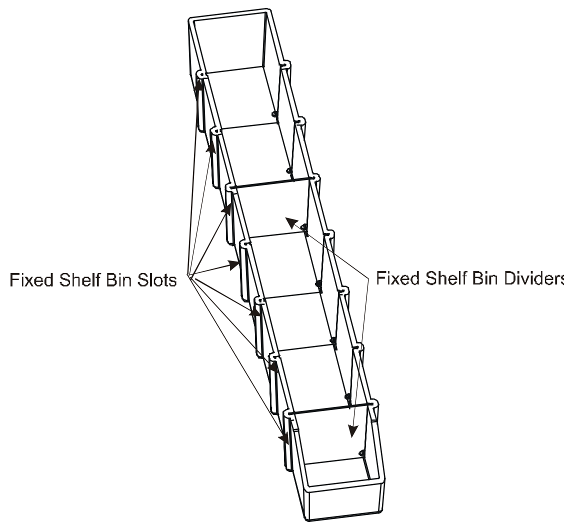

Figure 1-3 Single Fixed Shelf Bin and Dividers

To add and remove Fixed Shelf Bin dividers

Note: Fixed Shelf Bins should always be used with Fixed Shelf Dividers

Fixed Shelf Bin dividers can be slid in and out any of the seven available bin slots.

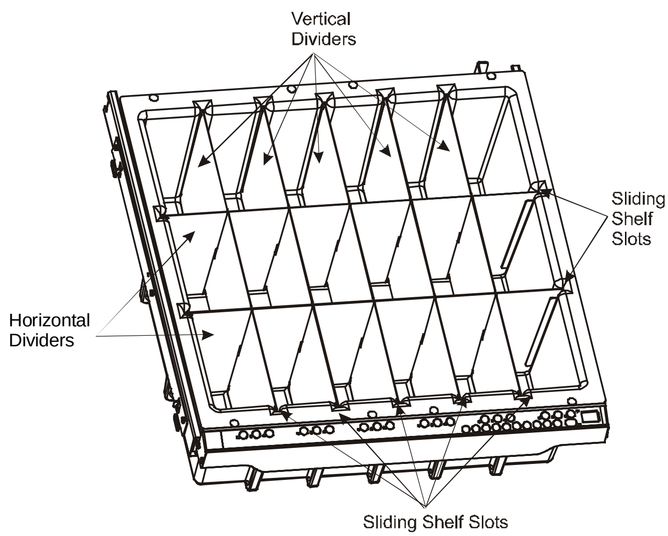

Figure 1-4 Sliding Shelf and Dividers

To add sliding shelf dividers

1. Insert the vertical dividers into any of the five available shelf slots. Vertical dividers have two slits in them; the openings should be facing up.

2. Insert the horizontal dividers into either or both of the two available shelf slots, making sure that the five slit openings are facing down. They will interlock with the vertical dividers.

To remove sliding shelf dividers

1. Remove the horizontal divider(s) from the two available bin slots.

2. Remove the vertical dividers from any of the five available bin slots.

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SUPPLYSOURCE

Restocker's Guide

Section 2: Labeling

This page for is notes.

Labeling SupplySource Towers

This section is a guide for the proper labeling of the SupplySource Tower. Follow these recommendations so that labels are consistent and usable, and to reduce the chance of restocking and dispensing errors.

Before applying labels to any surface, be certain that the surface is clean and dry. You must wipe the area with alcohol before applying labels. When replacing labels, be certain that the old label is completely removed before applying the new label.

Position and Position Indicator Labels

"Position" labels are created at the Control Center, using the Examiner reporting software. See the *Control Center User's Guide* for instructions. They are applied to the supply position.

"Position Indicator" labels are shipped with the SST. They are green, red, and blue labels that are used to label the button bar and supply position. (These labels are not used with the Economy Tower.)

Labeling Sliding Shelves

Each position within an SST sliding shelf is labeled on the rear, vertical surface of the position. This may be the back wall of the shelf or a divider as illustrated below.

Once the Position labels are applied, the color Position Indicator labels should be applied. The circular Position Indicator labels should placed on the button bar first, then the rectangular Position Indicator labels should be placed above the Position labels. The Position Indicator labels should be placed so that the color on the button bar matches its corresponding position. This will make it easier to find supplies.

The position indicators on the button bar are always #1, #2, and #3 from left to right. The positions on the shelf are always #1, #2, and #3 from front to back.

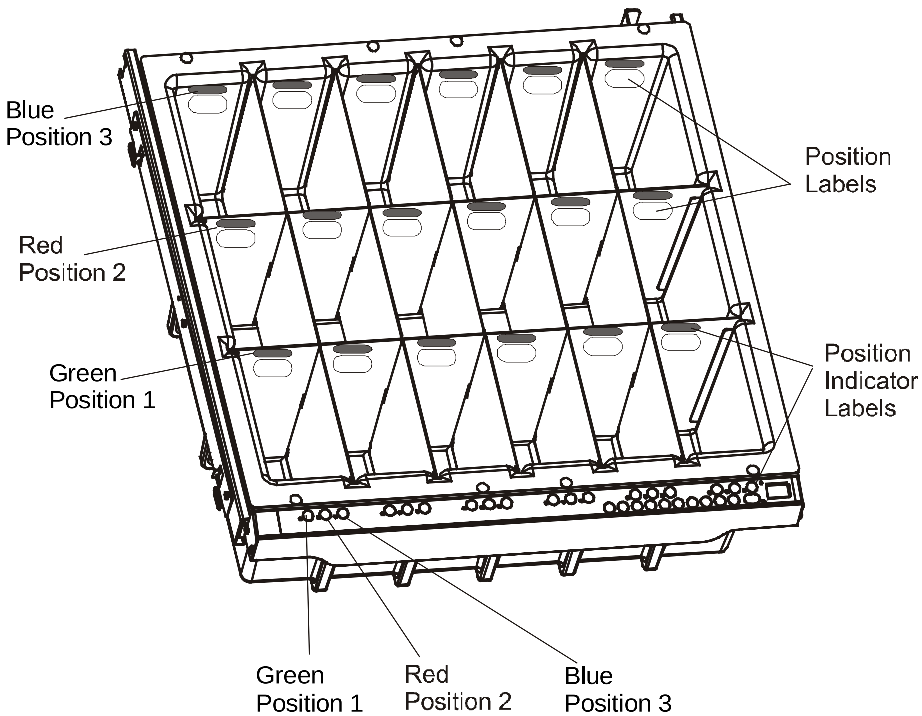


Figure 2-1 Proper Labeling of a Sliding Shelf

Consider using removable labels for Position Labels, see page 17 for details.

Labeling Fixed Shelves

Fixed shelves can be divided with Fixed Shelf Dividers, or with both Fixed Shelf Dividers and Fixed Shelf Bins. They are each labeled differently.

Labeling a Fixed Shelf with Fixed Shelf Dividers

Fixed Shelves can be divided into a maximum of six vertical positions using Fixed Shelf Dividers.

The Position labels should be placed directly on the shelf in the front, as illustrated below.

Once the Position labels are applied, the color Position Indicator labels should be applied. The circular Position Indicator labels should be placed on the button bar first, then the rectangular Position Indicator labels should be placed above the Position labels. The Position Indicator labels should be placed so that the color on the button bar matches its corresponding position. This will make it easier to find supplies.

The position indicators on the button bar are always #1, #2, and #3 from left to right (you will only be using position indicator #1 in this case). The positions on the shelf are always #1, #2, #3, etc. from left to right.

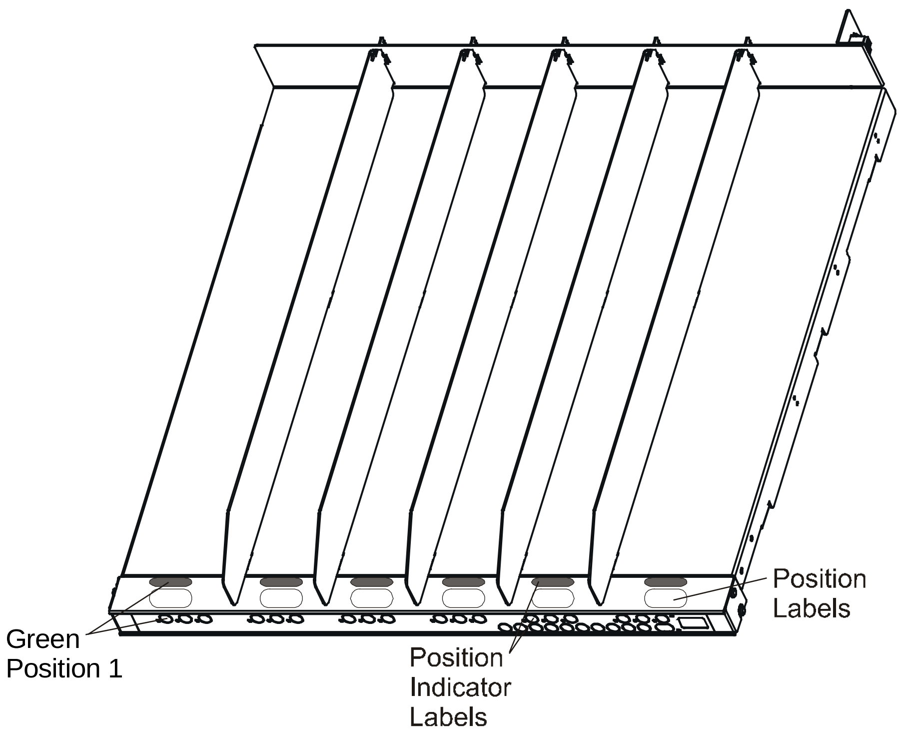


Figure 2-2 Proper Labeling of a Fixed Shelf with Fixed Shelf Dividers

Consider using removable labels for Position Labels, see page 17 for details.

Labeling a Fixed Shelf with Fixed Shelf Bins
Fixed Shelves can be divided into a maximum of 18 positions using Fixed Shelf Bins.

Each position within an SST Fixed Shelf Bin is labeled on the rear, vertical surface of the bin or divider, as illustrated in Figure 2-3.

Once the Position labels are applied, the color Position Indicator labels should be applied. The circular Position Indicator labels should be placed on the button bar first, then the rectangular Position Indicator labels should be placed above the Position labels. The Position Indicator labels should be placed so that the color on the button bar matches its corresponding position. This will make it easier to find supplies.

The position indicators on the button bar are always #1, #2, and #3 from left to right. The positions in the bin are always #1, #2, and #3 from front to back.

The movable dividers of the Fixed Shelf Bin may be slid into 7 different positions, making it possible to create very flexible storage areas.

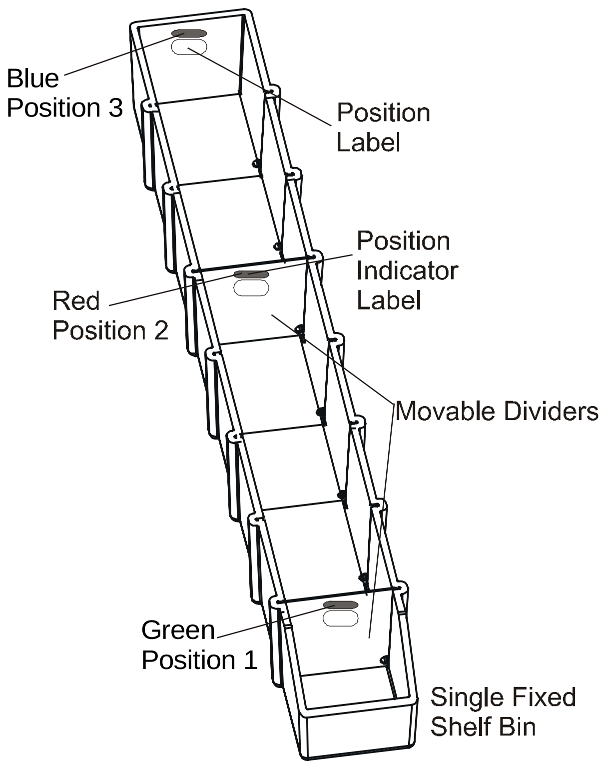


Figure 2-3 Proper Labeling of a Fixed Shelf Bin

Consider using removable labels for Position Labels, see page 17 for details.

Fixed Shelf Bins are also available in Double and Triple sizes. All sizes of Fixed Shelf Bins need to be held in place with Fixed Shelf Dividers. See **SupplySource Tower Shelf Position Configuration Options** on page 2.

Purchasing Labels

White labels to be used for Position labels are available in both removable and non-removable types, and may be purchased at any office supply store. Color Position Indicator labels are available only from MedSelect Inc.

Removable Labels

Removable labels can be used for any Position label that is likely to change.

Recommended brand: *Avery White Removable Multi-Purpose Labels* (#AVE6460)
(Formerly *Remove 'Em Laser Labels*)
(1" x 2 5/8" - 30 labels/sheet, 25 sheets/box, 750 total labels/box)

Non-Removable Labels

Use non-removable labels only for Position labels that are not expected to change. These labels are difficult to remove.

Recommended brands: *Avery White Laser Labels* (#AVE5260)
(1" x 2 5/8" - 30 labels/sheet, 25 sheets/box, 750 total labels/box)

Avery White Laser Labels (#AVE5160)
(1" x 2 5/8" - 30 labels/sheet, 100 sheets/box, 3000 total labels/box)

Avery White Laser Labels (#AVE5960)
(1" x 2 5/8" - 30 labels/sheet, 250 sheets/box, 7500 total labels/box)

Restocker’s Guide

Section 3: Restocking and Configuring at the DT

This page is for notes.

Restocking and Configuring at the DT

Using the DT, you can restock, unload, or expire the supplies in SupplySource. With Administrator privileges, you can also add temporary users, configure cabinets and controllers, and manage supplies.

Logging In and Logging Out

To log in to the Display Terminal, you must have a valid login ID number. This number is available from your system administrator. If all of the buttons on the Login window are grayed out, then you are required to use your swipe card to log in to the Display Terminal.

To log in to the Display Terminal

1. Type your User ID, then press the **Enter** button. The ID numbers are represented by asterisks (*).

   If the Display Terminal is equipped with a card reader, you can enter your login ID by swiping your card through the reader.

   (If there is a place to enter a PIN number on the Login screen, enter your PIN before pressing the **Enter** button.)

   To backspace while typing, press the **Delete** button (on the touch screen). To clear the entire current field, press the **Clear** button. To start over at step 1, press the **Cancel** button.

When you have logged in successfully, the Patient browser opens. The Patient browser provides access to many of the Display Terminal's routine functions.

To log out of the Display Terminal

1. Close all windows until you return to the Patient browser.
2. Press the **Logout** button.

Restocking, Unloading, or Expiring Inventory

You can restock SupplySource Towers using the Restock function or the StockIt function. The Restock function is handy if you are going to restock a small number of supplies, and if you need to Expire or Unload supplies. The StockIt function expedites restocking a large number of supplies.

You should run restock reports with the Control Center or Examiner software before restocking the cabinets. See the *Control Center User's Guide* for details.

To restock SupplySource towers using Restock

1. Login to the DT. (See **Logging In and Logging Out** on page 21.)

2. On the Patient browser, press the **Restock** button to open the Restock browser.

3. If you wish, press the **Show Below Min** button to show only those supply positions that have fallen below their minimum level. (You can print a Below Minimum report at the DT if you have a receipt printer. Press the **Print** button in the Restock (Positions Below Min) window.)

   If no positions are listed, then none have fallen below minimum. To show all supply positions, press the **Show All** button.

4. Select (highlight) the name of a supply position you want to restock and press the **Select** button to view the quantity information. The Stock Amount window opens on the DT and the cabinet door unlocks at this time.

5. If you have refilled the individual position to its maximum quantity, press the **Maximize Quantity** button. A dialog box asks you to confirm the action. The actual quantity is changed to the same value shown in the **Max Quantity** field.

   If you have not refilled the individual position to its maximum, then press the **Restock Quantity** button. A keypad appears. Type the quantity you added to the position, then press the **Accept** button. Press the **Close** button to cancel. Restocking a position beyond its maximum quantity is not recommended.

   If you notice that the actual quantity in the position does not match the quantity shown in the window, then a discrepancy exists. Press the **Discrepancy** button, this will open the User Count Window. Use the keypad to enter the **Actual Supply Position Quantity**. Press **Accept** to close the window. Notify your supervisor of the discrepancy.

6. If you want to unload supplies, press the **Unload Quantity** button

   A keypad appears. Type the quantity you unloaded from the position, and then press the **Accept** button. Press the **Close** button to cancel.

7. If you discover that some supplies are past their expiration date, you can expire them by pressing the **Expire Quantity** button

   A keypad appears. Type the quantity you expired from the position, and then press the **Accept** button. Press the **Close** button to cancel.

The actions you perform while restocking are shown on system reports as Restocked, Unload, or Expired events.

To restock SupplySource towers using StockIt

1. Login to the DT. (See **Logging In and Logging Out** on page 21.)

2. On the Patient browser, press the **StockIt** button to open the Cabinet browser.

3. From the Cabinet browser, choose the cabinet you want to restock, then press the **Select** button. The doors will unlock and the StockIt browser will open at the DT. The position indicator LEDs will also flash.

4. Press the position indicator (green, red, or blue dot) of the first supply you want to restock, then press the numeric button to enter the quantity you have restocked (added). (Or, select the supply at the DT, press **Keypad** then enter the amount. Press **Accept** to close the window.) The number will appear on the DT in the **RstQty** field.

   If you notice that the actual quantity in the position does not match the quantity shown in the window, then a discrepancy exists. Press the **Discrepancy** button, this will open the User Count Window. Use the keypad to enter the **Actual Supply Position Quantity**. Press **Accept** to close the window. Notify your supervisor of the discrepancy.

5. Continue to restock the cabinet. Shut the doors. Press **Accept** on the DT.

6. Choose the next cabinet you want to restock from the browser, or press **Close** if you are finished restocking.

The actions you perform while restocking are shown on system reports as Restocked events.

Please note: You cannot use **StockIt** if you have Economy Towers. Use **Restock** instead.

Restocking Auto-Logout

The Restock browser has its own auto-logout duration that can be different from the normal auto-logout duration used by the rest of the Display Terminal windows. This allows you a longer opportunity to restock supplies without the need to continuously log in. If you find that the Display Terminal logs itself out often while you are trying to restock, see your administrator about changing the logout time.

Administrative Activities

This section explains how to perform some administrative duties at the Display Terminal. These activities are reserved for users who are authorized and who have the required access rights.

The following are administrative duties:

- Configuring cabinets and controllers, and managing supplies (**ConfigureIt**)
- Adding a Temporary User (**Add User**)

Logging in as an Administrator

Administrative activities require a special login. This login allows you to select activities from a menu of administrative duties.

To log in and choose an administrative function

1. From the User Login window, type your User ID, then press the **Enter** button. The ID numbers are represented by asterisks (*).

   If the Display Terminal is equipped with a card reader, then you can enter your login ID by swiping your card through the reader.

   (If there is a place to enter a PIN number on the Login screen, enter your PIN before pressing the **Enter** button.)

   If the **Administration** button is grayed out, then you do not have sufficient access rights to perform these administrative duties. When you press the **Administration** button, an Administration menu opens and presents you with choices for administrative activities.

2. Touch the button for the activity you want to perform (**ConfigureIt** or **Add User**). If either button is grayed out, then you do not have sufficient access rights to perform that activity.

Adding Temporary Users

You can add a temporary user at any Display Terminal. The user account you add is valid only in the Display Terminal's department. To add a user, you need that user's hospital ID number. When you provide the ID, SupplySource verifies that the user is not already entered in the system. If not, then you may add the user by providing the person's first name, last name, and *an expiration date or length of time for the user's account*. If the user's account already exists, you can add the user to your department or, if the user is already in your department, extend its expiration date or change the user's access rights. The access rights you assign to a temporary user cannot exceed your own rights.

When you add a temporary user, you cannot specify an expiration period of greater than five days. However, as the expiration date draws nearer, or even after the account has expired, you can reset the expiration period to any length up to five days. You can reset this value as often as necessary.

Permanent users cannot be added at the Display Terminal, but can be added at the Control Center.

To add a temporary user to your department

1. Login (see page 26) and press the **Administration** button.

2. When the Administration menu opens, touch the **Add User** button.

   The Add Temporary User window opens, and a dialog box prompts you for the user's ID number.

3. Type the user's ID, then press the **Enter** button. You may also swipe the user's ID card to enter the number.

   If the window does not display a first name, last name, and expiration date, then this user's account does not yet exist in the system. Proceed to Step 4.

   If a user account already exists, you may see any of the following information:

   <u>Name exists and expiration is none</u>: this means that the user exists in the SupplySource system, but is not assigned to your department. Proceed to Step 4.

   <u>Name exists and expiration is unlimited</u>: this means that the user is already assigned to the department. If so, you cannot modify the user's account in any way from the Display Terminal. Close the Add Temporary User window.

Name exists and there is a date in the expiration field: this means that the user has already been assigned to the department as a temporary user. If so, you can change the user's access rights, or extend the account's expiration date within your department.

4. On the Add Temporary User window, enter the user's last name (tab) and first name.

5. If desired, select one or more access rights for the user.

   The access rights you select cannot exceed your own. The list of access rights only displays access rights that are assigned to you.

   Note that the Display Terminal Login right is automatically assigned to a user that is added at a Display Terminal. You do not need to assign this right. If you do not choose any additional access rights, then the user is authorized only to log in to the Display Terminal to dispense supplies.

   You cannot assign Control Center access rights from a Display Terminal. These rights can only be assigned at the Control Center.

6. Set an expiration date for the user's account by specifying its valid length of time.

   In the **Days** and **Hours** fields, enter the number of days and/or hours for which this user's account remains active. The maximum number of days allowed is 5. The expiration date is created automatically based on the days and hours you specify, and is displayed the next time someone views this user's account.

   To immediately expire this user's account, press the **Expire Now** button.

7. When you are certain that all of the information you have entered is correct, press the **Accept** button.

   The window closes and the Display Terminal returns to the Administration menu. Press the **Logout** button if you are finished with administrative duties.

Configuring at the DT with ConfigureIt

You can configure cabinets and controllers, and manage supplies at the Display Terminal using the ConfigureIt function, although initial configuration will be handled at the Control Center.

To configure at the DT using ConfigureIt

1. Login (see page 26) and press the **Administration** button.

2. Press the **ConfigureIt** button. This will open the ConfigureIt software application.

The ConfigureIt Toolbar

Depending on the window you are viewing, the ConfigureIt toolbar may contain any of the following buttons.

Close	Closes the current window.
Add	Adds a new item to the list or form you are viewing.
Insert	Inserts a new item directly above the currently selected item in a list.
Delete	Deletes the currently selected item from the list you are viewing.
Save Changes	Saves the current entry.
Sort	Activates the Sort feature.
Filter	Activates the Filter feature.
Find	Activates the Find feature.
Help	Activates the context sensitive online help.

Supply Management

To view or edit the supply detail

1. Under the **Management** menu, select **Supply**.
2. In the supply browser, touch the line showing the record you want to view.
3. Press the **Supply Details** button to open the supply detail.
4. Edit the supply data as necessary.
5. Press the **Save** button.

To add a new supply

1. Under the **Management** menu, select **Supply.**
2. Press the **Add** button. A blank supply form will open.
3. Enter the supply data.
4. Press the **Save** button.
5. When you are done, you can press on the **Close** button to return to the supply browser.

To delete a supply

1. Under the **Management** menu, select **Supply.**
2. Select the supply name from the browser list.
3. You may choose to view the supply detail, but you do not have to view the detail to delete the record.
4. Press the **Delete Supply** button.
5. You will be asked to confirm the delete. Press the **Yes** button to confirm, or press the **No** button to cancel the delete. If you performed the delete from the supply browser, then the data will not be removed from the database until you press the **Save** button.

To protect the integrity of the database, you may not be allowed to delete a supply if the supply information is being used by other Control Center forms or otherwise meets a condition that prevents the deletion. If such a condition exists, you will be notified by a message window.

Supply Assignment

To assign a supply to a position

1. Under the **Management** menu, select **Supply Assignment**.

   Supply Assignment contains two browsers. The top is a supply browser. The bottom is a cabinet browser that shows all of the positions contained within the selected cabinet.

2. In the drop-down **Cabinet** field, select a cabinet.

3. Touch the specific position in the cabinet.

   You may have to scroll through the list of positions to locate the position you want. A pointing hand will indicate the currently selected position.

4. In the supply browser, select the supply you want to assign to the position, then press the **Assign** button.

5. In the **Min** field, enter the minimum quantity of the supply that should be kept at this position. In the **Max** field, enter the maximum quantity of the supply that should be kept at this position. These fields are required.

   The **Qty** field, which shows the actual quantity currently stocked, cannot be edited from this form.

6. If you are tracking supply expirations, then enter the expiration date and manufacturer's lot number of the supply with the earliest expiration date.

   Normally, this information is entered at the Display Terminal when the medication is stocked. If you are not tracking the expiration, then the **Expiration Date** field should display 00/00/0000 and the **Lot #** field should be blank. To reset an existing expiration date, press on the date so that it becomes highlighted, then press the spacebar.

7. Press the **Save** button.

To edit a position's contents

1. Under the **Management** menu, select **Supply Assignment**
2. In the drop-down **Cabinet** field, select the cabinet that contains positions you want to edit.
3. Touch the position you want to edit.
4. To change the maximum or minimum quantities, touch either field, then enter the new quantity.
5. To remove or "unassign" the assigned supply, touch the **Unassign** button.

   If the position still contains supplies, then those supplies must be accounted for before you can unassign the supply. Therefore, the system will automatically attempt to unload any supplies still in the position (you must physically remove the supplies yourself). You will be asked if you want to unload these supplies before continuing. If you do not, then the supply cannot be unassigned.
6. Press the **Save** button.

Cabinet Configuration

To add a cabinet

1. Under the **Maintenance** menu, select **Configuration** then select **Cabinet.**
2. Press the **Add** button.
3. In the **Cabinet Description** field, enter a description for the cabinet, for example, ER Tower 1, CCU Tower 3, ICU Tower 1, or CCU Tower 6.
4. Select a location from the drop-down list.
5. Press the **Save** button.

To delete a cabinet

When you delete a cabinet, all associated controllers and positions are also deleted. However, you cannot delete a cabinet if there are supplies assigned to its positions. Unassign all supplies before deleting.

1. Under the **Maintenance** menu, select **Configuration,** then select **Cabinet.**
2. Select the cabinet you want to delete.
3. Press the **Delete** button.

   You will be asked to confirm the delete. Touch the **Yes** button to confirm, or touch the **No** button to cancel. You may have to confirm more than once.
4. Press the **Save** button.

Replacing a cabinet

To replace a cabinet, you must first delete the unwanted cabinet, then add the new cabinet.

Controller Configuration

Creating a Controller for an SST Lock

Do the following to set up an electronic lock controller. You only have to create **one** Electronic Lock Controller for each SST:

1. Under the **Maintenance** menu, select **Configuration**, then select **Controller**.
2. Press the **Add** button.
3. Enter the following data:

   Address is the number assigned to the processor chip on the controller (SST Electronic Lock controller names begin with 0C—zero C).

   Type Description is a description of the device, in this case SST Electronic Lock. This field is filled in automatically when you tab out of the **Address** field.

Display Terminal is the name assigned to the Display Terminal that powers this controller. You should choose the Display Terminal you are currently configuring.

Cabinet Description identifies the cabinet that contains this controller. Choose the description from the drop-down list. If the cabinet you want is not listed, you must add the cabinet using Cabinet configuration.

Sequence Number is the number that describes the *physical order* of controllers in a cabinet. An SST Tower can have only one Electronic Lock controller. This field is filled in automatically.

Controller Configuration is the number sequence (1-1-1-1, 1-1-2, 1-2-1, 1-3, 2-1-1, 2-2, 3-1, 4) that describes the configuration of the Electronic Locks (doors) attached to the controller.

4. Press the **Save** button.

Creating a Controller for an SST Shelf

Controller configuration for an SST Shelf is similar to an SST Lock, but requires that you specify the shelf number and the way the shelf is divided. To add a controller of this type, use SST Lock Controller Configuration but observe the following differences:

1. The **Address** must begin with 0D (a zero and the letter D).

2. The **Sequence Number** must be filled in. The **Sequence Number** is the shelf's position number in the cabinet, starting at the top. The maximum number of shelves is 16.
   Tab to open the **OD Shelf Controller Dialog** (see below).

3. The **Controller Configuration** field defaults to 18 (the maximum number of shelf positions).

4. Press the **Save** button.

0D Shelf Controller Dialog

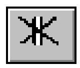
When configuring a shelf controller, the **0D Shelf Controller dialog** will appear after you have specified the Sequence Number of that shelf. This dialog is used to configure the shelf.

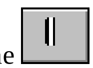
When the dialog opens, it defaults to the maximum number of shelf positions (18) and a “Pull Out” shelf type.

To Configure a “Pull Out” Shelf

1. In the 0D Shelf Controller dialog, choose the **Shelf Type** as **Pull Out**.

   The shelf will be defaulted to the maximum number of positions (18).

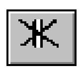
2. Touch the  button to remove shelf dividers. Note that the shelf indicator buttons on the Button Bar will change accordingly in the dialog.

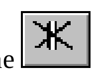
   To put a divider back, touch the  button.

3. Press **OK**.

To Configure a “Fixed” Shelf

1. In the 0D Shelf Controller dialog, choose the **Shelf Type** as **Fixed**.

   In addition to the  buttons, pull-down menus will appear at the bottom of each shelf division.

2. First, configure the vertical dividers with the  buttons. Then, choose the horizontal dividers with the pull-down menus.

   If you choose:

1-1-1	**The row will be divided in thirds.**
1-2	**The row will be divided in 2—with the front section 1/3 of the row and back section 2/3.**
2-1	**The row will be divided in 2—with the front section 2/3 of the row and back section 1/3.**
3	**The row will have no horizontal dividers.**

   Note that the shelf indicator buttons on the Button Bar in the dialog will change accordingly.

3. Press **OK**.

Deleting a Controller

Deleting a controller will cause all associated positions to be deleted. You cannot delete a controller if there are supplies assigned to its positions. If you know you want to delete all of the controllers in a cabinet, it may be quicker to delete the entire cabinet, which will also delete all of its associated controllers. To delete a cabinet, see **Cabinet Configuration** on page 32. To delete individual controllers without deleting the cabinet, do the following:

1. Under the **Maintenance** menu, select **Configuration,** then select **Controller.**

2. Select the controller you want to delete.

3. Press the **Delete** button.

   You will be asked to confirm the delete. Press the **Yes** button to confirm, or press the **No** button to cancel.

4. Press the **Save** button.

To protect the integrity of the database, you may not be allowed to delete a controller if the controller information is being used by other Control Center forms or otherwise meets a condition that prevents the deletion. If such a condition exists, you will be notified by a message window.

Modifying or Replacing a Controller

The following rules apply when modifying or replacing a controller:

1. You can swap out an old controller and replace it with a new controller *only if the controllers are the same type*. This means that the two controllers must have the same 2-digit prefix in their address. For instance, you can replace a SST Lock controller with another Lock controller (prefix of 0C). You can replace a SST Shelf controller with another Shelf controller (prefix of 0D).

   To replace a controller with a different type, you must first delete the unwanted controller, then add the new controller.

2. You can replace a controller with another of the same type without unassigning supplies only if the new controller will have the exact same configuration as the old. When you do this, you will change only the controller address in the database; all other information will remain the same.

3. If you want to change a controller's configuration, you must unassign all supplies for that controller. For instance, if you want to change a controller that supports a SST Shelf with 18 compartments so that it supports a SST Shelf with 2 compartments, then you must unassign each of the supplies in the 18 compartments. You can then modify the controller's configuration in the database (including the address, if you want to simultaneously swap the controller and change the configuration).

To modify or replace a same-type controller

1. Under the **Maintenance** menu, select **Configuration,** then select **Controller.**

2. Select the controller you want to modify or replace.

3. Under the **Data** menu, select **Modify Controller.** A Modify Controller window will open.

4. Change the data to match the new controller.

   If the controller has supplies assigned to it, then you will only be able to edit the address of the controller (the 2-digit prefix cannot be edited to ensure that this controller *type* remains the same). If not, then you can modify everything but the description, which is created automatically based on the prefix to the address.

5. Press the **Save** button.

Economy Tower Bin Configuration

The Economy Tower Bin function is used to configure the positions on the Economy model of SupplySource towers. The Economy model does not have Button Bars on each shelf.

You must configure your cabinets before creating Economy Tower Bins. See **Cabinet Configuration** on page 32

To configure economy tower bins

1. Under the **Maintenance** menu, select **Configuration**, then select **Economy Tower Bins**.

2. From the **Cabinets** pull down menu, choose the SST you would like to configure.

3. From the **Doors** list, choose the door that contains the shelf or shelves you would like to configure.

4. Press the **Auto-Generate** button, and specify the number of bins you need. The number of bins you requested will be created.

5. Press the **Save** button.

For additional configuration options, use the Control Center software application. See the *Control Center User's Guide* for more information.

Limited Offline Operation

If the SupplySource database server becomes unavailable, the Display Terminal continues to operate in a limited capacity. If this situation occurs, the Display Terminal warns you that the database server is unavailable, and that offline operation is now in effect. The Display Terminal also notifies you when the database server is again online.

During offline operation, the Display Terminal cannot be rebooted. If it is rebooted, it will not become operable until the database server is available.

The following rules apply to offline operation:

1. The Display Terminal only attempts to reconnect to the database server when no user is logged in. If you log in during offline operation, the Display Terminal cannot reconnect to the database server at least until you log out. All actions you perform are limited to offline operation.

2. The title bar color of all windows changes to red.

3. Only patient information that is required for supply dispensing is available. Complete patient information is only available when the database server is online.

4. Patients can be added at a Display Terminal during offline operation. You can only find patients within the Department belonging to the Display Terminal where you are working. A find does not locate patients in another Department while the Display Terminal is offline.

5. Supplies returned in offline mode will not be associated with patients. This can be adjusted at the Control Center.

6. Restocking functionality is available during offline operation using the Restock function. The StockIt function is not available during offline operation.

Using Keys to Open SupplySource Towers

You may need to open locked cabinets with a key during a complete power outage or other emergency.

You should work with your system administrator to develop a plan for manually recording supply usage during power emergencies.

To open a SupplySource Tower

1. Place the key into the lock.
2. Turn the key counter-clockwise one-quarter turn.

   The key stays in the lock without falling out.
3. Open the door. The cabinet door remains unlocked until the key is removed.

medSELECT

SUPPLYSOURCE

Restocker's Guide

Section 4: Loading

This page is for notes.

Loading SupplySource Towers

There is usually not one correct way to load an SST, but the following guidelines may help you to avoid problems:

1. When filling shelves or compartments within shelves, do not stack supplies above the height of the shelf, shelf bins, or divider walls. Otherwise, the shelf or the shelf above it may jam when opened, or supplies may be damaged by friction against other sliding shelves.

2. Do not pull out more than one sliding shelf at a time. When you are finished restocking a shelf, slide it back into the cabinet before pulling out another shelf.

Maximum Payload for a Supply Cabinet Module

The SupplySource Tower has a payload limit. Do not exceed the specified payload.

WARNING

Payload in excess of the specified maximum could cause personal injury or damage to the equipment.

Observe the maximum weight limitations:

- Maximum Payload for a Fixed Shelf: 60 lbs. (27.2 kg)
- Maximum Payload for a Single Sliding Shelf: 50 lbs. (22.7 kg)
- Maximum Payload for a Double Sliding Shelf: 65 lbs. (29.5 kg)
- Maximum Payload for a Single Cath Lab section (up to 5 can be placed on 1 bracket): @@
- Maximum Payload for a SupplySource Tower: 960 lbs. (436.36 kg)

Index

This page is for notes.