

Brief Guide for Installing LabelTrace® for EMIS WEB

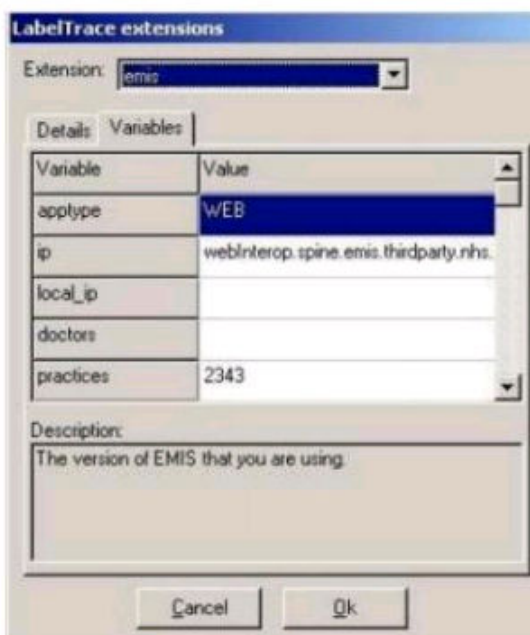
Install LabelTrace® using current version 19.126

www.quicktrace.co.uk/temp/LT_RT19.126.zip

Unzip and save the unzipped folder to an accessible location once downloaded. In the folder click/run the main setup exe. Run through the central setup selecting either defaults or relevant options e.g. clinical system 'EMIS WEB', Printer type 'Zebra' 'Brother' etc then install the client and LTMU on the first workstation.

Configuring the EMIS Extension

When the client is installed, it is necessary to configure the interface for EMIS Web. Select the Windows Start menu > All Programs > QuickTrace > LabelTrace > Configure extensions to open the Configure extensions option, then select the "emis" extension from the drop down list



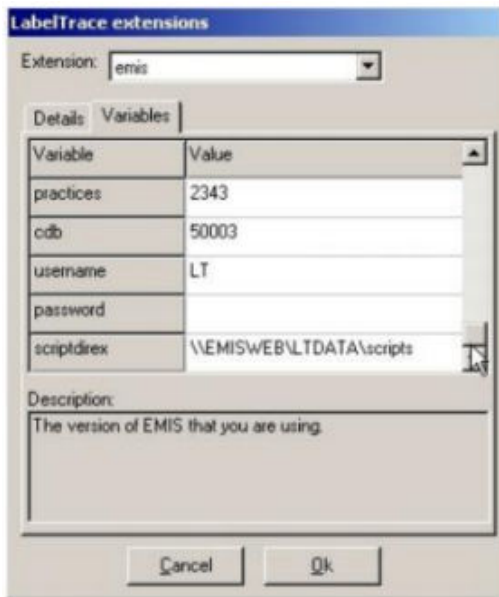
Apptype: WEB

IP: EMIS Web Server name. The server for all practices should be webInterop.spine.emis.thirdparty.nhs.uk

Local_ip: only required in special circumstances – ignore.

Doctors: not required?

Practices: enter the practice name or code. In multi-practice mode, this must correspond to the name of the relevant sub-folder of LTDATA



CDB: enter the practice CDB number (if upgrading from PCS, this may have been automatically detected).

Username: a valid EMIS Web username

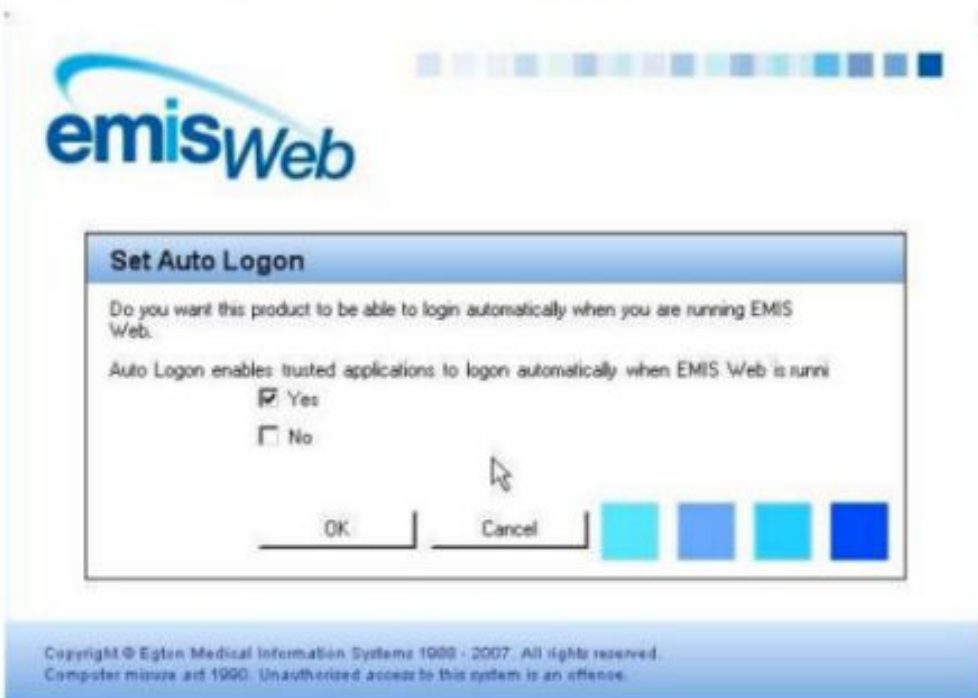
Password: the corresponding password

Scriptdirex: folder with script files.

Enter the appropriate values then click OK to confirm. This will trigger the initialisation procedure in EMIS Web. Before LabelTrace can be used on a workstation, the security for Web requires that it must be activated by an Administrator user.



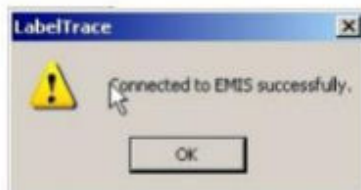
Enter your username and password and click "Activate Product".



you will then be asked to confirm that Auto Logon should be enabled. It is essential to select the Yes tickbox then click OK.



A confirmation of activation is displayed. Click OK to Continue.



A confirmation of a test of connection to EMIS is displayed. Click OK to finish.

Initialising Connection to EMIS Web on Other Workstations or Other Users.

Note: Each user has 2 passwords, a clinical password and an API password.

For EMIS Web, the first time LabelTrace is launched on each PC and with each user, the user will be prompted to supply his/her Emis Web username and password to allow LabelTrace to use the API (see screen shot above). Next, the user will be asked if they want to allow the application to perform auto-login. For LabelTrace to launch cleanly they must answer yes to this.

From then on, when the API is accessed by LabelTrace, assuming that auto-login is enabled:

- if the user does not have an API password they will be asked to create one
- if it is the first time that auto-login has been attempted for that user and LabelTrace then they will be asked to confirm that this is ok

Add the LabelTrace for EMIS Shortcut.

It is necessary to use a shortcut to initiate launching of LabelTrace. If the practice is moving from PCS, this will probably already exist and can also be used with EMIS Web. If the practice is moving from LV, then it is necessary to copy the "LabelTrace for EMIS" short cut from the LTINSTL\Install Help\folder on the server to the local \All users\desktop\ folder. It will then be visible on the Desktop and can be copied (by dragging) to the individual user's Quick Launch area for ease of use.

Launching and Activating Labeltrace®

Once the icon is in position and you have an active patient selected in EMIS WEB you can click the LabelTrace® Icon. At this point you will be asked to activate the product; you will

need to enter a valid EMIS WEB user name and password. You may need to refer to the supplied EMIS document IF2392 EMIS Web Partner API Initialisatio1

Setting up LabelTrace® Users

To activate and set up all potential users of the LabelTrace® product:

Login to EMIS WEB as Admin user

Select: EMIS GLOBE > System tools > EMAS manager > Partner API Select /highlight LabelTrace® in the list.

Above the 3rdparty suppliers list you will need to select the 'Login Access' option

Click on the 'Users' column to sort alphabetically.

Tick BOTH boxes for all users wanting to use LabelTrace®.

Click 'Ok' to save

Then move to 'Users' option right next to 'Login Access' and again tick all LabelTrace® users and set them up with an API/Third party password (8 characters long including upper case letter and a number e.g. Surgery1

Setting up the remaining LabelTrace® Client Workstations

You will need to add the LabelTrace for EMIS icon onto the other client workstations.

Launch LabelTrace®, at which point it will ask you to upgrade the client (simple wizard) and then activate LabelTrace® on this workstation (This is only required on the first launch of LabelTrace® per workstation)