

MILT 3.0

Medi-Dose Information Labeling Technology,

Version 3.0 - Software Documentation

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Overview

Thank you for ordering and using our new **Medi-Dose Information Labeling Technology, Version 3.0 (MILT® 3.0)** software. We're excited about all the new features and enhancements, and we hope you will be too!

MILT 3.0 was developed as a result of the many positive suggestions we received from pharmacists, nurses and other health care professionals. It has a totally new look since a wide variety of new features and capabilities have been added.

1. New Printing Capabilities and New Labels

Like earlier programs, **MILT 3.0** prints Medi-Dose® LaserLabel Lid-Label® Cover, EPS® LiquiDose® laser labels and MINI-LiquiDose 100 laser labels. And, in addition to supporting laser and ink jet printing, MILT 3.0 now supports both direct thermal and thermal transfer printing. We've added thermal Lid-Label Covers, LiquiDose and MINI-LiquiDose labels.

Plus, two new label designs are part of our growing line. LiquiDose Butterfly labels, both for thermal and laser/ink jet printing, have been designed to help you with syringe and ampule identification.

2. Enhanced Bar Coding Capabilities

MILT 3.0 contains the ability for you to read (scan) and write 1-dimensional [1-D] , 2-dimensional [2-D] and multi-part bar codes. 2-D and multi-part codes allow you to encode several pieces of information, like an NDC, Lot Number and Beyond-Use Date, in one bar code. MILT makes it easy to implement the international standard patterns used by most manufacturers or to customize the patterns to accommodate the requirements of your scanning software.

3. Flexible Formatting Options

MILT 3.0 lets you custom design your labels. You can place information anywhere you want on your labels and can use different fonts, colors, shapes, tall-man lettering, graphics (like facility logos) – anything you want. This feature will help you call attention to important labeling information that needs to be recognized throughout the medication distribution and dispensing process. You can either use the formatting templates we provide or design your own. MILT 3.0 lets you be creative and informative at the same time!

4. Customized Work Flow and Tighter Security

Every facility is different. Some are small – where only a few people are printing, checking and packaging medication. Some are much larger – there may be many people, of varying skills and authority, responsible for detailed portions of the process.

MILT 3.0 lets you specify who can enter, approve and print labels – affording you greater security. Labels can be printed “on the fly” or viewed prior to printing in order to ensure accuracy.

And, like always, **MILT** provides complete packaging log information (now with new graphics), controlled substance/scheduled classification drug identification, network support and enhanced bar coding capability...**for all our supported labels.**

While we feel much of the software is self-explanatory and intuitive, we encourage you to refer to this documentation, access the on-line “tool-tip” pop-ups and Help information carefully. If you haven't done so already, click the Show Me button on the main screen and choose “Show me how to find my way around in MILT 3.0” for a guided tour. It's an excellent way to learn about the features of the program. Should you still have questions, please contact us by any of the methods listed at the end of this documentation. We'd be happy to help.

Please remember...this is **your** software! We welcome your input, and if we can, we'll incorporate your suggestions in future upgrades. This is how **MILT** 3.0 became what it is today!

We hope you'll enjoy using **MILT**
as much as we enjoyed making it!

Adding all these features and providing all the benefits and capabilities people asked for was challenging, informative and fun!
But, it's not magic...it's MILT 3.0!

MILT 3.0 Help

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Minimum Requirements

Minimum Requirements

MILT 3.0 is a standard Windows executable application built with Visual Basic .Net 2005 and Access 2005. Minimum requirements to use MILT 3.0 are as follows:

Operating System:	Windows 2000 or Greater
Service Packs:	All Current Services Packs and Updates
OS Extensions:	.Net 2.0 or Greater, MDAC 2.7 or Greater
Memory:	256MB (512MB Recommended)
Display:	1024 x 768 Minimum
Disk Space:	100MB for Install
User Rights:	Install = Full Admin User = Read, Write, Create in Application Folder
Printers:	<ul style="list-style-type: none"> ■ Laser, Ink Jet with standard Windows PCL 5

Printer Driver.

- Zebra LP2844 Required for Thermal Printing.

MILT 3.0 Help

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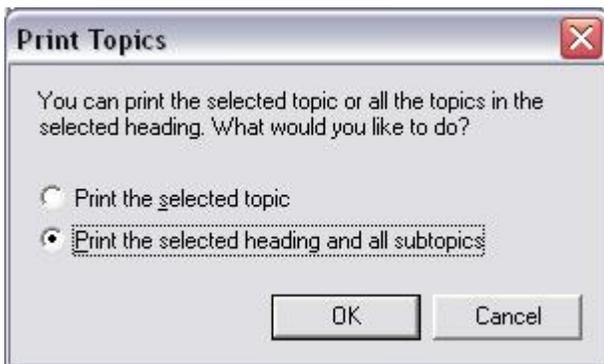
Print Documentation

To print this documentation:

1. Select "MILT 3.0 Help" in the Contents and click the Print Button



2. Select "Print the selected heading and all subtopics" and click the OK button

*MILT 3.0 Help*

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Main Screen

Welcome to the Main Screen of MILT 3.0. It's definitely different from all the screens we built in our previous programs. MILT 3.0 was designed so virtually all your work will be done on this screen. You don't have to remember a great deal of steps to use a particular function. Plus, you can move your mouse across the screen and Windows pop-up "tool-tips" will briefly describe the feature you highlighted.

The main screen has five different work zones:

- Action Buttons down the left side
- Workflow Tabs across the top
- Your Formulary toward the left
- Data Fields in the center
- Label Patterns on the right.

Action Buttons

Along the left side of MILT 3.0's main screen are Action Buttons which control the general

operation of the program. From these buttons, you print an entry, clear the fields of an entry, save an entry, delete an entry, lookup text, modify your user settings and change users of the program (via the login feature). In addition, with MILT 3.0's Show Me feature, you can get step-by-step guidance for using the program.

Workflow Tabs

Across the top of the main screen are 2 tabs – Create and Report. These tabs control the workflow of your software. Depending on the degree of clearance granted within the software, certain users can only perform certain functions while others have more authority and control. In short:

- "Create" lets a designated user enter medication information
- "Pre-Check" lets a designated user review the medication information prior to printing to ensure accuracy
- "Print" lets a designated user print the labels which have been subjected to the Pre-Approval process
- "Post-Check" lets a designated user approve or reject print jobs before they go to the log report
- "Report" lets a designated user review the labels that have been printed and generate reports of that information

Formulary

The Formulary section of the Main Screen is a list of all the medications in your MILT 3.0 database...solids, liquids, syringe meds, ampules, IV's. This data can either be entered as you use the program or can be imported from previous versions of Medi-Dose software.

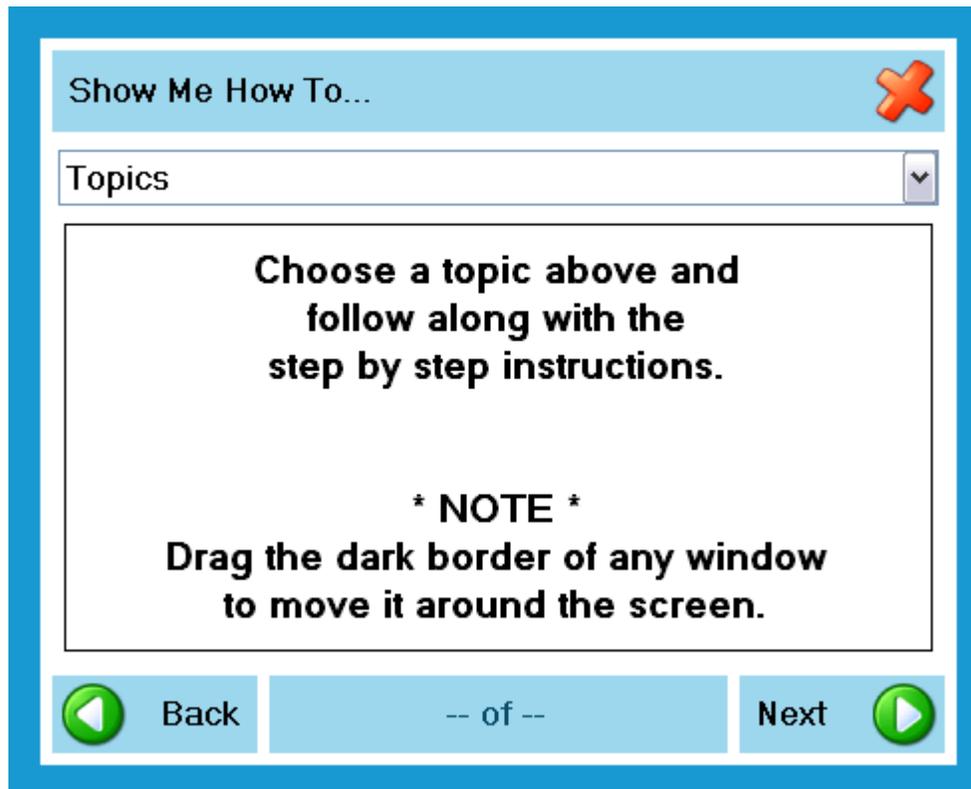
Data Fields

The Data Fields section of the Main Screen displays the highlighted entry of the formulary. The default field names are user-defined and can be set by clicking on the actual Field Name and selecting "Change Field Name"

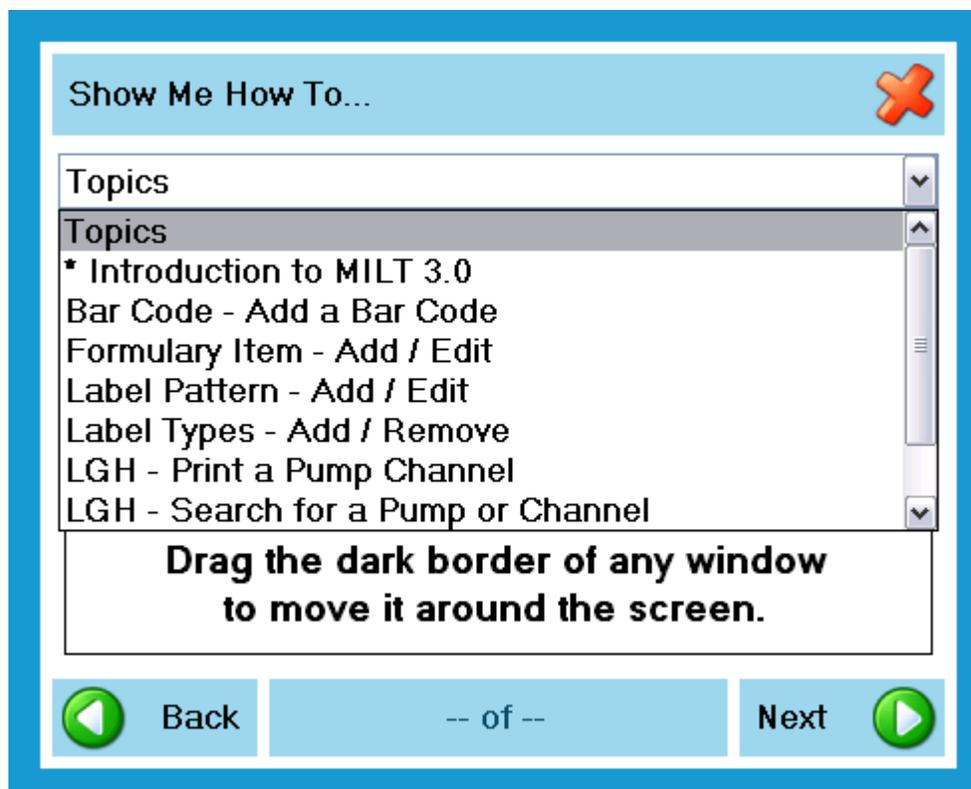
Label Patterns

Every listing in your Formulary can be associated with a particular label pattern. You can either use the defaults patterns we set within the program or you can design your own. There are patterns set for:

- Medi-Dose Lid-Label Covers
- Medi-Dose Oval Lid-Label Covers
- LiquiDose Labels
- Mini-LiquiDose Labels
- LiquiDose Butterfly Labels
- Line Tracing Labels



The Show Me feature is a tutorial that walks you through basic processes. By clicking on a topic, you can see how to perform a particular function with step-by-step instructions (your topics may be different than what is pictured below.)



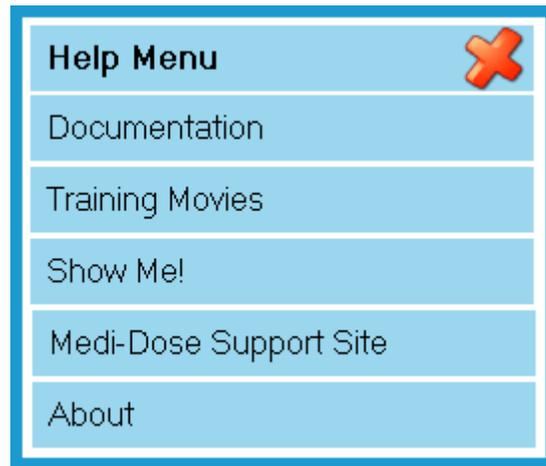
Follow along with the displayed instructions and then choose <Next> to move to the next

step.

MILT 3.0 Help

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Help Menu



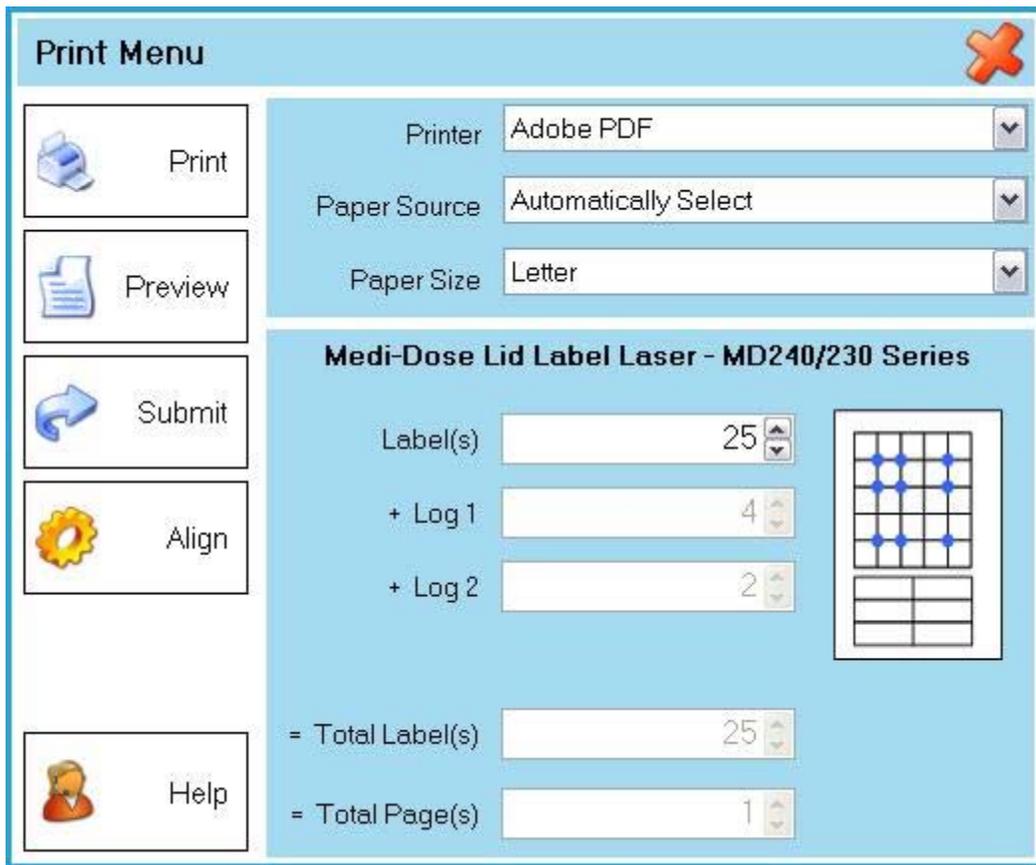
The Help Menu offers several options if you are in need of assistance:

- Documentation - Opens this MILT 3.0 Help file
- Training Movies - Animated films that demonstrate and explain the features of MILT 3.0
- Show Me! - In application walk-throughs for common processes
- Medi-Dose Support Site - Direct link to our Internet Support Site
- About - Version and install information for support

MILT 3.0 Help

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Print Menu



Print Menu

Printer: Adobe PDF

Paper Source: Automatically Select

Paper Size: Letter

Medi-Dose Lid Label Laser - MD240/230 Series

Label(s): 25

+ Log 1: 4

+ Log 2: 2

= Total Label(s): 25

= Total Page(s): 1

Once an entry has been selected from the Formulary, you can print it by selecting the Print Action Button. Depending on the label associated with that medication, a print screen pops up using the defaults for that label pattern.

In the example shown here, a medication associated with Medi-Dose "25" Lid-Label Cover was selected for printing. 25 labels of that medication will be printed on the sheet. Also, 2 sets of log labels will be printed...one set of 4 and the other set of 2.

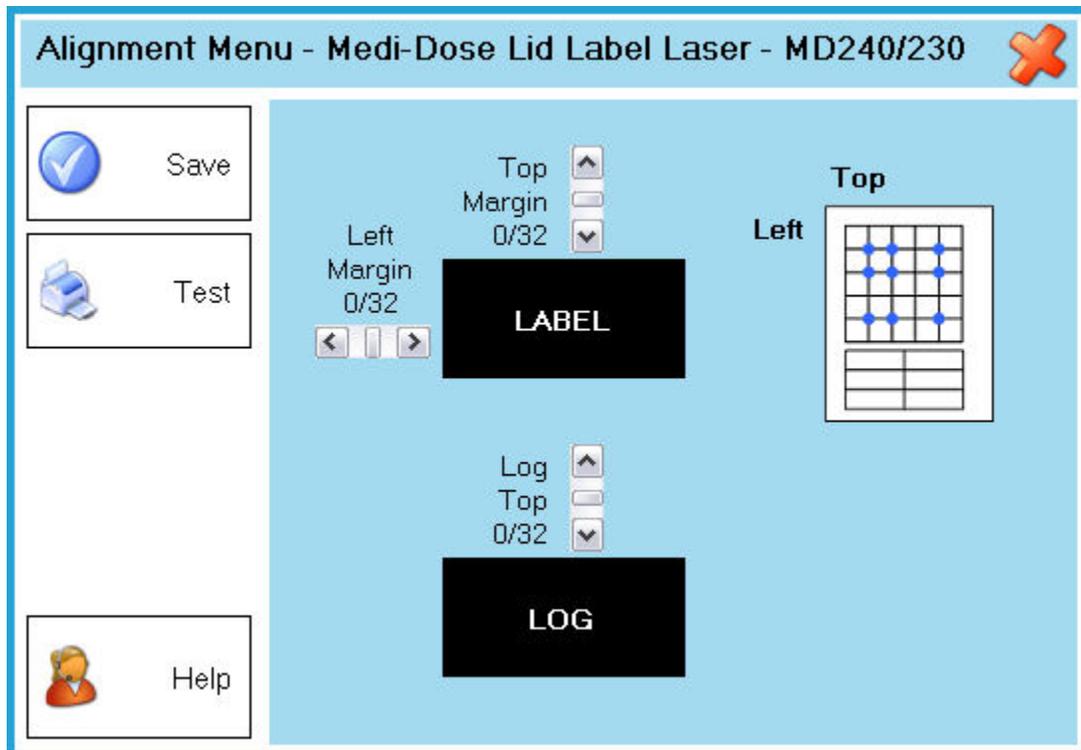
The Printer, Paper Source and Paper Size will be saved with this type of label so you can print different types of labels to different printers or from different paper trays.

With all label formats, you will be able to see how many printed sheets or labels will be generated prior to the actual printing.

You can:

- Click on PRINT to print the labels
- Click on PREVIEW to see the labels on screen prior to printing to ensure accuracy.
- Click on SUBMIT to submit the label for approval or printing by another user (see Workflow/Rights to turn on this feature.)
- Click on ALIGN to ensure that all your data is fitting within the prescribed dimensions of your selected label.

Align Menu



The Align Menu lets you “tweak” your output to ensure your data is fitting within the prescribed dimensions of your selected label. You can move your output in increments of 1/32”.

Clicking on “Save” makes those measurements the default for that particular label pattern.

Clicking on “Test” lets you see test output to ensure your defaults are correct.

Thermal Printers

Each brand of thermal printer has its own settings and behaviors. There are many brands and models of thermal printers on the market. Obviously, we could not test the software with every thermal printer on the market. The two printers that we have tested extensively with MILT 3.0 are:

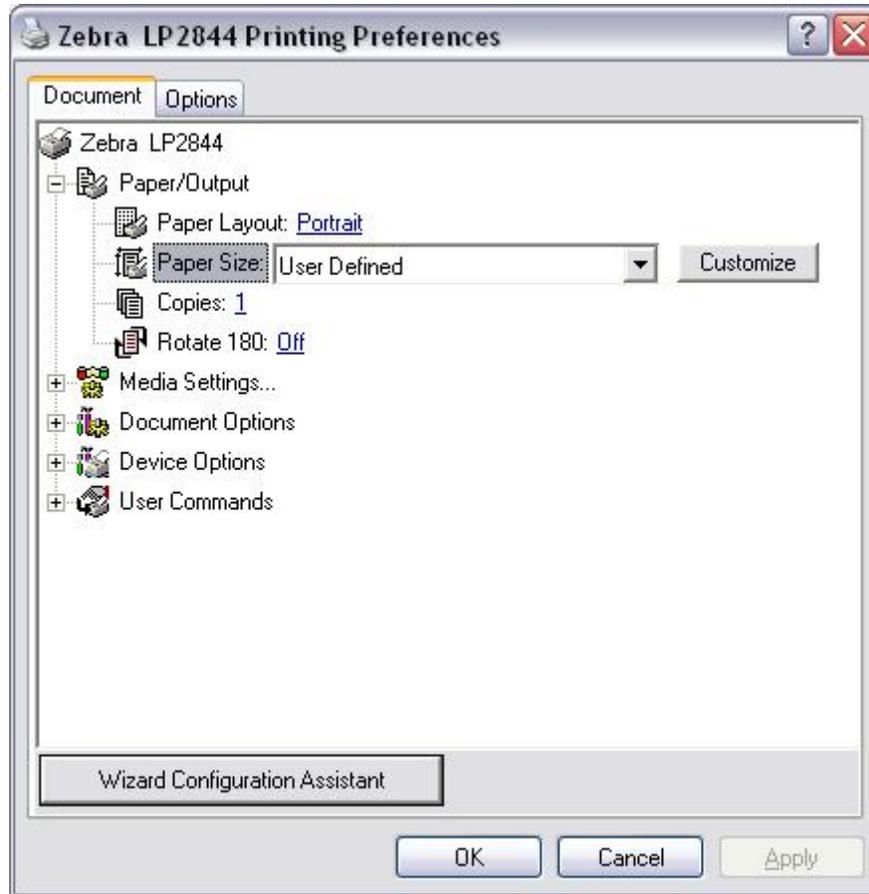
- Zebra LP 2844 - Direct (ink is in the paper, no ribbon required)
- Zebra TLP 2844 - Transfer (ribbon required)

We picked these two printers for their balance of cost, size and availability. If you want to try a different printer, it must be able to handle a 4.25" wide label stock. For the Medi-Dose Lid Label Cover, the printer must be able to accept fan-folded stock.

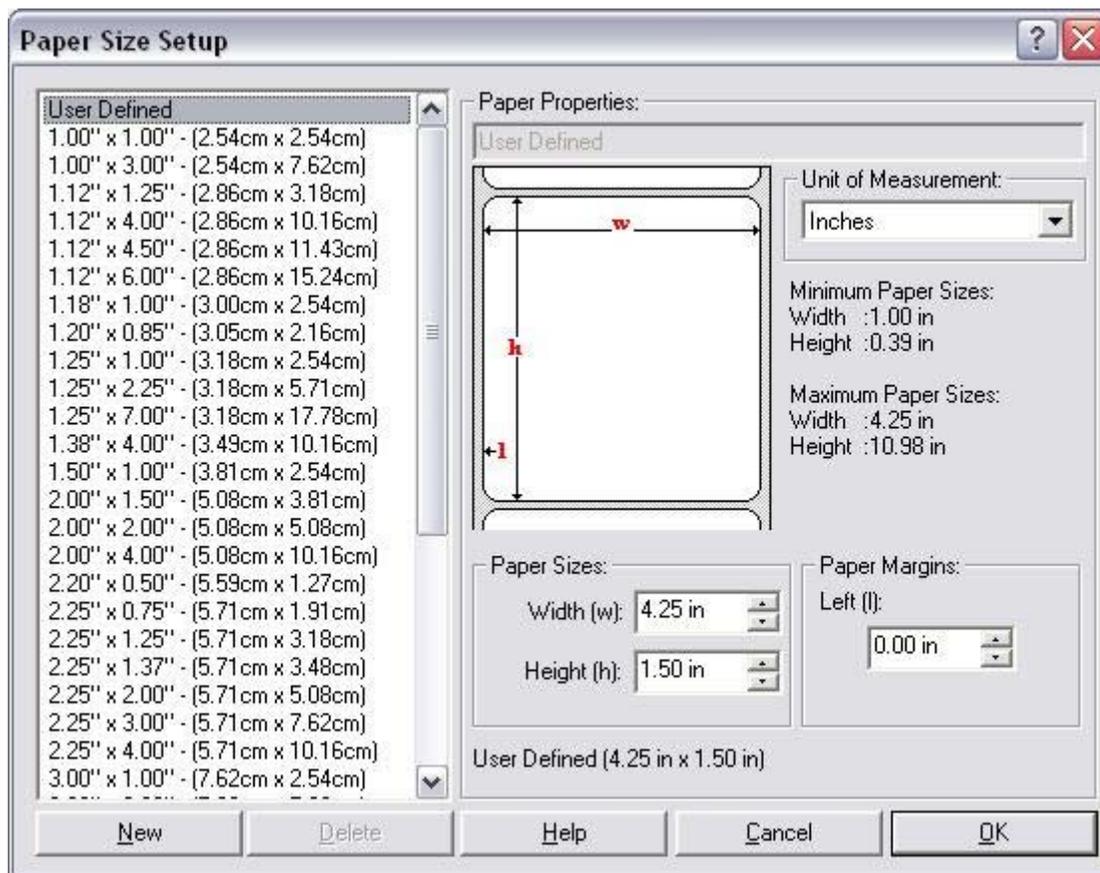
Custom paper sizes need to be created for our label stock. The Medi-Dose Lid Label Cover is 4.12" wide by 6.25" tall. All other labels are 4.25" wide by 1.5" tall. To create these sizes on

the recommended Zebra Printers:

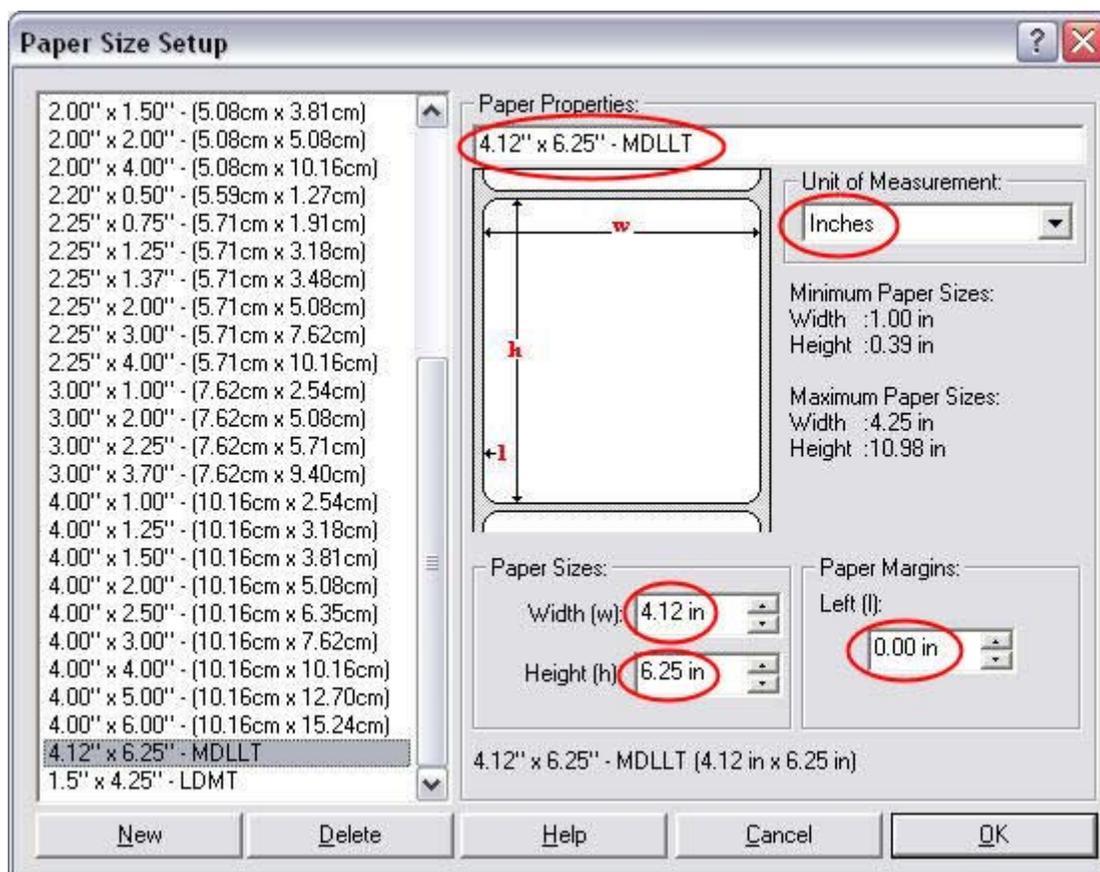
- From START - SETTINGS - PRINTERS, right click on the printer and choose PRINTING PREFERENCES
- On the Printing Preferences screen, choose PAPER/OUTPUT - PAPER SIZE and click CUSTOMIZE



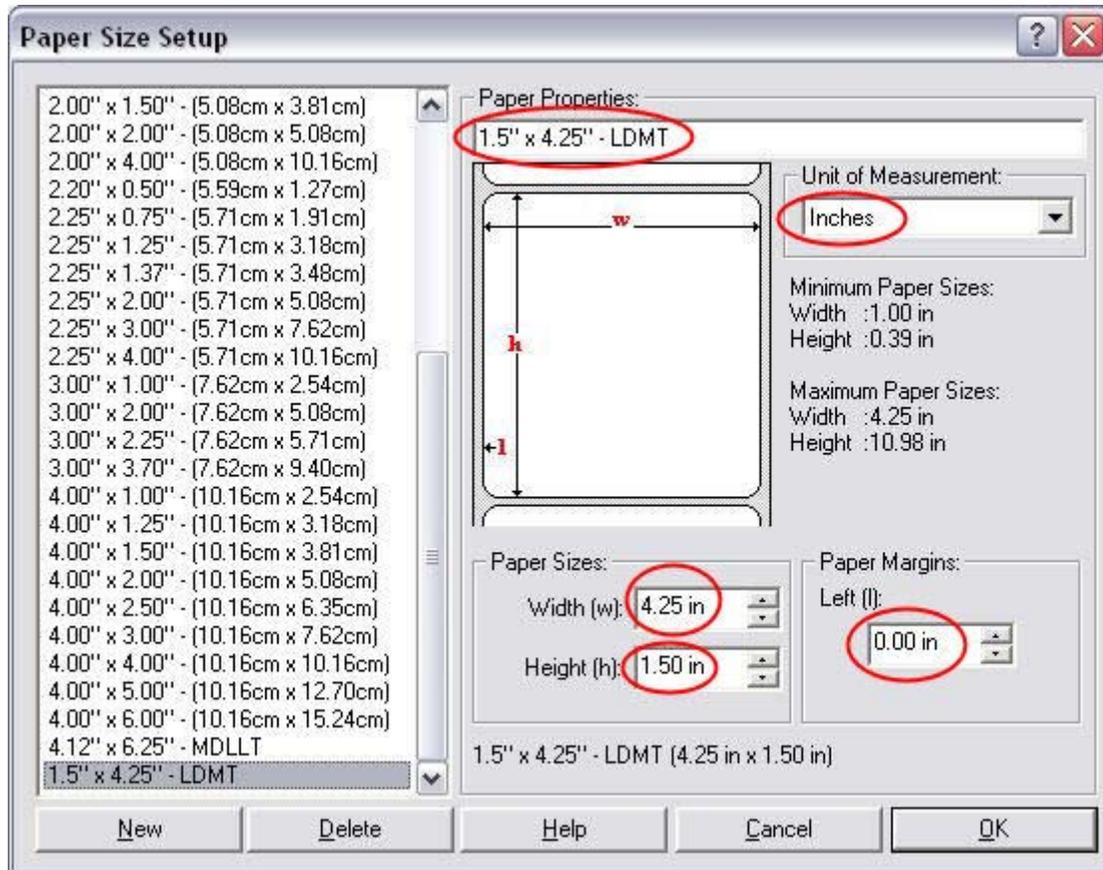
- On the Paper Size Setup screen, choose NEW



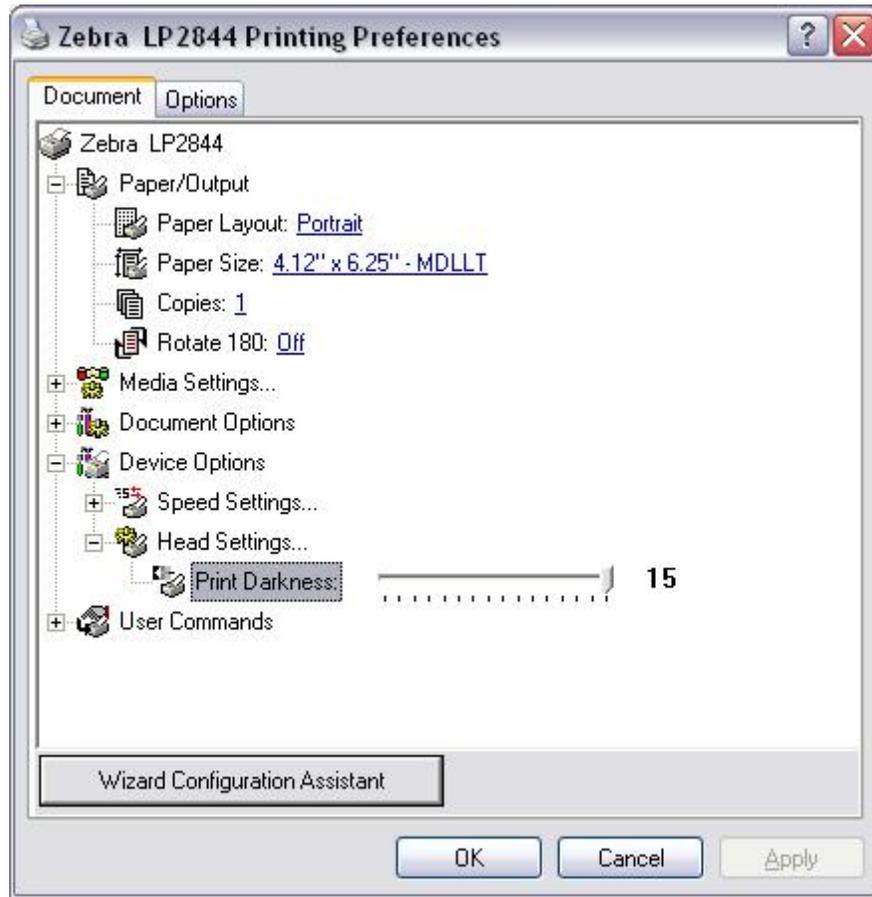
- For the Medi-Dose Lid Label Cover, enter the settings as shown below and then choose OK to save them



- For any of the other label types, enter the settings as shown below and then choose OK to save them



- Back on the Printing Preferences Screen, choose DEVICE OPTIONS - HEAD SETTINGS - PRINT DARKNESS and change it to 15 and click OK



- When you print a thermal label type for the first time you will need to set the "Printer" to the Zebra LP2844, the "Paper Source" to Paper Source, and the Paper Size to one of the two types you just created as explained above.

Print Menu ✕

<div style="border: 1px solid #0070C0; padding: 5px; margin-bottom: 5px; text-align: center;"> Print </div> <div style="border: 1px solid #0070C0; padding: 5px; margin-bottom: 5px; text-align: center;"> Preview </div> <div style="border: 1px solid #0070C0; padding: 5px; margin-bottom: 5px; text-align: center;"> Submit </div> <div style="border: 1px solid #0070C0; padding: 5px; margin-bottom: 5px; text-align: center;"> Align </div> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px; text-align: center;"> Help </div>	<div style="margin-bottom: 10px;"> Printer <input style="width: 100%;" type="text" value="Zebra LP2844"/> </div> <div style="margin-bottom: 10px;"> Paper Source <input style="width: 100%;" type="text" value="Paper Source"/> </div> <div style="margin-bottom: 10px;"> Paper Size <input -="" 6.25"="" mdllt"="" style="width: 100%;" type="text" value="4.12" x=""/> </div> <div style="background-color: #ADD8E6; padding: 5px; border: 1px solid #0070C0; margin-bottom: 10px;"> Medi-Dose Lid Label Laser - MD240/230 Series </div> <div style="margin-bottom: 10px;"> Label(s) <input style="width: 80%;" type="text" value="25"/> </div> <div style="margin-bottom: 10px;"> + Log 1 <input style="width: 80%;" type="text" value="4"/> </div> <div style="margin-bottom: 10px;"> + Log 2 <input style="width: 80%;" type="text" value="2"/> </div> <div style="margin-bottom: 10px;"> = Total Label(s) <input style="width: 80%;" type="text" value="25"/> </div> <div style="margin-bottom: 10px;"> = Total Page(s) <input style="width: 80%;" type="text" value="1"/> </div> <div style="text-align: right; margin-top: 10px;"> </div>
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MILT 3.0 Help

Verify Expiration Date

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Invalid Expiration Date ✕

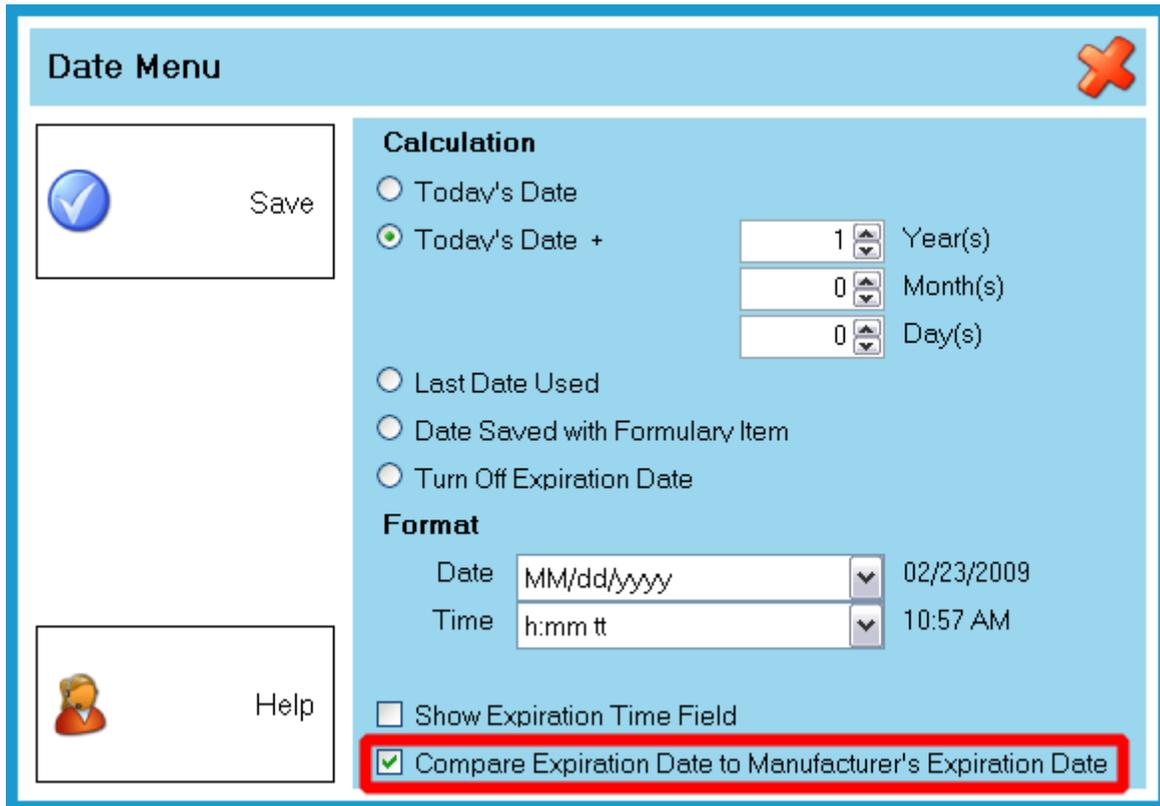
<div style="border: 1px solid #0070C0; padding: 5px; margin-bottom: 5px; text-align: center;"> OK </div> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px; text-align: center;"> Help </div>	<p>Your Manufacturer's Expiration Date cannot be less than your Packaged Expiration Date. Please revise accordingly.</p> <div style="margin-bottom: 10px;"> Packaged Exp: <input style="width: 100%;" type="text" value="02/23/2010"/> </div> <div> Manufacturer's Exp: <input style="width: 100%;" type="text" value="11/29/2008"/> </div>
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Your Manufacturer's Expiration Date cannot be less than your Packaged Expiration Date. Change one or the other to correct the issue, and then press OK to continue to the Print Menu.

By default, the Manufacturer's Expiration Date is stored with the item in the formulary. Each time the item is selected from the Formulary, the same Manufacturer's Expiration Date is displayed. To save a new Manufacturer's Expiration Date, edit the item, press Save and

choose Overwrite.

The option to turn on or off the Verify Expiration Date feature can be found in Tools - Date Menu.



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Clear Button



The Clear Action Button lets you start over. It clears all the information from the Data Fields on the Main Screen, but it does not delete any data that has been saved by any operation of the program.

MILT 3.0 Help

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Save Menu



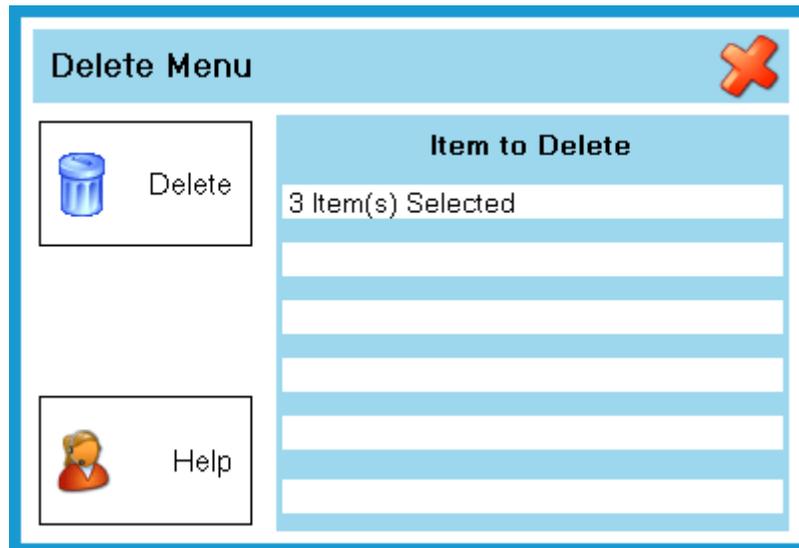
When an entry to the Formulary has either been added or modified, you can either save that entry as a new one or overwrite the entry over the modified one using the Save Action Button. The selected entry appears under the "Existing Item" section. You have a choice of either:

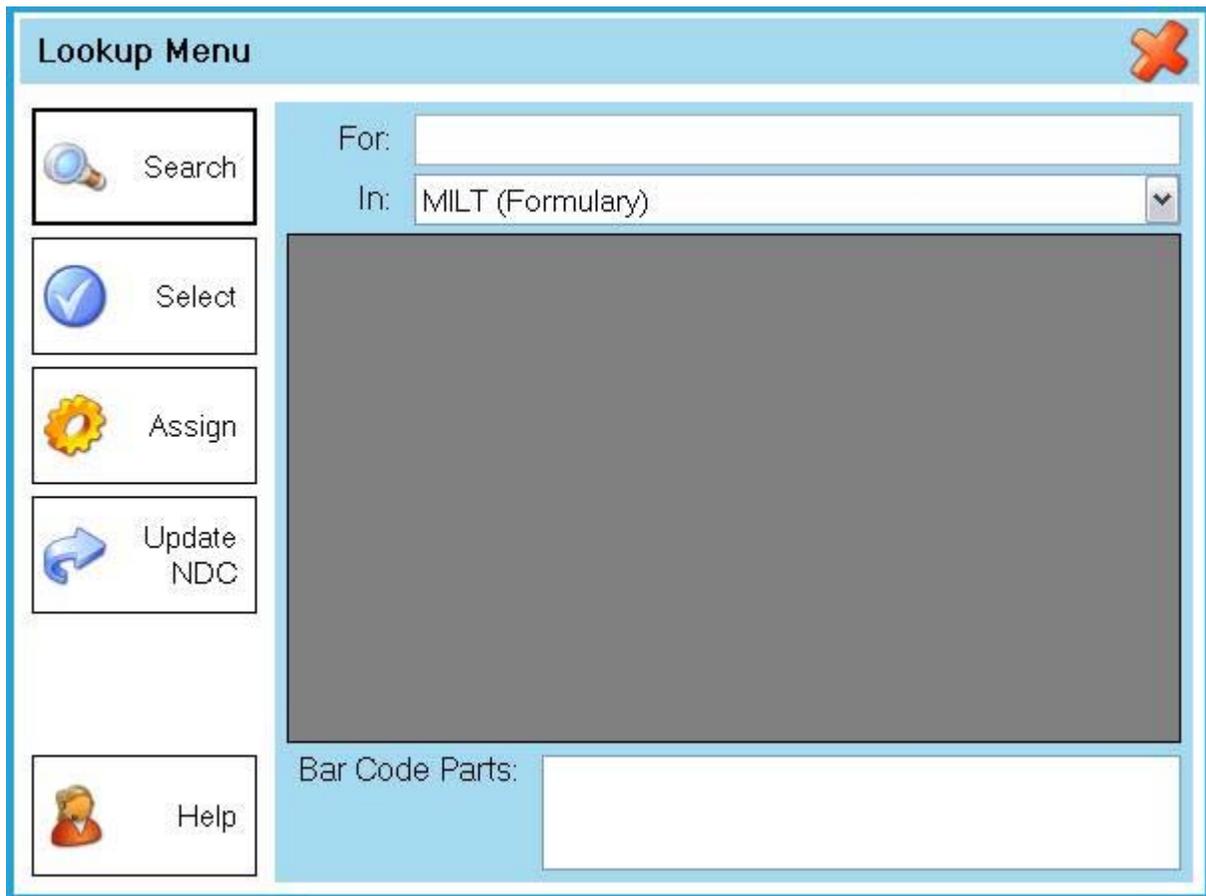
- "Save New" which will save your revised formulary item as a new entry or...
- "Overwrite" which will save your revised formulary item OVER your existing entry, thereby replacing it in the Formulary Listing.

Selecting "Default to Current Label Type" and/or "Default to Current Pattern" will associate this Formulary Item with the current Label and/or Pattern. This Label and/or Pattern will appear when you select this Formulary Item by default. You can still pick a different Label and/or Pattern.



Choosing the Delete Action button lets you delete an entry from the active Formulary, Log, Print List or Approval List. If you have Multi-Select turned on, you can delete all selected items at once.





One of the most requested items we heard from our customers is for the ability to lookup data within the program, regardless of whatever field it's in or whatever label pattern it's associated with. So we designed the Lookup menu to do just that.

To search:

1. Enter or scan any information into the FOR: field
2. Choose MILT (Formulary) to search your Formulary, or NDC (FDA) to search the NDC Database from the IN: field
3. Press <SEARCH>
4. Select your item from the list and press <SELECT> to copy the information to your Data Fields.

If MILT recognizes that the bar code you entered in the "For" field has multiple parts, MILT will split them and they will appear in the Bar Code Parts Field.

The <ASSIGN> button will allow you to map the NDC fields to your Data Fields.

The <UPDATE NDC> button will allow you to download the latest FDA NDC Database. Quarterly, we download and format the official FDA NDC database directly from the FDA and make it available to you at no cost.

** The FDA National Drug Code INFORMATION in the MILT system is provided for informational purposes only. Medi-Dose, Inc. does not guarantee the correctness or completeness of this INFORMATION. The INFORMATION in the MILT system is not provided as, or intended to be, a substitute for expert pharmacological knowledge. Should you find an error in the FDA NDC Database, please notify us at info@medidose.com. We will forward the error information to the FDA for their review.

Lookup Assignment Menu

Database		NDC (FDA)	
Database Field	=	MILT Data Field	
ndc_code	=	NDC	
Controlled	=	Controlled	
product_strength_de:	=	Strength	
brand_description	=	Medication	
FirmName	=	Mfg	
ndc_code	=	NDC	
	=		
	=		
	=		
	=		

The Lookup Assignment Menu is where you can map NDC fields to your MILT Data Fields.

- Choose NDC Fields on the left, MILT Data Fields on the right, and press <SAVE> to save the assignments.
- The Edit AI button will allow you to create and edit Application Identifiers, special codes that identify the different items in multi-part bar codes.

Application Identifier Menu

Application Identifiers

In order to read and write variable length information, 2-D and Multi-Part bar codes require the use of Application Identifiers (AI.) These AI 's are special codes that identify the information that follows them. **MILT 3.0** provides three styles of AI's: ***International Standard, Manufacturer's Packaging Number*** and ***Custom***.

International Standard

In the international standards, (01) identifies the NDC number, (17) is the expiration date in YYMMDD format, and (10) is the lot number. So, for example, if you wanted to encode an NDC number of 24208029915, an expiration of November 26th, 2007, and a lot number ABC123, the characters encoded and then returned by a bar code generated with the international standard would read:

01000242080299151707112610ABC123.

When the scanning software reads this bar code from left to right, 01 tells it that the next 14 characters will be the NDC number (padded with zeros.) Then the 17 tells it that the next 6 characters are the date in YYMMDD format. Finally, the 10 tells it that up to the next 20 characters will be the lot number. Because the lot number can be a variable length, it must go last.

Details of the international standards for Application Identifiers as defined by GS1

International Standards Organization can be found at
http://www.gs1uk.org/EANUCC/WORD_Files/GS_Section_2-7_V7.doc.

Manufacturer's Packaging Number (McKesson CareCast Style)

The Manufacturer's Packaging Number (MPN) is a special format for encoding NDC numbers and expiration dates that is required by several of the leading bed-side scanning software companies. The MPN starts with a 3, followed by the NDC number with a zero, specified by the FDA Database, removed. MPN then adds a 1, 2 or 3, to identify which zero was removed. This is followed by either the expiration date in either MMYDD format, MMY format or a 0 for no expiration date.

So, for example, if you have selected the "MPN + MMYDD" format, and you have an NDC number of 24208029915 and an expiration of November 26th, 2007, the bar code generated would read 324208299152110726. Note that the zero between the eight and the two has been removed from the NDC number. Programs that expect bar codes to be in MPN format know how to decode this information back into the NDC number and expiration date.

Custom

If your facility does not use one of the standards above, **MILT 3.0** allows you to create your own Application Identifiers. So, for example, if your bed-side scanning software expects "NDC" to mean that the next 13 characters will be the NDC number, **MILT 3.0** will allow you to create bar codes in that format.

Creating Bar Code Process

When MILT creates a bar code using Application Identifiers it applies the associated formatting to the data in the first selected Data Field, then the second, and so on.

As an example, if you have set up a bar code with the following settings:

Type	Data Matrix	
Area		
Label	Small	
Log 1	Small	
Log 2	Small	
Data		
	Data Field	Application Identifier
1st	NDC	(01) NDC or Product Num
2nd	Exp. Date	(17) Exp Date
3rd	Lot	(10) Lot or Batch Numbe
4th	(None)	(None)

MILT will create the bar code data as follows:

- 1st
 - NDC Data Field = 12345678901
 - Bar Code = **0100012345678901** (AI 01 + NDC padded with zeros to 14 characters)
 - Note - 14 Characters are used because this data type is used by the international standard for more than just NDC numbers
- 2nd
 - Exp. Date Data Field = 01/02/2010
 - Bar Code = 0100012345678901**17100102** (AI 17 + Exp Date in YYMMDD format)
- 3rd
 - Lot Data Field = 123B-12
 - Bar Code = 010001234567890117100102**10123B-12** (AI 10 + Lot)

Reading Bar Code Process

When MILT reads a bar code that contains Application Identifiers it processes them from left to right.

The bar code created above would be read as follows:

- 1st
 - **01000123456789011710010210123B-12**
 - AI 01 = NDC padded with zeros to 14 characters
- 2nd
 - 0100012345678901**17100102**10123B-12
 - AI 17 = Exp Date in YYMMDD format
- 3rd
 - 010001234567890117100102**10123B-12**
 - AI 10 = Lot (up to 20 characters.)

Application Identifier Settings

The settings on the Application Identifier Menu determine how MILT uses the Application Identifier to create and read bar codes:

- Title - The name of the Application Identifier
- Scanner Code - The code that will be read by a bar code scanner
- Human Code - Human Readable code that identifies an Application Identifier
- Type of Data - Numeric, Alpha-Numeric or Date
- Date Format - How the date will be formatted
- Minimum # of Characters - Lowest number of characters allowed
- Maximum # of Characters - Highest number of characters allowed
- Pad - If the data should be padded to the Maximum # of Characters
- Pad Character - Character to use for padding
- Front/Back - Pad the front or the back
- Writing - Make the AI available for creating bar codes
- Reading - Make this AI available for reading bar codes
- Read To - The Data Field the processed data will be mapped to

- Search - If checked, MILT will use this data item from your bar code when it searches the NDC database

Application Identifier Menu

Save

Delete

New

Help

(01) NDC or Product Numk

(10) Lot or Batch Number

(17) Exp Date

MPN + MMY

MPN + MMYDD

MPN Only

NDC CODE

General

Title: (01) NDC or Product Number

Scanner Code: 01 Human Code: (01)

Type of Characters

Data Type: Numeric

Date Format: (NONE)

Number of Characters

Minimum: 14

Maximum: 14

Pad to Maximum Size

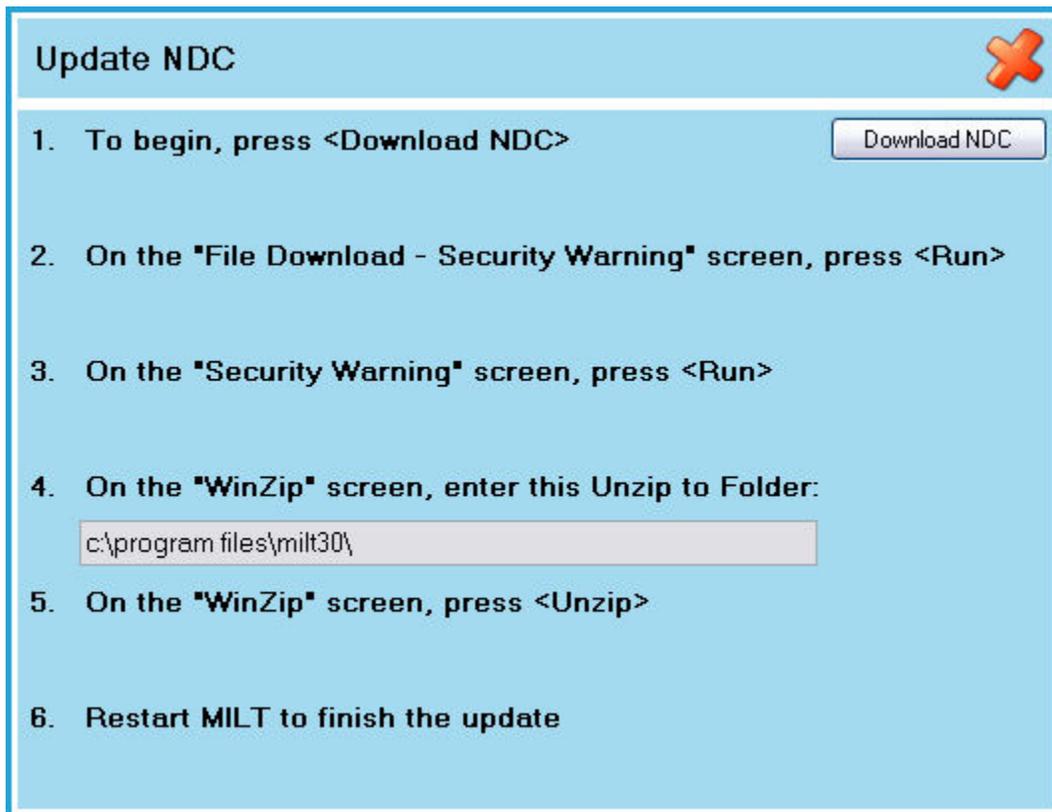
Pad Character: 0

Front/Back: FRONT

Available for:

Writing Read to: NDC

Reading Search



MILT 3.0 contains a built-in database of NDC numbers, direct from FDA. We update the NDC database on quarterly. From this screen, you can download these updates at no charge.

MILT 3.0 Help
Tools Menu

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The Tools Menu lets you:

- Auto-Text - manage Auto-Text entries
- Dates - pick your desired default beyond-use date and format
- File - backup, restore, import and export data
- Labels - select the Medi-Dose/EPS supported labels you wish to use
- Network - publish and connect to a shared database
- Pattern Browser - install ready-made patterns
- Users - manage users
- Workflow/Rights - customize MILT to your workflow

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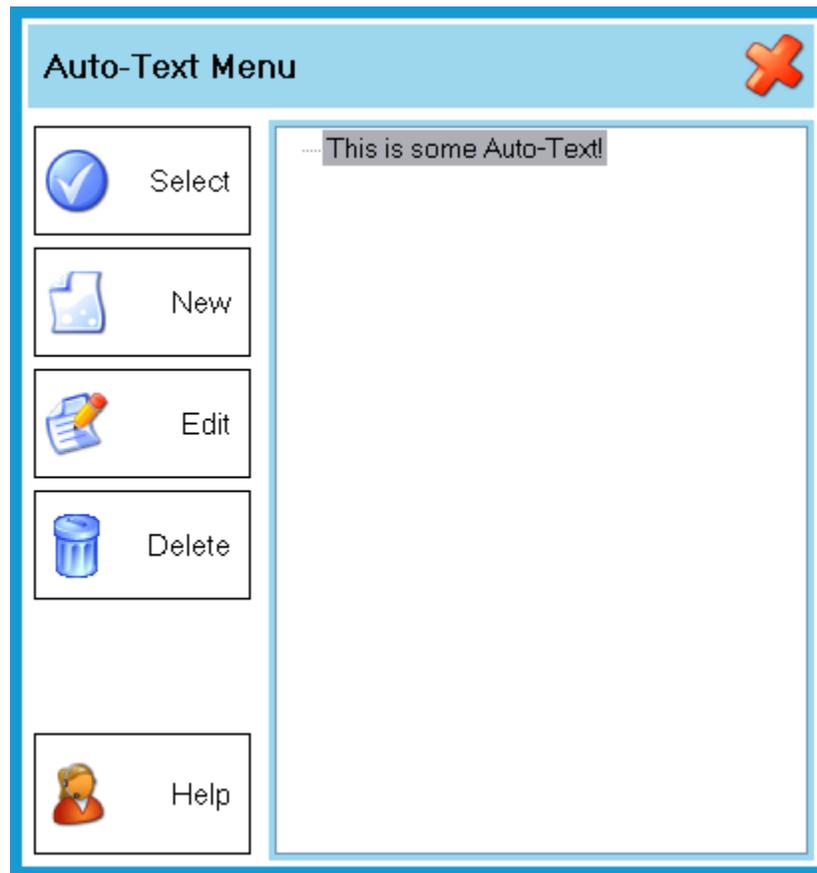
Auto Text

Auto-Text allows you to store common phrases, like warnings or manufacturer names, and insert them into a field with a few key strokes. This is similar to the **Hot-Key** feature in previous version of Medi-Dose software.

When you open Auto-Text from the Tools Menu you will see this informational warning:



Basically, you can manage your entries by opening Auto-Text from the Tools Menu. When you want to insert Auto-Text, with your cursor in a field, press the "F12" function key on the top row of your keyboard.

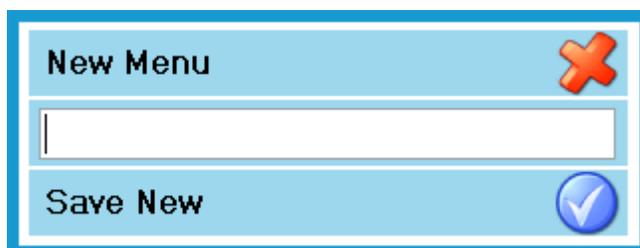


To insert Auto-Text into a field you can:

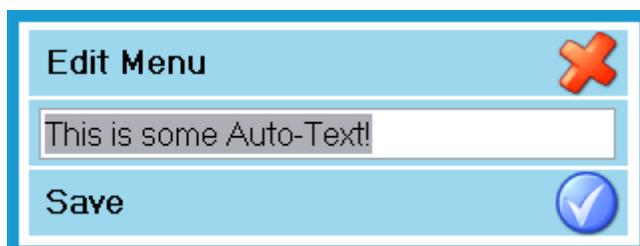
- Double-Click the item in the list
- Use your Up and Down arrow keys to select the item and press the Enter key insert it
- Click the item in the list and then click the Select button

The **New**, **Edit** and **Delete** buttons allow you to maintain the list of Auto-Text Items.

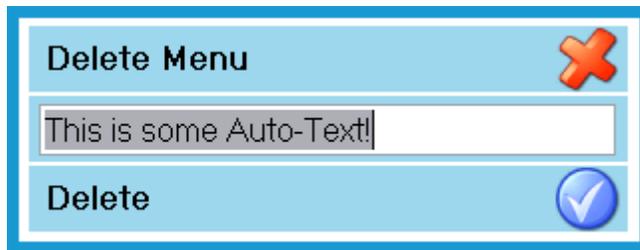
New - Enter any text and click Save New



Edit - Your selected item will appear. Edit it as desired and click Save

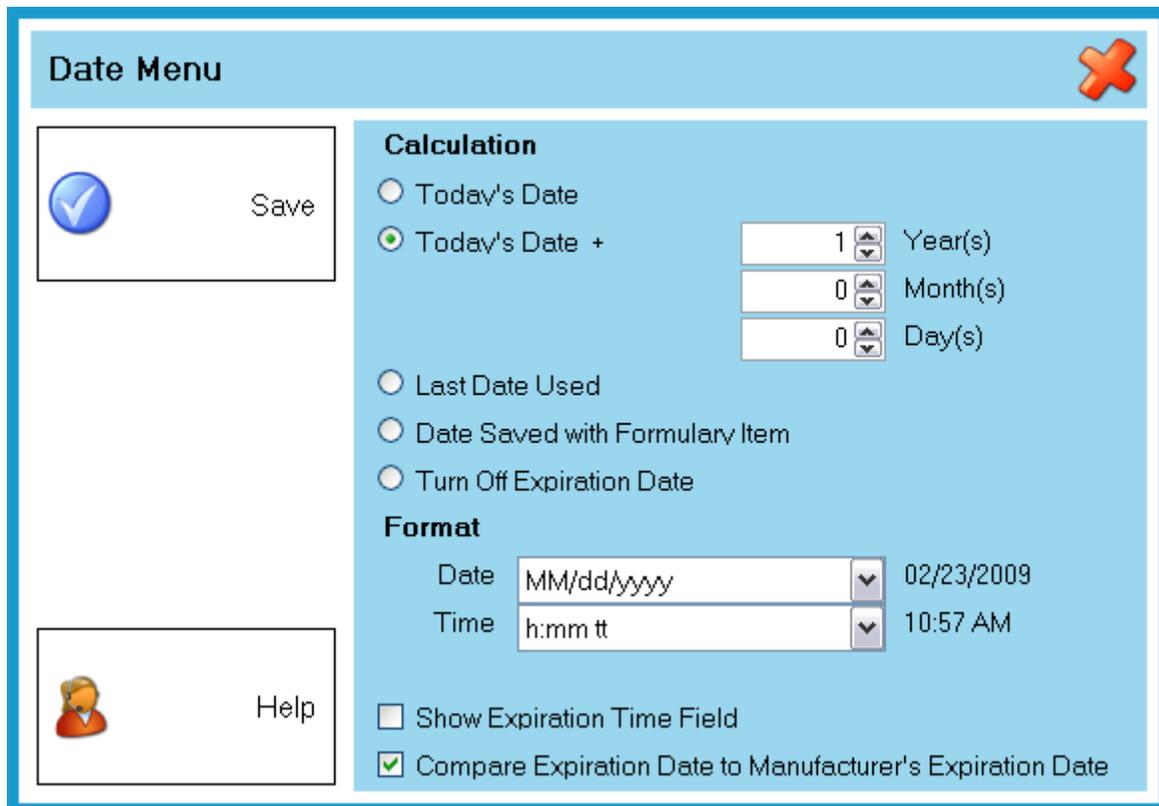


Delete - Click Delete to remove this Auto-Text item from the list



MILT 3.0 Help
Dates Menu

3.0.04



MILT 3.0 has several options to calculate the beyond-use date and time. Regardless of the options you select, the expiration date can always be manually changed for each label.

- **Today's Date**
 - The Beyond-Use is set to the System Date.
- **Today's Date + Years, Months, Days**
 - The Beyond-Use Date is set to the System Date plus the number of Years, Months and Days you have set here.
- **Last Date Used**
 - When you select a label, or create a new one, the Beyond-Use Date will not recalculate.

- **Turn off Expiration date**
 - This choice globally eliminates the use of the beyond-use date field.
- **Date Format**

Eight different formats can be selected for your beyond-use date display. (M = Month, D = Day, Y = Year).

For example, April 6, 2010 can be displayed as:

- M / D / YY = 4/6/10 (Note - If we had used a two digit month, this format will show both digits, but does not pad a single digit month with a zero.)
- M / D / YYYY = 4/6/2010
- MM / DD / YY = 04/06/10
- MM / DD / YYYY = 04/06/2010
- MMM/d/yy = APR/6/10
- MMM/d/yyyy = APR/6/2010
- MMM/dd/yy = APR/06/10
- MMM/dd/yyyy = APR/06/2010
- M / YY = 4/10
- MM / YY = 04/10
- M / YYYY = 4/2010
- MM / YYYY = 04/2010
- YY / MM / DD = 10/04/06
- YYYY / MM / DD = 2010/04/06
- YY / MM = 10/04
- YYYY / MM = 2010/04
- DD / MM / YY = 06/04/10
- DD / MM / YYYY = 06/04/2010

For the Time Format, using nine thirty-five in the morning as an example:

- h:mm tt = 9:35 AM
- hh:mm tt = 09:35 AM
- H:mm = 9:35 (Military or 24 Hour Time)
- HH:mm = 09:35 (Military or 24 Hour Time)

- **Show Expiration Time Field**

The Expiration Time Field allows you to print an Expiration Time on your label for medications that have a very short shelf life, like insulin.
- **Compare Expiration Date to Manufacturer's Expiration Date**

If you turn on this option, when you try to print an item, MILT will verify that the Packaged Expiration Date is less than the Manufacturer's Expiration Date. If it fails this test, the dates will have to be corrected before you are allowed to print that item.



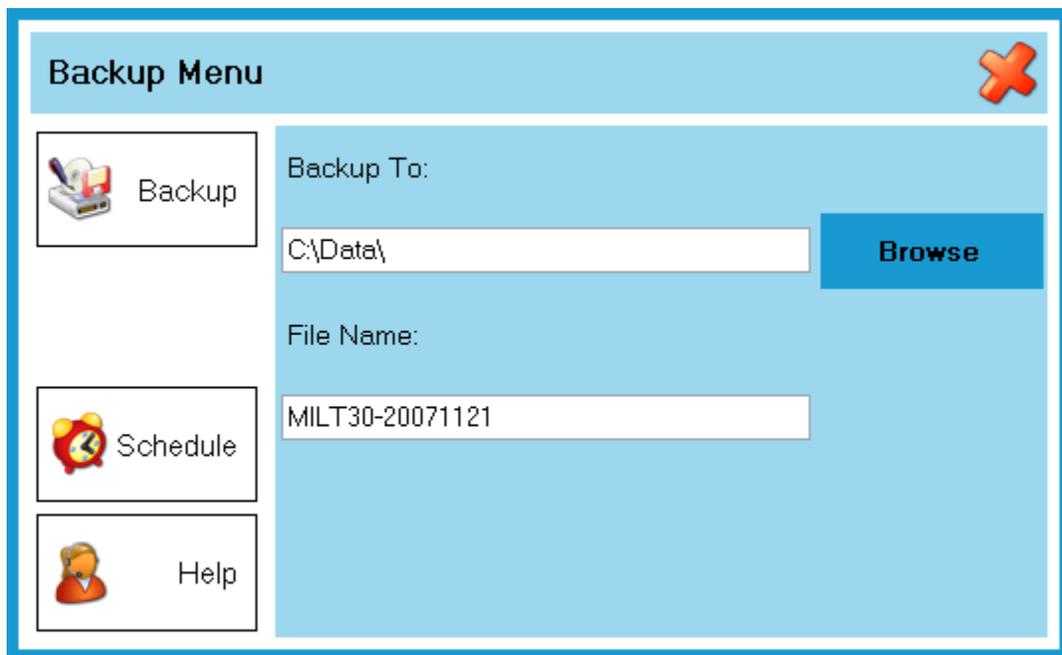
From the File Menu you can:

- Backup - Perform a manual backup of your database or schedule an automatic one.
- Restore - Restore a backup of your database.
- Import - Import data from previous version of Medi-Dose software.

MILT 3.0 Help

3.0.04

Backup Menu



From the Backup Menu you can perform a manual backup of your database or schedule an automatic backup.

Manual Backup

1. Backup To - Click Browse and select a location to store your backup file.
2. File Name - A file name is automatically generated (MILT30 + YYYY + MM + DD) but you may enter your own name if desired.
3. Click the Backup Action Button to complete the backup.

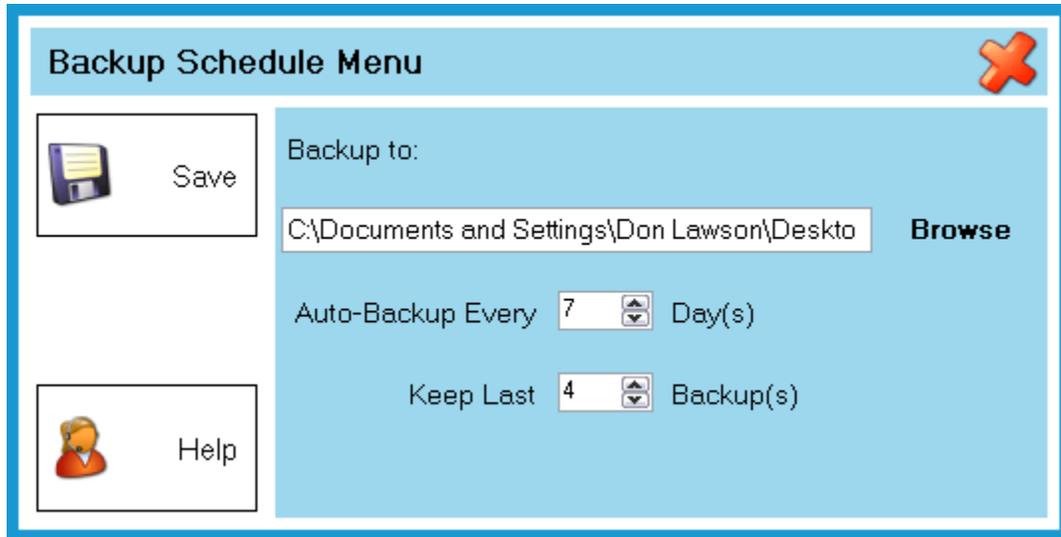
Automatic Backup

1. Click the Schedule Action Button
2. See Help Topic "Backup Schedule Menu"

MILT 3.0 Help

3.0.04

Backup Schedule Menu



From the Backup Schedule Menu you can schedule an automatic backup.

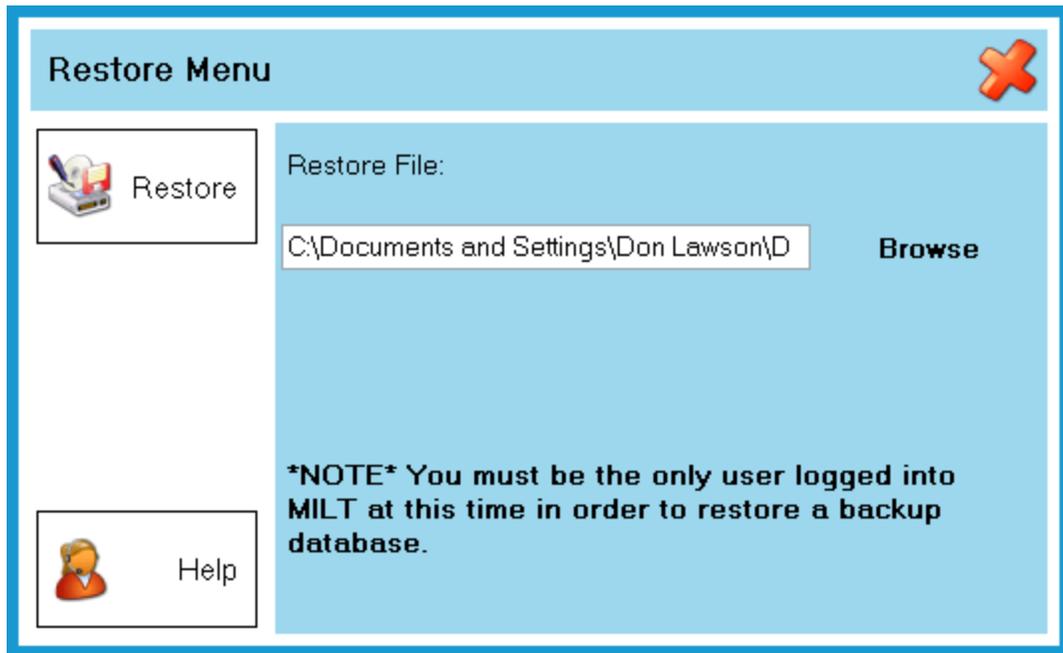
- Click Browse and select a location for you backup files.
- Select how often to make a backup and how many versions to keep.
- Click the Save Action button to save your backup schedule.

Changing the schedule to zero days and zero backups turns off the scheduled backup feature.

MILT 3.0 Help

3.0.04

Restore Menu

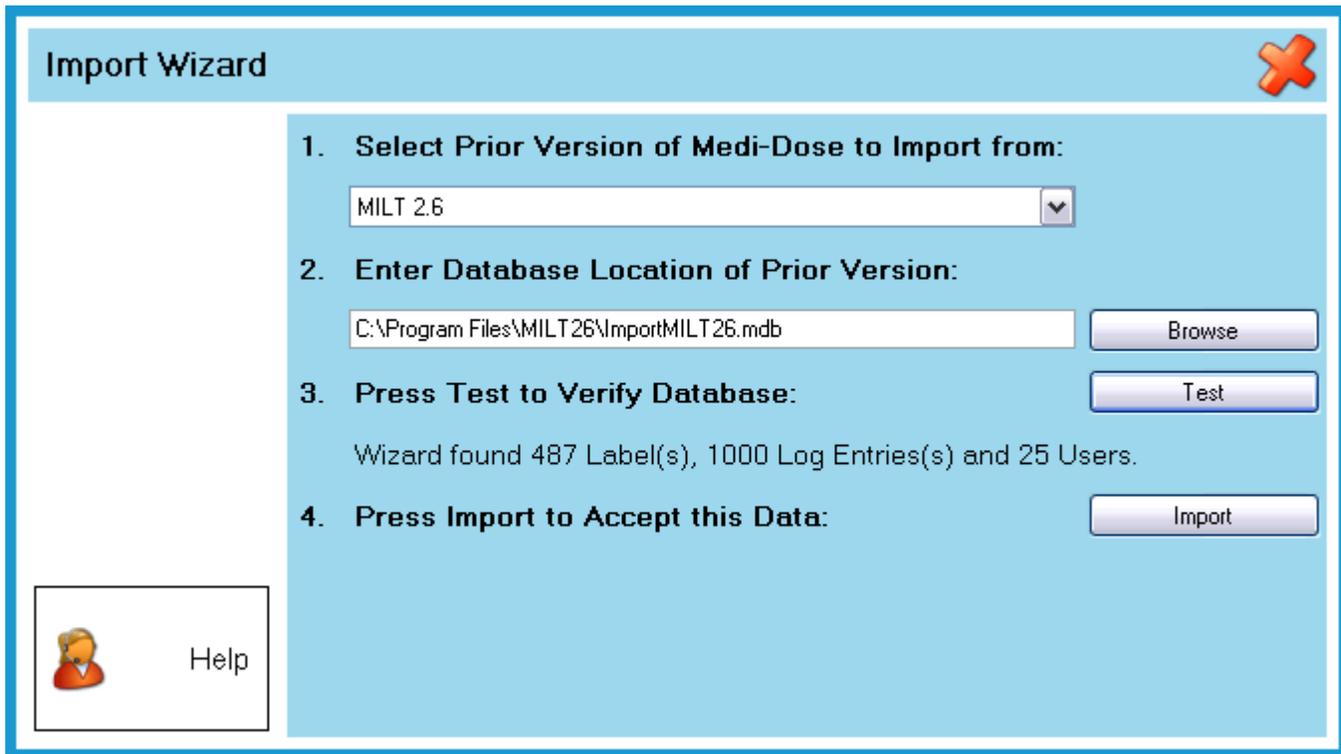


***NOTE* Do not restore from a prior version of Medi-Dose software - Use IMPORT for prior versions.**

From the Restore Menu you can restore a backup of your MILT database.

1. You must be the only user logged into MILT or the restore will not perform.
2. Click Browse and select the desired backup file to restore.
3. Click the Restore Action Button.

***NOTE* Do not restore from a prior version of Medi-Dose software - Use IMPORT for prior versions.**



MILT 3.0 will import your data from 2.0 and newer versions of Medi-Dose software so you don't have to recreate all your data and reports when upgrading. The Import Wizard was designed as a step-by-step process to determine the program from which you're importing from, locate your data on your hard drive or network, verify that the data to be imported is correct and proceed with the import.

There are two cautions when using the Import Wizard. First, please do NOT use the Windows Copy utility to bring data over from previous versions. This may result in a corruption of your data and will render your data unusable in MILT 3.0. Second, only use the Import Wizard once. Multiple use of this utility will result in duplication of your data.

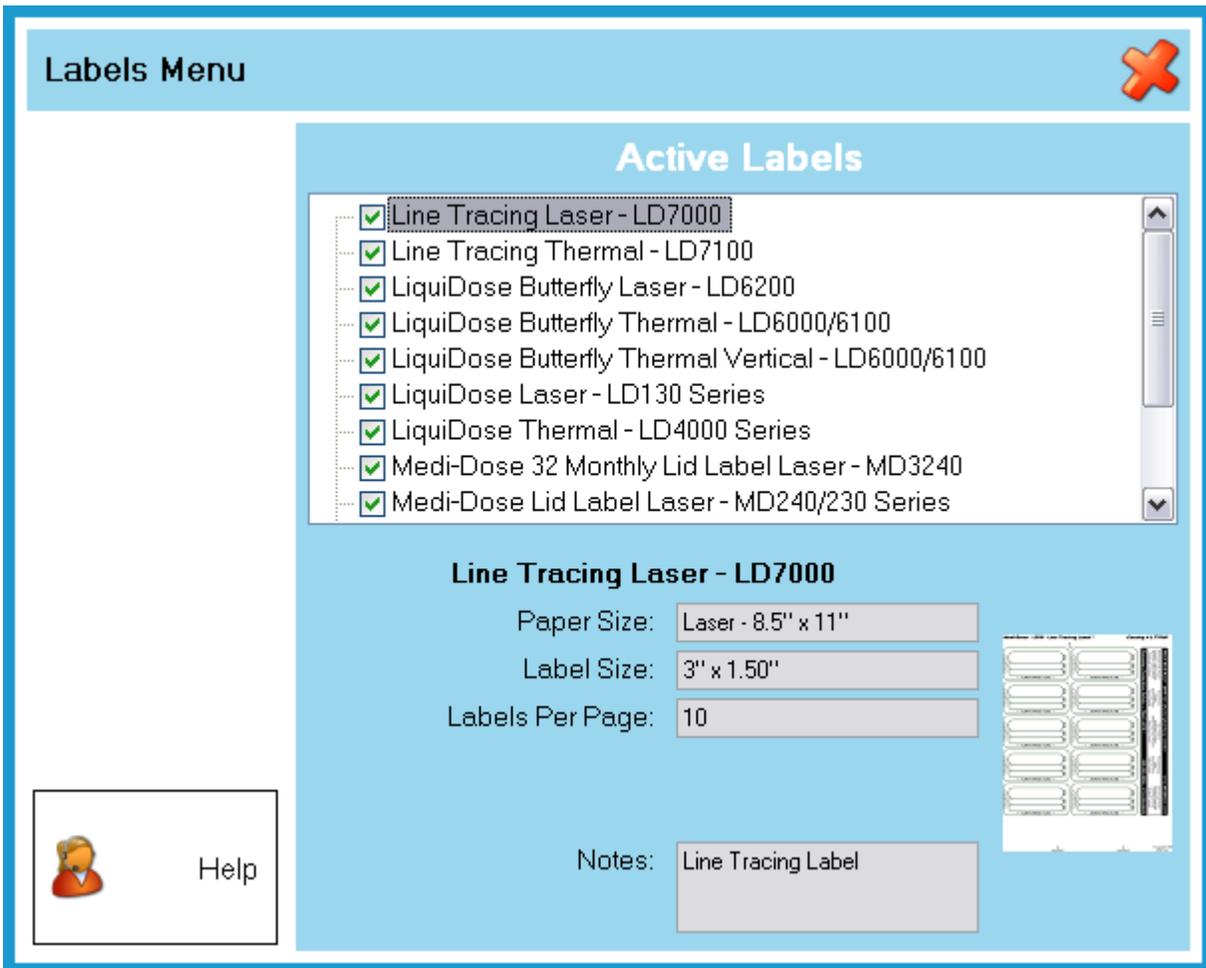
If you are converting from a version prior to 2.0 you will need to install version 2.6, which is included on your CD, convert your data to 2.6, and then convert it to 3.0.

If you have any questions, please feel free to call us.

MILT 3.0 Help

3.0.04

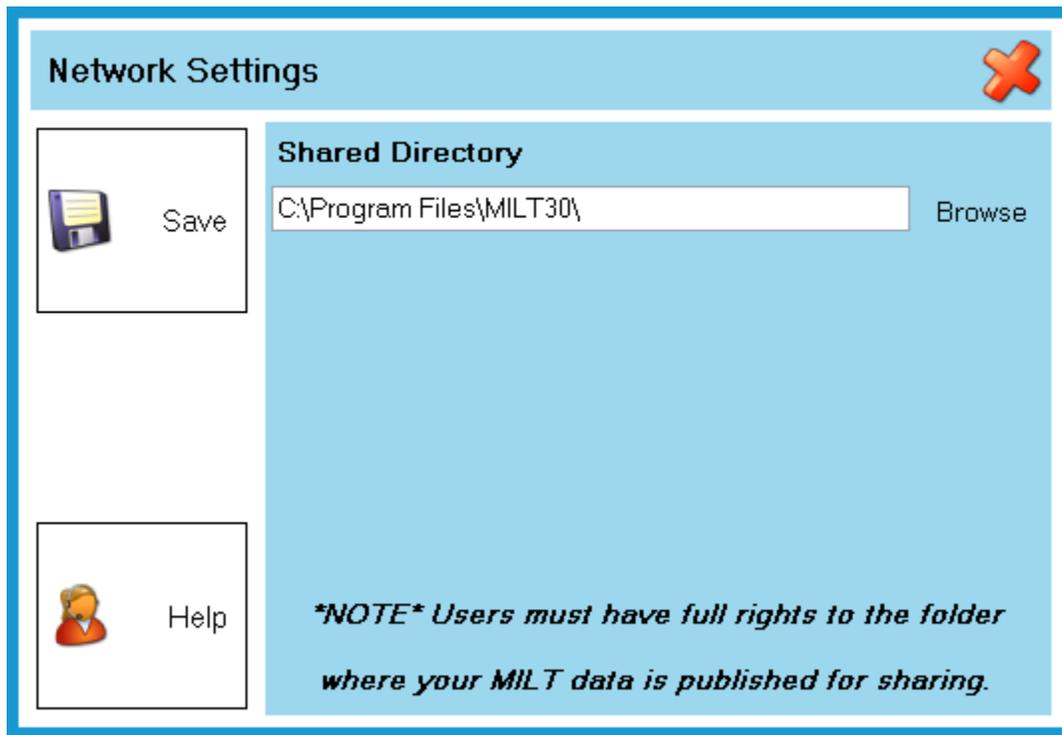
Labels Menu



The Labels utility lets you select those Medi-Dose/EPoS supported labels you wish to use. The selected labels you choose will be available from the label pull-down menu under Label Pattern.

We hope to include more labels as we continue with further development of our software.

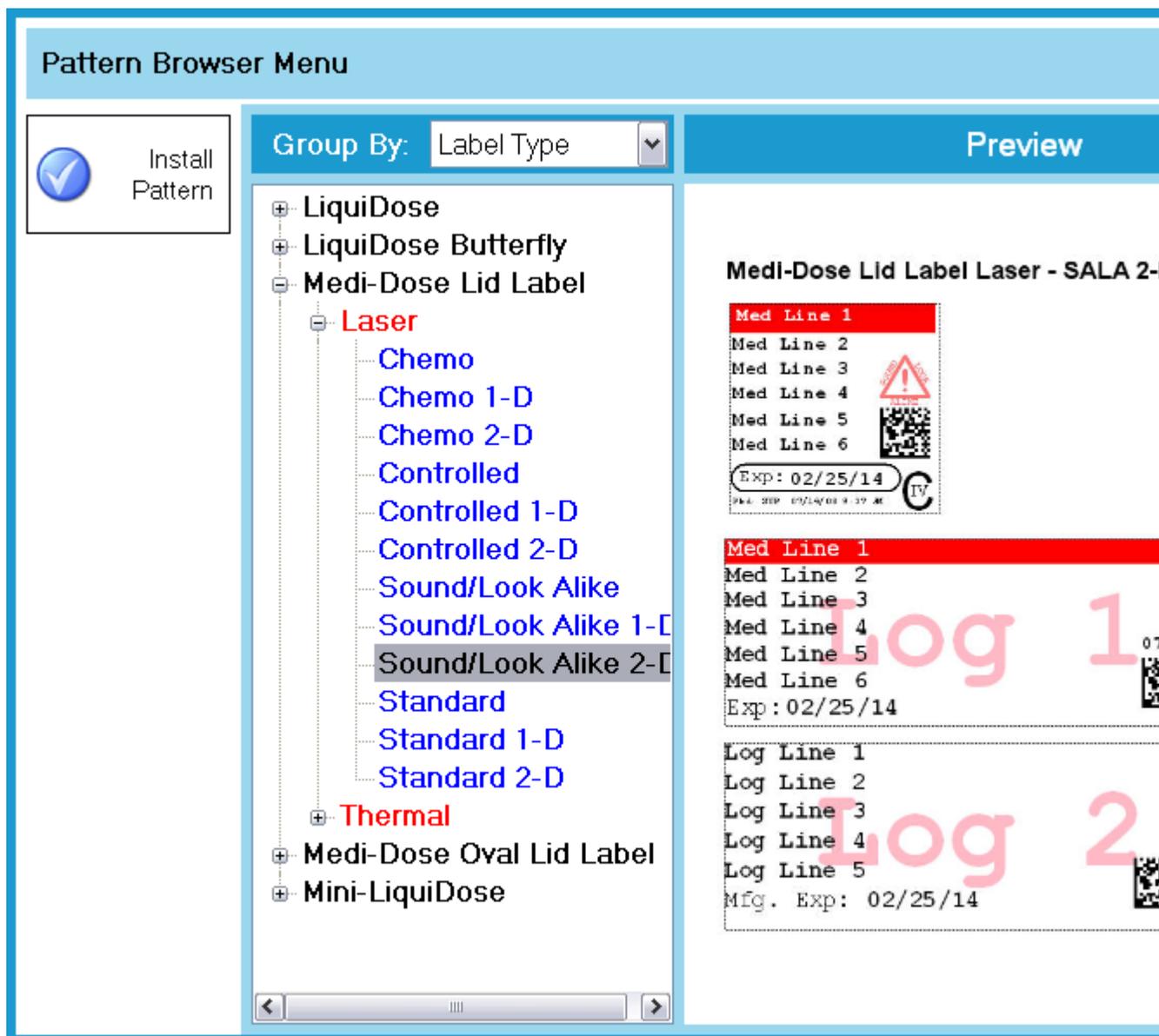
For each selected label, the size and number of labels per page is displayed.



From the Network Settings Menu you can publish your database on a network share for other machine to access, or connect to a database that was already published.

1. Create a folder on the network where all users have **Read, Write** and **Create** permissions.
2. On the computer with the best database, choose TOOLS - NETWORK, browse to the folder from step #1 and click SAVE. This will publish the database to the folder.
3. On the next computer, choose TOOLS - NETWORK, browse to the folder from Step #1 and click SAVE. MILT will see the database is already there and just connect this computer to that database.
4. Repeat step #3 on all other computers.

NOTE Users must have full rights to the folder where your MILT data is published for sharing.



The Pattern Browser Menu allows you to select and install ready-made patterns. Patterns are available for each type of label with a 1-D barcode, a 2-D barcode, or without a barcode.

To install a pattern, select one from the list and then click the INSTALL PATTERN button. The Pattern Install Menu will walk you through the process of installing the pattern.

Once installed, you can make any changes you like to the pattern. If needed, you can always reinstall the original pattern from this menu.

NOTE If you are sharing your database with two or more computers, you only need to install a pattern on one computer and the others will then have access to it.

This utility lets you add, delete or edit users to MILT 3.0.

Edit - Select a user from the list, edit the details and click Save.

New - Click the New Button to add a new user. Enter the details and click Save

Delete - Select a user from the list and click Delete.

Password Settings - Change the settings for password length and expiration.

Authority - Select HIGH, MEDIUM or LOW for each user. Use the Workflow/Rights Menu to adjust what each of these authority levels can do.

Require Introduction - When checked, this user will see the Introduction to MILT 3.0 each time they log in. On the last screen of the Introduction they can choose to not have it appear again.

Must Change Password - When checked, the password for this user will expire on the next login and they will have to enter a new password.

Workflow / Rights Menu ✕

<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">  Save </div> <div style="border: 1px solid black; padding: 5px;">  Help </div>		Workflow	High	Medium	Low	Color
<input checked="" type="checkbox"/>	Create	Allowed	Allowed	Allowed	Blue	
<input checked="" type="checkbox"/>	Pre-Check	Allowed	Allowed	Allowed	Orange	
<input checked="" type="checkbox"/>	Print	Allowed	Allowed	Allowed	Yellow	
<input checked="" type="checkbox"/>	Post-Check	Allowed	Allowed	Required	Red	
<input checked="" type="checkbox"/>	Report	Allowed	Denied	Denied	Green	
	Rights		High	Medium	Low	
	Formulary	Manage	Manage	Manage		
	Data Fields	Manage	Manage	Manage		
	Label Pattern	Manage	Manage	Manage		

The Workflow/Rights Menu allows you to configure MILT to adapt to your workflow by turning on and off steps and setting the access rights for the three types of users.

---"Create" lets a designated user enter medication information

--- "Pre-Check" lets a designated user review the medication information prior to printing to ensure accuracy

---"Print" lets a designated user print the labels which have been subjected to the Pre-Approval process

---"Post-Check" lets a designated user approve or reject print jobs after they print, but before they go to the log.

---"Report" lets a designated user review the labels that have been printed and generate reports of that information

The Workflow section allows you to give users access to the different steps in your workflow. The Rights section allows you to define what they can do in that step.

Workflow

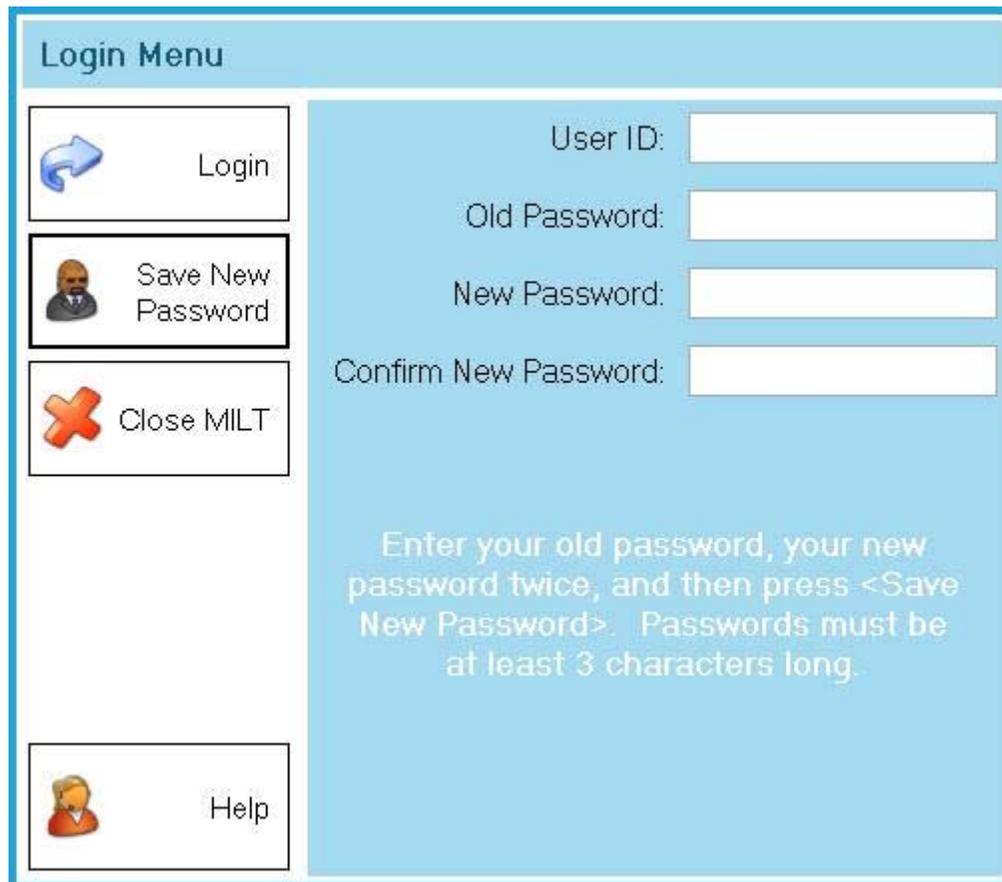
The HIGH, MEDIUM and LOW columns allow you to set the access for each of the steps in your workflow. For example, the settings for the Report Step above will allow HIGH users to access the Reports Screen, but MEDIUM and LOW users will not even see the tab for that step.

- Allowed - User has full rights to this step.
- Required - User is required to follow this step. They can open the tab for this step and view items, but can not perform management functions, like delete or approve, in it.
- Denied - User will not see this tab.

Rights

You can refine the access to each step with the Rights section. With these settings you could, for example, allow MEDIUM users access to the Create Step, but not let them save any changes to the Label Pattern by changing the setting from MANAGE to EDIT.

- Manage - User can edit, delete and save changes in this part of the screen.
- Edit - User can edit and print changes, but can not save changes they made in this part of the screen.
- View - User can not edit in this part of the screen.



Login Menu

 Login

 Save New Password

 Close MILT

 Help

User ID:

Old Password:

New Password:

Confirm New Password:

Enter your old password, your new password twice, and then press <Save New Password>. Passwords must be at least 3 characters long.

MILT 3.0 lets you set user ID's and passwords for all software users. You should be the only person that knows your password. **MILT** allows all users access to the Change Password feature so they can set their own password.

To change passwords:

1. Type in the old password on the "Old Password" line.
2. Enter the new password on the "New Password" line.
3. Type the new password again on the "Confirm New Password" line to ensure the proper password has been associated with the User's ID.
4. Click on the "Save New Password" button to confirm the change.

Login Menu

 Login	User ID: <input type="text"/>
 Save New Password	Old Password: <input type="text"/>
 Close MILT	New Password: <input type="text"/>
	Confirm New Password: <input type="text"/>
 Help	

Enter your old password, your new password twice, and then press <Save New Password>. Passwords must be at least 3 characters long.

When using **MILT 3.0** for the first time, you'll need to use our standard user identification and password protection settings. You can edit these codes through the User utility from the Tools button on the main screen (more on that later).

Please enter **SUP** (for Supervisor) in the ID field and **medi** in the password field and hit the Login button to get started.

Filter Menu
✕

<div style="text-align: center; margin-bottom: 10px;">  Apply </div> <div style="text-align: center; margin-bottom: 10px;">  Clear </div> <div style="text-align: center;">  Help </div>	<input type="checkbox"/> Line 1 <input style="width: 100%;" type="text"/> <input type="checkbox"/> Line 2 <input style="width: 100%;" type="text"/> <input type="checkbox"/> Line 3 <input style="width: 100%;" type="text"/> <input type="checkbox"/> Line 4 <input style="width: 100%;" type="text"/> <input type="checkbox"/> Line 5 <input style="width: 100%;" type="text"/> <input type="checkbox"/> Line 6 <input style="width: 100%;" type="text"/> <input type="checkbox"/> Log 1 <input style="width: 100%;" type="text"/> <input type="checkbox"/> Log 2 <input style="width: 100%;" type="text"/> <input type="checkbox"/> Log 3 <input style="width: 100%;" type="text"/> <input type="checkbox"/> Log 4 <input style="width: 100%;" type="text"/> <input type="checkbox"/> Log 5 <input style="width: 100%;" type="text"/>	<input type="checkbox"/> Controlled <input style="width: 100%;" type="text" value="(None)"/> <input type="checkbox"/> Pkgd. By <input style="width: 100%;" type="text"/> <input type="checkbox"/> Pkgd. On <input style="width: 100%;" type="text"/> <div style="margin-top: 10px;"> <input type="checkbox"/> Exp. Date <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Start <input style="width: 100%;" type="text" value="06/19/2007"/> </div> <div style="margin-top: 5px;"> End <input style="width: 100%;" type="text" value="06/19/2007"/> </div> </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Mfg. Exp. <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Start <input style="width: 100%;" type="text" value="06/19/2007"/> </div> <div style="margin-top: 5px;"> End <input style="width: 100%;" type="text" value="06/19/2007"/> </div> </div>
---	--	---

With the Filter Menu you can filter your log and error entries. The results of your filter will determine what entries are displayed in the Log Entries List and in your reports.

To create a filter, check a field and enter the text you want in the associated line. When you apply the filter, only records that have that text in that field will appear. If you choose multiple fields, only records that match all of those entries will be displayed.

In the example below, the log will only display records that have "Abc" in the Medication Field and were packaged between 7/6/2007 and 8/6/2007.

To clear the filter, and thereby display all log or error items, press the <CLEAR> button.

MILT 3.0 Help

3.0.04

Reports Menu

MILT 3.0 provides detailed reporting of your log or error items. Two reports have been provided within this version of the program:

- Report – Detailed: label and log information in both text and graphic form

- Report – Summary: label and log information displayed in text form

With either of these reports, you can use MILT 3.0's filter utility to obtain the necessary information you desire. Whether you want to run a report of all the meds you packaged...or all the meds which Mr. Pharmacist packaged...or just the aspirin that Mrs. Pharmacist packaged...or just the aspirin that Ms. Pharmacist packaged in a given time period...regardless of what you need, MILT 3.0 can generate the necessary information. And both reports will show you exactly what information is being requested.

To use the reports feature:

1. Click the "Show Log" or "Show Errors" action button to display either the log or error items.
2. Filter the log or error data as desired
3. From the Reports Menu, select the type of report
4. Select Preview or Print

MILT 3.0 Help

3.0.04

Pumps (Special Feature)

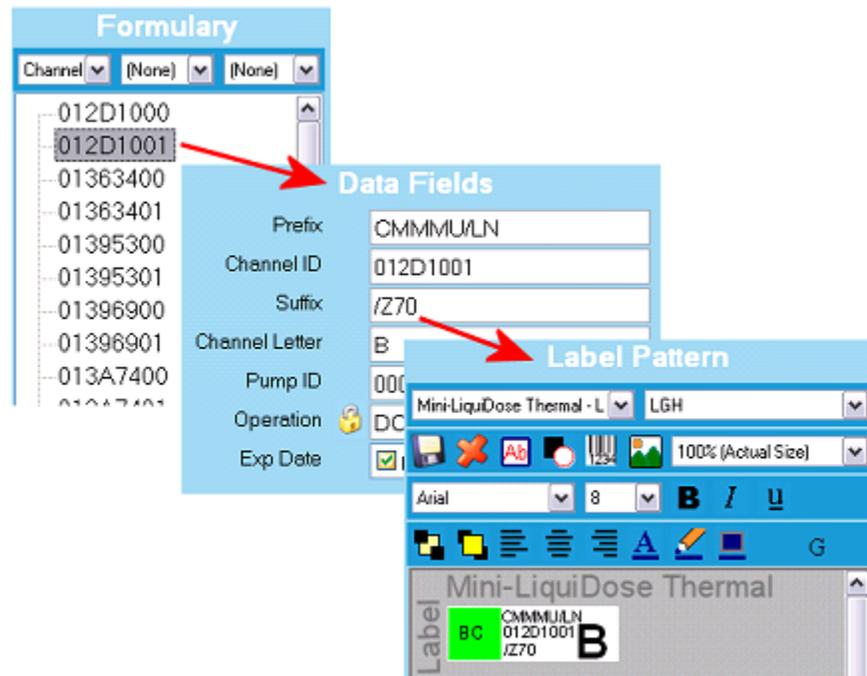
Pumps are a special feature used to print and maintain unique bar codes for individual smart pump channels.

This feature is not activated by default. Please contact Medi-Dose if you are interested in activating this feature.

0.0 Main Screen

0.1 The Main Screen is divided into three columns:

- **Formulary** is the list of Pump Channels.
- **Data Fields** are the details of a selected Pump Channel.
- **Label Pattern** is the layout of the Data Fields on the printed label.

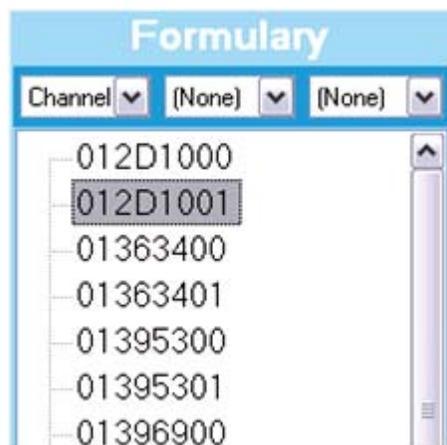


0.2 Assigned Data Fields

- **Prefix** – First part of the Channel Bar Code data. Always **CMMMU/LN**.
- **Channel ID** – Second part of the Channel Bar Code data. Unique for each Pump + Channel.
- **Suffix** – Third part of the Channel Bar Code Data. Always **/Z70**.
- **Channel Letter** – Human friendly name of the channel (A, B, C, etc.)
- **Pump ID** – Unique identifier of the pump.
- **Operation** – DO NOT USE. This field is reserved for logging purposes.
- No other fields are relevant for this installation.

1.0 Print a Pump Channel

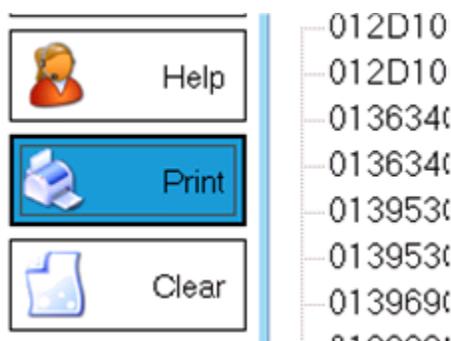
1.1 Double-Click on a Pump Channel in the **Formulary**



1.2 The information for that Pump Channel will appear in the Data Fields area, and the layout of the label will appear in the Label Pattern area.



1.3 If the data and layout are correct, click the **PRINT** button.



1.4 The Print Menu will appear. All options should be set as shown below (5 labels = 1 strip.) Click the **PRINT** button to print your label.

Print Menu 

 **Print**

 **Preview**

 **Align**

 **Help**

Printer: Zebra LP2844

Paper Source: Paper Source

Paper Size: 1.5" x 4.25" - LDMT

Mini-LiquiDose Thermal - LD5000 Series

Label(s): 5

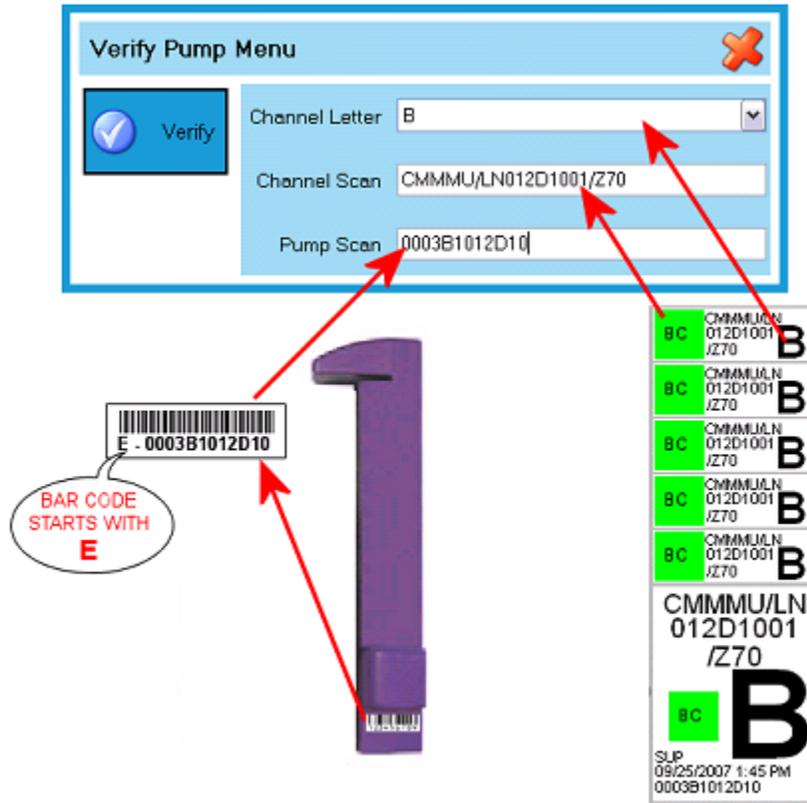
+ Log 1: 1

+ Log 2: 0

= Total Label(s): 5

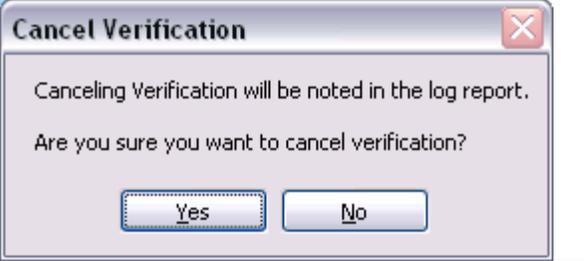
= Total Page(s): 1

1.5 Once your label has printed, the **Verify Pump Menu** will appear. Select the **Channel Letter** and then scan the bar codes on the printed label and the pump. Click the **VERIFY** button to check that the printed label matches your pump.



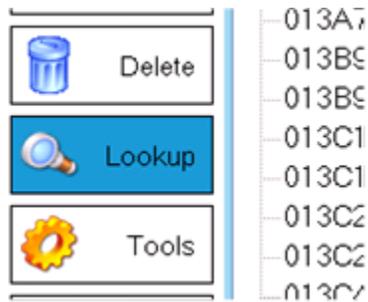
1.6 Possible results of the Verify Pump Menu when required after printing:

Message	Cause	Result	Action
	All Information is Correct	Adds PRINT - VERIFIED operation to Log (Current Time & User ID)	None
	Incorrect Channel Bar Code Scan	Return to Verify Pump Menu	Correct the Channel Scan
	Incorrect Pump Scan	Return to Verify Pump Menu	Correct the Pump Scan
	Incorrect Channel Letter	Return to Verify Pump Menu	Correct the Channel Letter

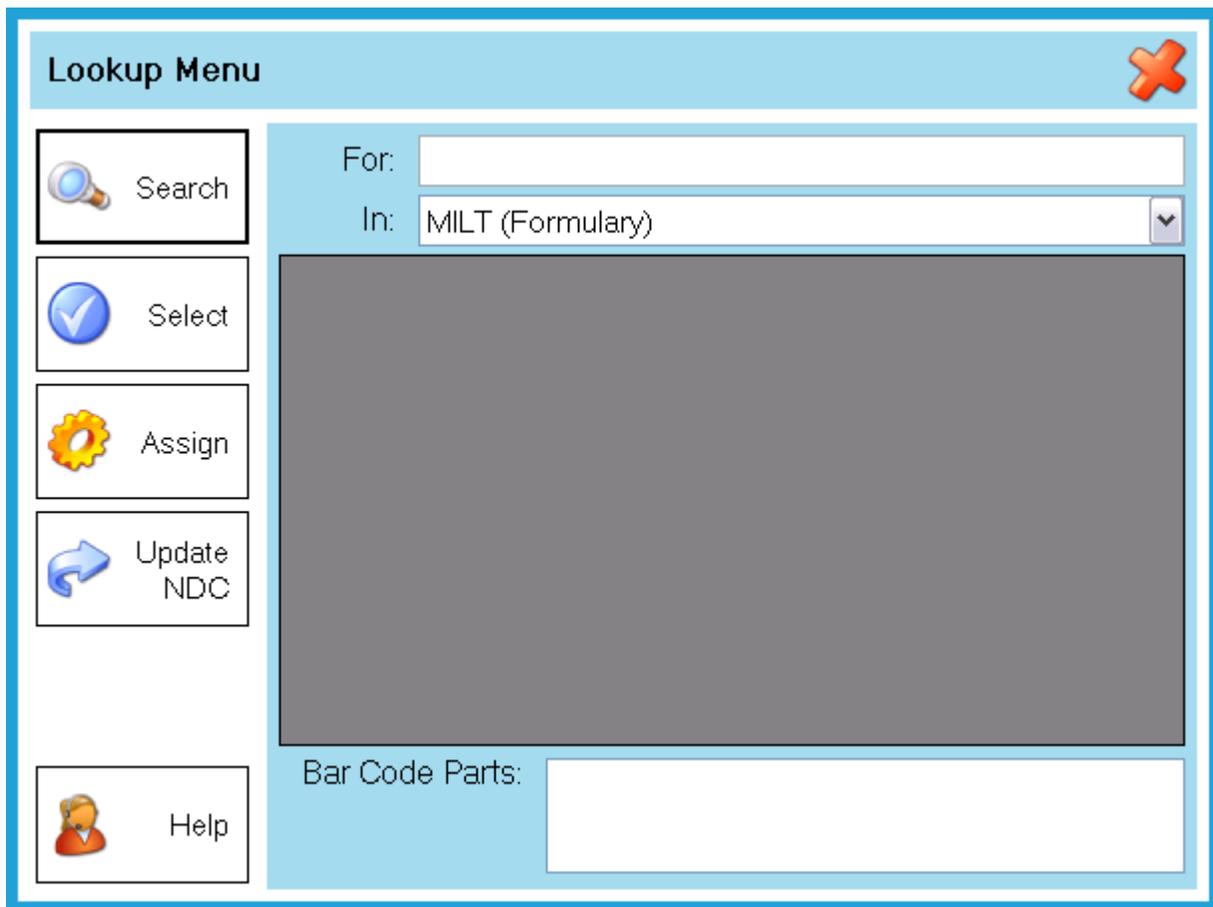
 <p>Verification Failed</p> <p>Channel Letter does not match this bar code.</p> <p>OK</p>			
 <p>Cancel Verification</p> <p>Canceling Verification will be noted in the log report.</p> <p>Are you sure you want to cancel verification?</p> <p>Yes No</p>	<p>User Closed Menu Instead of Verifying Pump</p>	<p>Adds PRINT – NOT VERIFIED operation to Log (Current Time & User ID)</p>	<p>Yes = Cancel, No = Return to Verify Pump Menu</p>
<p>*NOTE* If Verify Pump is Not Required with Print Jobs</p>	<p>Option is Turned off in PUMP SETTINGS</p>	<p>Adds PRINT – VERIFY OFF operation to Log (Current Time & User ID)</p>	<p>None</p>

2.0 Search for a Pump or Channel

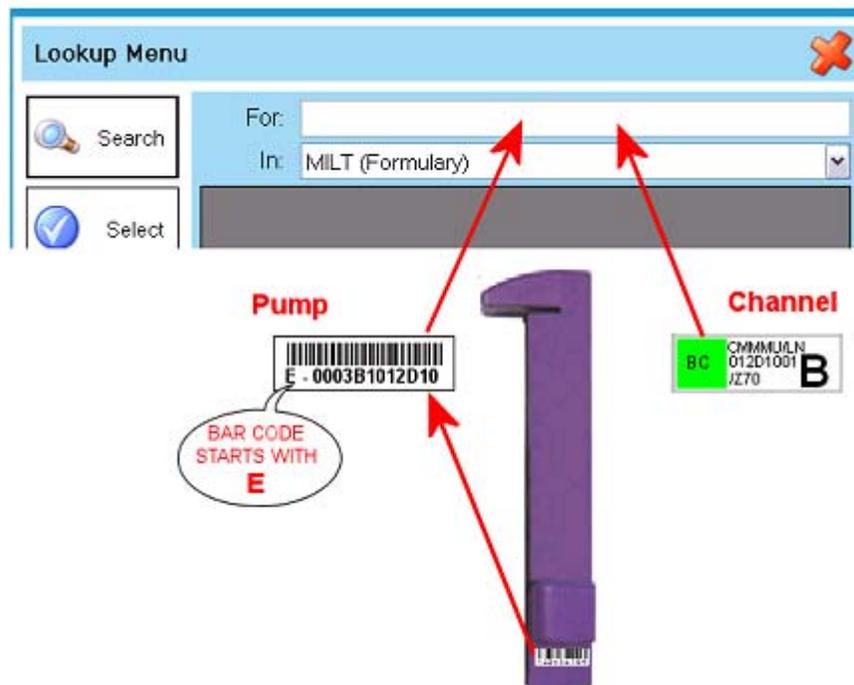
2.1 Click the **LOOKUP** button on the Main Screen.



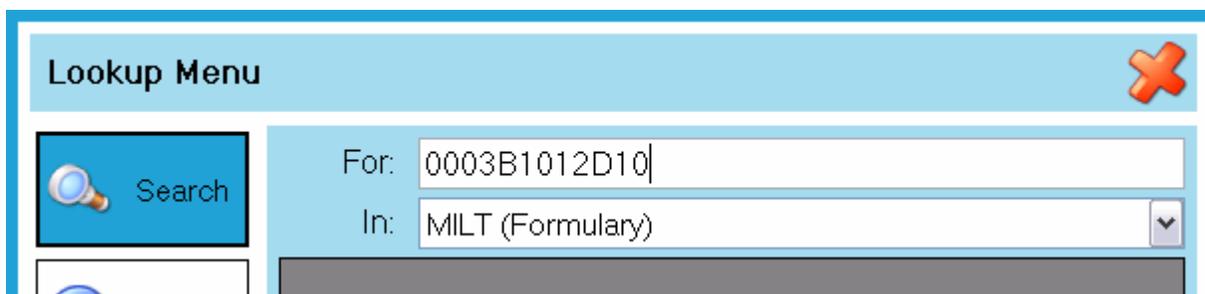
2.2 The **Lookup Menu** will appear.



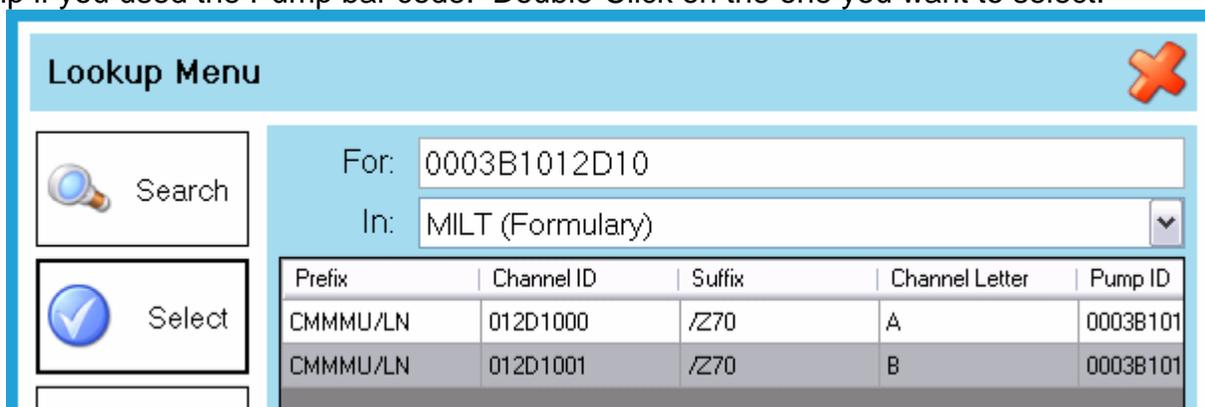
2.3 In the **For:** field, scan or type in the Channel or Pump bar code.



2.4 The **In:** field should read **MILT (Formulary)**. Click the **SEARCH** button.



2.5 Search will return one record if you used a Channel bar code, or all channels for that pump if you used the Pump bar code. Double-Click on the one you want to select.

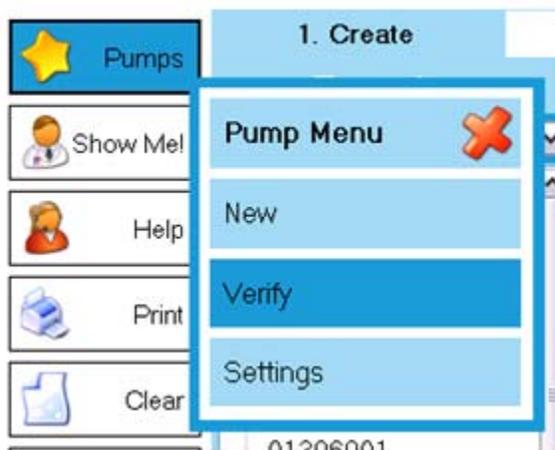


2.6 The Pump Channel information will appear in the Data Fields area, and the layout of the label will appear in the Label Pattern area. Print your label as shown in **1.0 Print an Existing Pump Channel** – Steps 1.3 to 1.6.

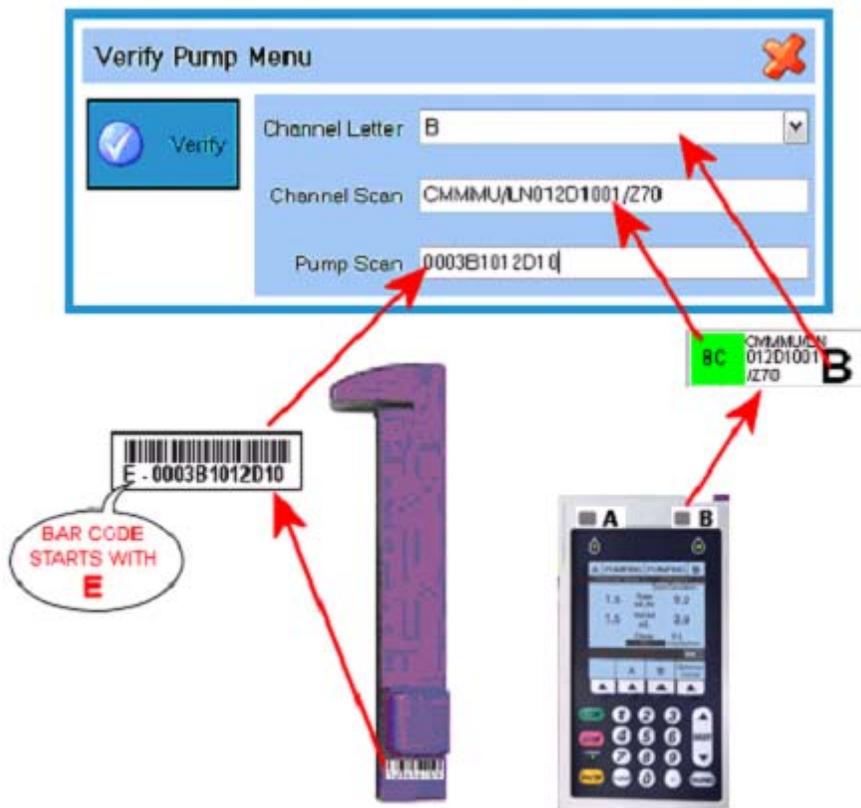
Data Fields		Label Pattern	
Prefix	CMMMULN	Mini-LiquiDose Thermal - L	LGH
Channel ID	012D1001	      100% (Actual Size)	
Suffix	/Z70	Arial	8 B <i>I</i> <u>U</u>
Channel Letter	B	      G	
Pump ID	0003B1012D10	Mini-LiquiDose Thermal	
Operation	DO NOT USE THIS FIELD	Label:  BC CMMMULN 012D1001 /Z70 B	
Exp Date	<input checked="" type="checkbox"/> 09/25/2008		

3.0 Verify a Pump

3.1 From the Main Screen, click the **PUMPS** button. The Pump Menu will appear. Click the **VERIFY** button.



3.2 The Verify Pump Menu will appear. Select the **Channel Letter** and then scan the bar codes on the channel and the pump. Click the **VERIFY** button to check that the printed label matches your pump.



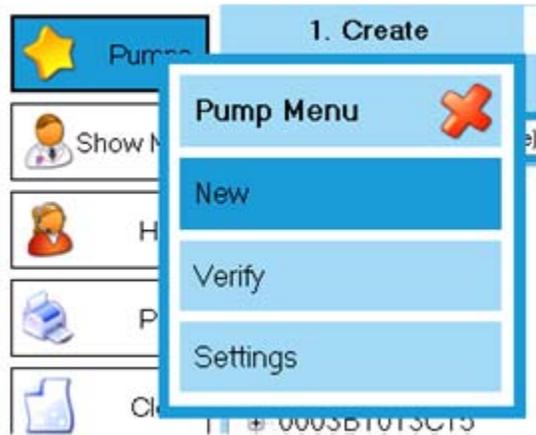
3.3 Possible results of the Verify Pump Menu when not from Print Job:

Message	Cause	Result	Action
	All Information	Adds PUMP	None

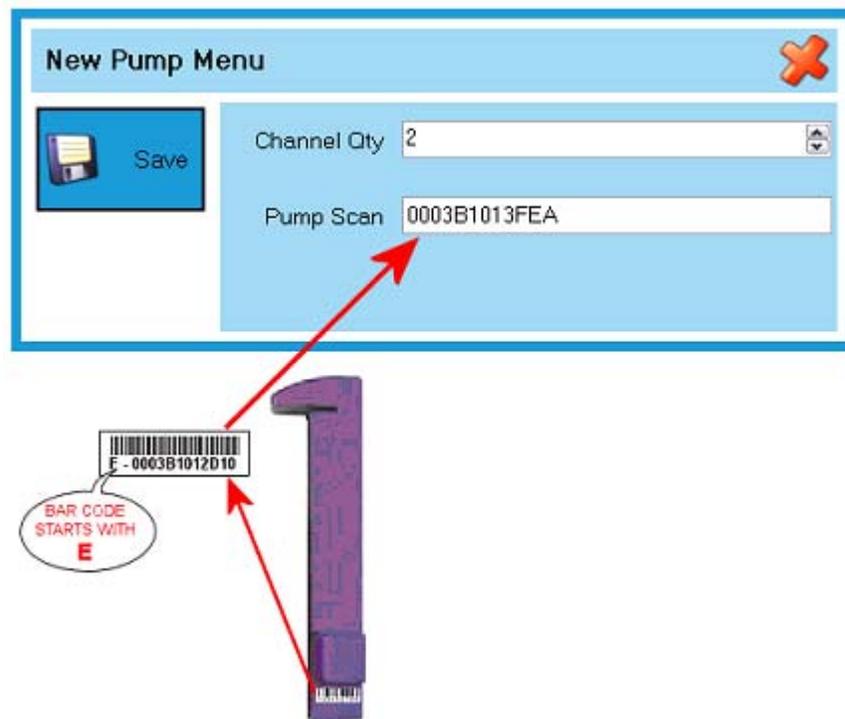
 <p>Verification Successful [X]</p> <p> Pump Verified.</p> <p>OK</p>	<p>is Correct</p>	<p>VERIFIED operation to Log (Current Time & User ID)</p>	
 <p>Verification Failed [X]</p> <p> Channel Scan not found.</p> <p>OK</p>	<p>Incorrect Channel Bar Code Scan</p>	<p>Return to Verify Pump Menu</p>	<p>Correct the Channel Scan</p>
 <p>Verification Failed [X]</p> <p> Channel Scan does not match Pump Scan.</p> <p>OK</p>	<p>Incorrect Pump Scan</p>	<p>Return to Verify Pump Menu</p>	<p>Correct the Pump Scan</p>
 <p>Verification Failed [X]</p> <p> Channel Letter does not match this bar code.</p> <p>OK</p>	<p>Incorrect Channel Letter</p>	<p>Return to Verify Pump Menu</p>	<p>Correct the Channel Letter</p>
<p>Cancel</p>	<p>User Closed Menu Instead of Verifying Pump</p>	<p>Verify Pump Menu Closes</p>	<p>None</p>

4.0 Add a New Pump

4.1 From the Main Screen, click the **PUMPS** button. The Pump Menu will appear. Click the **NEW** button.

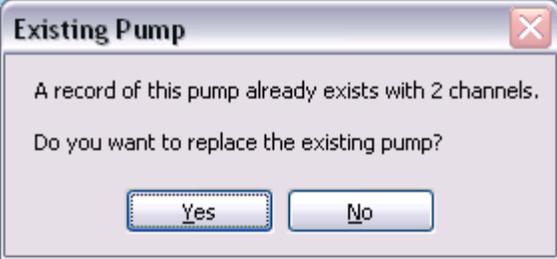
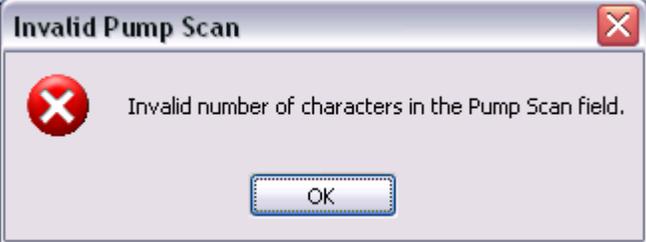


4.2 The **New Pump Menu** will appear. Select the Channel Quantity (2, 4, 6, etc.) and then scan the Pump Bar Code. Click the **SAVE** button to proceed.



4.3 Possible results of the New Pump Menu:

Message	Cause	Result	Action
	All Information is Correct	Returns to Main Screen with	Print Each Channel if Desired

 <p>New Pump Created</p> <p>New Pump created successfully.</p> <p>OK</p>		<p>New Channel A Selected for Printing</p>	
 <p>Existing Pump</p> <p>A record of this pump already exists with 2 channels.</p> <p>Do you want to replace the existing pump?</p> <p>Yes No</p>	<p>Pump Already Exists in Database</p>	<p>Replace Pump or Cancel</p>	<p>Yes = Replace No = Return to New Pump Menu</p>
 <p>Invalid Pump Scan</p> <p>Invalid number of characters in the Pump Scan field.</p> <p>OK</p>	<p>Invalid Number of Characters – See Pump Settings</p>	<p>Returns to New Pump Menu</p>	<p>Correct Pump Scan</p>
 <p>Invalid Pump Scan</p> <p>Validation character not found in the Pump Scan field.</p> <p>OK</p>	<p>Validation Character not Found – See Pump Settings</p>	<p>Returns to New Pump Menu</p>	<p>Correct Pump Scan</p>

5.0 Pump Settings – Restricted Access

5.1 From the Main Screen, click the **PUMPS** button. The Pump Menu will appear. Click the **SETTINGS** button.



5.2 The Pump Settings Menu will appear. The recommended settings for LGH are shown below.

Pump Settings Menu ✕

Save

Pump Scan Validation

Length Must Be To Characters

Character Must Be

Channel ID Parts

Prefix =

Channel ID = Scan To + Channel #

Suffix =

Defaults

Label

Pattern

Require Verification After Each Print Job

Help

5.3 Settings

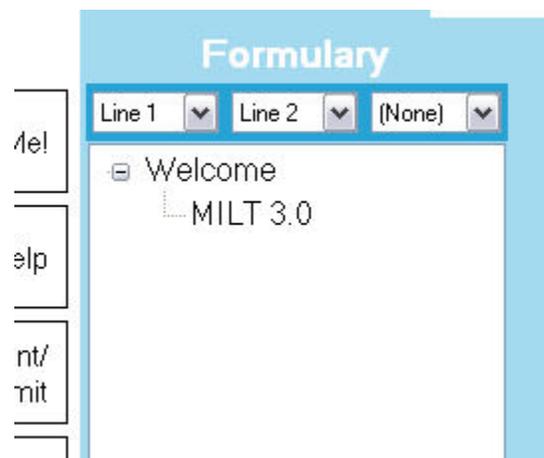
- Pump Scan Validation
 - Length Must Be __ to __ Characters
 - When enabled, New Pumps will require this number of characters.
 - Character __ Must Be __
 - When enabled, New Pumps will require this character in this position.
- Channel ID Parts
 - Prefix – Part One of Channel Bar Code

- New Pumps will get this Prefix
 - Channel ID – Part Two of Channel Bar Code
 - New Pumps will get this Channel ID
 - Suffix – Part Three of the Channel Bar Code
 - New Pumps will get this Suffix
- Defaults
 - Label
 - New Pumps will default to this label
 - Pattern
 - New Pumps will default to this pattern
 - Require Verification After Each Print Job
 - When enabled, users must verify the pump with each print job

MILT 3.0 Help

3.0.04

Formulary



The Formulary section of the Main Screen is a list of all the medications in your MILT 3.0 database...solids, liquids, syringe meds, ampules, IV's. They'll all be arranged in whatever order you've selected by using the drop down menus (Sort List 1, 2 and 3) at the top of the field. The Sort Lists use the names you have set for each field.

For example, if you have identified your first field as Medication, your second field as Strength and your third field as Manufacturer, then your data will be alphabetized by the name of the Medication, by the Strength within that med and then by the manufacturer of that med. Clicking on the little box next to each entry in the Formulary will reveal all the entries which match the displayed drug. Different strengths, manufacturers, lot numbers, etc. pertaining to that drug will show underneath it.

Since each medication can be associated with a label format, when you select a particular medication in the Formulary listing, the appropriate Data Fields will be populated in the center of the screen and the associated label pattern of that Formulary listing will be displayed on the right (Medi-Dose, LiquiDose, Mini-LiquiDose, Butterfly LiquiDose, etc.).

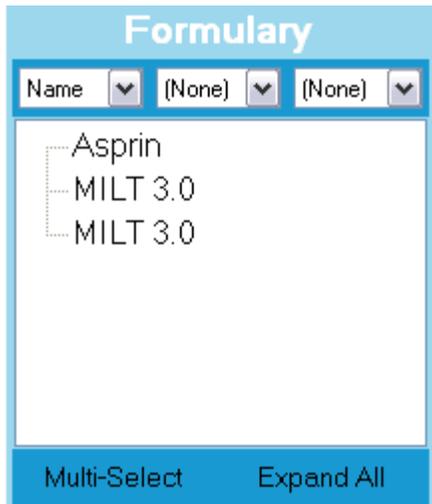
MILT 3.0 Help

3.0.04

Sort Lists

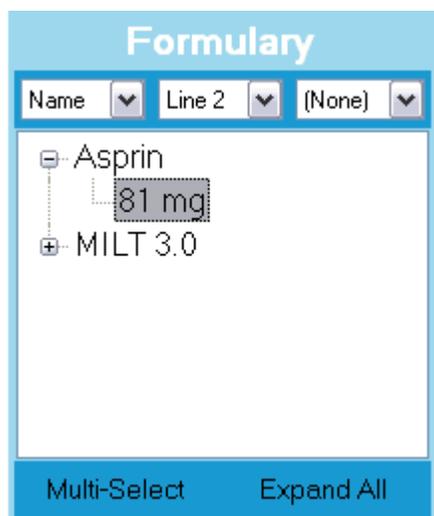
The three Sort Lists at the top of the Formulary allow you to group your formulary by any field. For example, you could group all of your drugs by name with the dosage on the second level.

Selecting (None) in the second and third Sorts will give you a flat list. Click on any item to select it.



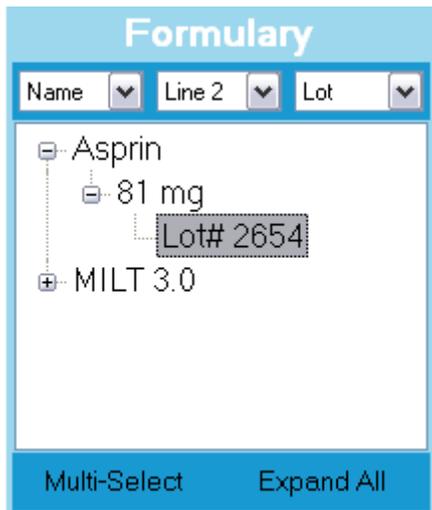
The screenshot shows the 'Formulary' window with three dropdown menus at the top: 'Name', '(None)', and '(None)'. The main list area contains a flat list of items: 'Asprin', 'MILT 3.0', and 'MILT 3.0'. At the bottom, there are two buttons: 'Multi-Select' and 'Expand All'.

Selecting (None) in just the third Sort will give you a two level list. To select an item, open the top level item, then select the second level item you want.



The screenshot shows the 'Formulary' window with three dropdown menus at the top: 'Name', 'Line 2', and '(None)'. The main list area shows a two-level list. The top level item is 'Asprin', which is expanded to show a second level item '81 mg'. Below it is another top level item 'MILT 3.0'. At the bottom, there are two buttons: 'Multi-Select' and 'Expand All'.

Selecting a field in all three Sorts will give you a three level list. To select an item, open the top level item, then the second level, and then select the third level item you want.



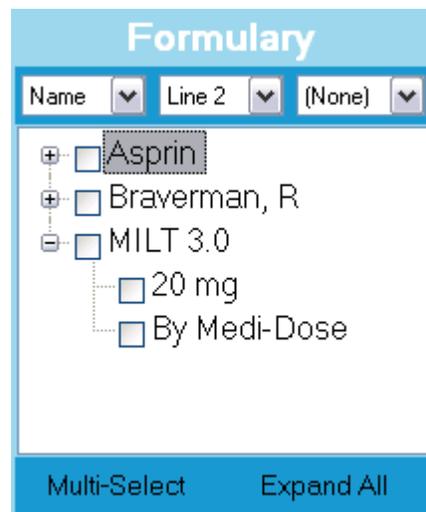
Sorts are remember for each user and by each workflow tab.

MILT 3.0 Help

3.0.04

Multi-Select

With the Multi-Select button you can turn on and off the multi-select feature.



With Multi-Select on, you can perform operations on several items at one time by checking the box next to each item. If you have your list grouped into more than one level, checking an item at a higher level will select all the items under that one.

Within each workflow step, you can use Multi-Select to:

Create Tab

- **Save** - will associate all of the selected items with the currently displayed label type and pattern.
- **Delete** - will delete all of the selected items.

Pre-Check Tab

- **Approve** - will approve all of the selected items.
- **Delete** - will delete all of the selected items.

Print Tab

- **Delete** - will delete all of the selected items.

Post-Check Tab

- **Approve** - will approve all of the selected items.
- **Reject** - will reject all of the selected items. Every item will get the same reason and comments.
- **Delete** - will delete all of the selected items.

Report Tab

- **Delete** - will delete all of the selected items.

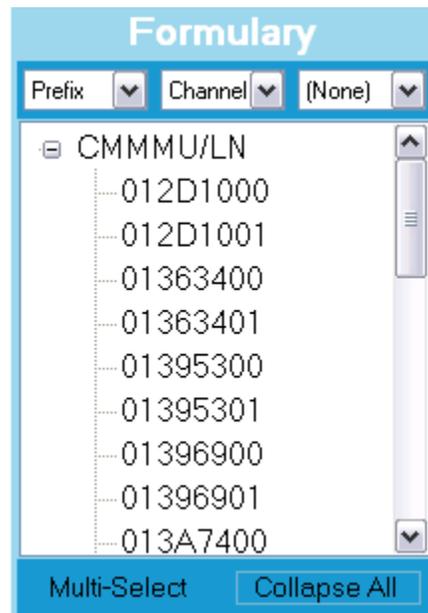
MILT 3.0 Help

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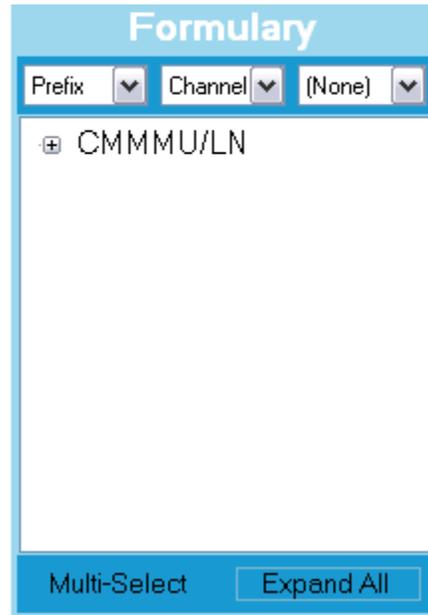
Expand All - Collapse All

If you have your formulary list grouped by more than one field, the **Expand All - Collapse All** button will expand the list so you see every item, or collapse the list so you only see the top level.

Expanded List



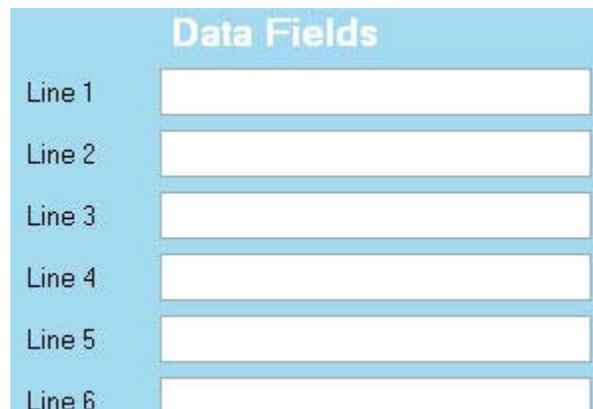
Collapsed List



MILT 3.0 Help

3.0.04

Data Fields



The Data Fields section of the main screen displays the selected item in the formulary in the appropriate fields. By clicking on the name of the field, you can customize each field name to guide your staff to consistently place desired information in the correct fields.

MILT 3.0 Help

3.0.04

Data Field Menu



When you click on the field name, you have a variety of options from which to choose in order to design your labels.

- Add to Label - Add a line associated with this Data Field on the Label
- Lock - Lock this field so only certain users can edit the data
- Change Field Name - Change the name of this field
- Help - Display this help page

MILT 3.0 Help

3.0.04

Add To Label



To add a Data Field to a Label Pattern, click on the name of the data field and choose "Add to Label." The item will appear in the top left corner of the Label Pattern. Drag the item to the area you want it to appear on the label or logs and format it as you wish. Please note that only the portion of the field in the white space will print on the label. So it's important you make sure that the field doesn't exceed this white space.

MILT 3.0 Help

3.0.04

Lock Field



Clicking on "Lock Field" allows your High Authority staff members to edit the information on that line, but locks out your Low Authority staff members from doing so. As an example, you could lock all but the Lot # field on a label that you have verified is correct. Your Medium and Low Authority staff members could only edit the Lot # when they print the label.

MILT 3.0 Help

3.0.04

Change Field Name



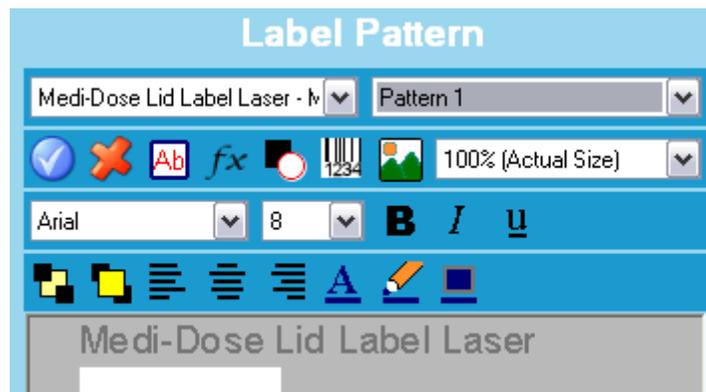
Clicking on "Change Field Name" lets you change the name for that particular field. The selected field name will be displayed in all reports and menus. So it's important that you choose an appropriate name (like "Medication", "Strength" or "NDC") for each field so users will know what data you expect in that field. Field Names are limited to 14 characters.



MILT 3.0 Help

3.0.04

Label Pattern Work Area



The Label Work Area of the Label Pattern section displays how your output will appear when printed. The area was designed so you can always see the results of your actions and make any changes prior to printing.

The text and graphics in the white areas of the Label Work Area will print on your labels. Anything in the gray area will not. For some labels, the white area is much smaller than the gray. But this can be changed when the Label Zoom feature is activated. But regardless of the size, only the information in the white area will print on your labels.

Please note that the Label Work Area contains spots for "Labels" and "Logs". Those spots that

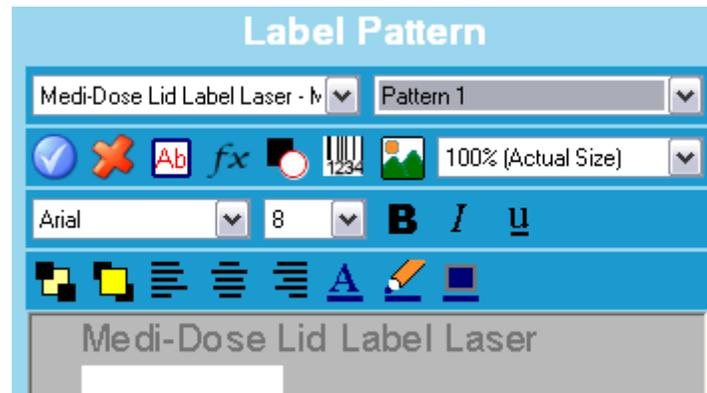
are designated as “Labels” were designed to contain the information you wish to have on the dispensed label of medication. Those spots designated as “Logs” were designed to generate labels for use in packaging log report books, storage bins, etc.

Changes you make to the Label Pattern can be saved by pressing the blue and white check on the toolbar.

MILT 3.0 Help

3.0.04

Label Pattern



The label pattern section of the main screen lets you design and format your labels anyway you want.

Every listing in your Formulary can be associated with a particular label pattern. You can either use the default patterns we set within the program, or you can design your own.

You can add Data Fields and other items to your label pattern and then print it, or save it to apply to other formulary items.

MILT 3.0 Help

3.0.04

Label Type



This drop-down menu lets you select the particular Medi-Dose/EPS supported label you wish to use. The labels displayed can be turned on and off from the Tools / Labels utility from the Main Screen's Action Buttons.

MILT 3.0 Help

3.0.04

Pattern



MILT 3.0 has been designed with a variety of default label patterns. You can design your own pattern and name it accordingly. Then you can associate all the pertinent formulary items with the selected particular label pattern.

MILT 3.0 Help

3.0.04

Pattern Menu



From the Pattern Menu you can save your Label Pattern over the existing one or as a new one. Your new label pattern can then be used with any formulary item. When you save a new pattern, or overwrite an existing one, you will be prompted to select a default pattern for the current label type. This default pattern will be displayed when you select this label type again.

Delete will allow you to delete a pattern you no longer need.

NOTE The default Medi-Dose patterns "Pattern 1" and "Blank" may not be deleted or overwritten. You can use these patterns to start designing your own and then save it with a new name.

MILT 3.0 Help

3.0.04

Delete

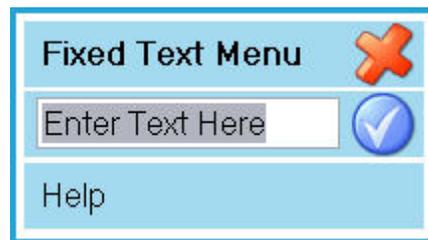


You can delete any field or object on a label. Select the object on the label and click on the large red X to delete it. If you do not save the altered pattern then that item will come back the next time you choose that pattern.

MILT 3.0 Help

3.0.04

Fixed Text Menu

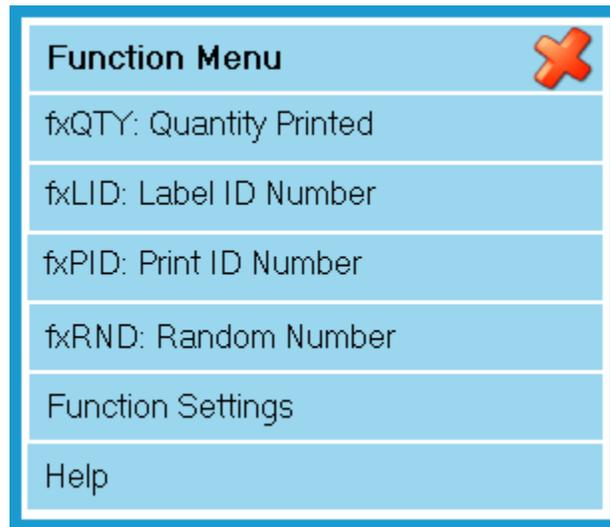


There are times when you may want to have standard text print consistently on your labels. For example, you may always want the words "Lot Number" to appear next to the Lot Number field you placed on your Label Pattern. To do so:

1. Press the <Add Fixed Text> button 
2. Enter the text you require and click the check button
3. Your text will appear in the top left corner of the label
4. Drag the text and format it as you wish
5. Save the label pattern

Every time you use this pattern, that text will appear the same.

Function Menu



The Function Menu allows you to add special fields to your label patterns that will calculate at print time.

fxQTY: Quantity Printed - Prints the number of labels (doses) selected.

fxLID: Label ID Number - Prints a sequential number, starting with 1, on each label in a print job.

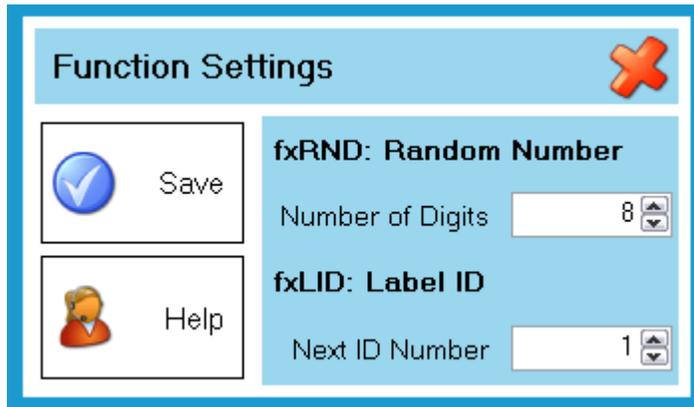
***NOTE* Because it is added to each individual label at print time, the fxLID function has special properties:**

- This function is always printed with a Bold 7pt Courier New Font
- It will not respond to any formatting command (i.e. Bold, Font Size, Align Left, etc.)
- Only one copy of this function can be used on a pattern at a time
- It can only be moved around inside the Label 1 area.

fxPID: Print ID Number - Prints a sequential number for each print job. Print jobs that do not have an fxLID will not increment the sequential number. The number for the next print job can be set in Function Settings on this menu.

fxRND: Random Number - Prints a random number. The number of digits can be set in the Function Settings on this menu.

Function Settings - Change settings for certain functions:

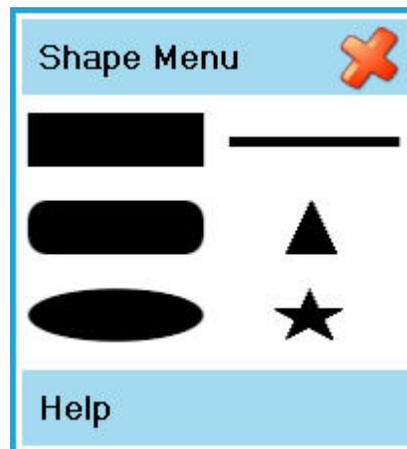


fxRND - Number of Digits: 1 to 20

fxLID - Next ID Number: 1 to 9,999,999 (increments by 1 each time you print a pattern that has a fxLID function)

MILT 3.0 Help
Shape Menu

3.0.04



In order to highlight specific text, you can call attention to it by selecting one of the 6 shapes from the Shapes Menu.

1. Open this menu from the <Add Shape> button 
2. Select a shape and it will appear in the top left corner of your label
3. Drag, resize and position your shape as desired
4. Use the <Line Color> button  to change the color of the outline
5. Use the <Fill Color> button  to change the color of the inside of the shape.
6. Use the <Send to Back> or <Bring to Front> buttons  to layer your shape behind or in front of text and objects
7. Save your pattern

Examples:

A star with a black line color, a yellow fill color, sent behind the word "TEXT" with the <Send to Back> button:



A Rounded Rectangle with a red line color, a white fill color, sent behind the word "TEXT", but in front of the word "MILT":



MILT 3.0 Help
Bar Code Menu

3.0.04

Bar Code Menu
✕

Save

Type

Area

Label

Log 1

Log 2

Data

	Data Field	Application Identifier
1st	<input type="text" value="NDC"/>	<input type="text" value="(None)"/>
2nd	<input type="text" value="(None)"/>	<input type="text" value="(None)"/>
3rd	<input type="text" value="(None)"/>	<input type="text" value="(None)"/>
4th	<input type="text" value="(None)"/>	<input type="text" value="(None)"/>
5th	<input type="text" value="(None)"/>	<input type="text" value="(None)"/>
6th	<input type="text" value="(None)"/>	<input type="text" value="(None)"/>
7th	<input type="text" value="(None)"/>	<input type="text" value="(None)"/>

Edit All

Help

In order to help minimize the potential of medication error, we concentrated a great deal of time developing the bar coding module of MILT 3.0. You can use 1-D, 2-D and multi-part bar

codes on any of the Medi-Dose/EPS supported labels within MILT 3.0.

If multiple data fields need to be associated to a bar code, we suggest the use of 2-D bar codes, like Data Matrix or PDF417. But in order to successfully use these bar codes, you need to ensure that not only your scanners but those throughout the BPOC chain (pharmacy, nursing, lab, etc.) can read 2-D codes.

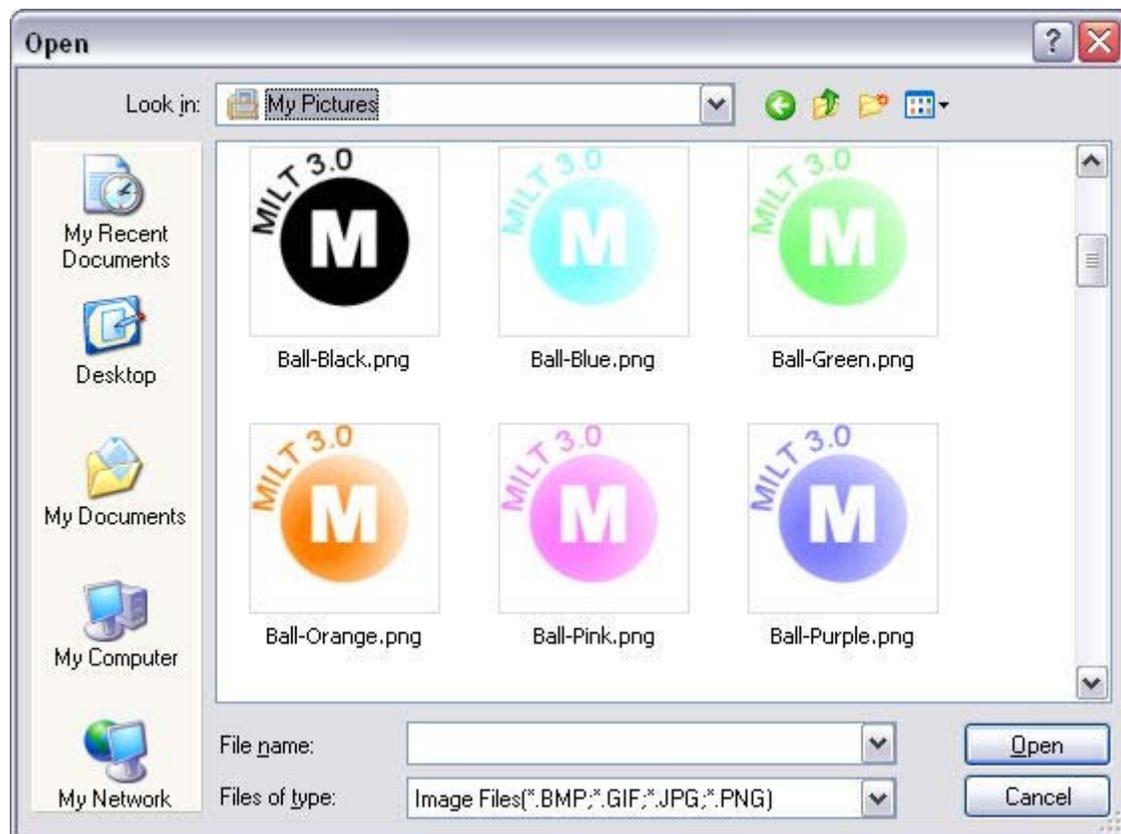
In MILT 3.0, bar codes are associated with a label pattern. To add a bar code to your label pattern:

1. Click the "Add Bar Code" button on the toolbar. 
2. Select the bar code font to use.
3. Choose Large, Medium, Small, Extra-Small, Tiny, Micro or Thin for each area that you want a bar code.
4. Select one of more Data Fields to encode and, if needed, the Application Identifier to format that data.
5. Choose Save.

MILT 3.0 Help

3.0.04

Image Menu



You can also add digital images to your labels. Many hospitals have suggested this so that pharmacy packaged products can be quickly identified since they can carry a hospital logo.

To add a digital image, click on the "Add Image" icon  and locate the image (on your hard drive or network) you wish to place in the label pattern.

Size and place it on the label pattern where you'd like it to print.



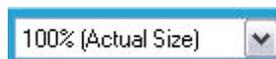
You can resize the image in MILT but results will vary. If you have an image that you need to considerably change the size, we recommend you do so in a professional graphics program before you add the image to your Label Pattern.

If you wish to save the digital image to a label pattern, you need to save the label pattern by clicking on the Blue and White Check from the Label Pattern menu bar.

MILT 3.0 Help

3.0.04

Zoom



In order to provide you with the best representation of how your data will appear on your labels, MILT 3.0 has a drop-down zooming feature. You can view your label patterns at Actual Size so you can see how they will appear prior to printing. Or you can access different views so you can best position your data on your labels.

Each of the supported labels has an Actual Size selection. Using this feature as well as the Print Preview feature (from the Print button) will give you the best idea of the appearance of your labels.

MILT 3.0 Help

3.0.04

Font Name



MILT 3.0 lets you use any system font you have installed on your system to design your labels. Highlight the field on the Label Pattern screen you want to change and select the desired font from the Font pull-down menu. Please keep in mind that you may have many fonts on your system. Many are rather pretty but certain fonts are much easier to read than others. So, when designing your label, please keep legibility and ease-of-recognition in mind.

If you wish to save the font to a label pattern, you need to save the label pattern by clicking on the Blue and White Check from the Label Pattern menu bar.

MILT 3.0 Help

3.0.04

Font Size



MILT 3.0 lets you use any system font point size you have installed on your system to design your labels. Highlight the field on the Label Pattern screen you want to change and select the desired font point size from the Font Point Size pull-down menu. Please keep in mind that you may have many fonts and various point sizes on your system. Many are rather pretty. Many, though, may be too big or too small for your labels. And, of course, certain point sizes are easier to read than others. So, when designing your label, please keep legibility and ease-of-recognition in mind.

If you wish to save the font's point size to a label pattern, you need to save the label pattern by clicking on the Blue and White Check from the Label Pattern menu bar.

NOTE - Technically, most fonts are only available in specific sizes. MILT 3.0, like other software, will allow you to choose sizes that are not native to a font. Windows will do it's best to approximate these sizes, but kerning issues (spacing between letters) may occur. Some fonts, like Courier New and Tahoma, perform better at the non-native sizes than others, like Arial.

MILT 3.0 Help

3.0.04

Bold



You can bold any field in your label pattern. To do so, select the Bold button from the Label Pattern menu bar.

If you wish to save the Bold feature to a label pattern, you need to save the label pattern by clicking on the Blue and White Check from the Label Pattern menu bar.

MILT 3.0 Help

3.0.04

Italic



You can italicize any field in your label pattern. To do so, select the Italics button <I> from the Label Pattern menu bar.

If you wish to save the Italicized feature to a label pattern, you need to save the label pattern by clicking on the Blue and White Check from the Label Pattern menu bar.

MILT 3.0 Help

3.0.04

Underline



You can underline any field in your label pattern. To do so, select the Underline button <U> from the Label Pattern menu bar.

If you wish to save the Underline feature to a label pattern, you need to save the label pattern by clicking on the Blue and White Check from the Label Pattern menu bar.

MILT 3.0 Help

3.0.04

Send To Back

You can have text and graphics appear in the background of your label pattern. This will allow other text and graphics to appear over the background items but these items will still be visible on-screen and will still print on your labels. To do this, highlight the selected text or graphic and choose the Send to Back <STB> button on the Label Pattern menu bar

If you wish to save the "sent to back" text or graphic to a label pattern, you need to save the label pattern by clicking on the Blue and White Check from the Label Pattern menu bar.

MILT 3.0 Help

3.0.04

Bring To Front

You can have text and graphics appear in the foreground of your label pattern. This will allow other text and graphics to appear behind the foreground items but these items will still be visible on-screen and will still print on your labels. To do this, highlight the selected text or graphic and choose the Bring to Front button on the Label Pattern menu bar.

If you wish to save the "bring to front" text or graphic to a label pattern, you need to save the label pattern by clicking on the Blue and White Check from the Label Pattern menu bar.

MILT 3.0 Help

3.0.04

Align Left

You may want to left justify text. Label space may necessitate running text on the left side of the label. You may also wish to do this in order to call attention to a particular bit of information.

To do this, highlight the desired text or graphic and choose the Align Left button from the Label Pattern menu bar.

If you wish to save the "Align Left" text to a label pattern, you need to save the label pattern by clicking on the Blue and White Check from the Label Pattern menu bar.

MILT 3.0 Help

3.0.04

Align Center

You may want to center text. Label space may necessitate running text in the middle of the label. You may also wish to do this in order to call attention to a particular bit of information.

To do this, highlight the desired text and choose the Align Center button from the Label

Pattern menu bar.

If you wish to save the "Align Center" text to a label pattern, you need to save the label pattern by clicking on the Blue and White Check from the Label Pattern menu bar.

MILT 3.0 Help

3.0.04

Align Right



You may want to right justify text. Label space may necessitate running text on the right side of the label. You may also wish to do this in order to call attention to a particular bit of information.

To do this, highlight the desired text and choose the Align Right button from the Label Pattern menu bar.

If you wish to save the "Align Right" text to a label pattern, you need to save the label pattern by clicking on the Blue and White Check from the Label Pattern menu bar.

MILT 3.0 Help

3.0.04

Font Color Menu



You may want to add color to your label text to call attention to a particular bit of information.

To do this, highlight the desired text and choose the Font Color menu button from the Label Pattern menu bar. You have the option of choosing from 16 different colors.

Please keep in mind that your screen will display the selected color but if you do not have a color printer, your output will appear in shades of gray.

If you wish to save the "Font Color" to a label pattern, you need to save the label pattern by clicking on the Blue and White Check from the Label Pattern menu bar.

MILT 3.0 Help

3.0.04

Line Color Menu



You may want to add a colored underline to your label text to call to call attention to a particular bit of information.

To do this, highlight the desired text and choose the Line Color menu button from the Label Pattern menu bar. You have the option of choosing from 16 different colors for your underscore icon.

Please keep in mind that your screen will display the selected colored underscore but if you do not have a color printer, your output will appear in shades of gray.

If you wish to save the "Line Color" to a label pattern, you need to save the label pattern by clicking on the Blue and White Check from the Label Pattern menu bar.

MILT 3.0 Help

3.0.04

Fill Color Menu



Shapes can be filled with color. To do this, highlight the desired shape and choose the FILL COLOR menu button from the Label Pattern menu bar. You have the option of choosing from 16 different colors for your background color.

Please keep in mind that your screen will display the selected colored but if you do not have a color printer, your output will appear in shades of gray.

If you wish to save the "Fill Color" to a label pattern, you need to save the label pattern by clicking on the Blue and White Check from the Label Pattern menu bar.

MILT 3.0 Help

3.0.04

Workflow Tabs



Think Medi-Dose and EPS for all yo



The workflow tabs allow you to move from step to step in your workflow. Click on the workflow button to move to that step.

Some buttons, like the <2. Print (0)> one shown above, show the number of items waiting for your attention. In this case, there are 0 labels waiting to be printed.

To configure MILT to match your workflow, go to <TOOLS> <WORKFLOW/RIGHTS> on the main screen.

MILT 3.0 Help

3.0.04

Create Tab

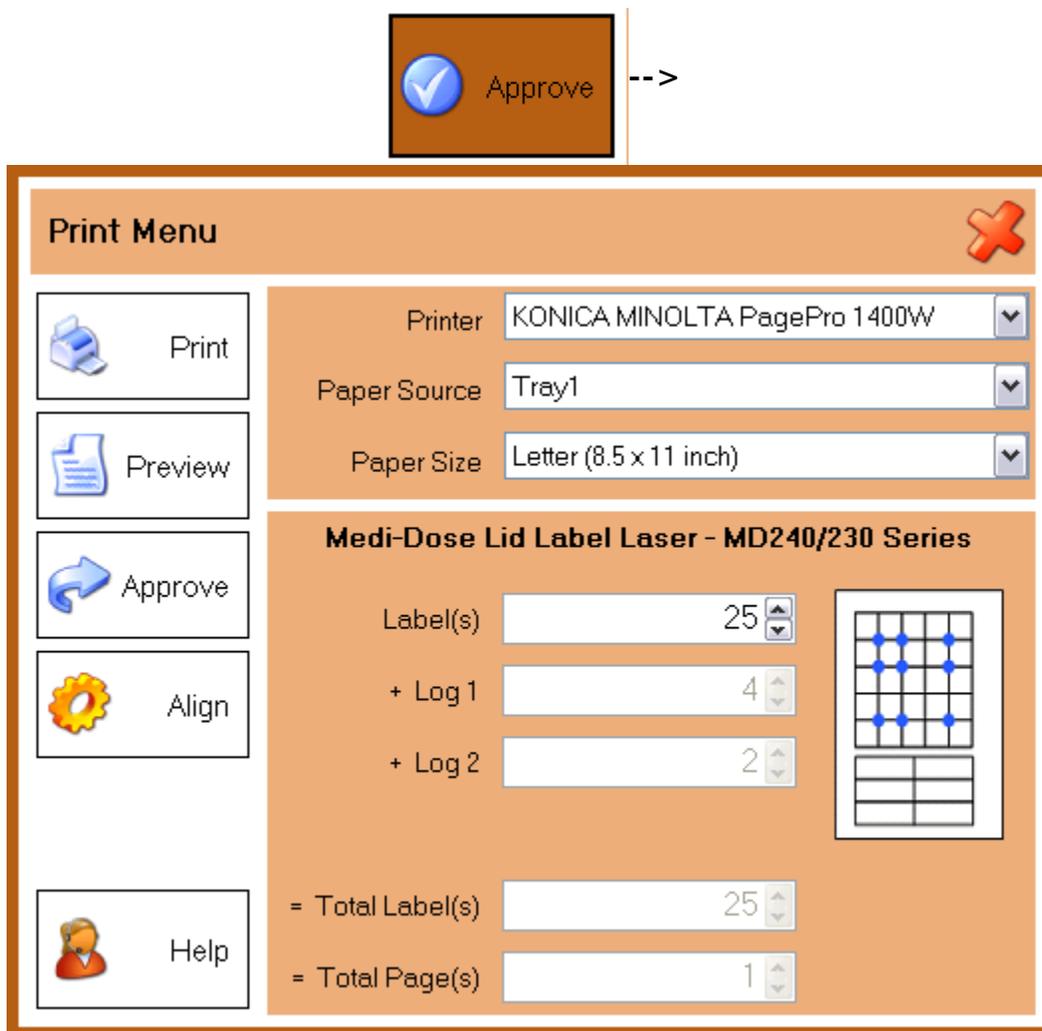
The Create Tab is the workflow step where you create formulary items and label patterns.

MILT 3.0 Help

3.0.04

Pre-Check Tab

The Pre-Check Tab is the workflow step where you can approve print jobs before they are printed.



If they approve the job, they can choose to print it now, or choose approve to submit it to the print workflow step so someone else can print it later.

Workflow Rights

ALLOWED - User can approve or delete items on this list.

REQUIRED - User can not print from the Create Tab. Each print job will go to this step for approval by someone with the "ALLOWED" right.

DENIED - User will not see this tab. User can not print from the Create Tab. Each print job will go to this step for approval by someone with the "ALLOWED" right.

MILT 3.0 Help

3.0.04

Print Tab

The Print Tab is the workflow step where users can print a job that was submitted and approved for printing through the Pre-Check step.

Users Rights

ALLOWED - User can print or delete items on this list.

REQUIRED - User can not print from the Create Tab. They can print from this step, but can not delete an item.

DENIED - User will not see this tab.

MILT 3.0 Help

3.0.04

Post-check Tab

The Post-Check Tab is the workflow step where you can approve or reject jobs after they have been printed, but before they go to the log report (like pharmacist sign-off in prior versions.)

To Approve an item, select the item in the list and click Approve.

To Reject an item, select the item in the list and click Reject. You will be prompted to choose a Reason and to enter Comments.

Reject Item Menu

Reject

Help

Qty 1

Reason Medication Error

Comments

Workflow Rights

ALLOWED - User can approve, reject or delete items on this list.

REQUIRED - Each print job will go to this step for approval by someone with the "ALLOWED" right.

DENIED - User will not see this tab. Each print job will go to this step for approval by someone with the "ALLOWED" right.

MILT 3.0 Help

3.0.04

Report Tab

The Report Tab is the workflow step where you can view and print log and error entries.



The Report button will open the Reports Menu where you can select and print a report.

The Filter button will open the Filter Menu where you can filter your log and error list by any of the fields.

The Show Errors / Show Log button will toggle the list from errors to logs.

Workflow Rights

ALLOWED - User can view, print or delete log and error items.

REQUIRED - User can view and print log and error items, but can not delete them.

DENIED - User will not see this tab.

MILT 3.0 Help

3.0.04

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