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Nuclear Medicine Information

Version 17

Current Network User Installation

This installation guide is intended for customers who are upgrading from a previous version of NMIS.

Included are the recommended hardware specifications, a summary of the new features and

Introduction

Welcome

Thank you for being a loyal user of the NMIS[®] Nuclear Medicine Information System program. The following pages will guide you through the installation process. If you need help at any time during the installation, please call us at 1-800-851-0025. We appreciate your business and look forward to serving you.

Table of Contents

Introduction	2
Guide to new features	3
Hardware requirements	4
Pre-installation.....	5
Quick Upgrade from NMIS 16 to 17	6
Server installation instructions.....	8
Workstation installation instructions	13

Guide to new features

What's new in NMIS 17

1. **Calculator Units** - This new feature allows the user to seamlessly enter either non-SI or SI units for height and weight. Additional units were added under the patient demographic preference and a unit converter calculator is now available on the scheduler screen.
2. **Excretion Factor** - This new feature allows tracking of excretion factors by calculating the percentage of administered radioactivity released into the sewer. A percentage of the injected dose is assumed to be excreted and discharged into the sewer as radioactive waste. Some technologist need to track and report this information on an annual basis. These excretion factors are now included in the radiopharmaceutical table.
3. **Absorbed Dose** - This feature gives the technologist the ability to print patient's absorbed dose the same way that one is able to print the draw dose slips or patient exposure report cards.
4. **Task Reminder Pop-Up** - This feature will be used to enhance technologist compliance with mandatory end of the day surveys and other similar tasks. This feature uses a task reminder prompt that would force the technologist to complete, snooze or dismiss a task.
5. **Bioassay Reminder** - This new reminder feature provides a convenient way to ensure timely documentation of bioassay in the event of volatility during the production/preparation and/or dosing of radioactive Iodine.
6. **Disposal Using Rx Barcodes** - This new feature gives users the ability to dispose of doses in a specific container by scanning the Rx or pharmacy barcode to place the desired dose back into the returning container.
7. **Iodine-131 Contraindications Sent Via OLO** - This new feature ensures that any relevant contraindications are attached to the Iodine-131 online order and transmitted to the pharmacy. This new addition will serve as an excellent enhancement to the Iodine-131 Quality Management Plan at applicable sites.
8. **Reminder Email** - This new feature will send a reminder alert email if a task is not completed on a specific day. Users will have the option to enable emails for tasks that have not been performed by a set time frame.
9. **Automatic Updates** - This feature gives customers the option to upgrade the software with no end user interaction. To set the automatic updates an administrator password will be required. The new selections under preferences are: automatic updates off, notify users that updates are available, download and prompt user to install updates and download updates automatically.
10. **Ordering Physician for OLO** - The user now has the ability to enable the "Ordering Physician" field under the scheduler. This will add a field on the scheduler screen that allows the user to select a different ordering physician per patient. This field will also be editable from the online order screen prior to submitting an order.

Hardware requirements

Following are the requirements to run NMIS for a network user license. We know this is boring, but it is important! Please check to be sure your hardware meets these requirements. Not sure? Give us a call at 800-851-0025 and we'll be happy to review your hardware with you.

Server Hardware

Processor	Intel Core 2 Duo or better
Memory	4GB RAM
Hard Drive	160 GB
Optical Drive	DVD for software installation
Backups	External hard drive, USB flash drive or shared network folder

Workstation Hardware

Processor	Intel Core 2 Duo or better
Memory	4GB RAM
Hard Drive	160 GB

Operating System

Any one of the following:

Windows Server 2012
Windows Server 2008
Windows 10
Windows 8
Windows 7

-and-

Internet Explorer

Internet Access

Recommended for:

Downloading periodic program updates
Accessing NMIS remote support
Online ordering where available

Pre-installation checklist

Before you begin

Making sure that your hardware is adequate to run NMIS is extremely important. If you haven't done so already, please check the hardware requirements on page 3.

You should have received the NMIS 17.x DVD along with this installation guide. Check to see that the facility name on the disk is correct. If for some reason it is not, please call technical support at 1-800-851-0025 before proceeding.

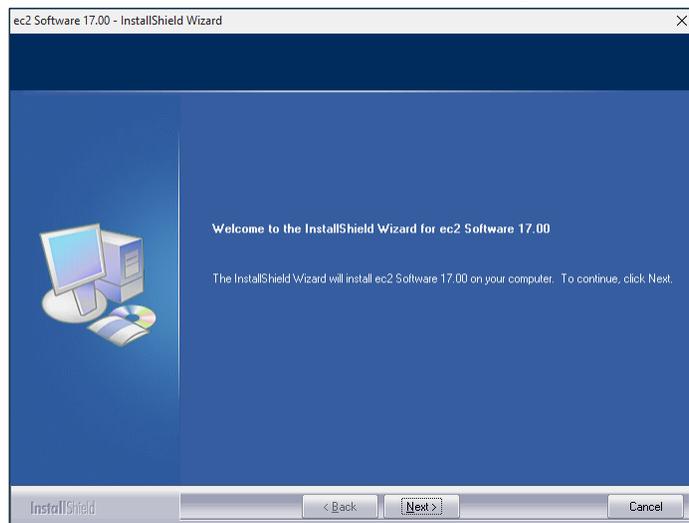
Important points

1. Please perform a backup of your data before you begin the upgrade process.
2. Shut down any programs that are running. Antivirus software can slow down the installation process or prevent it from finishing. Disable any screen savers that may disrupt the process.
3. The upgrade will take about the same amount of time if you are coming from version 14 or an earlier version. You should be able to complete the upgrade in under 1 hour in most cases.
4. Please note that the folder name will change this year. You will not be able to install to the existing NMISSQL folder. Because we are upgrading so many of the core components with this version, we want to leave the old folder untouched in case we need to go back to it for any reason.
5. You must be logged in as an administrator to install NMIS. It is important that you use the same administrator login after each restart until the program tells you the installation was successful.

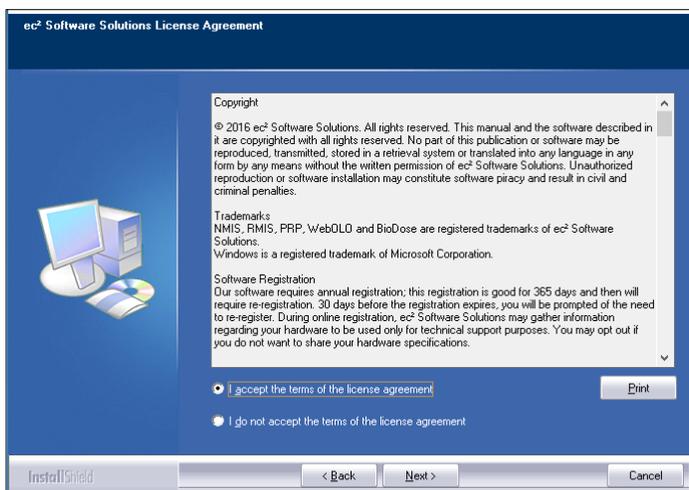
Quick Upgrade

The **Quick Upgrade** instructions are for customers that are already running version 16x. This upgrade only needs to be installed from **ONE** workstation. You will not need to restart. If you are not at version 16.x please proceed to page 8.

1. **Insert the disk** labeled with your facility name and “NMIS Version 17.x” into the disk drive.
2. Double click on **My Computer** on the Desktop and locate the disk drive. Look for the label nmis17xx_CustID#xxxx and double click on it.
3. You will see a list of files. Find **Setup.exe** and double click on it. The icon will look like this: 
4. Next you will see a Welcome message. Click **Next** to continue.

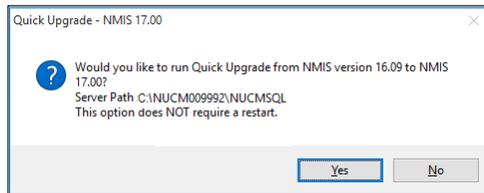


5. The license agreement will be displayed next. Please click on the radio button to accept the agreement, then click **Next** to continue.

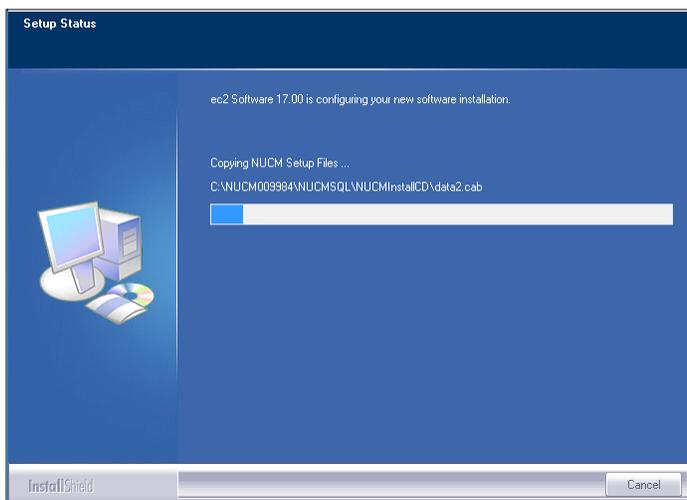


Quick Upgrade – continued

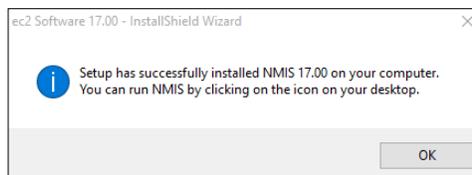
- The program will now ask if you want to use the Quick Upgrade option. This option does not require restarting the computer and should only take 10-15 minutes. This is the best way to proceed if this option is presented. Click **Yes** to continue. If the express option is not presented, please proceed to step 9 on page 9.



- The program will now begin copying files and you will see several windows similar to this:



- When this process is completed, the program will show this final message to let you know you are finished installing:

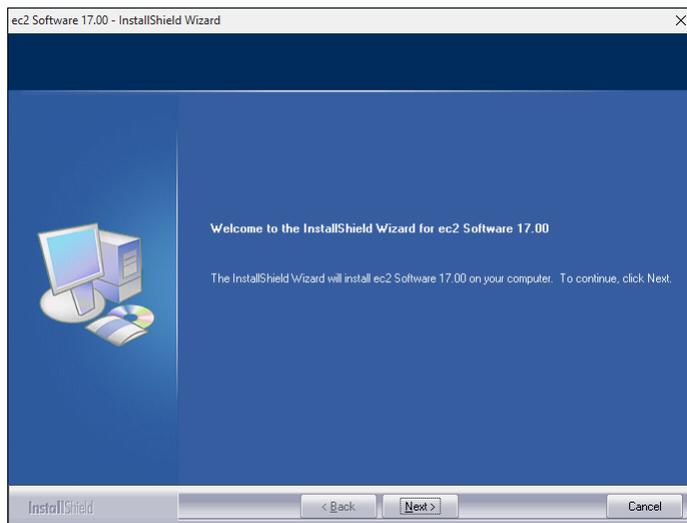


- Click **OK** on this screen. You may now run NMIS 17.x by clicking on the desktop icon.

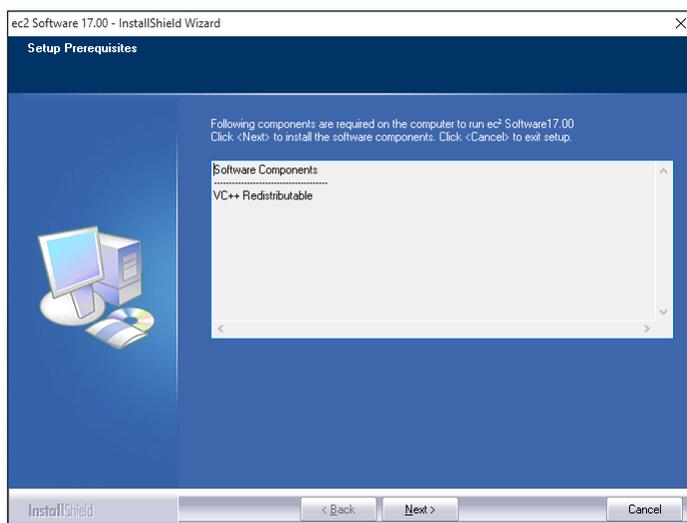
Questions? - Please call NMIS Technical Support at 1-800-851-0025.

Server installation instructions

1. **Insert the disk** labeled with your facility name and “NMIS Version 16.x” into the disk drive.
2. Double click on **Computer** on the Desktop and locate the disk drive. Look for the label `ec2_17.xx_Cust#xxxxxx` and double click on it.
3. You will see a list of files. Find **Setup.exe** and double click on it. The icon will look like this: 
4. First you will see a Welcome message. Click **Next** to continue.

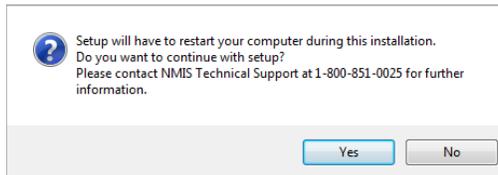


5. The install program will now examine your computer to see if any of the required components are missing. If there are no required components missing, you will skip ahead to step 8. If there are missing components, the program will show the following screen listing the items:

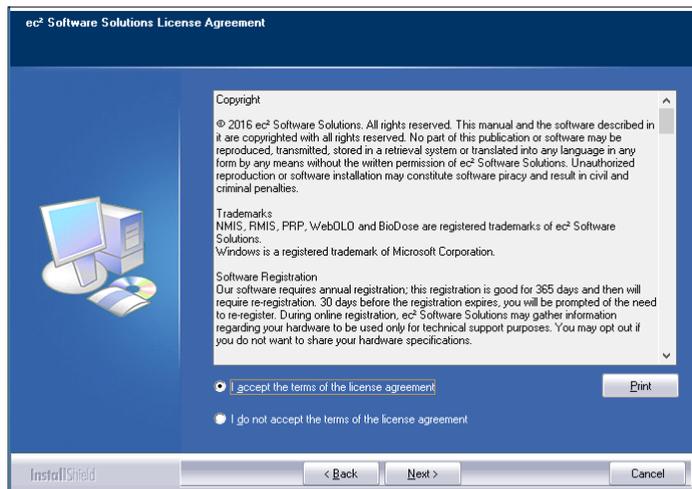


Server installation - continued

- The list of missing components may contain 1 or many items. The installation program will attempt to install all of them for you if possible. Click **Next** to proceed. At this point we will not show all of the screens that you will see when installing the missing components, since it will be different for everyone. Just follow the screen prompts and restart when necessary. Please click **Yes** to proceed.

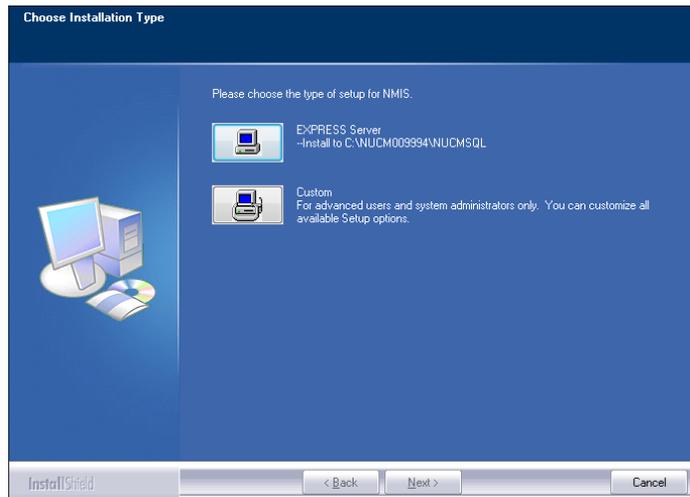


- Once all of these components are installed, you will see the Welcome screen again. Click **Next** to proceed.
- The license agreement will be displayed next. Please click on the button to accept the agreement, then click **Next** to continue.

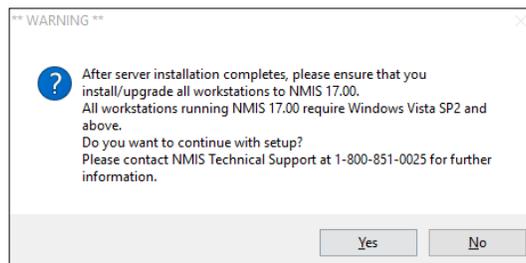


- The program will now prompt you to choose the type of installation to be performed. Select **Express Server** to proceed.

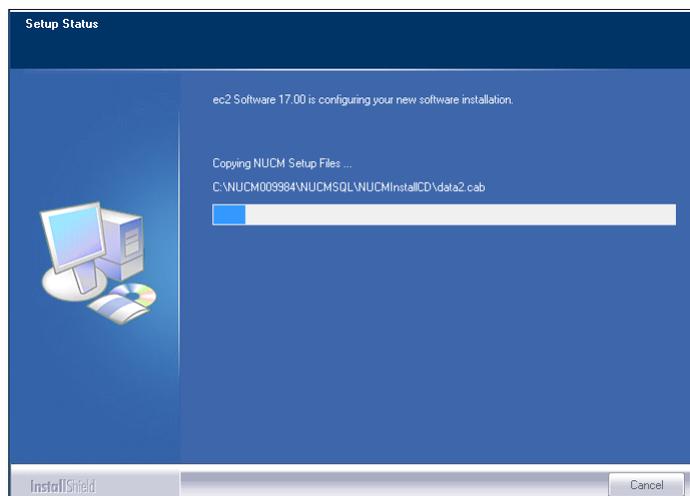
Server installation - continued



10. Setup will warn you that restarting the computer will be necessary. Click **Yes** to continue.
11. Next you will see a message reminding you to install the workstations after you finish the server installation. Click **Yes** to proceed.

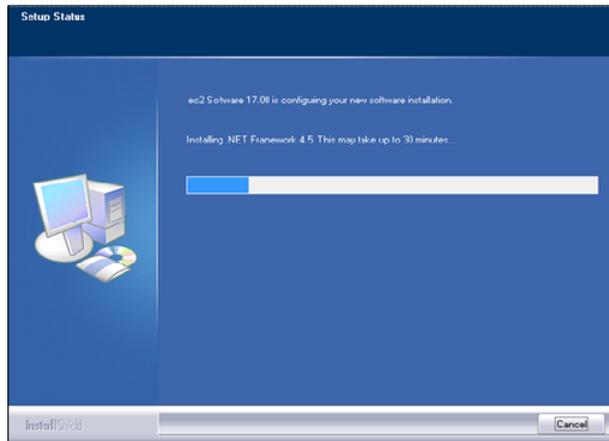


12. The program will now begin copying files and you will see several windows similar to this:

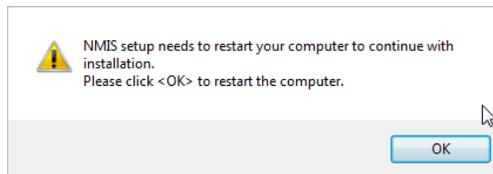


Server installation - continued

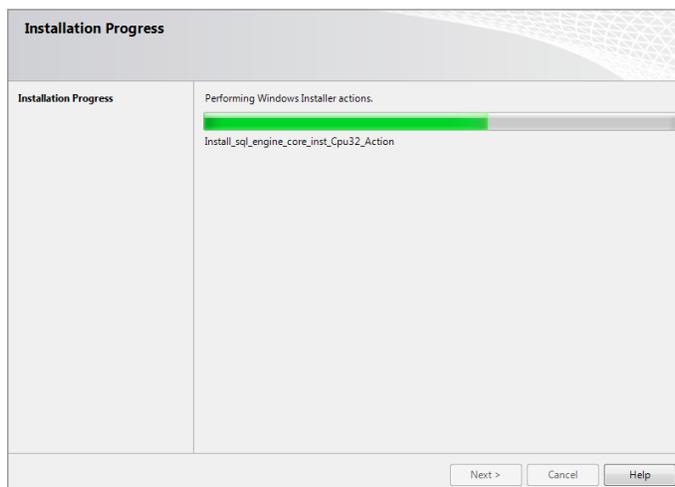
13. Next the program will install the .NET framework if it is not already installed on this computer. **This part of the installation could take 15-30 minutes.** Please be patient and let it finish.



14. When this process is completed, you may see this screen prompting you to restart the computer. Please click **OK** to continue.

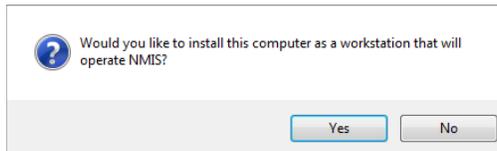


15. After restarting the installation program will continue. If your computer asks you for your user name and password when it starts up, it is very important that you use the same user name when the computer restarts.
16. Next the program will install the database. You will see many screens come and go automatically. **This may take up to 30 minutes.**

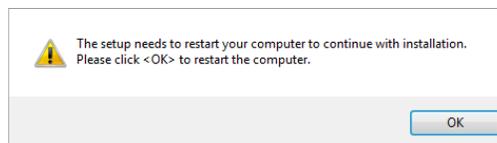


Server installation - continued

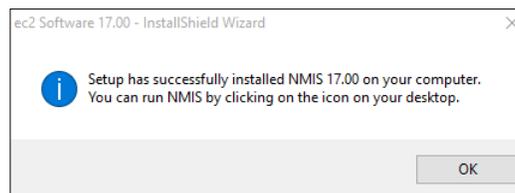
17. Once the database is installed you will get the option to install this computer as a workstation. If someone will actually be using this computer to enter data, then answer **Yes** and continue with the next step. If this is a dedicated server and no one will be using it to enter data, answer **No** and proceed to step 20.



18. When the workstation installation is complete, you will see this screen prompting you to restart the computer. Click **OK**.



19. After restarting the installation program will continue. The installation will pick up where it left off and will show you this message when it has finished:

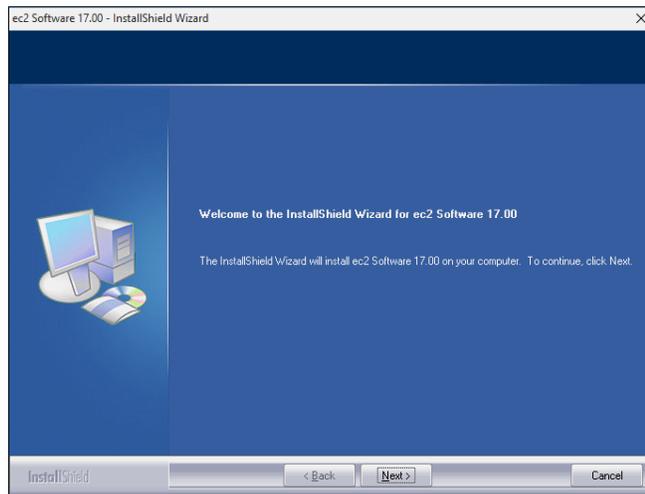


20. Click **OK** on this screen. If you elected to make the server a workstation, you may now run NMIS 17.x by clicking on the desktop icon. Follow the instructions starting on page 13 to install any additional workstations.

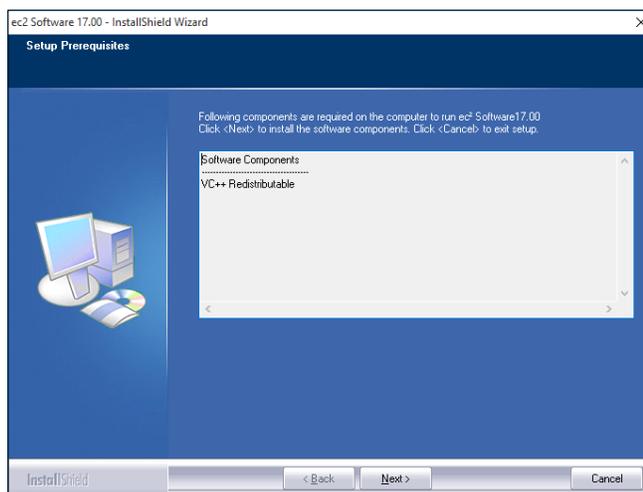
Workstation installation instructions

PLEASE NOTE: YOU WILL NOT USE THE SOFTWARE DISK TO INSTALL THE WORKSTATIONS.

1. Browse to the server and find the folder \\Server\NUCM##### \NUCMSQL \NUCMInstallCD. Double click on the **Setup.exe** contained in this folder.
2. Next you will see a Welcome message. Click **Next** to continue.



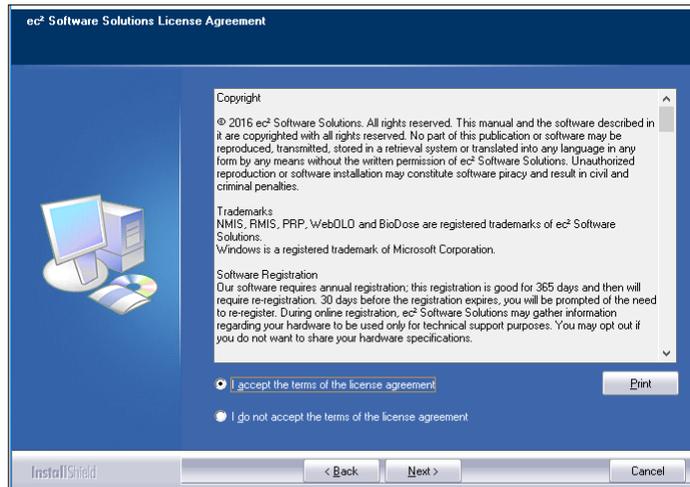
3. The install program will now examine your computer to see if any of the required components are missing. If there are no required components missing, you will skip ahead to step 6. If there are missing components, the program will show the following screen listing the items:



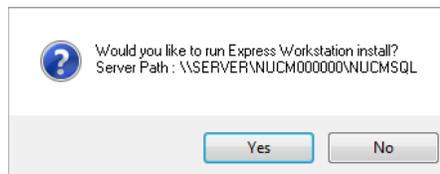
4. The list of missing components may contain 1 or many items. The installation program will attempt to install all of them for you if possible. Click **Next** to proceed. At this point we will not show all of the screens that you will see when installing the missing components, since it will be different for everyone. Just follow the screen prompts and restart when necessary. Please click **Yes** to proceed.

Workstation installation - continued

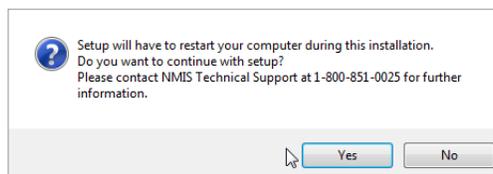
- Once all of these components are installed, you will see the Welcome screen again. Click **Next** to proceed.
- The license agreement will be displayed next. Please click on the button to accept the agreement, then click **Next** to continue.



- The program will now prompt you to run the **Express Workstation** installation. Please click **Yes** to continue.

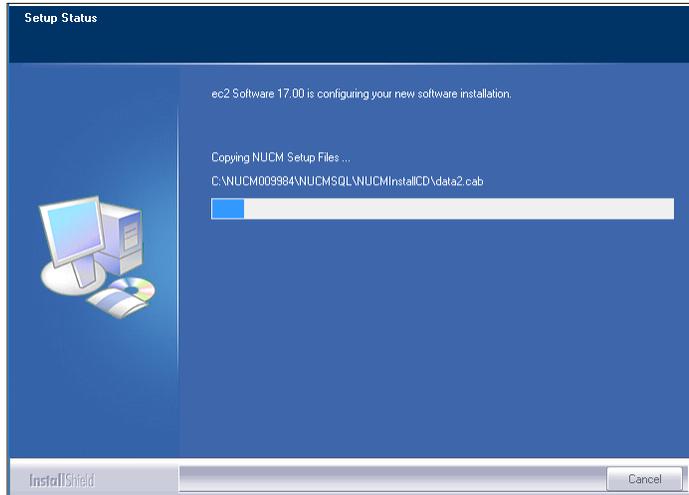


- Setup will warn you that restarting the computer will be necessary. Click **Yes** to continue.

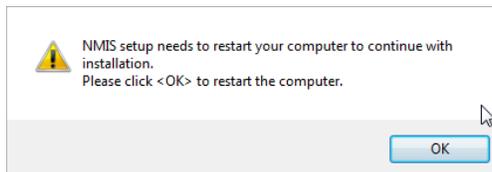


Workstation installation - continued

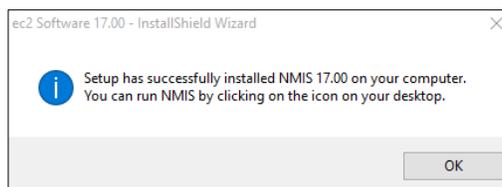
9. The program will now begin copying files and you will see several windows similar to this:



10. When the process is complete, you will see this screen prompting you to restart the computer. Click **OK** to continue.



11. After restarting, the program will finish installing and will show this final message to let you know you are done:



12. Click **OK** on this screen. You may now run NMIS 17.x by clicking on the desktop icon.