



An Electronic Medical Record and Document Management Company

DSS Order Tracking Manager Laboratory (DSS OTM-Laboratory)

[DSSD 1.0]

INSTALLATION GUIDE

Installation Guide

Version Number 1.0

December 2020

Table of Contents

| | |
|---|----|
| Pre/Post-Installation Considerations | 4 |
| Installation Procedure | 4 |
| 1. LOAD TRANSPORT GLOBAL | 4 |
| 2. SELECT Optional INSTALLATION OPTION(s) | 5 |
| 3. INSTALL PACKAGE(s) | 5 |
| Post-Installation Steps | 7 |
| Routine Summary | 8 |
| Back-out Procedure | 8 |
| Back-out Strategy | 8 |
| Back-out Considerations | 9 |
| Back-out Criteria | 9 |
| Back-out Risks | 9 |
| Authority for Back-out | 10 |
| Back-out Procedure | 10 |

This package contains RPCs and M routines used by the DSS, Inc. Order Tracking Manager Laboratory (DSS OTM-Laboratory) GUI in the DSSD namespace.

Pre/Post-Installation Considerations

1. There are no pre-installation steps required.
2. Manual post-installation steps for new sites requires configuration of users (assigning secondary menu option) after installing the KIDs build.

Installation Procedure

This build may be installed with users on the system, but it should be installed at a time where there is minimum activity by DSS OTM-Laboratory users. If installed with active DSS OTM-Laboratory users on the system, then a few <NOSOURCE> or <EDITED> errors may be generated when the KIDS installation process installs routines actively being used.

Installation should take less than 2 minutes to complete.

Software Retrieval:

DSSD is available through DSS, Inc. Technical Support. The DSS Inc. Sales team will introduce site personnel with the appropriate contact to receive the build.

1. LOAD TRANSPORT GLOBAL

Retrieve the DSSD_1_OT2.KID.

Start up the Kernel Installation and Distribution System Menu
[XPD MAIN]:

Edits and Distribution ...
Utilities ...
Installation ...

Select Kernel Installation & Distribution System Option: INStallation

Load a Distribution
Print Transport Global
Compare Transport Global to Current System
Verify Checksums in Transport Global
Install Package(s)
Restart Install of Package(s)
Unload a Distribution
Backup a Transport Global

Select Installation Option: LOAD a Distribution

When prompted for "Enter a Host File:", enter the full directory path where you saved the host file DSSD_1_0T2.KID (e.g.,SYSS\$SYSDEVICE:[ANONYMOUS]DSSD_1_0T5.KID)

Select Installation <TEST ACCOUNT> Option: 4 Compare Transport Global to Current System

Select INSTALL NAME: DSSD 1.0 12/11/20@11:28:14

=> DSSD 1.0 T2 ;Created on Dec 09, 2020@16:03:11

This Distribution was loaded on Dec 11, 2020@11:28:14 with header of

DSSD 1.0 T2 ;Created on Dec 09, 2020@16:03:11

It consisted of the following Install(s):

DSSD 1.0

2. SELECT Optional INSTALLATION OPTION(s)

On the Installation Menu, the following are OPTIONAL:

- a. Backup a Transport Global - This option will create a backup message of any routines exported with this patch. It will not backup any other changes such as DD's or templates.
- b. Compare Transport Global to Current System - This option will allow you to view all changes that will be made when this patch is installed. It compares all components of this patch (routines, DD's, templates, etc.).
- c. Verify Checksums in Transport Global - This option will allow you to ensure the integrity of the routines that are in the transport global.

3. INSTALL PACKAGE(s)

Select Installation <TEST ACCOUNT> Option: install Package(s)

Select INSTALL NAME: DSSD 1.0 12/11/20@11:28:14

=> DSSD 1.0 T2 ;Created on Dec 09, 2020@16:03:11

This Distribution was loaded on Dec 11, 2020@11:28:14 with header of

DSSD 1.0 T2 ;Created on Dec 09, 2020@16:03:11

It consisted of the following Install(s):

DSSD 1.0

Checking Install for Package DSSD 1.0

Install Questions for DSSD 1.0

Want KIDS to Rebuild Menu Trees Upon Completion of Install? NO//

Want KIDS to INHIBIT LOGONs during the install? NO//

Want to DISABLE Scheduled Options, Menu Options, and Protocols? NO//

Enter the Device you want to print the Install messages.

You can queue the install by enter a 'Q' at the device prompt.

Enter a '^' to abort the install.

DEVICE: HOME// TELNET PORT

***** Sample Installation Output *****

Select Installation <TEST ACCOUNT> Option: install Package(s)

Select INSTALL NAME: DSSD 1.0 12/11/20@11:28:14

=> DSSD 1.0 T2 ;Created on Dec 09, 2020@16:03:11

This Distribution was loaded on Dec 11, 2020@11:28:14 with header of

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Want KIDS to Rebuild Menu Trees Upon Completion of Install? NO//

Want KIDS to INHIBIT LOGONs during the install? NO//

Want to DISABLE Scheduled Options, Menu Options, and Protocols? NO//

Enter the Device you want to print the Install messages.

You can queue the install by enter a 'Q' at the device prompt.

Enter a '^' to abort the install.

DEVICE: HOME// TELNET PORT

Install Started for DSSD 1.0 :

Dec 11, 2020@13:34:11

Build Distribution Date: Dec 09, 2020

Installing Routines:

Dec 11, 2020@13:34:11

Installing PACKAGE COMPONENTS:

Installing SECURITY KEY

Install Completed

***** end *****

Post-Installation Steps

Note: Steps to be performed by Site Management Staff

1. Assign modules to users by adding a secondary menu option. If the site has purchased the DSS OTM-Laboratory application, the DSSD MAIN MENU option should be assigned to the appropriate staff working in Laboratory clinics.

Select the User Management [XUSER] menu, Edit an Existing User [XUSEREDIT] option. Add the secondary menu options to the SECONDARY MENU OPTIONS field. The below shows adding DSSD MAIN MENU.

```
                                Edit an Existing User
NAME: LABORATORYUSER, ONE                                     Page 1 of
5
-----
NAME... LABORATORYUSER, ONE                                INITIAL: OR
TITLE: CLERK                                                NICK NAME:
SSN: 666660002                                             DOB:
DEGREE:                                                    MAIL CODE:
DISUSER:                                                   TERMINATION DATE:
Termination Reason:
PRIMARY MENU OPTION: RA OVERALL
Select SECONDARY MENU OPTIONS: DSSD MAIN MENU
Want to edit ACCESS CODE (Y/N): FILE MANAGER ACCESS CODE:
Want to edit VERIFY CODE (Y/N):

Select DIVISION: VAMC ALBANY
SERVICE/SECTION: MEDICINE
-----
COMMAND:                                                    Press <PF1>H for help   Insert
```

2. Give DSS OTM-Laboratory Administrative users the DSSD ADMIN key so they may update admin settings. Select the Key Management [XUKEYMGMNT] menu, Allocation of Security Keys [XUKEYALL] option.

Select Key Management <TEST ACCOUNT> Option: ALLOcation of Security Keys

Allocate key: DSSD ADMIN
Another key:

Holder of key: LABORATORYUSER,ADMIN AL

Another holder:

You've selected the following keys:

DSSD ADMIN

You've selected the following holders:

LABORATORYUSER,ADMIN

You are allocating keys. Do you wish to proceed? YES//

DSSD ADMIN being assigned to:

LABORATORYUSER,ADMIN

3. The installation is complete.

Routine Summary

Checksums shown are NEW Checksums. The following routines are included in this patch. The second line of each of these routines now looks like:

```
;;1.0;DSS OTM LABORATORY;;Dec 09, 2020;Build 2
```

```
BUILD NAME: DSSD 1.0
DSSDPAT    value = 2521007
DSSDPOB    value = 27385741
DSSDUTL    value = 4123411
DSSD VW    value = 51357481
done
```

Back-out Procedure

Back-out pertains to a return to the last known good operational state of the software and appropriate platform settings. Successful back-out requires successful *backup* prior to installing software.

Back-out Strategy

The DSS OTM-Laboratory back-out strategy involves communication with stakeholders including site users, OI&T, help desk, developers, quality assurance, and any others such as VA business owners. This communication allows all parties to have an impact on the decision to back out software, and to act on the plan to restore the environment(s) to a previous, working state. Step by step instructions are followed. Each installation will include specific back-out procedures relevant to the components and to the changes made to the system. Back-out may involve copying a previous version of an executable onto a production server or restoring Vista routines from a transport global.

Successful back-outs require conscientious following of installation steps, especially for any backup procedures. For example, the steps may state that installers copy the previous version of an executable to a safe storage area. If a previous version is not available at the site, DSS, Inc.

will provide the necessary version of the software using SFTP or another approved transfer method. After the back-out, tests are performed to ensure the software is working, and then stakeholders are notified. A remediation plan is put into place to correct the issue(s) necessitating a back-out.

Special care is taken during development of VistA code (routines, files, remote procedures, etc.) to make them backward compatible with newer GUI versions to alleviate the issue and avoid typical critical scenario solutions such as emergency patches. The decision to back out a specific release needs to be made in a timely manner. Catastrophic failures are usually known early in the testing process – within the first two or three days. Sites are encouraged to perform all test scripts to ensure new code is functioning in their environment, with their data. A back-out should only be considered for critical issues or errors. The normal, or an expedited, issue-focused patch process can correct other bugs.

Back-out Considerations

Back-outs are not desirable, and the decision to back out should involve stakeholders from various business units. A back-out should be performed as early after installation as possible to avoid issues with data (see roll-back section). If data corruption has occurred, or will occur, then sometimes it is safer to create an emergency fix to correct the problem, rather than return to a previous state.

Back-out Criteria

Stakeholders involved in the decision to back out software should be prepared to answer the following questions:

- Was the installation performed correctly and completely? Installed component versions should be verified.
- What component(s) failed?
- Are failures specific to a user, or to all users? Failures for a specific user may be hardware or parameter setting-based issues (user profile, etc.).
- Is there a work-around for the failure?
- Is data involved in the failure?
- Who will make the decision to revert to a previous version?
- Who will perform the back-out?
- How soon can the back-out be performed?
- Does the staff responsible for the back-out understand the procedures?
- How soon after the decision has been made will the back-out be performed?
- What is the expected time required to perform a reversion?
- What are the communication procedures required in the event of a back-out?
- Has the Back Out Plan been successfully tested?
- What are the success criteria to be used to denote a successful back-out?

Back-out Risks

DSS, Inc. develops VistA KIDS builds to be backward compatible with previous versions to avoid back-out risks. For existing DSS OTM-Laboratory sites, the DSSD 1.0 KIDS build is backward compatible and should not require back out.

When a back-out is necessary, the instructions may include stopping to verify data and/or versions after certain steps. Following instructions carefully will mitigate back-out risks.

Authority for Back-out

For DSSD 1.0, the VA Business owner has ultimate responsibility for the product. The business owner or their designee will make the decision to back out an installation based on feedback from the stakeholders (users, DSS Development, DSS Installation, DSS Support, etc.)

Back-out Procedure

For VA server components, the procedures can be performed in VA test account environments prior to performing them in the production account.

For removal of a newly installed version of DSS OTM-Laboratory:

1. Notify stakeholders using MS Outlook that a backout will occur
2. Install the previous full version and patches (if any) up to the version to be removed. For example, if DSSD_1_OT2 is to be backed out, install DSSD_1_OT1.
3. Test the software
4. Notify stakeholders of the outcome via Outlook

For complete removal of DSS OTM-Laboratory:

1. Notify stakeholders using MS Outlook
2. Remove DSSD MAIN MENU secondary option that was assigned to users
3. Remove the DSSD ADMIN security key from admin users
4. Components in the DSSD KIDS build can be removed from the system if no longer desired. DSS can provide an “uninstall” KIDS build with the components set to “DELETE AT SITE” or the site if desired.
5. DSS Help Desk personnel (561-284-7200) are available to assist with removal of the OTM-Laboratory DSSD components.
6. Notify stakeholders of the outcome via MS Outlook.

DSS SUPPORT CONTACT INFORMATION

HELP DESK (561) 284-7200 (Option 1 for after hours)

HOURS OF OPERATION 8:00 AM TO 7:00 PM (EST)