

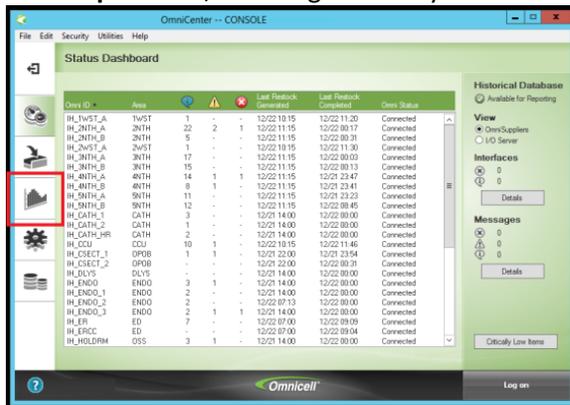
Steps Required To Update the OmniLoca (Med Locator) Webpages

A. Update Cabinet data (using Omnicenter):

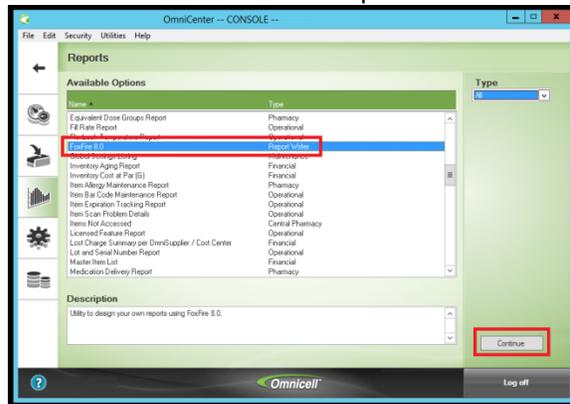
1. Start Omnicenter Console. Password = ocra.



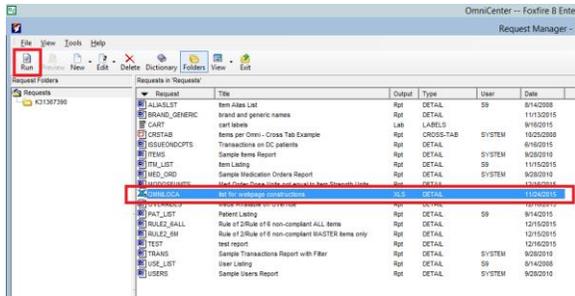
2. Click **Report** icon, then Log On with your User ID and Password.



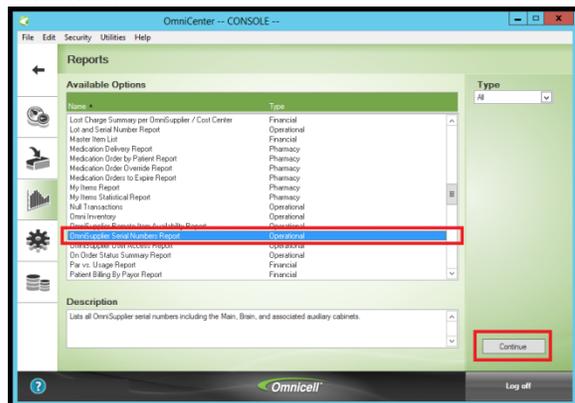
3. Scroll down in the available reports and select **FoxFire 8.0**, click **Continue**.



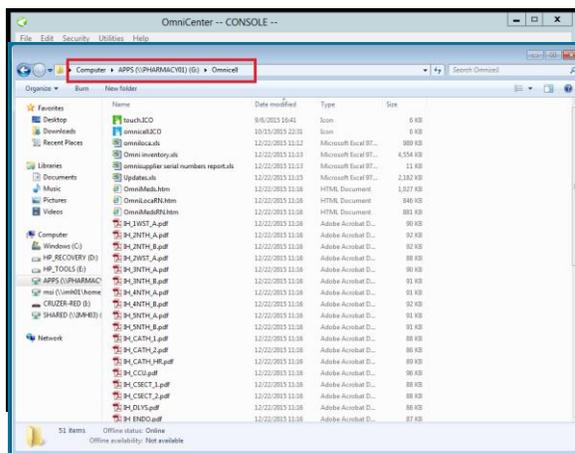
- The Request Manager window will open. Select **OMNILOCA**, then click the **Run** icon. The screen will blank while the report runs. Once the screen refreshes, exit the Request Manager (no other confirmation is given).



- Back on the Reports screen, scroll down and select **OmniSupplier Serial Numbers Report**, then click **Continue**.

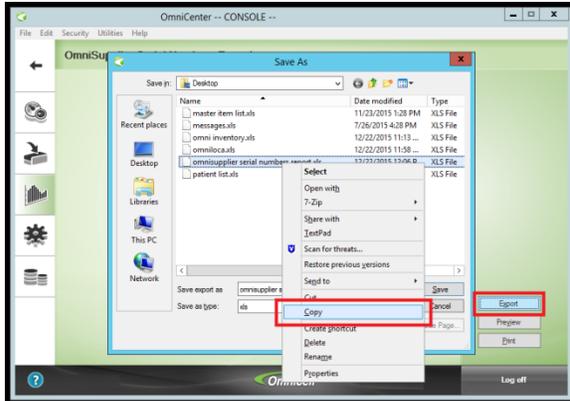


- On the OmniSupplier Serial Numbers Report page, click the **Export** icon, then make sure the **Save export as** box is set to **omnisupplier serial numbers report.xls**. Click the **Save** icon. If you get the "omnisupplier serial numbers report.xls already exists. Do you want to replace it?" message, click **Yes**.

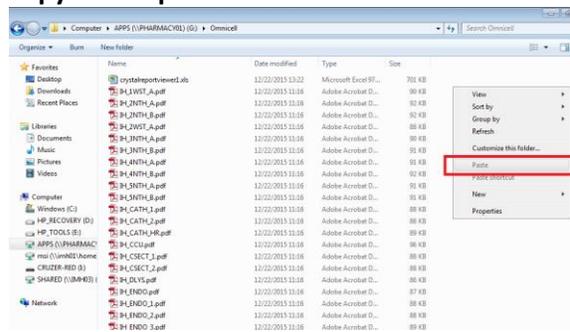


- Using Windows Explorer, open the \\IMH03\shared\Pharmacy01\apps\omniloca folder.

- Back in the OmniCenter Console, click **Export** again to obtain access to the OmniCenter virtual desktop. **Right click the omnisupplier serial numbers report.xls** in the file listing, then click **Copy** on the dropdown menu.



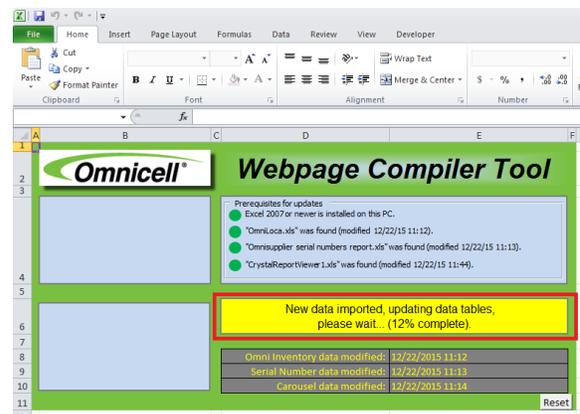
- Right click** back in the open Windows Explorer, then click **Paste**. If you get the "Copy File message", click **Copy and Replace**.



- Repeat steps 8 and 9, this time copying and pasting the **omniloca.xls** file.
- Check the **Date modified** dates for the two files you just copied. If the file date is not "today" repeat steps above as needed to get current data.
- Once the modified dates are correct, log off and exit from the Omnicenter Console.

B. Update webpages using the reports just copied:

- In the still-open Windows Explorer window (\\IMH03\shared\Pharmacy01\apps\omniloca), double-click **updates.xlsm**. As it opens, the spreadsheet recognizes that new data has been copied to the folder and updates its internal worksheets. It should take about 30 seconds or so for the file to update itself.



- Once the update step is done, the status box will change from yellow to blue and four new buttons will appear on the left of the worksheet. Once you have performed both updates in the top blue section, exit updates.xlsm (there is no need to save anything).