


BIRMINGHAM ANTICOAGULATION PROGRAMME *for* PRIMARY CARE

	<p>Birmingham Anticoagulation Program for Primary Care</p> <p>Version 3.0.0</p> <p>BAP-PC is a practical tool for determining a patients suggested warfarin dose. It is Written by the Department of Primary Care & General Practice of The University of Birmingham.</p>	 <p>THE UNIVERSITY OF BIRMINGHAM</p>
	<p>Warning: This computer program is protected by copyright law and international treaties. Unauthorised reproduction or distribution of this program, or portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under law.</p> <p style="text-align: right;"><input type="button" value="OK"/> <input type="button" value="System Info"/></p>	

A guide for installation and getting started

System requirements

BAP-PC is shipped on a CD. All the files necessary for installing version 3 (full version or a demo version) or upgrading from version 2 are stored on this disk. A series of installation floppy disks are also available for those without access to a CD-Rom drive on their machine. BAP-PC has the following system requirements for installation:

- Intel Pentium or equivalent machine
- Approximately 15 megabytes of hard disk space.
- It is optimized for a screen resolution of 800 x 600 pixels.
- It is best viewed within 16 bit colour or higher.
- It requires the use of a printer for outputting reports.

It runs under Windows 95 or later operating system or Windows NT version 4 or later.
Computer must have ODBC files in 'Control Panel' and preferably run MS Access.

Preparing to install BAP-PC Version 3

This software has been designed to support a primary care oral anticoagulation clinic. To manage an effective clinic the software should be used in association with the following:

- A practice clinic protocol with authorised doctor and nurse appointed
- A system for INR measurement
- Quality assurance procedures in place
- Liaison with local laboratory services
- A register of patients currently receiving oral anticoagulation therapy
- Patient record cards

It is suggested that before starting your clinic the software is explored fully to familiarise yourself with all aspects of the system.

Before installing version 3, ensure that you have:

- A machine that fulfils the system requirements for version 3 (above)
- Appropriate settings for screen and colour resolution
- **Ensure that the date settings for your computer are set as 'English (United Kingdom)' and that the short date style set for your computer is 'dd/MM/yyyy' and time is set as 'hh:mm'.**
- **If you are currently using version 2 of BAP-PC, please perform a backup of your data onto a blank floppy disk.**

NOTE: Most problems relating to the installation of BAP-PC are due to failure to comply with the last 2 points.

- **BAP-PC, if run on a network, should not be installed on the same server as e.g. EMIS, VAMP or other clinical systems. This may cause your clinical system or BAP-PC to crash. If there is any doubt, please, contact us directly.**

Installing BAP-PC

The installation of BAP-PC version 3 involves three simple steps:

Step 1: Installation of BAP-PC version 3 onto the hard disk

Step 2: Identifying if the software is being installed as stand-alone or on a network

Step 3: This final step is only for existing BAP-PC version 2 users. It will upgrade their database for use with Version 3

Step 1: Installing BAP-PC onto your computer

1. From the Windows 'start' button select 'Run'
2. In the dialog box that appears, next to the word 'open' type **d:setup** (where d represents a letter referring to your CD-Rom drive)
3. Click OK

This routine initially installs basic files onto the computer then prompts to ask for the directory to which BAP-PC version 3 is to be installed. The default location for installation is **c:\program files\BAP-PC**. Wherever possible, please accept this default location for installation. The installation routine will then proceed to install the remaining files in appropriate locations on your computer.

Step 2: Identifying type of installation

Version 3 of BAP-PC may be installed in 2 ways:

- on a stand alone computer
- on a network

When installed on a network, BAP-PC still needs to be installed on all of the client machines where it will be used as well as the server. However, these client machines all use a single database file stored on a server. This second phase of installation of BAP-PC is used to identify the type of installation being carried out so that the appropriate database file can be linked to BAP-PC. To identify installation type:

1. From the Windows 'Start' button select 'Run'
2. In the dialog box that appears, next to the word 'open' type **d:postsetup** (where d represents a letter referring to your CD-Rom drive)
3. Click OK

You will be presented with a screen labeled 'creating link to database'. Please select one of the two option buttons provided ('data will be stored on this machine' or 'data will be stored on our file server') to identify the type of installation. A message will appear once appropriate links have been created. Finally press the 'Close' button.

Step 3: Upgrade database (ONLY for existing BAP-PC Version 2 users)

This part of the installation converts the database currently being used in Version 2 to one for use with Version 3 whilst reserving your patient data. To use this facility

1. Insert a floppy disk containing your most recent back-up of data from version 2 of BAP-PC into the A-drive
2. From the Windows 'Start' button select 'Run'
3. In the dialog box that appears, next to the word 'open' type **d:upgrade** (where d represents a letter referring to your CD-Rom drive)
4. Click OK

To complete the upgrade process you will need to Restore the database once you have logged onto BAP-PC Version 3 (See section later in this guide).

Launching BAP-PC Version 3

Click the Windows 'Start' button and from the menu select 'Program' and 'BAP-PC'. The BAP-PC icon is a drop of blood.

Predefined settings and passwords

When BAP-PC is shipped, certain settings are predefined. The initial username is **Warfarin** and the initial password is also **Warfarin**. **ONCE ACCESS IS GAINED TO THE SOFTWARE USING THIS USERNAME AND PASSWORD, IT IS SUGGESTED THAT THE PASSWORD ASSOCIATED WITH THE USERNAME WARFARIN IS CHANGED TO ANOTHER PASSWORD.** New users and passwords can be assigned thereafter.

BAP-PC version 3 is preset to prompt for internal quality control results after 20 dosings. It is also predefined to flash an information box upon selection of each new function. Both of these settings can be amended from the administration screen under practice details (see Help File). Users of a full version of BAP-PC will have been provided with a license key. This license key can be entered when first starting to use BAP-PC when prompted. Each key will allow the management of a fixed number of patients. When the patient limit for each license is exceeded, users will be prompted to contact the department for a further key. Users of the demonstration version of BAP-PC will be able to use the software on 30 occasions (not necessarily 30 days) before being prompted for the license key.

Getting help while using BAP-PC version 3

Each function of BAP-PC has an associated advice sheet in the help file attached to the software. The help file is accessed by pressing the F1 key on the keyboard during a particular task. The help file can also be accessed from the menu bar at the top of the screen. Further information can be obtained from the information box provided on all the screens, however, if these measures fail to resolve a particular concern then please contact the authors at the address below:

Thomas Oppenkowski
Department of Primary Care and General Practice
The University of Birmingham
Edgbaston
Birmingham
B15 2TT
e-mail: oppenkowskit@medgp1.bham.ac.uk
Tel. 0121 414 2283

Logging on to BAP-PC

The introductory screen in BAP-PC shows 2 empty boxes, one to enter your username into and the second to enter your password. After entering your username you may press the Enter key, the Tab key or click into the next box with the left mouse button. To exit the programme at this stage, press the Esc key on the keyboard. After accepting a username and password BAP-PC issues a reminder stating that the software is able to provide advice on Warfarin dosing and recall date calculation but that it does not replace the clinician's judgement. The clinician still needs to apply clinical judgement in determining whether to accept or reject the software's suggested new Warfarin dose and recall frequency (See Disclaiming statement in Help File).

Main Menu Screen

The software is divided into 3 main areas. As the software is task centered, all facilities relating to the management of a single patient are grouped under one heading, whilst those activities relating to the whole anticoagulation population form a second group. Administrative functions are in a separate group. These tasks can be selected from the main menu by using the 3 icons provided in the centre of the screen or the options on the menu bar at the top of the screen. Passing the mouse cursor over these icons or menu options will provide further information about the particular functions in the information box to the left of the screen. Additional functions from this screen include access to the help file and an option to exit the software.

Completing the upgrade process (for BAP-PC Version 2 users ONLY)

After you have installed the software and upgraded the database (instructions above) launch BAP-PC, logon and from the Main Menu Screen:

1. Insert the floppy disk (containing the backed up data that has been upgraded) into the A-drive
2. Go to the 'Administration' screen
3. Select 'Admin' from the menu bar at the top of the screen
4. Select 'Restore data'
5. BAP-PC will provide appropriate messages when this task is completed.

What's new in Version 3 of BAP-PC?

Version 3 is a major upgrade from previous versions of BAP-PC. This upgrade includes the use of enhanced technology, additional features and a new and even user-friendlier interface. The following are a list of enhancements included in this upgrade.

Technical Enhancements

- Version 3 of BAP-PC is a complete rewrite of the software taking it from its 16-bit predecessor to a 32-bit format.
- The database used to store BAP-PC data is of a Microsoft Access format and this upgrade of BAP-PC also upgrades this database from version 2 to version 97.
- BAP-PC uses a new reporting facility to allow printing, saving and emailing reports.
- Several new enhanced controls have been added to facilitate printing and saving as well as presenting information.
- A single installation program has been created incorporating the previous demo version of BAP-PC version 2 as well as the full program.
- Version 3 allows installation onto a network.
- The database restoring facility now allows compaction, encryption and conversion of the database to maintain performance.
- A new help file has been created which is still context sensitive.

New features in version 3

- To facilitate the entry of dates, version 3 now allows dates to be entered in a variety of formats. Wherever possible, dates are entered using a mini calendar allowing visual identification of dates required. Acceptable date formats in version 3 include:

dd/mm/yyyy	d-m-yyyy	d m yy
d/m/yyyy	d-m-yy	dd.mm.yyyy
d/m/yy	dd mm yyyy	d.m.yyyy
dd-mm-yyyy	d m yyyy	d.m.yy

- Do remember that any dates entered before 1930 must still be entered with 4 digits for the century, otherwise Windows processes it as 20XX.

- Following feedback from users, version 3 now checks that number of in range consultations with each consultation and warns the user if today's INR is the first out of range after at least 3 in range.
- Following feedback from users, version 3 now tags each consultation with the name of the clinician who saw the patient.
- Version 3 now produces reports. Several reports are included in the software but users who have a specific requirement may contact the authors for custom made reports. These reports can be printed and saved in numerous common formats as well as email.

Export file formats include:

character separated values
Comma separated values (CSV)
Crystal reports (RPT)
Data interchange format (DIF)
Excel 2.1 (XLS)
Excel 3.0 (XLS)
Excel 4.0 (XLS)
Excel 5.0 (XLS)
HTML 3.0 (Draft standard, Internet explorer or Netscape)
Lotus 1-2-3 (WK1)
Lotus 123 (WK3)
Lotus 1-3 (WKS)
Record style (columns of values)
Rich Text Format
Tab separated text
tab separated values
text
Word for Windows document.

- Each user has a separate name and password. Users are given three attempts to log on before a helpful reminder appears.
- The ability to identify poorly performing patients via the audit.
- Facility to add internal and external quality control results. Internal quality control reminders can be enabled after a defined number of dosings.
- A wizard to take you through the process of importing data.
- Ability to import review data as well as patient data.

- Enhanced assistance on each function in the form of an information box, which responds to movements with the mouse. The information box flashes and this flashing mechanism can be toggled on or off.
- Printing of summaries over a period of time rather than just one day at a time.
- A web page like interface with a focus on user friendliness and task centeredness.
- Drop down calendars added for ease of date selection.
- The ability to edit and delete adverse events.
- Clearer definition of compulsory and additional optional data needed when adding a new patient.

Working with data, populations and patients

This installation guide provides an overview of the installation of Version 3. Details of each function in the software can be accessed using the context sensitive help file. This is most easily activated by pressing the F1 on your keyboard from any of the screens of the software.

A note on the security of data

As BAP-PC may be used in a variety of settings, including on portable computers in the patient's home, it is important to take all necessary steps to ensure the security of the patient data held in BAP-PC and floppy disks used to backup data.