



Planning the Installation of MiDatabank Version 3

You don't need to wait until your subscription is due for renewal to get version 3. If you already subscribe, contact CoAcS at any time to receive version 3 via support@midatabank.com

Here are some things that MI Managers should think about before attempting installation:

1. To install MiD vn 3 you will need a server running Microsoft SQL Server 2005 or 2008. If your Trust runs an older version of SQL Server, MiDatabank cannot function so you will need to buy a more modern version.
2. You will also need to upgrade the program Windows Server to at least the 2003 version.
3. Liaise with your Trust IT department about installation. Make them aware of the technical installation guide at: www.midatabank.com/Documentation/Installation.aspx You will need to explain whether you are upgrading from version 2.0/2.1 or whether you are installing it from scratch. IT departments can contact the MiDatabank helpdesk if they have any technical queries.
4. Plan a date for installation with your IT department, and liaise with your line manager to make sure you have time available to oversee the installation on that date. Alert your Pharmacy colleagues that MI may be temporarily "less responsive" on the installation day.
5. If possible ask your IT department to increase the RAM capacity on your server to at least 4GB if you are running 32 bit Windows. 2GB RAM tends to be a bit slow for running SQL Server 2005 or 2008.
6. It is helpful to increase your network speed if possible. This is not essential, but you should notice an improvement in MiDatabank performance if you increase from e.g. 100 megabits per second to 1 gigabit per second.
7. Before the installation date, brief any staff who use MiDatabank so that they know what to expect. There is a guide to new features and a quick start guide at: www.midatabank.com/Documentation/General.aspx
8. MiDatabank comes with pre-installed "standard search patterns" for all the MiD enquiry categories. These are very basic and only include resources that all MI centres have access to (e.g. eMC and Medline). Consider which resources you want in your standard search patterns so that you can customise them soon after installation. Customisation is explained at: www.midatabank.com/LinkClick.aspx?fileticket=gQ3oK6VAa74%3d&tabid=95&mid=434
9. Similarly, MiDatabank will allow you to create an electronic letter template with header, footer, sign off, signature etc. This can be customised per user. So plan how many different templates you will need, and what you want them to look like.
10. MiDatabank vn 3 also includes some "standard phrases" that you can insert into enquiry answers. Think about any that you would like to create for your team.
11. Explain to key senior Pharmacy staff the benefits that version 3 will offer Pharmacy – e.g. Clinical Pharmacy Manager, Chief Pharmacist, Formulary Pharmacist, the on-call manager. This is a good opportunity to show how MI can integrate with the rest of Pharmacy to everyone's benefit.

12. If you are planning to make MiDatabank available to non-MI pharmacists shortly after installation it is a good idea to brief them on key features before installation. This will help you identify the permissions each member of staff will need, and plan their training after installation. You will also need to add them all as Individuals to the enquirers' database.
13. It is vital that as part of the installation you ensure that MiDatabank is backed up properly. If you already have a back-up schedule then ensure it is maintained after installing version 3. Your IT department is provided with guidance on the best means of backing-up here:
www.midatabank.com/Documentation/BackupandMaintenance.aspx
14. After installation, you may notice that the size of the database on the server is smaller for version 3.0 than it was versions 2.0 or 2.1. This is normal and does not indicate that data has been lost.
15. Do not forget to re-enable fulltext searching after installation as this will not happen automatically. A guide for your IT department can be found on the MiDatabank web-site.

On the day of installation, it will help if you:

1. Try to have as few enquiries as possible in your In-tray and In Progress trays.
2. Print off a copy of your In-tray and In Progress trays in case you need to refer to any enquiries already in the system during the installation process because you won't be able to see them again until installation is complete.
3. You may wish to print off complete copies of certain unfinished enquiries or copy them into a Word folder so that you can continue to work on them, or have them available to refer to.
4. If you answer any new enquiries while installation is taking place, it is a good idea to do your work in Word, so that you can cut and paste it into MiDatabank when the installation is complete. It's helpful for all MI staff to use the same folder to store these data, and you may want to create a basic Word template.
5. Make a note of the MiDatabank Helpdesk number in case you don't have access to the internet during installation and there is a problem.

Finally...

Although not essential to do at installation, it will help you in the near future if you ask your IT department to look at the web service configuration document at:
www.midatabank.com/LinkClick.aspx?fileticket=sylmXCejTVw%3d&tabid=93&mid=431 If this is enabled it will allow you receive automatic updates to things like the MiDatabank resources list and thesaurus.