

## Downloading and Publishing the LACE Tool

1. Log in to Meditech
2. Go to Pharmacist Main Menu (PHA.MEM.N)
3. Select Custom Reports (100) → Select Custom Rpts2 (500) → Select LACE Tool (9)
4. Type "DOWNLOAD" in the "Print On" prompt box
5. In the "Download Path" prompt box hit spacebar followed by the enter button which will open a "Save As" prompt box
6. When the "Save As" prompt box appears, make sure the Desktop is selected as the destination and type "LACE TOOL 8-28-14" or whatever the current date is. Hit Save.
7. Enter through the fields until cursor is blinking in the "Suppress:" field and type "N".
8. Hit enter (the report will take a few minutes to download)
9. **Open Microsoft Excel (you must do this before opening the downloaded LACE file)**
10. Once in Excel, go to File → Open
11. Make sure the destination you are opening from is the desktop.
12. Make sure the "Files of type:" drop down box says "All Files"
13. Locate the current LACE Tool by the date. Select the file and hit Open.
14. A dialogue box will open that asks if you want to open the file if it has a different extension. Say "Yes".
15. The Text Import Wizard box will pop up.
16. Select the "Delimited" file type in the top left and hit Next.
17. Check "comma" and "tab" as your delimiter and uncheck everything else. Hit Finish.
18. You should now have a sortable excel spreadsheet that provides the LACE score of every patient currently admitted to Hixson and Downtown campuses.
19. Select a cell under the "Location" heading (do NOT select the entire column).
20. Select the sort and filter button from A to Z. You want 5NO, 6NO, and 7NO.
21. Select the rows that contain all 5NO patients and copy.
22. Open the G:\ Drive and find the LACE Project folder
23. Select the 5 NORTH WORKSHEET and open it
24. Make sure the bottom tab is opened to "WORKING PATIENTS"
25. Paste the new information that you copied from the LACE tool you just downloaded.
26. Copy and paste data from the working patients tab to the "PRINTOUT FOR 5 NO" tab
27. Print this and place in pocket next to the discharge board on 5 NO.
28. Repeat steps 22 – 29 for 6NO and 7NO.
29. **Save the LACE TOOL** in the folder "Meditech Reports" daily. Please make sure the file extension is changed to excel type.