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McKesson’s new CSOS Order Management Application is a better alternative to the current Java applet being used to sign and order CII drugs.

- A desktop tool that stores your signed order for easy retrieval when needed
- Automatic population of your order in a PDF format
- More descriptive reason if the order is rejected
- An option to store a secondary copy to another location
- An option to store copies for a duration of your choice, in accordance with DEA regulations
- Allows friendly naming of your certificate

A more user friendly experience!
Pre-Requisites at a Glance

► OS/Space/PORT requirements
  – Windows XP SP3 or higher

► Adobe Reader v.10 or higher
  – FIPS mode enabled

► Flash Player v.15 or higher

► Adobe Air v.14

► Compatible Browsers
  – IE v. 8.0 or higher
  – Chrome v. 32 or higher
  – Firefox v. 24 or higher

► 3rd Party Plug-ins disabled
Operating System

- Windows XP SP3 or higher. To determine your version of windows go to: http://windows.microsoft.com/en-us/windows/which-operating-system

Space

- Each CSOS order takes around 300KB each.
- The application install is 1.62 MB.
- The default location is: Userid >> App Data >> Roaming >> McKesson CSOS Client
- The Database size varies based on the number of orders.
- Please plan your space needs based on the above minimum estimates, the retention period for orders on your local client machine, and any secondary storage on the local client.

Database

- SQLLite database is used to store the certificates and other administrative features and data for CSOS Order Management Application.
- Installed as part of the application install.

Port

- The application listens on default port 56342.
- Use of a different port is available. Please contact McKesson team to accommodate the port change.
- McKesson team can work with you to accommodate technical constraints around such port Issues. (e.g., Citrix environment)
Adobe Reader Set Up

Required:
- Adobe Reader Version 10.0 or higher
- Adobe Reader must be in FIPS mode to be in DEA compliance for signing CII orders

To verify your version of Adobe Reader:
- Open Adobe Reader and choose Help from the header menu.
- Choose “About Adobe Reader”
Adobe Reader Set Up

A registry change must be made to ensure Adobe Reader uses FIPS mode to sign orders.

- To obtain a script that automatically sets the FIPS mode, please contact Ecommerce Technical Support (1-855-625-6285).

- To set the FIPS Mode manually use the following steps:

  1. Go to Start and enter “regedit.” This will start the registry editor.

  2. Using the explorer window, browse to:

```
HKEY_CURRENT_USER >Software >Adobe >Adobe Reader >Version# >AVGeneral
```

(Where Version# is equal to your version.)
Adobe Reader Set Up

3. Under your version(s) go to Edit->New->Key->DWORD (32-bit) Value

4. Enter the name “bFIPSMode” for the DWORD Key Name

5. Double click on the record and change the Value from “0” to “1” and click OK.

Now Adobe is in FIPS mode!!

It is the responsibility of the user to ensure they remain in FIPS mode during signing.

NOTE: Minor Adobe upgrades should leave the setting intact. Version releases (e.g. 10 to 11) may not. Ensure you check that this setting remains in place.
Adobe AIR Installation Verification

**Required:**
- Adobe AIR version 14
- Installed on local PC to allow CSOS Signing
- Admin rights necessary for installation

**To verify your version of Adobe AIR:**
- Go to Control panel > Programs > Adobe AIR or
- Right-click the Adobe AIR.dll file
  Local drive > Program Files > Common Files > Adobe AIR > Versions > 1.0 directory
- Choose Properties > Version (Windows XP)
- Choose Properties > Details (Windows Vista/Windows 7)

**Installing Adobe AIR:**
- Visit [http://get.adobe.com/air/?promoid=KLXMG](http://get.adobe.com/air/?promoid=KLXMG) and click on the “Download Now” button.
- Save the file AdobeAIRInstaller.exe to PC.
- Open/Run AdobeAIRInstaller.exe and step through the wizard to install Adobe AIR.
- If you are unable to download the install directly from Adobe, please contact McKesson and an install file can be provided for you.
Adobe Flash Player

Required:
• Adobe Flash Player® version 15 or higher.

To verify your version:
• Adobe website: [https://www.adobe.com/software/flash/about/](https://www.adobe.com/software/flash/about/)
IE Browser Requirement

Required:
• IE Version 8.0 or higher

To verify your version:
• Choose Help->About Internet Explorer.
Chrome Browser Requirement

Required:
• Chrome Version 32 or higher.

To verify your version:
• Chrome://chrome

If using Chrome the Adobe Acrobat PDF Viewer Plug-in should be turned on. Instructions to do so are on the next slides.
Chrome Browser Requirement

1. Enter **chrome://plugins** in the Chrome address bar

![Chrome Plugins](image)

2. Ensure the Chrome PDF Viewer is Disabled

![Chrome PDF Viewer](image)

3. Ensure Adobe Reader is Enabled

![Adobe Reader](image)
Firefox Browser Requirement

Required:
- Firefox Version 24 or higher.

To verify your version:
- Go to the menu (top right) and press the Help Button then select “About Firefox.”

If using Firefox the Adobe Acrobat PDF Viewer Plug-in should be turned on. Instructions to do so are on the next slides.
Firefox Browser Requirement

*Note : Some third party Plug-ins prevent Firefox from using Adobe. You will need to remove the plug-in. Instructions to uninstall a plug-in are provided in the link here: https://support.mozilla.org/en-US/kb/troubleshoot-issues-with-plugins-fix-problems#w_manually-uninstalling-a-plugin)

To switch from the built-in PDF viewer to Adobe Reader’s PDF viewer:

1. At the top of the Firefox window, click on the Tools button and then select Options.
Firefox Browser Requirement

2. Select the **Applications** panel.

3. Find **Portable Document Format (PDF)** in the list and click on it to select. (You can search for the pdf to limit the results)

4. Click on the drop-down arrow in the **Action** column for the above entry and select **Use Adobe Acrobat (in Firefox)** as the PDF viewer you wish to use.

Note: If you still don’t see the PDF, it is possible that Firefox is preventing the PDF from displaying. Please reach out to McKesson ecommerce Technical Solutions (or your technical rep) for further assistance.
McKesson CSOS Order Management Application: Client Install

For a smooth Install, please ensure all pre-requisites are met

To install the McKesson CSOS Client, perform the following steps:

1. Visit [http://editest.mckesson.com:8010/csos/McKessonCSOSClient.air](http://editest.mckesson.com:8010/csos/McKessonCSOSClient.air) to download the latest copy of the McKesson CSOS Client

2. After downloading, double click on McKessonCSOSClient to launch the installer. You will be prompted to confirm you wish to install the application. Choose “Install”
3. Select the appropriate install location and press “Continue”.
   If the user will not retain Admin rights, after the install, you may change the default installation folder to a different location (e.g., C:\McKesson\). In some cases, not retaining admin rights, will cause a UAC compliancy issue during auto updates. Installing to “C:\McKesson\” will auto-create the “McKessonCSOSClient” subfolder.

4. The application will begin to install. If you are prompted with the question “Do you want to allow the following program to make changes to this computer?” choose “Yes”.

5. After installation, you should be able to see the McKesson CSOS Client running in your task tray at the bottom right corner of your screen. (Note: It may be hidden, so click on the up arrow to view all running tasks).
Signed CSOS orders will automatically be stored in your local CSOS Application. To establish a secondary storage location and retention period access the Preferences area in the CSOS Application.

1. Order Form Storage

2. Order Retention
   - Default is 2 years (DEA Requirement)
McKesson CSOS Order Management Application: Certificate Management

All DEA certificates should be imported into the Windows default key store. Remember to transfer any certificates stored elsewhere into this location.

Import certificates and assign a user friendly name with the following procedures:

**Import a New Certificate Into Adobe Reader from a File**

1. Open a document in Adobe Reader. From the Edit menu, chose the Preferences option.
2. From the categories list on the left, choose Signatures. Then click “More” next to “Identities & Trusted Certificates”
3. Choose the “Add ID” button.

4. Choose to add your Digital ID from a file.

5. Enter the path to the certificate file and password for the certificate.

6. You should be prompted with a confirmation showing your certificate details.
   After you click “Finish” the certificate will be added to the list.
1. To change the friendly name of the certificate, click on the certificate you wish to rename, and choose “Personalize” from the “Usage Options” menu.

2. You will be prompted to enter a new friendly name.

3. Click “Ok” to save. The new friendly name will now appear in the certificate select drop down when signing orders.
Congratulations on installing the CSOS Order Management Application. Now, you are ready to test your installation within McKesson’s QA environment.

1. Copy the PDF Generator link into your browser and replace the DEA Number with your own DEA Number. This will generate a random 222 test order.


2. Open McKesson CSOS Order Management Application.
3. Validate that you see the test order.
4. At this point, your client install is completed and verified.

*Note: McKesson can provide a test certificate if needed.

Example:


<table>
<thead>
<tr>
<th>Line #</th>
<th>Quantity</th>
<th>Size of Package</th>
<th>Name of Item</th>
<th>National Drug Code</th>
<th>McKesson Item #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>486</td>
<td>100</td>
<td>DEXTROAMPHET, SULF</td>
<td>0 6 1 2 6 2 5 1 0</td>
<td>6 1 9 1 3 2 0</td>
</tr>
<tr>
<td>2</td>
<td>110</td>
<td>100</td>
<td>OXYCONTIN (OXYCODONE HCL) 10MG CR TA</td>
<td>6 7 2 9 6 0 7 3 0 2</td>
<td>3 4 2 9 6 9 1</td>
</tr>
<tr>
<td>3</td>
<td>560</td>
<td>100</td>
<td>ORAL TRANSMUCOSAL FENT.CIT. LOLLYPOP</td>
<td>0 0 5 5 5 0 0 3 3 9</td>
<td>7 4 9 4 4 6 8</td>
</tr>
<tr>
<td>4</td>
<td>628</td>
<td>100</td>
<td>DEMEROL HCL USP 100MG/ML INJ</td>
<td>0 0 0 2 4 3 2 8 9 3</td>
<td>0 0 9 8 1 4 9</td>
</tr>
<tr>
<td>5</td>
<td>583</td>
<td>100</td>
<td>SOD. SECOBARB.</td>
<td>0 0 0 7 1 6 5 8 4 0</td>
<td>4 0 8 4 3 8 1</td>
</tr>
<tr>
<td>6</td>
<td>525</td>
<td>100</td>
<td>MORPH. SULF 8MG CLIN. TR.</td>
<td>0 0 0 0 2 0 5 2 1 0 1</td>
<td>1 6 0 6 3 3 1</td>
</tr>
<tr>
<td>7</td>
<td>830</td>
<td>100</td>
<td>FENTANYL NASAL SOLUTION 0.5MG/ML 1.5</td>
<td>4 9 3 9 6 0 3 0 5 1 5</td>
<td>0 2 9 8 2 9 9</td>
</tr>
<tr>
<td>8</td>
<td>822</td>
<td>100</td>
<td>OPA NAB 20MG OXYMORPHINE.HCL TABS</td>
<td>6 3 4 8 1 0 6 1 7 0 1</td>
<td>2 3 6 8 4 2 2</td>
</tr>
<tr>
<td>8</td>
<td>Total Line Items</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

At this point, your client install is completed and verified.
Transition from Java Applet

Once successful testing has occurred, the McKesson Team will help you switch from the Java client to the McKesson CSOS Order Management Application client.

You will need to provide the signer’s credentials over email, and the user will be switched to the new process right away.

McKesson team will work with you to finalize the cutover process per your needs and timelines.

Thank you for your interest in the new McKesson CSOS Order Management Application.