

LYNX Conversion Checklist

1. Use [“discovery sheet”](#), if you’d like, while interviewing customer.
2. Verify that the customer does not have data (files of doc, xls, wpd, mdb, nature etc..) on C:\. If there are such files, copy them to user’s home folder. NOTE: If user is a Palm user, make sure a current copy of the Palm folder is copied to the user’s home folder.
3. Verify printers installed on workstation for future installation. If user is a PMSI user:
 - a. Run SET at a DOS prompt
 - b. Record the “PPrint” parameter
 - c. Record the name of the printer under *Control Panel* – noting the use of capital and lowercase letters
3. Verify GW Archive path is set correctly.
 - a. Launch GroupWise and go to Tools → Options → Environment
 - b. Under the File Location tab, if no archive path is set, skip this step, otherwise...
 - c. Make sure the Archive Directory is set to \\hx\homex\userid\data\mail. **This should not be set to I:\userid...only replace the “I:” with \\hx\homex**; everything else remains.
 - d. Remove the entry for “Caching Mailbox Directory”
4. Check for locally installed applications, including those for local peripherals. Verify customer has the media or access to it (i.e., ITC has it). These applications will be reinstalled upon conversion. **Remember, you will leave the workstation the way you found it.** If the user has additional software/devices they would like installed after conversion (i.e., were not originally on the CL machine), help the customer arrange a separate appointment.
5. If the user has “non-standard ClinLAN applications”, you must notify the Help Desk by using [the submittal form](#) on the LYNX website. Licensed applications are WordPerfect, MS Visio, Publisher, Project, Adobe Suite, Photoshop, Calendar Creator and FileMaker Pro.
6. Import Netscape Bookmarks to Internet Explorer:
 - a. In Internet Explorer, go to File ->Import and Export
 - b. Choose Next
 - c. Select “Import Favorites”, then Next
 - d. Select “Import from a file or address”; the user’s bookmark location should be listed by default
 - e. Select Next → Next → Finish
7. Export Internet Explorer Favorites to the user’s home directory
 - a. In Internet Explorer go to File -> Import and Export
 - b. Choose Next
 - c. Select “Export Favorites”, then Next
 - d. Select “Export to a file or address”; the user’s bookmark location should be listed by default
 - e. Delete “\Config\Netscape405” so that the location reads “I:\username\bookmark.htm”
 - f. Select Next → Next →Finish
8. If user has ever logged into a 2K or XP workstation or server, delete user’s profile from \\hx\profilex\userid directory.
9. Release IP Address before Imaging!!!
10. In the BIOS, *Set Auto Power On* to “Everyday at 23:00 hours”.
11. Boot from [LYNX install boot disk](#), login with your administrator ID when prompted and enter the appropriate menu item for your model workstation.
11. At the sysprep prompt to enter the machine name, type in the pre-created computer account name (i.e., L-xxxxx) and follow the remaining prompts until reboot.
12. If the PC is a Census Reconcile machine, call the PSS team member on call and give them the machine account name.
13. LYNX will now install and the machine connect will initiate.

14. If user is a GI Trac user, run GI Trac in order to write necessary command to Autoexec.bat.
15. If the user is an ANSOS user, make sure it comes up to the ANSOS splash screen and/or User ID screen. If it does not, notify the System Engineer on-call.
16. If the user needs access to any of the following non-core applications, follow this subset of instructions; otherwise, continue to Step 16.
Applications: *WordPerfect, Adobe Acrobat Full Suite, Adobe Photoshop, LaserArc, Easy CD Creator, Steadman's Medical Dictionary for Word*
 - a. Log in with your administrator account
 - b. Map a drive to \\rcspub1\advpub\product\CD INSTALL
 - c. If the user needs Adobe Acrobat Suite, add the user to the local administrators group and run the installation logged in as that user.
 - d. If the user needs WordPerfect 11, install the application and then install Service Pack 1 (WP11 SP1)
 - e. Run the setup for any other application needed from this location
 - f. Reboot and remove user from the local administrators group.
 - g. Go into Active Directory and add the machine name to each application's **AGHOLD** group. This way, you'll know the user will receive updates once the application has been packaged. *For Acrobat Suite, make sure user's ID also has an assignment for the **AGHOLD** group.*
 - h. If you did not earlier, use the [Notification of Licensed Applications](#) on the LYNX web site to notify the Help Desk for license tracking.
17. Install printer using the [built in IP-based printer method](#).
 - a. For PMSI users
 - i. Right-click **My Computer**, and go to *Properties*
 - ii. Click the *Advanced* tab
 - iii. Click *Environment Variables*
 - iv. Under SYSTEM Variables, Click *New*. The Variable Name is **PP_PRINT** (use all caps), and Variable Value is the value after the '=' in the original command (see Step #3). Use all caps.
 - v. Click OK to exit and save changes
 - vi. Go into Control Panel → Printers and Faxes and rename the printer using the original printer naming convention for PMSI (**PMSI Note printer** or **PMSI Script printer**)
 - vii. Log into PMSI
 - viii. Select Maintenance, then Setup, then Printers
 - ix. Ensure the variable name for PP_Print is listed in the **Groups** box.
 - x. Under **Default Windows Printer**, fill in the first 2 boxes with the **Script printer** and the remaining boxes with the **Note Printer** (if no script printer is used, fill in all boxes with the note printer)
 - xi. Log out of PMSI
 - b. If the user needs DOS-based printing for applications such as GITrac
 - i. Go to Control Panel → Printers and Faxes, right-click the default printer and select *Properties*
 - ii. Go to the Ports tab
 - iii. Select LPT1 and select "enable printer pooling"
 - iv. Click *Apply* and *OK*.
18. If user is a Palm User, add user account to Local Admin. Group, install Palm Desktop as user, remove user from Local Admin. group
19. Have user log in with Active Directory user account
20. Import IE favorites back into IE – see step #5.
21. Copy database shortcuts to the users desktops from \\s2\hnsutils\lynx project\lynx shortcuts or from \\da\db
22. Inform user Netscape is no longer available – default browser is IE. If the user does not want IE, facilitate Mozilla installation (note: Netscape can be downloaded)
23. Instruct user on how to find links to popular web-based applications, such as CATTs, Clinician Orders, and Simon Paging.
24. Inform the user that there is no longer an O:\ drive and anything formerly accessed through O:\ will now be accessed through N:\