

# **APEX™ V5.6.1.4 or Higher Software Only Update**

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## **Installation Instructions**

**MAN-09958 Revision 004**

# Updating to APEX 5.6.1.4 or Higher Software Only

Perform the following procedure to update the APEX 5.6.1.x software to the next version release on the current HP G5 or later Horizon DXA system computer, while keeping the current Horizon table and the current customer patient database.

Please review the entire section before beginning the update.

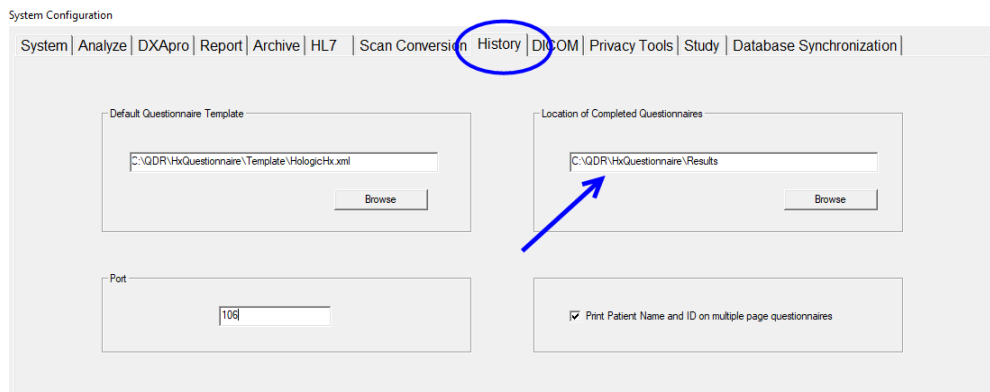
## Requirements

Installation of the APEX 5.6.1.x software update is conditional upon meeting hardware specifications requirements. The Horizon DXA system computer must be a HP 600 G5 or later with Windows® 10 and have a communications controller PCB-01009 revision 006 or higher.

### 1.1 Prepare for the Update by Performing the following Procedures on the APEX 5.6.1.x Computer

Starting in APEX 5.6.1.4, the install wizard prompts you to automatically save some critical data. Manual backup of other data is also required as part of these procedures. The data saved in this step is done as a precaution in the event if something goes wrong during the update and data needs to be recovered. None of this data would need to be recovered if the update is successful.

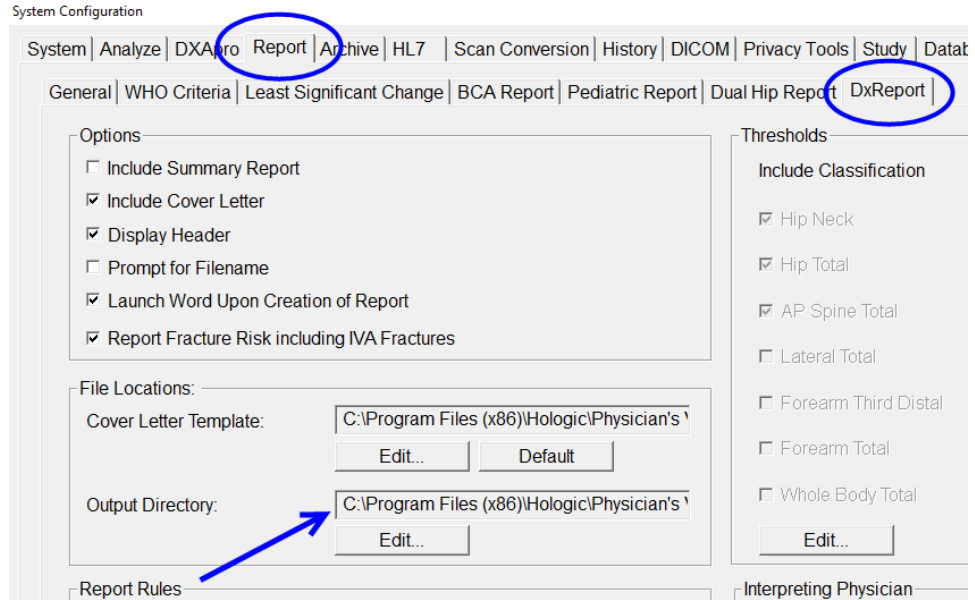
1. Log into the system as **QDR**.
2. Verify with customer that all unarchived scans on the legacy system have been archived.
3. Perform a System Backup to an external drive with at least 40 GB of memory.
4. Verify where the patient questionnaire is being saved by navigating to **Utilities > System Configuration > History** tab under Location of Completed Questionnaires. If the path to that folder is on the local computer, copy the **C:\QDR\HxQuestionnaire\Results** folder to a removable drive.



5. On the removable drive, rename the saved Results folder to **sitename\_HxQuestionnaire\_Results\_Legacy**.

These files may be needed later in the installation procedure.

- At the *System Configuration* window, verify where the DxReport Output path is saving generated Word reports by selecting **Report** tab and then **DxReport** tab. The path is shown in the Output Directory field. If the path to that folder is on the local computer, copy the folder to a removable drive.



- On the removable drive, rename the saved folder to **sitename\_DxReport\_Output\_Legacy**.



**Note**

A majority of the time the completed History Questionnaire and the Word DxReport are stored on the local computer drive in the default path locations. There are instances that those paths may be pointing to network locations in which case there is no need to back them up.

- Log off as **QDR** and log into the system as **Field Service**.
- Locate the HL7 Client running in the Windows background (if present), take and save any screen captures of the configurations.



**Note**

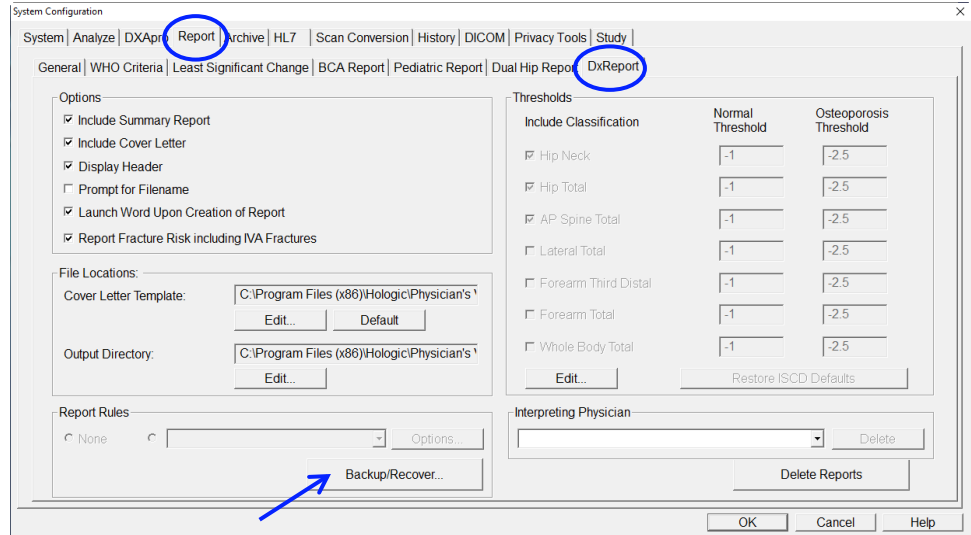
Record the name of the template that is being used in the **Cover Letter Template** field.



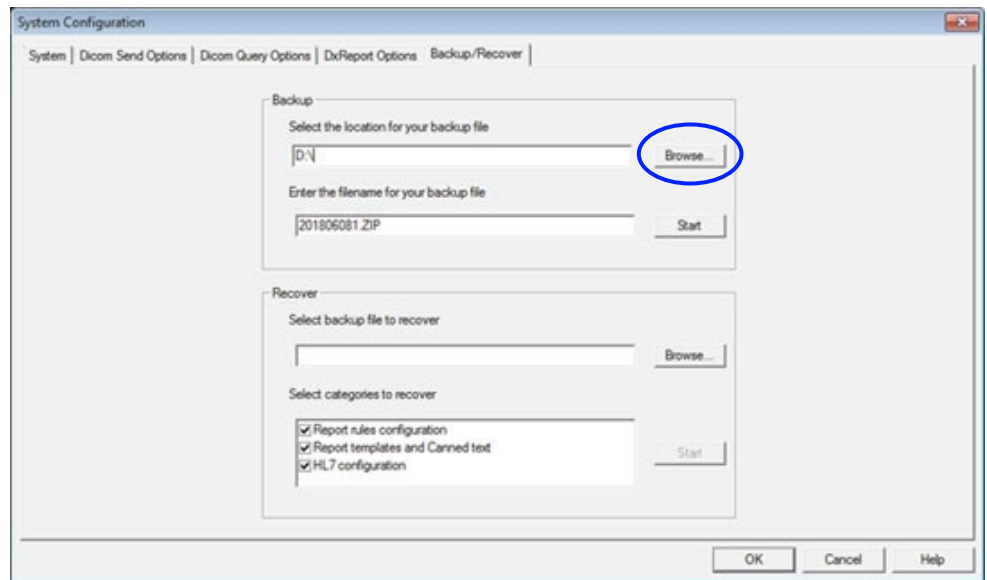
**Note**

Remember that the default path to the Win10 DX Report templates is now in the **...\Program Files (x86)\...** folder.

10. If present in the legacy version, make a backup of the DxReport files.
  - a. At the *System Configuration* window, select **Report** tab, **DxReport** tab, then **Backup/Recover**.



- b. At the *Backup/Recover* window, in the Backup section select **Browse** and navigate to the removable media location, add the prefix DX to the file name and select **Start** to create the DxReport backup file.



11. When the backup file is complete, exit QDR without shutdown and close any other open applications visible in the taskbar at the bottom of the window.
12. Record the legacy computer name and all network IP parameter settings.
13. During the APEX install, a prompt displays to choose a location to backup other critical files.

## 1.2 Uninstall SQL 2012 and MS Word 2016 or Older

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### Note

If the APEX 5.6.1.4 or higher installer detects SQL 2012 or Word 2016 (or older) on the computer at the start of the APEX software installation, the installer program prompts you to manually uninstall both software programs and exits the install process.

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### 1.2.1 Uninstall SQL 2012

1. Insert original APEX 5.6.1.x DVD into the computer.
2. Navigate to the DVD and open the SQL Server 2012 Express folder.
3. Right-click on **Uninstall.bat** and select **Run as Administrator**.
4. Follow any prompts to remove all files.

### 1.2.2 Uninstall MS Word 2016 or Older

1. Navigate to the Windows Control Panel.
2. Open Programs and Features.
3. Right-click on **Microsoft Word 2016** (or older) and select **Uninstall**.
4. Follow any prompts to remove all files.

### 1.2.3 Uninstall Microsoft Access Database 2010

1. Navigate to the Windows Control Panel.
2. Open Programs and Features.
3. Look for Microsoft Access Database Engine 2010. If found, uninstall.
4. If not found, reboot computer.

## 1.3 Install APEX 5.6.1.4 or Higher Software

To install the APEX 5.6.1.x software:

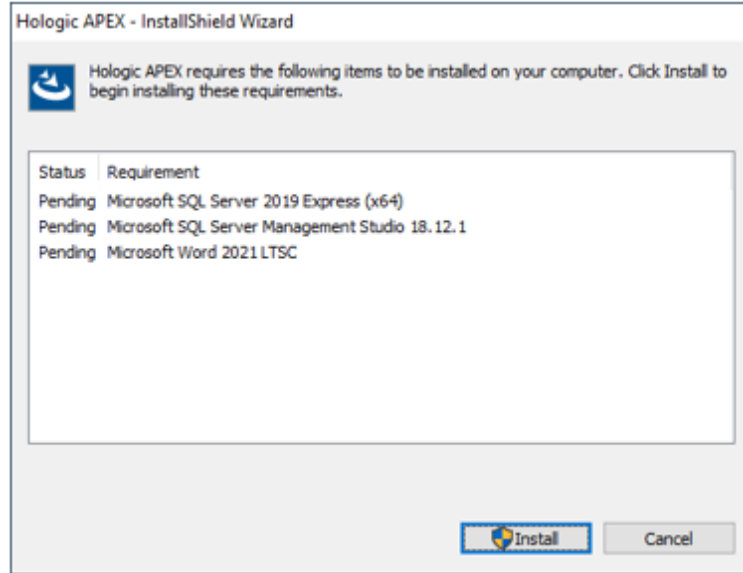
1. Log into the system as **Field Service**.
2. Exit the APEX application without shutdown.
3. Insert the APEX application DVD in the DVD drive and navigate to the APEX System Software folder and open folder.
4. Right-click **Setup.exe** and select **Run as Administrator**.
5. At User Account Control dialog *Do you want to allow this app...*, select **Yes**. The installation program begins.
6. The APEX Install Shield Wizard opens, displaying the required software components (SQL 2019 & MS Word 2021) that need to be installed prior to installing the APEX software.



### Note

Although the Comcon driver is not listed in the requirements dialog, the driver does get installed automatically.

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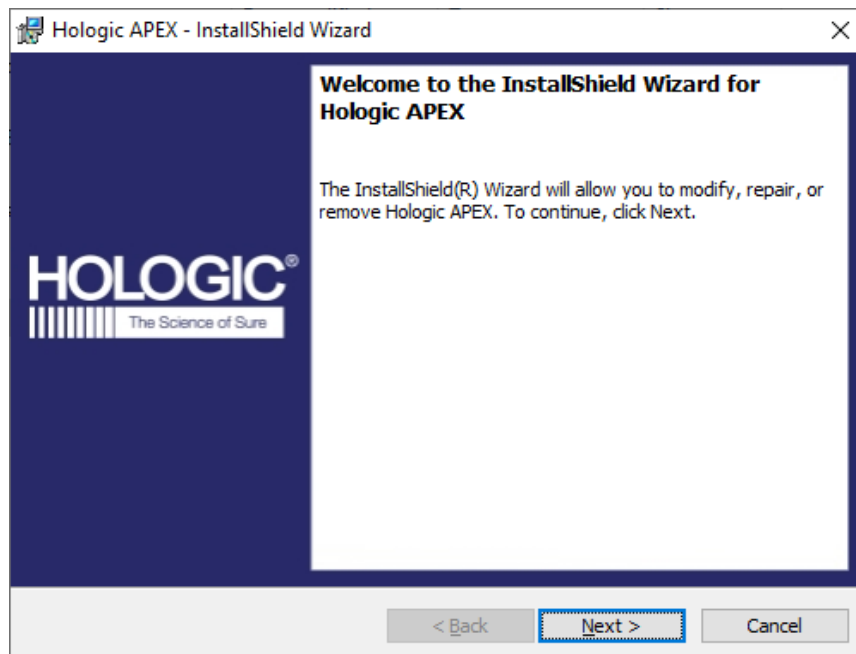
7. Select **Install** which automatically installs the required software components. Install takes approximately 5 minutes.
8. Once SQL 2019 and MS Word 2021 software components install successfully, the APEX *InstallShield Wizard* window displays prompting to install the APEX software. Select **Next**.



**Note**

You may experience the installation exiting if you click on the Close button at the end of the MS WORD installation. If this happens just run setup again and the installation will start from where it exited.

9. At the InstallShield *Wizard* window, select **Next**.



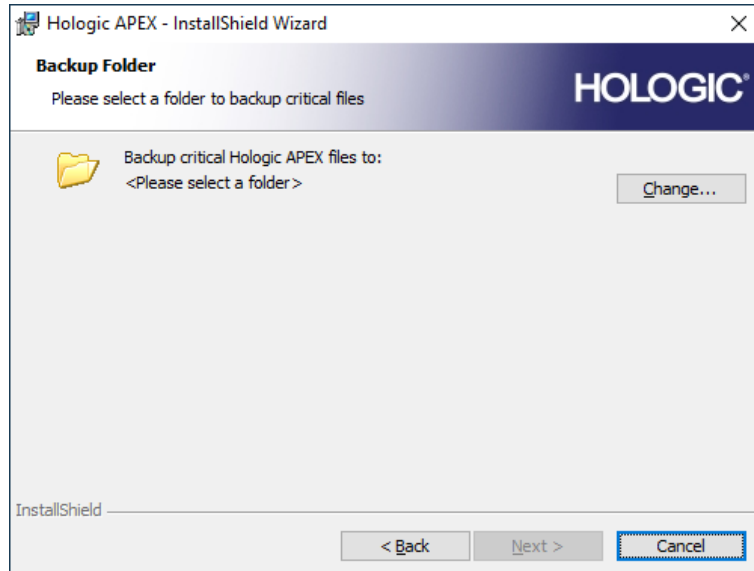
10. A *Backup Folder* window displays, which allows the selection of a folder for automatic backup of critical files. Select **Change** to select an existing folder on the external drive or make a new folder to save the data.



**Note**

The process of the automatic critical files backup does not replace the system backup that should be performed before any update.

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**Note**

If a path is not selected and **Cancel** is pressed, the installation exits.

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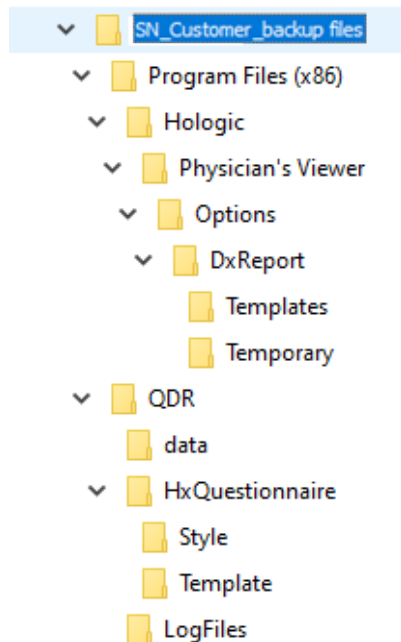
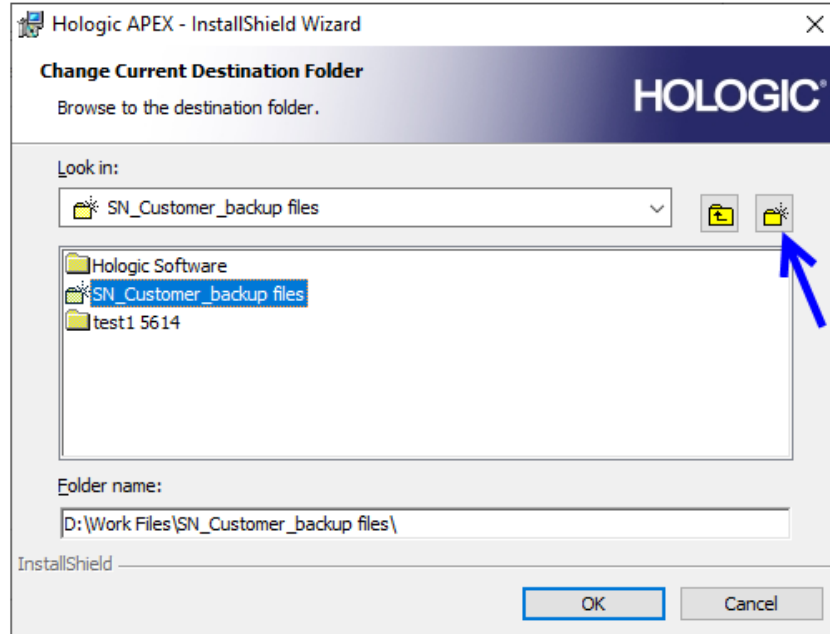
11. At the *Change Current Destination Folder* window, select the new folder icon and rename the folder to *SN\_Site Name\_Backup Files*. Select **OK**.

The folder structure (as shown in the following figure) is created in the destination path with certain files saved in them.



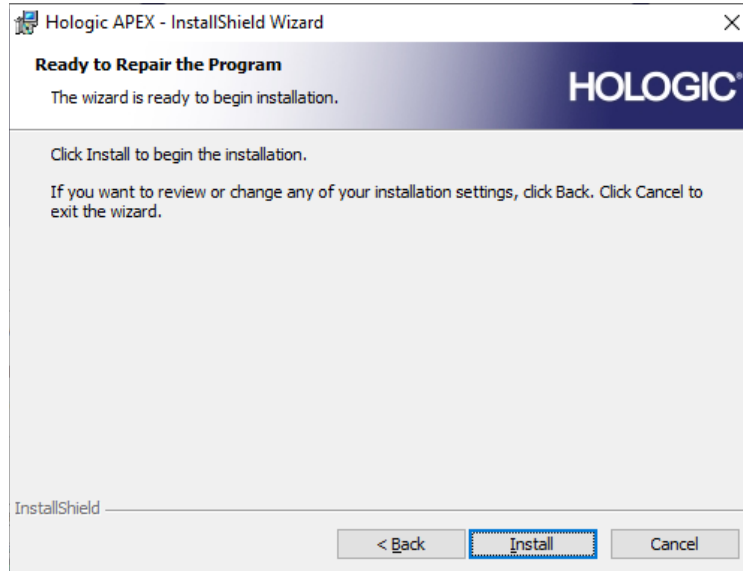
**Note**

Not all the files are saved in folders displayed. For example, the *.\DATA* folder is displayed but not all files from that folder on the local *C:\* drive are copied to the critical files backup. This was intentional.

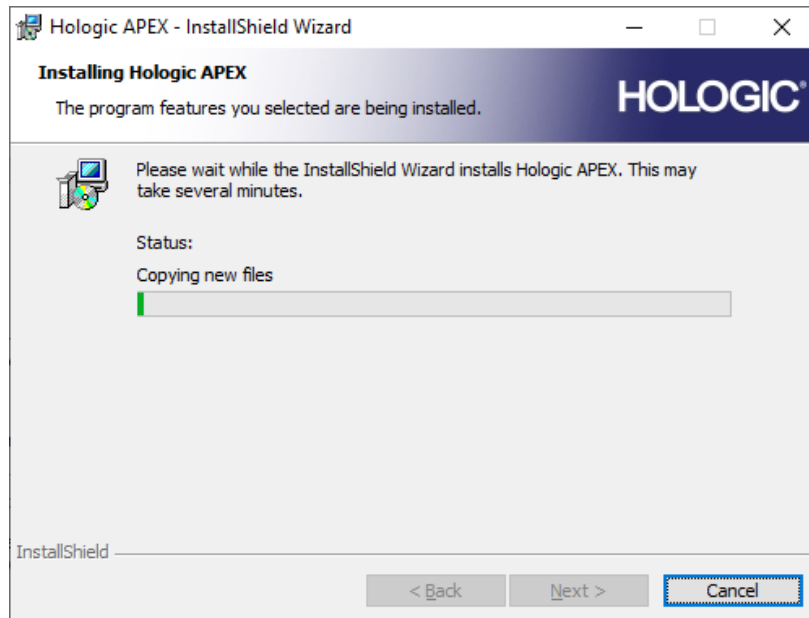




12. At the *Ready to Repair the Program* window, select **Install** to start the APEX installation.

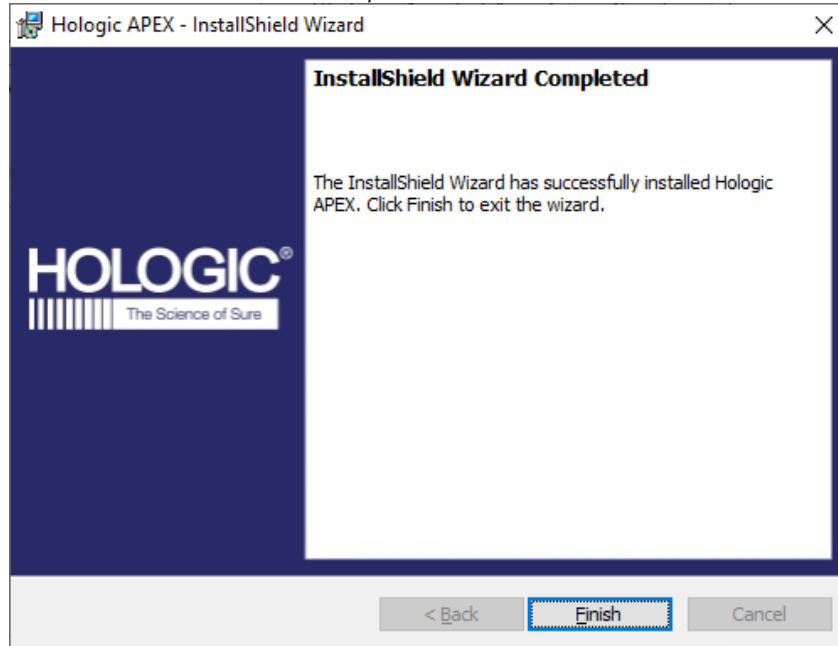


The installer copies the program files over automatically. A progress bar is displayed while the program files are being installed.

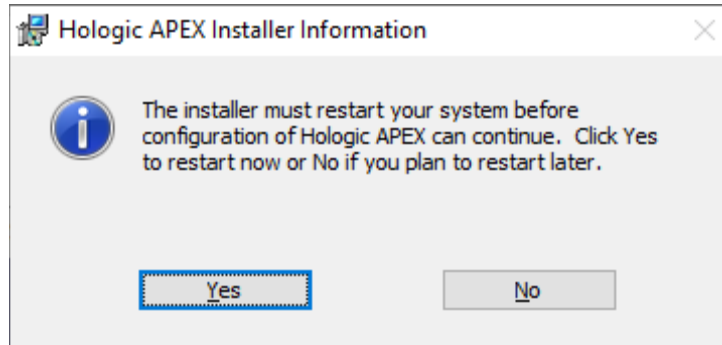


No prompts display during this process when updating from APEX 5.6.1.3 or lower to APEX 5.6.1.4 or higher.

13. At the *InstallShield Wizard Completed* window, select **Finish**.



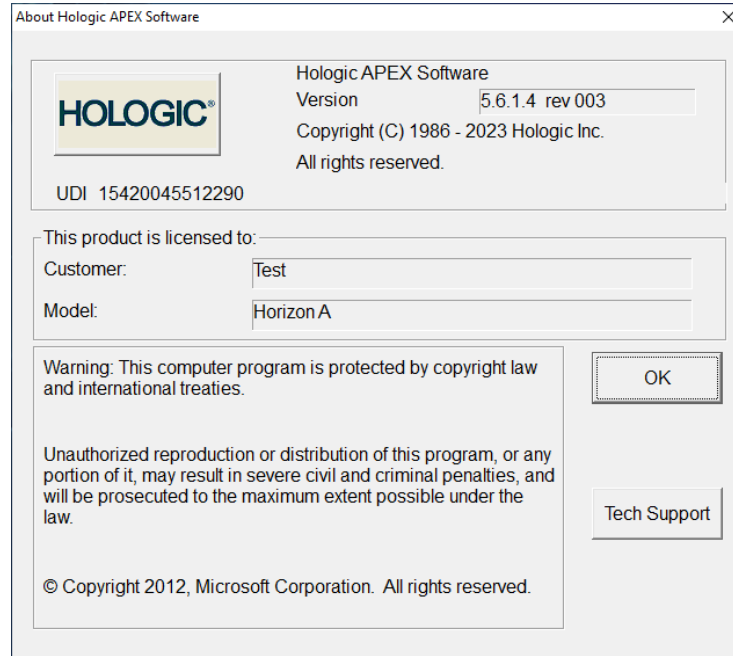
14. When prompted, remove the APEX applications DVD from the DVD drive and select **Yes** to restart the system.



The system reboots.

15. Log into the computer as **Field Service** or **Admin**. Logging into an administrator level account disables all the unwanted Windows 10 and Word processes.
16. Reboot the computer.
17. Log into the system as **QDR**.
18. Once APEX opens, navigate to the APEX Menu Bar, and select **Help > About APEX**.

19. At the *About Hologic APEX Software* window, verify that the correct installed version is in the Version box and select **OK** (version in image is example).



## 1.4 Activate and Configure MS Word 2021 LTSC for DxReport

1. Log in as **Field Service**.
2. Exit APEX without Shutdown.
3. Select the **Start** menu icon in lower left corner and select **Word**.
4. Select **Close** to the *Your Privacy Matters* window.
5. To activate Word, select **Account** in lower left corner.
6. In the box that has Activation Required, select link **Change Product Key**.
7. Enter MS Word product key found on a sticker affixed to the APEX software DVD jacket.
8. Select **Activate Office**.
9. Select **Home** icon, then **Blank Document** icon to open a new document.
10. If a Security Warning displays below the toolbar, select **Enable Content**.
11. To configure Word for DxReport:
  - a. In an open blank document select **File**, and then select **Options** from the Sidebar. The *Word Options* dialog opens.
  - b. Select **Trust Center**.
  - c. Select **Trust Center Settings**.

- d. The *Trust Center* dialog opens. From the Macro Settings section, select the **Disable all macros except digitally signed macros** radio button.
- e. Select **Trusted Locations** in the sidebar.
- f. Verify that **Program Files (x86)\Hologic** is listed as a trusted location under User Locations.  
If it is not, then:
  - Select **Add new location**.
  - Browse to and select **Program Files (x86)\Hologic**.



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**Note**

The Hologic folder does not exist until APEX is installed. Set this location after APEX installation.

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- Mark the **Subfolders of this location are also trusted** checkbox and select **OK**.
- g. Select **Add new location**.
  - h. Browse to and select **Program Files (x86)\Microsoft Office\Office16\Startup** or: **Program Files (x86)\Microsoft Office\root\Office16\Startup**.  
The correct path is where the installer copied the **HologicCT.dot**, **HologicHX.dot**, and **HologicHL7.dot** macro files.
  - i. Select the checkbox **Subfolders of this location are also trusted** and select **OK** and then select **OK**.
  - j. Close Word.
12. Sign out of Windows and login as **QDR**.
  13. Repeat Step 11 a – j.
  14. Log into the system as **Field Service** or **Admin**.



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**Note**

Logging in to an administrator level account disables all the unwanted Windows 10 and Word processes.

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15. Reboot the computer.

## 1.5 Install the Initial Windows 10 OS Patches

After completing the APEX 5.6.1.4 upgrade, it is required to update the system with the latest Win OS patches.

### 1.5.1 Prerequisites

The Win10 OS patches and updater utility are compressed into an ISO file and can be obtained from the *Hologic Software Delivery Portal*. An external USB flash drive with at least 40 Gb of free space is required. The ISO file is very large, and it needs to be downloaded prior to a site visit.



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#### Note

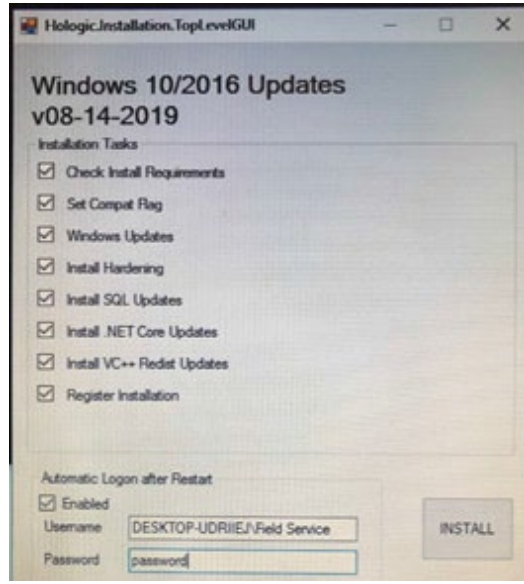
It is not required to perform these updates monthly. Use the most recently released patches when performing the SW only upgrade or, if needed, to re-image a Win10 computer on-site.

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### 1.5.2 Complete the OS Update

Complete the Windows 10 OS update:

1. Download the WIN 10 OS patch file downloaded from the *Hologic Software Delivery Portal*. The file has a .ZIP file extension.
2. Right-click the .ZIP file and select **Extract All**. This creates a folder with the same name as the .ZIP file and in that folder is the .ISO file.
3. Once the **SFW-xxxxx.ISO file** (SFW number changes monthly) is downloaded to the USB flash drive, right-click on it, hover over **7-Zip**, and select **Extract Files**.  
This unpacks the updater utility and the OS patches. Do not copy these files to the DXA computer.
4. Log into the system as **Field Service**.
5. Exit APEX without shutdown.
6. On the desktop, start the Task Manager, and in the **Startup** tab, select **QDR Main Application** and select **Disable**.
7. Navigate to the ISO extracted files folder, right-click the *Hologic.Installation.TopLevelGUI.exe* file, and select **Run as Administrator** to begin the installation.
8. If prompted, select **Yes** to allow execution.
9. When the *Installation Task dialog* box opens, ensure that all checkboxes are checked under Installation Tasks and that Automatic Logon after Restart is enabled.



10. Enter the username and the password for the current logged in user and select **INSTALL**.

During the installation, the system reboots a few times. This allows the system to log back in without user intervention.

Allow the installation to be completed.

This could take up to 2 hours depending on how many updates are required.



#### Note

If at any time a failure occurs during the installation, select **OK** to acknowledge the message that is displayed and close any window that may have remained open. Start this procedure over from Step 6. The installation resumes where it left off.

11. After the *Installation Complete* prompt confirms success, select **OK**.
12. Open Control Panel, select **Programs and Features**, select the link on the left side labeled **View Installed Updates**, and confirm by date that the updates are installed.
13. Reboot the computer and login as **Field Service**.
14. Start the Task Manager and in the Startup tab, select **QDR Main Application**, and select **Enable**.
15. Reboot the computer.

Complete the installation by performing daily QC and BCA QC (if applicable) and all operations of customer workflow.

## 1.6 Install Unifi Connect

If the system does not have Unifi Connect installed, proceed with **Unifi Connect Software Installation**.

Otherwise, the update is complete.