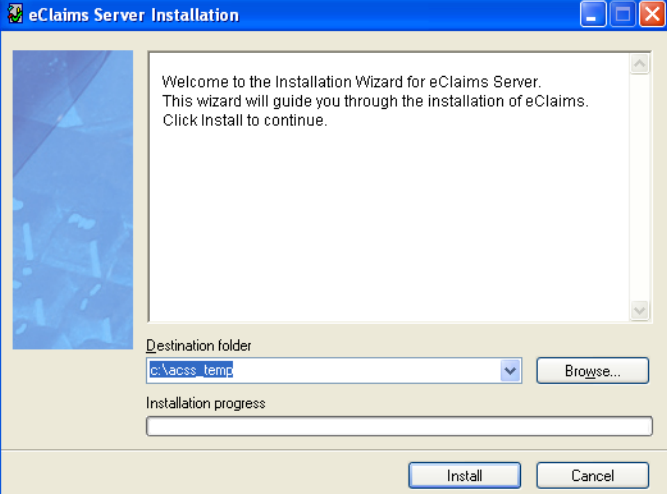
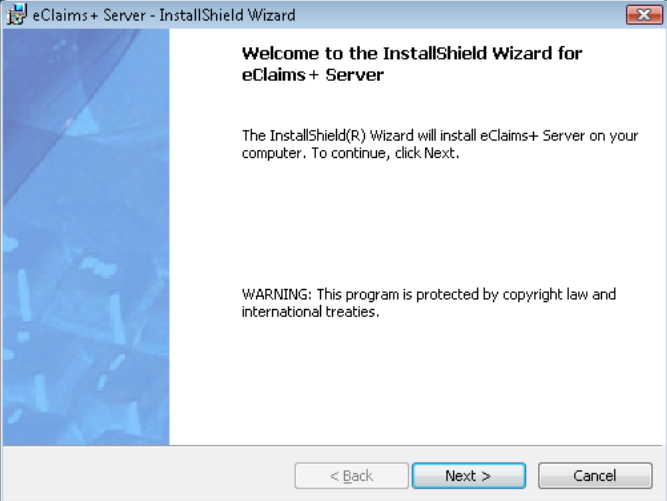


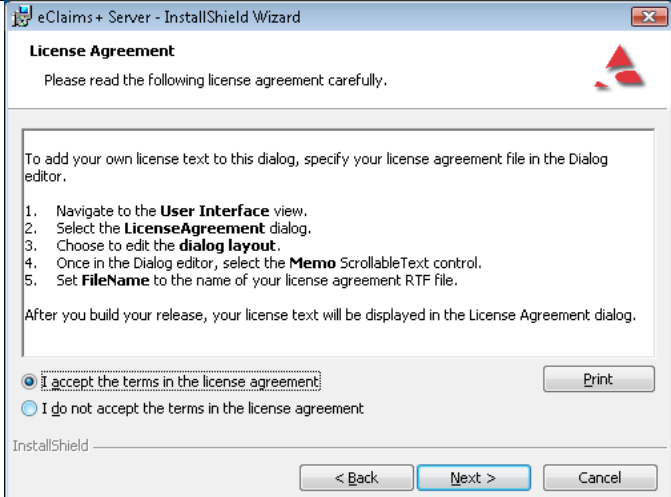
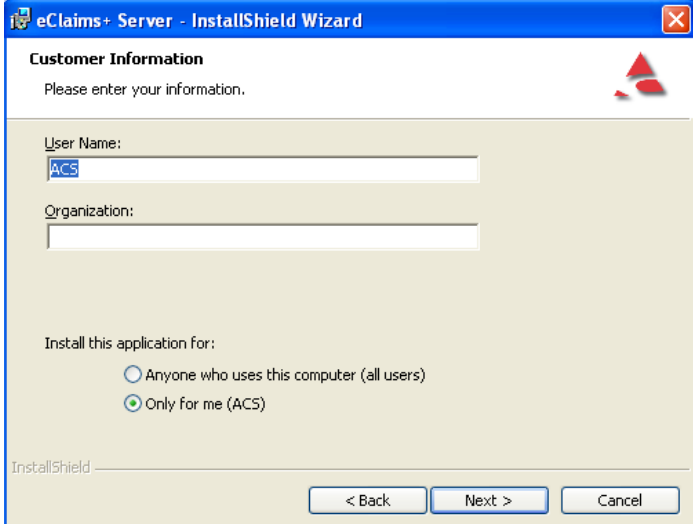
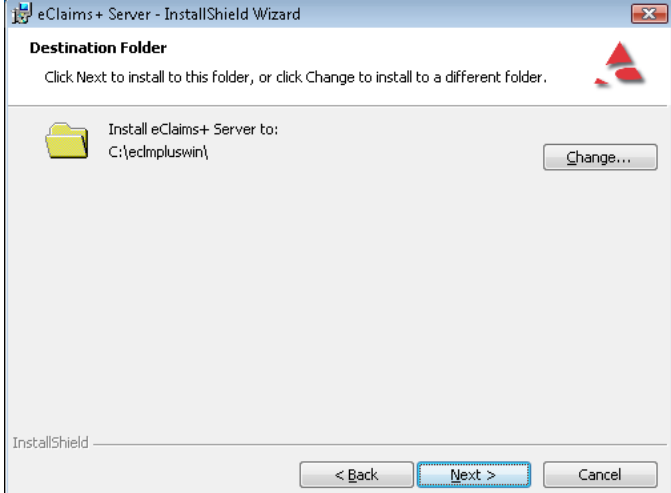
1. PREPARATION REQUIREMENTS

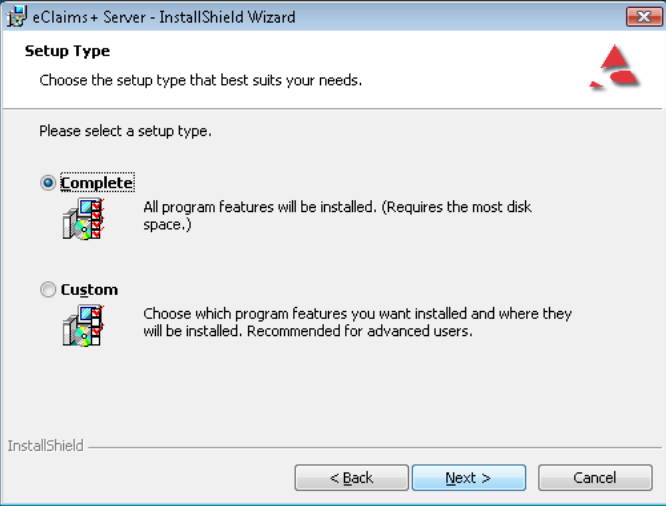
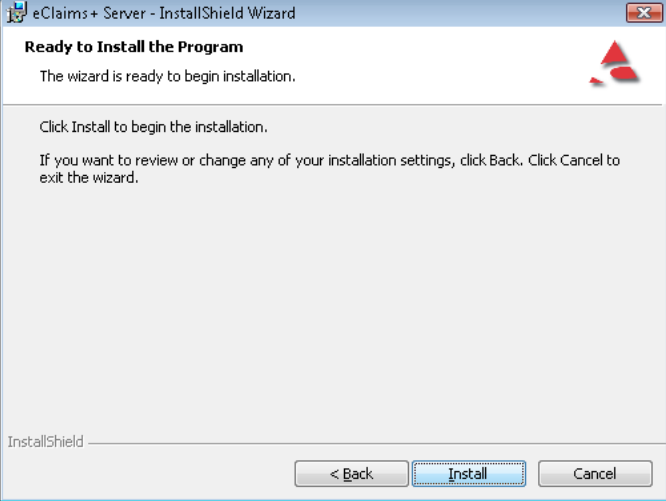
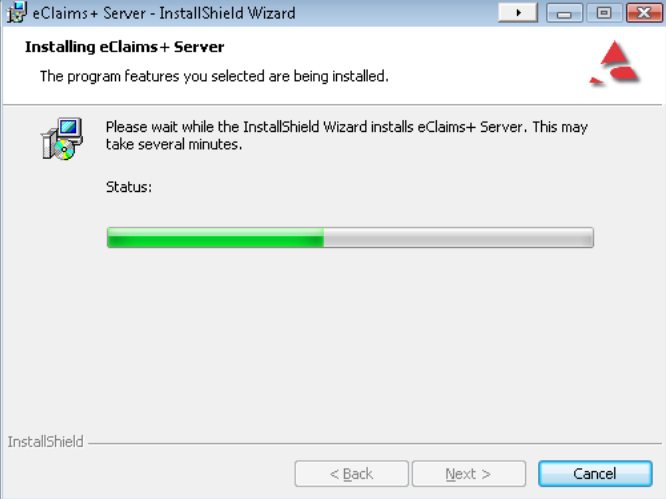
Before attempting the upgrade please ensure that you have the following:

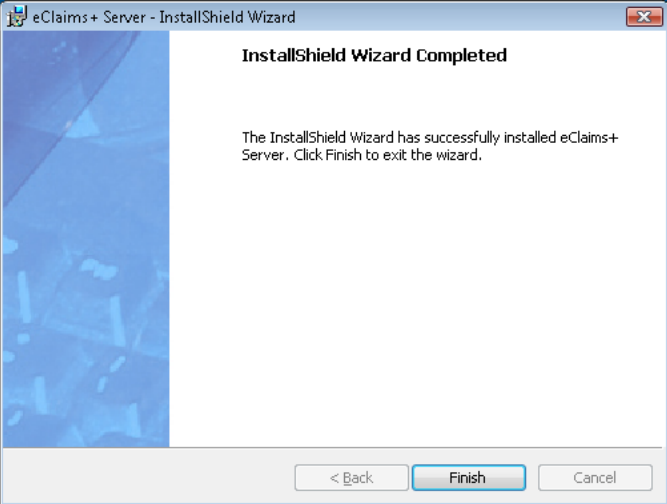
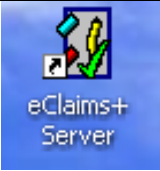
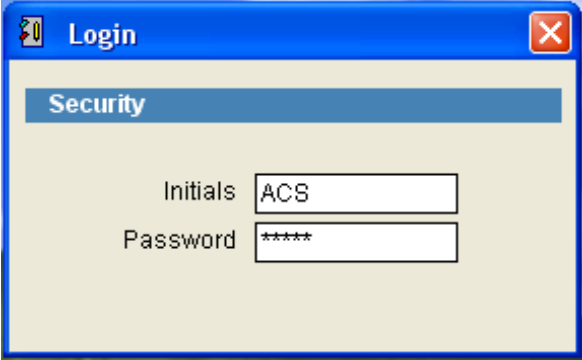

- Ensure you are logged into the server machine with Administrator permissions
- Determine which Terminal Server Users will be using eClaims and if the Users have their User Profiles setup and configured on the Terminal Server. If the User Profiles exist take note of the location, if not you will need to create a folder called 'Users' and then sub folders with each users exact login names in the same root folder that the eClaims server is installed on.

2. ECLAIMS SERVER INSTALLATION

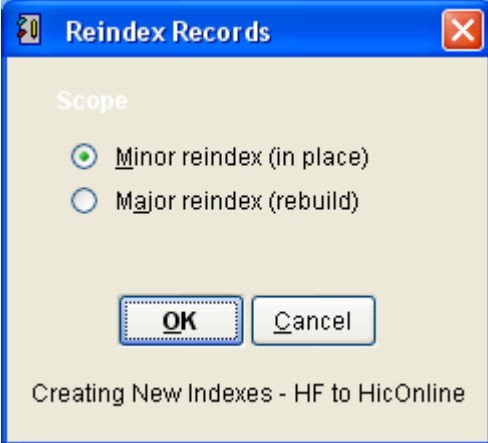

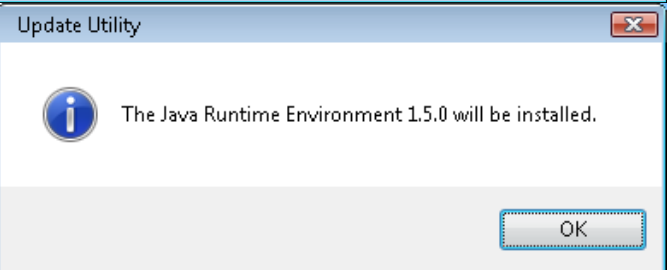
<p>Insert the installation CD provided into the computer</p>	
<p>Click 'INSTALL'</p> <p>Note: Ensure the Destination folder is set to the local drive, e.g. 'C:\'</p>	
<p>Click on 'NEXT'</p>	

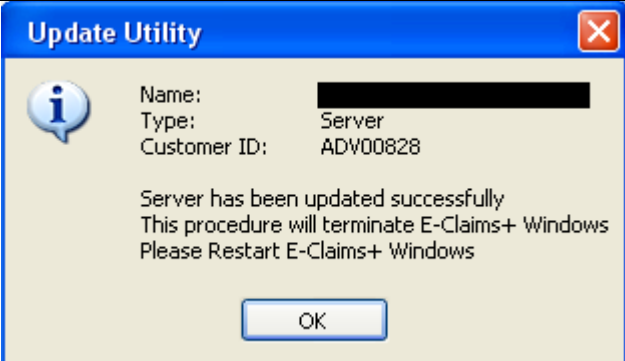
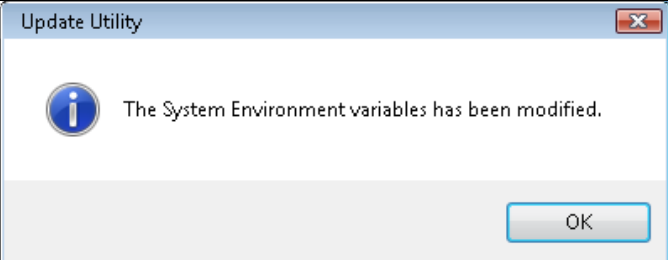

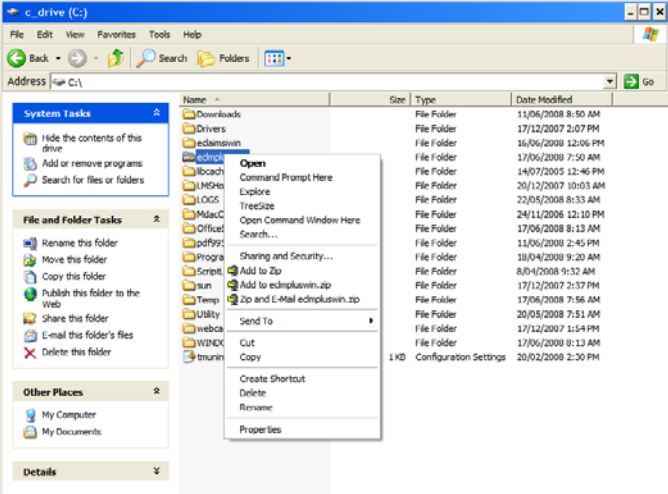
<p>Select 'I accept the terms in the license agreement'.</p> <p>Click on 'NEXT'</p>	
<p>Ensure the 'Only for me' option is selected</p> <p>Click on 'NEXT'</p> <hr/> <p>NOTE: If 'Anyone who uses this computer (all users)' is greyed out or not there at all, 'CANCEL' the installation and ensure you are logged in as a user with administrator privileges.</p>	
<p>Make sure the path is set to "C:\ECLMPLUSWIN"</p> <p>Note: To change the path, click on 'CHANGE' enter the path and click 'OK'</p> <p>Click on 'NEXT'</p>	

<p>Click on 'NEXT'</p>	
<p>Click on 'INSTALL'</p>	
<p>eClaims Server will now be installed</p>	

<p>Click on 'FINISH'</p>	
<p>Double click the 'eClaims+ Server' icon on your desktop.</p>	
<p>The initial login details are:</p> <p>Initials: ACS Password: ADMIN</p>	
<p>You are now in the demo copy of eClaims with demo data (eClaims + Family Practice).</p> <p>Exit out of eClaims.</p>	

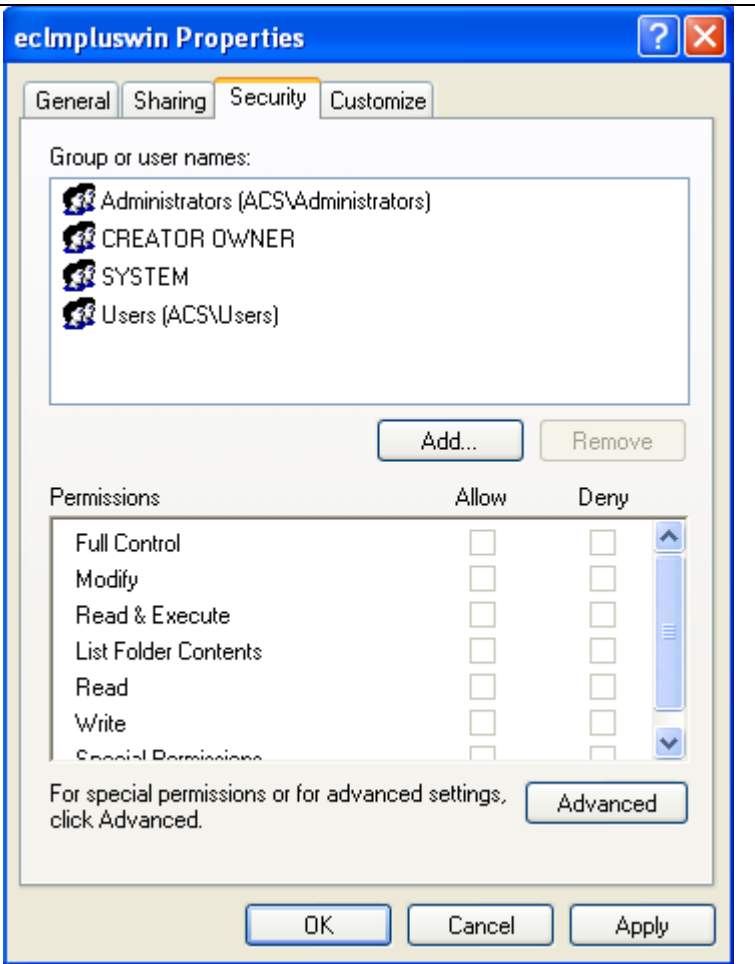
3. ACTIVATING YOUR COPY OF ECLAIMS

<p>Copy the 'custom.lic' file located on your eClaims CD and paste it into the 'c:\eclmpluswin' folder.</p> <p>Log back into eClaims and it will run an update.</p>	
<p>The application will automatically run through this process.</p>	
<p>Close the eClaims Product Updates webpage.</p>	
<p>eClaims will automatically run through this process of updating the Java application.</p> <p>Click on 'OK'</p>	

<p>Click on 'OK'</p>	
<p>The application will automatically run through this process.</p> <p>Click on 'OK'</p>	
<p>eClaims will automatically close.</p> <p>Re-login to eClaims.</p> <p>You will notice that the name at the bottom of eClaims will be of your practice. If not the activation part did not work.</p>	
<p>Open 'MY COMPUTER'</p> <p>Open 'C:' Drive</p> <p>Right click on the folder 'ECLMPLUSWIN' and select 'SHARING AND SECURITY'</p>	

Click on the 'SECURITY' tab.

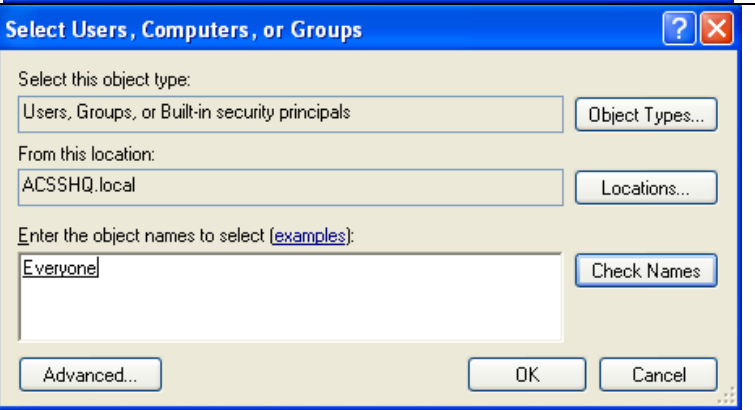
Click on 'ADD'

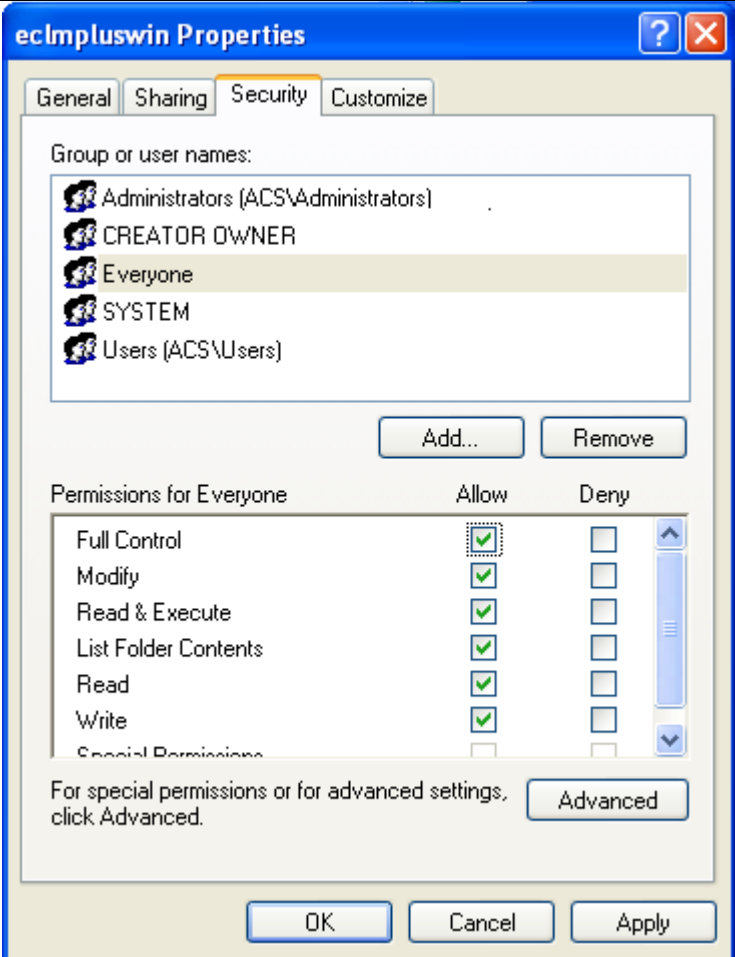


Type 'EVERYONE' in the 'Enter the object names to select' field.

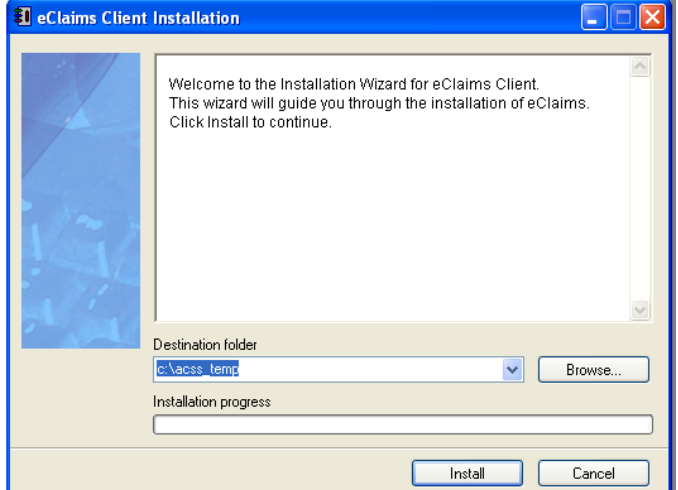
Click 'CHECK NAMES' and the word 'EVERYONE' will be underlined.

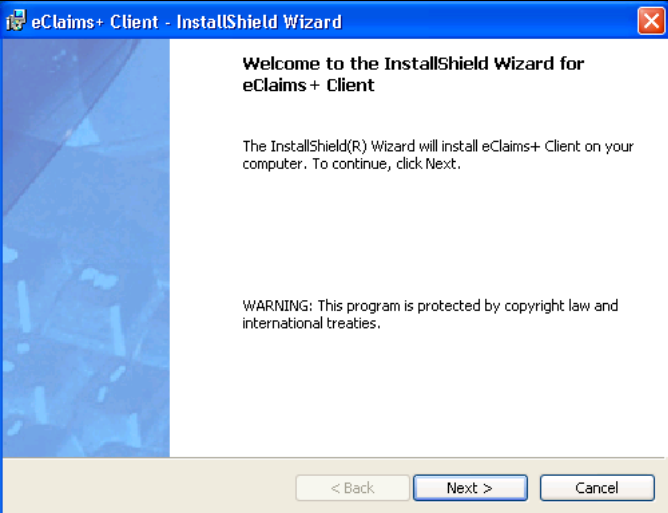
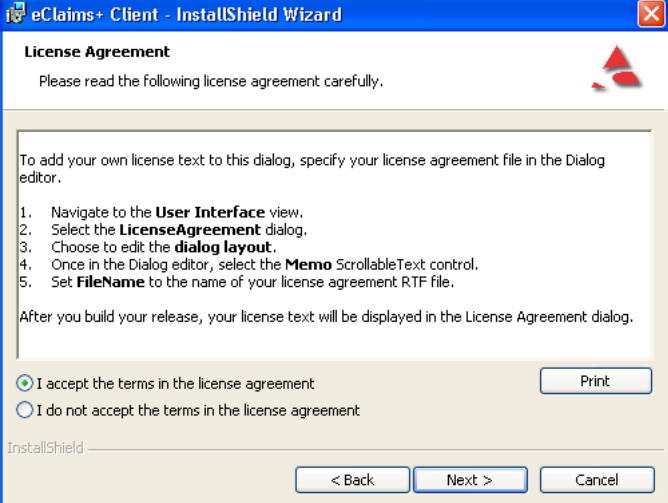
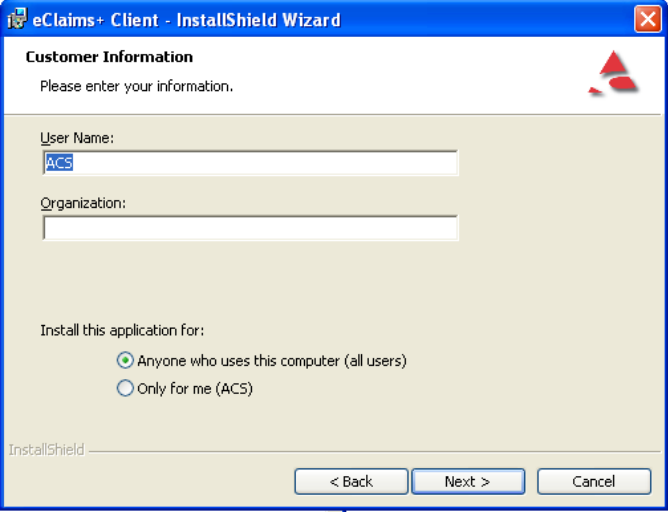
Click on 'OK'

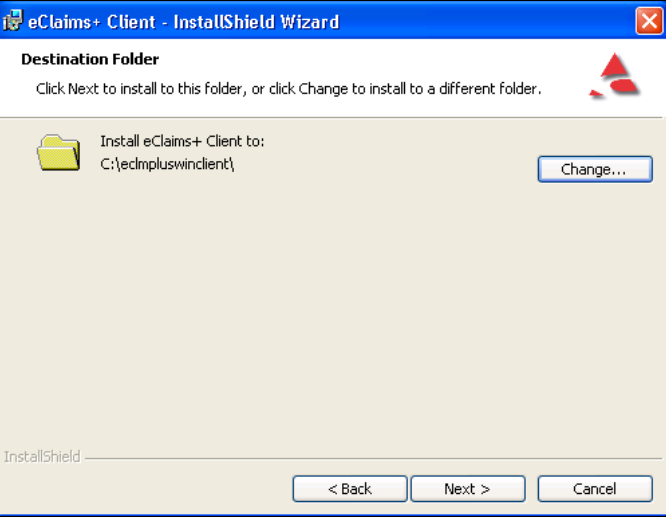
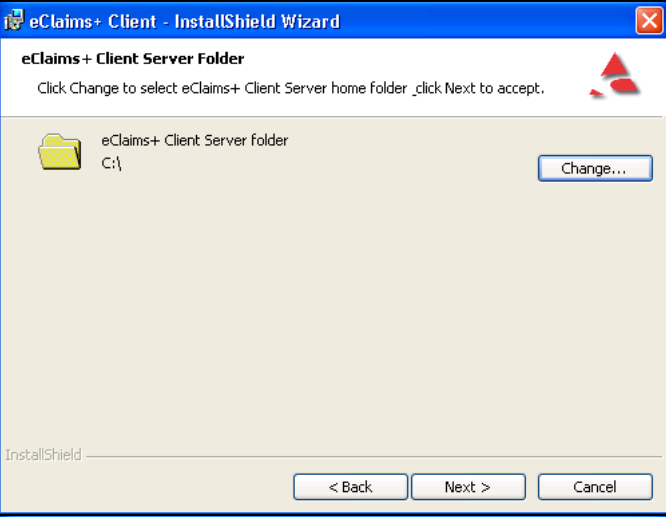
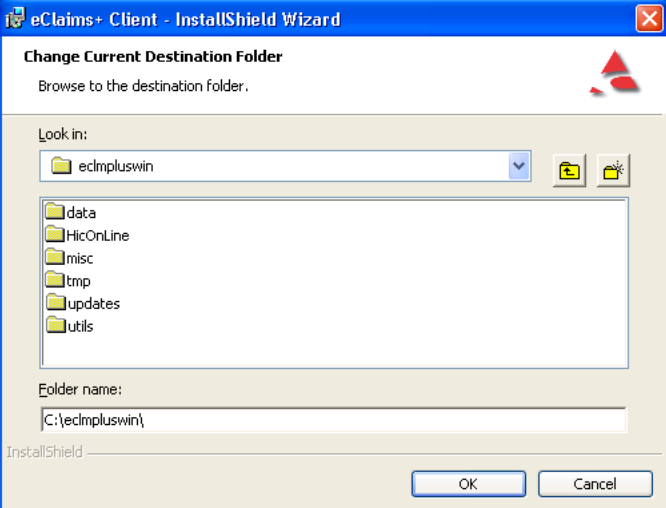


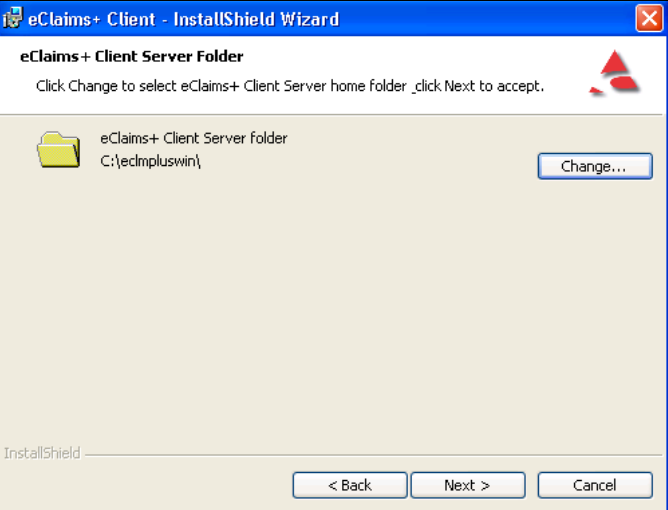
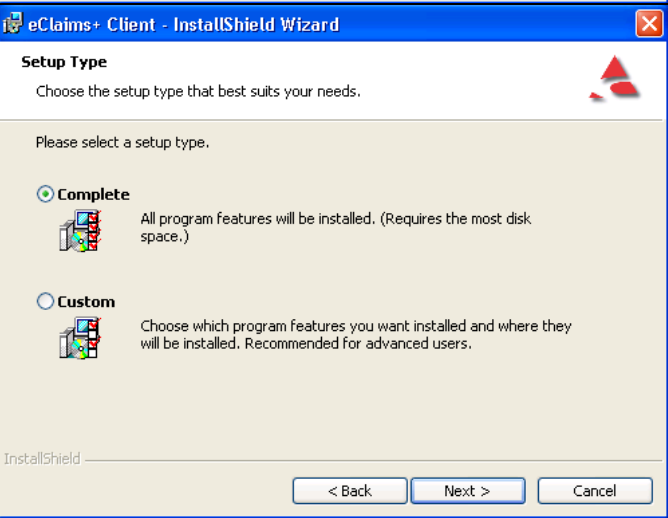
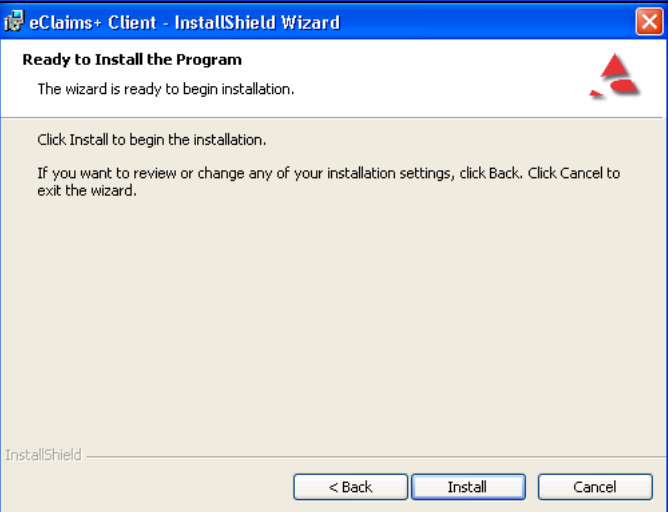
<p>Click on 'EVERYONE'</p> <p>Tick the 'FULL CONTROL' option in the Allow column.</p> <p>Click on 'OK'</p>	 <p>The screenshot shows the 'eclpluswin Properties' dialog box with the 'Security' tab selected. In the 'Group or user names' list, 'Everyone' is highlighted. Below, the 'Permissions for Everyone' table is shown with the following permissions checked in the 'Allow' column:</p> <table border="1"> <thead> <tr> <th>Permissions for Everyone</th> <th>Allow</th> <th>Deny</th> </tr> </thead> <tbody> <tr> <td>Full Control</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Modify</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Read & Execute</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>List Folder Contents</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Read</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Write</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Special Permissions</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Permissions for Everyone	Allow	Deny	Full Control	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Modify	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Read & Execute	<input checked="" type="checkbox"/>	<input type="checkbox"/>	List Folder Contents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Read	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Write	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Special Permissions	<input type="checkbox"/>	<input type="checkbox"/>
Permissions for Everyone	Allow	Deny																							
Full Control	<input checked="" type="checkbox"/>	<input type="checkbox"/>																							
Modify	<input checked="" type="checkbox"/>	<input type="checkbox"/>																							
Read & Execute	<input checked="" type="checkbox"/>	<input type="checkbox"/>																							
List Folder Contents	<input checked="" type="checkbox"/>	<input type="checkbox"/>																							
Read	<input checked="" type="checkbox"/>	<input type="checkbox"/>																							
Write	<input checked="" type="checkbox"/>	<input type="checkbox"/>																							
Special Permissions	<input type="checkbox"/>	<input type="checkbox"/>																							

4. ECLAIMS CLIENT INSTALLATION

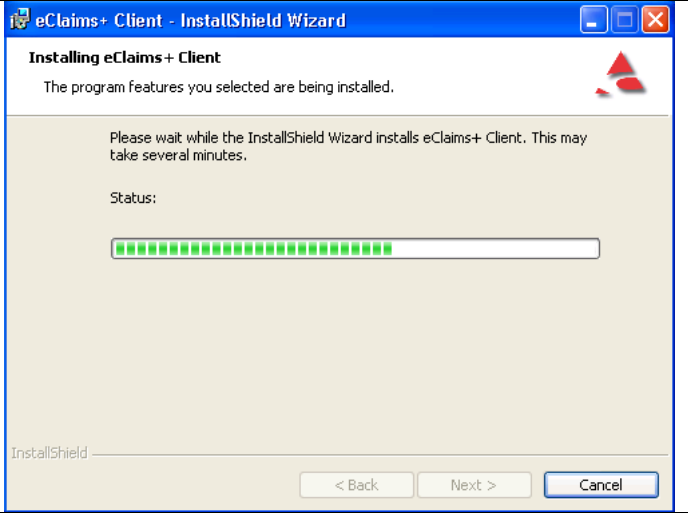
<p>Download the eClaims client installation from http://www.acshealth.com/installs/disk1ecclient.exe</p>	
<p>Click 'INSTALL'</p> <p>Note: Ensure the Destination folder is set to the local drive, eg. 'C:\'</p>	 <p>The screenshot shows the 'eClaims Client Installation' wizard. The text reads: 'Welcome to the Installation Wizard for eClaims Client. This wizard will guide you through the installation of eClaims. Click Install to continue.' The 'Destination folder' is set to 'e:\acss-temp'.</p>

<p>Click on 'NEXT'</p>	
<p>Select 'I accept the terms in the license agreement'</p> <p>Click on 'NEXT'</p>	
<p>Ensure the 'Anyone who uses this computer' is selected</p> <p>Click on 'NEXT'</p> <hr/> <p>NOTE: If 'Anyone who uses this computer (all users)' is greyed out or not there at all, 'CANCEL' the installation and ensure you are logged in as a user with administrator privileges.</p>	

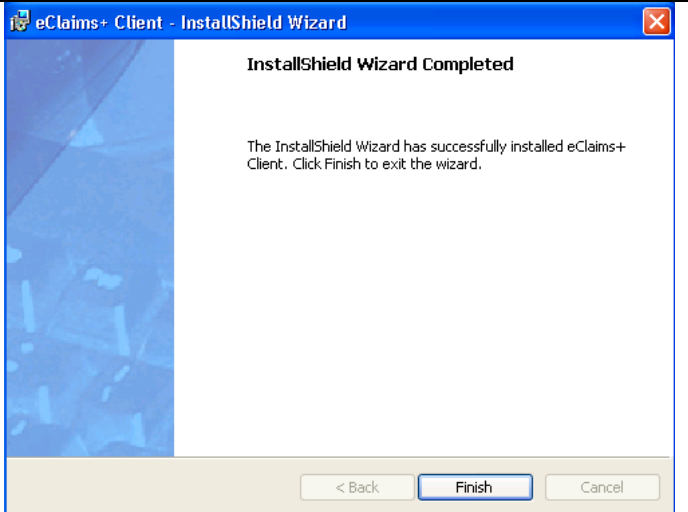
<p>As eClaims Server has been installed on c:\eclmpluswin we must change the directory for the eClaims Client version</p> <p>Change the path to 'C:\EclmpluswinClient'</p> <p>Note: To change the path, click on 'CHANGE' enter the path and click 'OK'</p> <p>Click on 'NEXT'</p>	
<p>Specify the path in which eClaims Server is installed.</p> <p>Click on 'CHANGE'</p>	
<p>In the 'FOLDER NAME' field enter the path of the 'eclmpluswin' folder of the server version.</p> <p>Eg. 'c:\eclmpluswin\'</p> <p>Click on 'OK'</p>	

<p>Click on 'NEXT'</p>	
<p>Click on 'COMPLETE'</p> <p>Click on 'NEXT'</p>	
<p>Click on 'INSTALL'</p>	

The application will now be installed



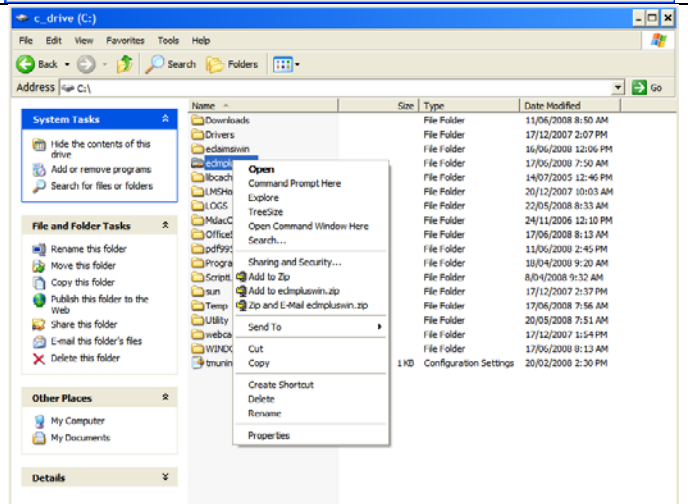
Click on 'FINISH'



Open 'MY COMPUTER'

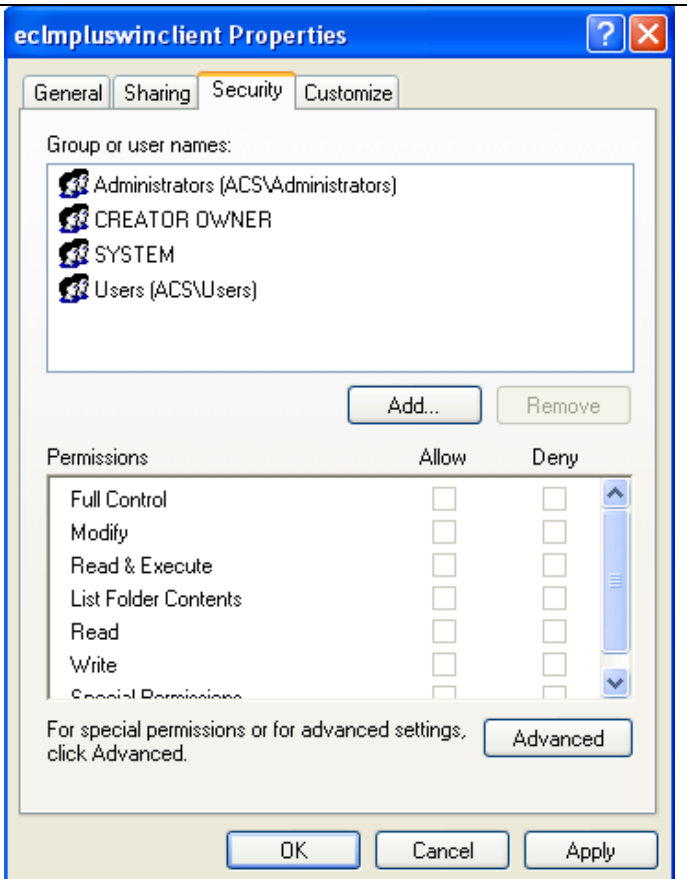
Open 'C:' Drive

Right click on the folder 'ECLMPLUSWINCLIENT' and select 'SHARING AND SECURITY'



Click on the 'SECURITY' tab.

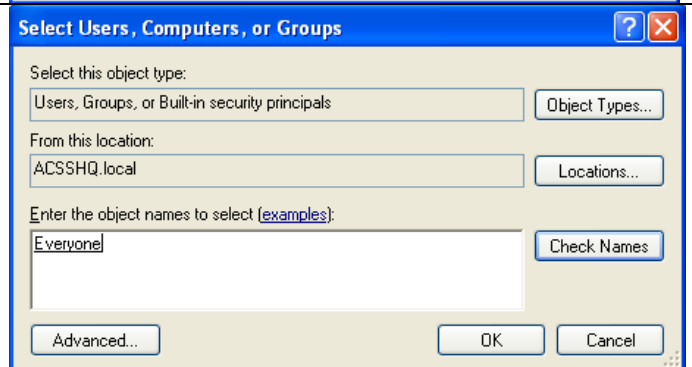
Click on 'ADD'



Type 'EVERYONE' in the 'Enter the object names to select' field.

Click 'CHECK NAMES' and the word 'EVERYONE' will be underlined.

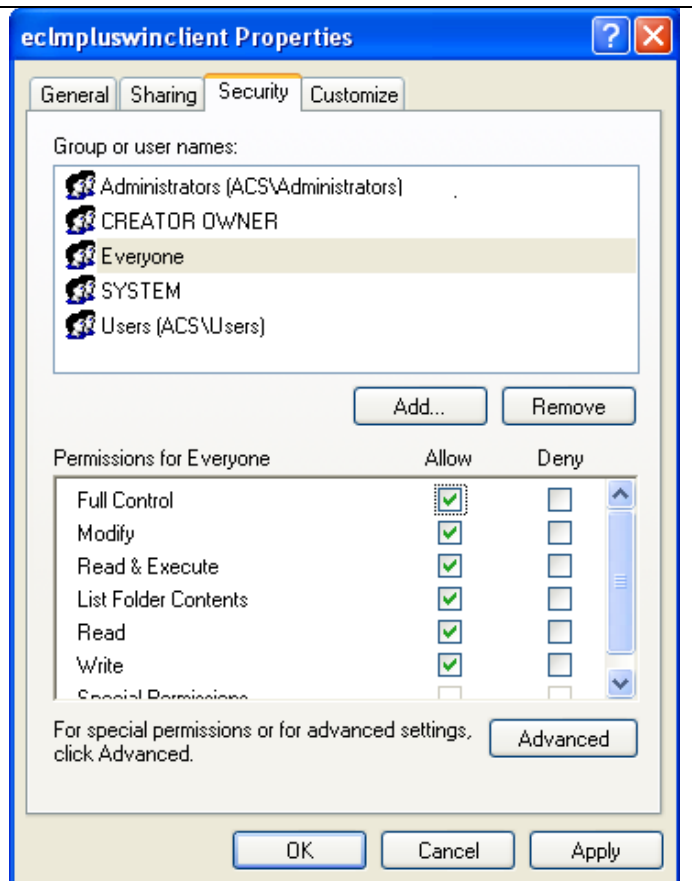
Click on 'OK'



Click on 'EVERYONE'

Tick the 'FULL CONTROL' option in the 'Allow' column.

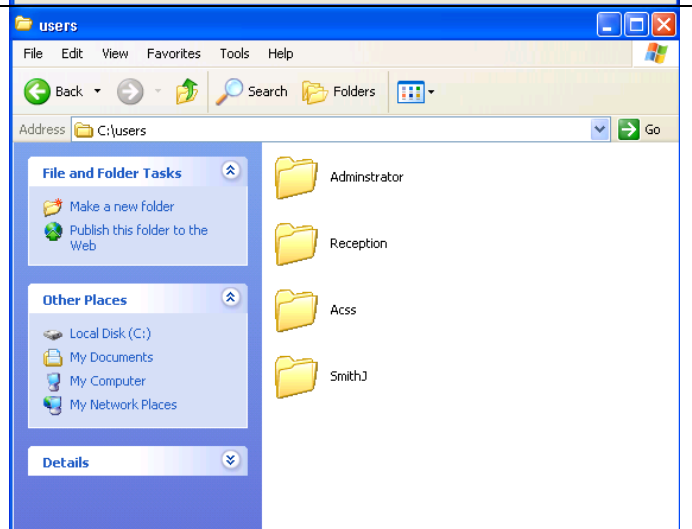
Click on 'OK'



In the 'C:' drive, Right click and copy the 'EclmpluswinClient' folder.

Within the 'C:' drive, Create each users profile folder, eg, firstly create a folder called 'Users' in the C: drive, within this folder create a new folder for each profile login, eg, 'Administrator', 'SmithJ'.

Paste the 'EclmpluswinClient' folder into each of the user folders, eg C:\users\"username\"



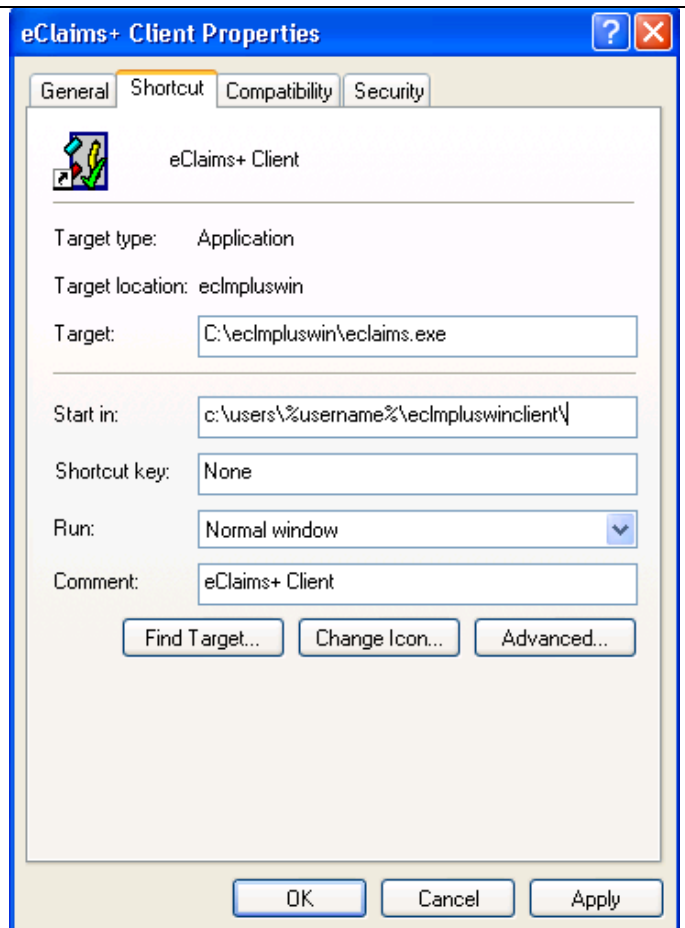
Next we must correct the path of the eClaims+ Client icon for the users.

Go into the 'C:/Documents and Settings/All Users/Desktop' folder, locate the 'eClaims+ Client' icon, right click it and select 'PROPERTIES'.

Change the 'Start in:' field to be:
C:\users\%username%\eclmpluswinclient\

Click on 'APPLY' then 'OK'

Be sure to run each Client to check that the installation occurred correctly.



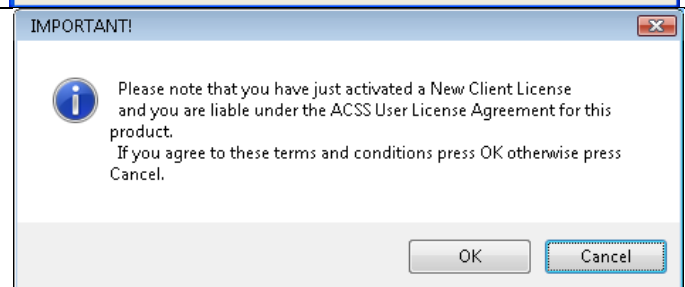
Run the shortcut 'eClaims + Client' application on the desktop.

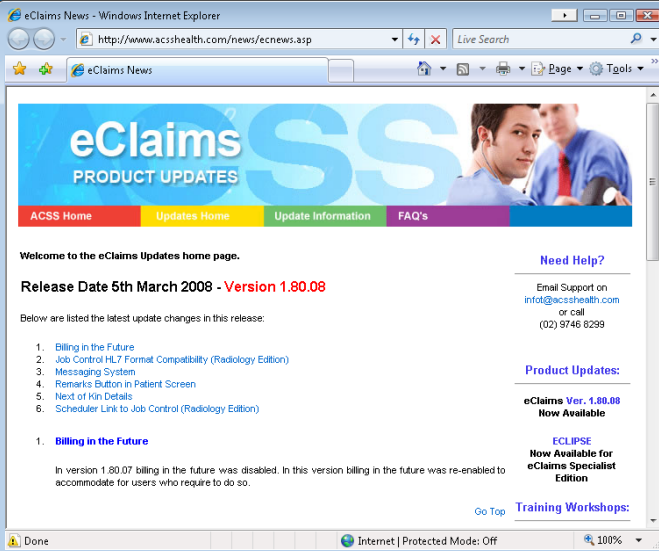
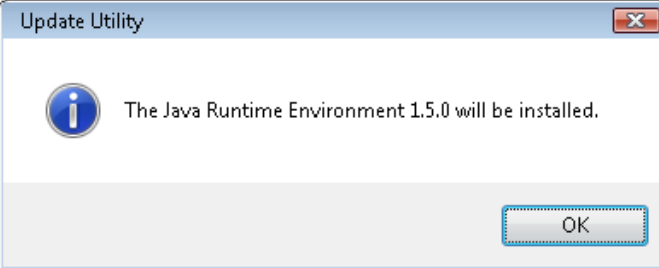
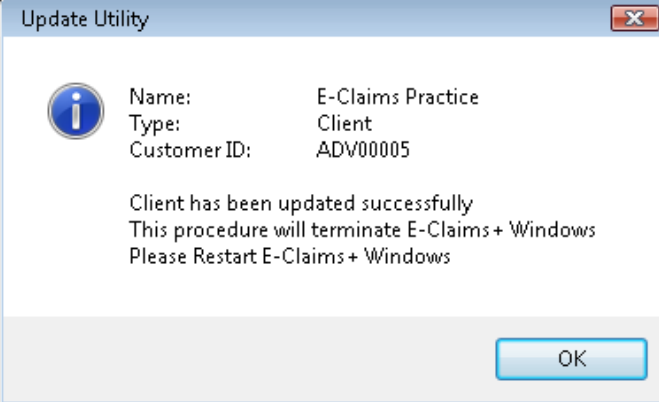

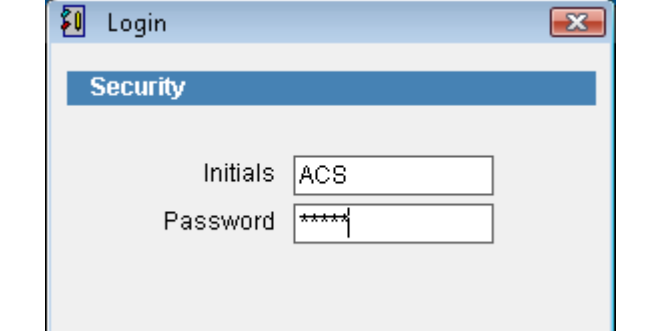
The first time you run the application this screen will appear.

Click on 'OK'

The application will close.

Run the shortcut 'eClaims + Client' application on the desktop again



<p>This internet link will open automatically showing details of the update.</p> <p>Close this webpage.</p>	
<p>eClaims will automatically run through this process of updating the Java application.</p> <p>Click on 'OK'</p>	
<p>The application will automatically run through this process.</p> <p>Click on 'OK'</p>	
<p>The application will automatically run through this process.</p> <p>Click on 'OK'</p>	
<p>Run 'eClaims + Client' from the desktop</p> <p>Initials = ACS Password = ADMIN</p>	

eClaims is now ready to use

E-Claims + Specialist

Patient

18/06/2009 (Wed)
02:10:53 PM

Advanced Computer Software Supplies
Sales & Marketing: 1300 788 005
Technical Support: (02) 9746-8299
Facsimile: (02) 9746-7562
Email: info@accs-health.com

E-Claims+ Specialist Ver 1.20.09
Online Claiming Rel 9.6
Build date: 18/06/2009

eClaims
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return

Call

Operator: ACS 5

Medicare web site: www.medicareaustralia.gov.au
Medicare Australia: 1800 700 199
DVA web site: www.dva.gov.au
DVA: 1300 550 017

E-Claims Practice P: (02)9746-8299
F: (02)9746-7234
Customer ID: ADV00005