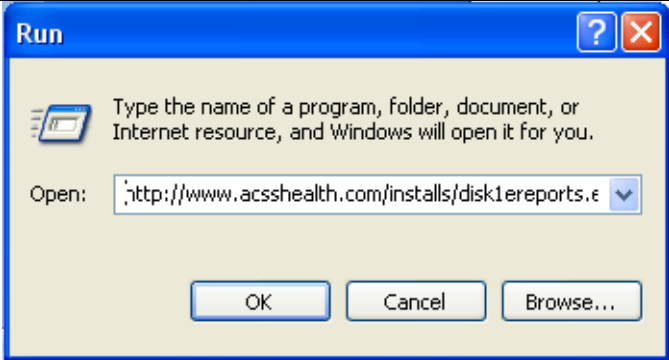
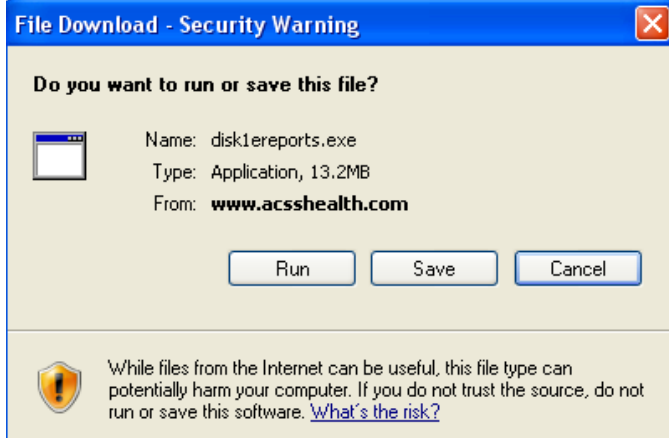


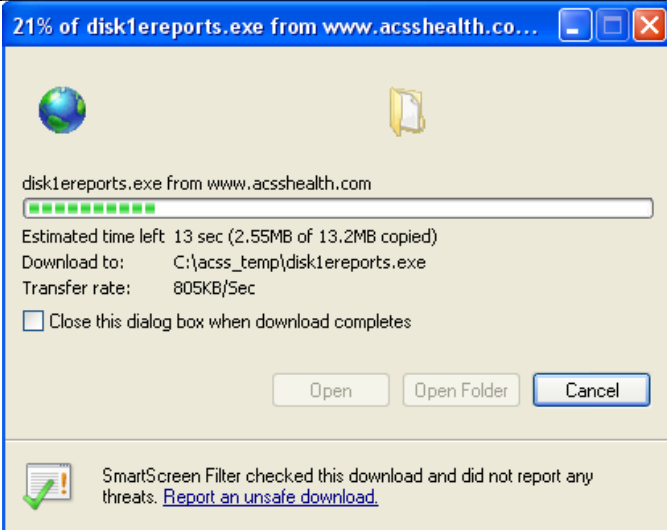

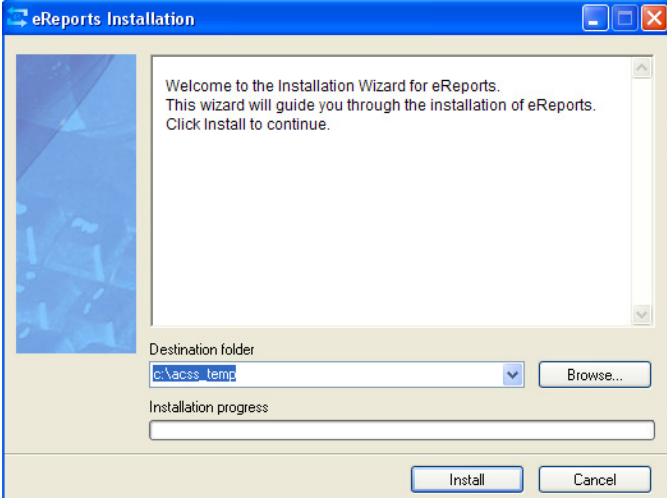
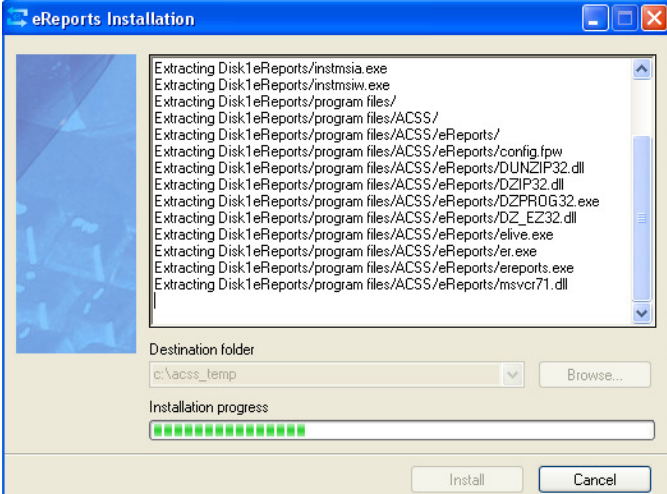
1. PREPARATION REQUIREMENTS

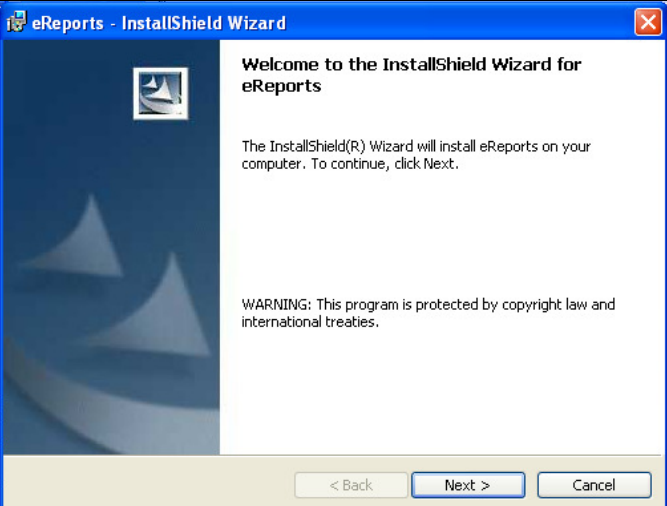
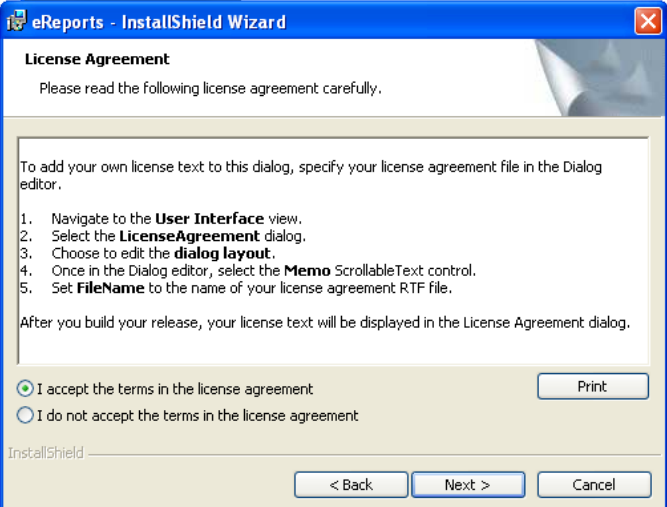
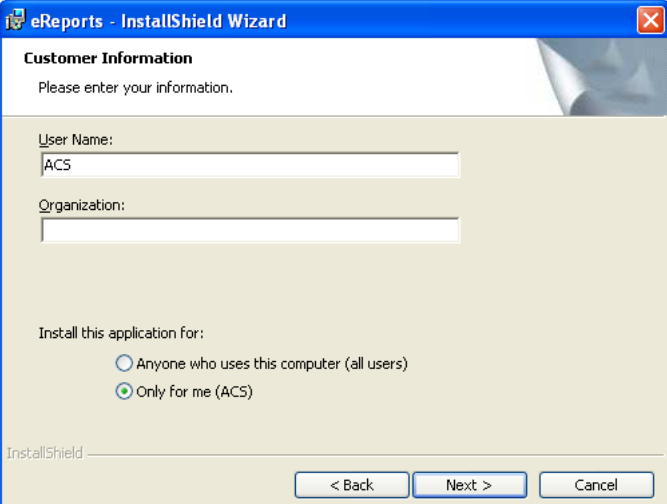
Before attempting the installation please ensure that you have the following:

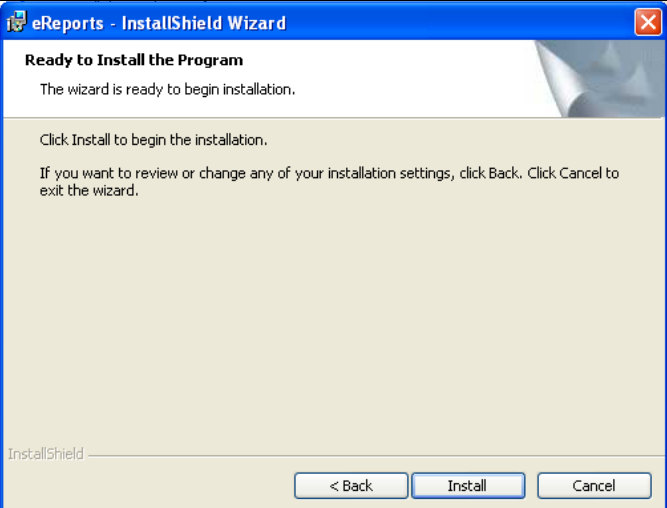
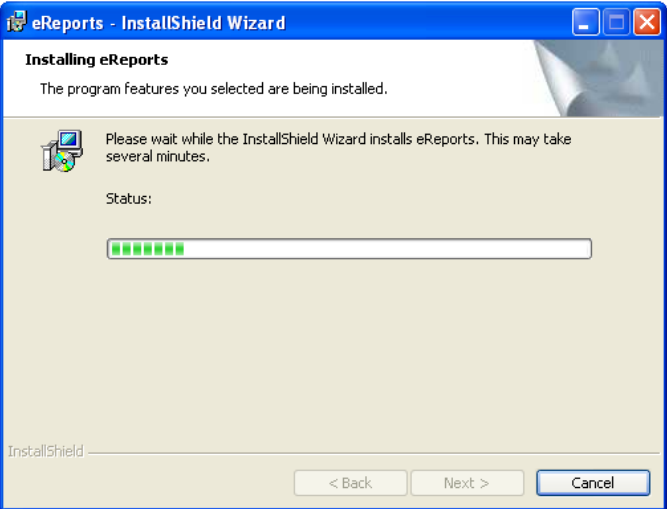
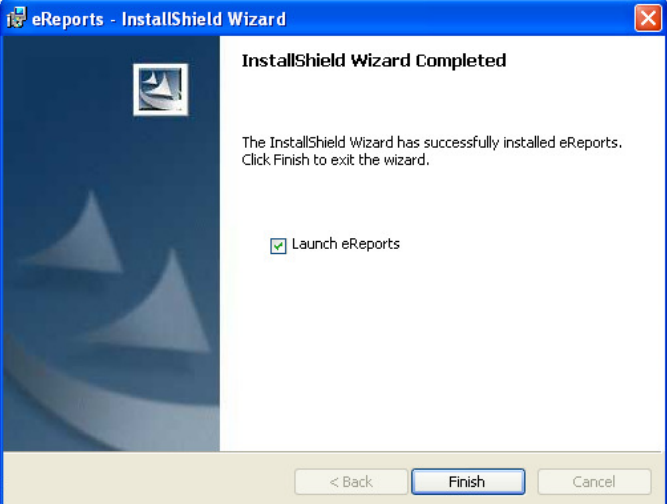
- Ensure you are logged into the machine with administrator privileges
- Ensure you are logged into the machine that is on most of the time, as it will be downloading results only on this computer
- Your eReports credentials from your Radiology and Pathology facility
 - Group ID
 - Location ID
 - User ID
 - Password

2. EREPORTS INSTALLATION

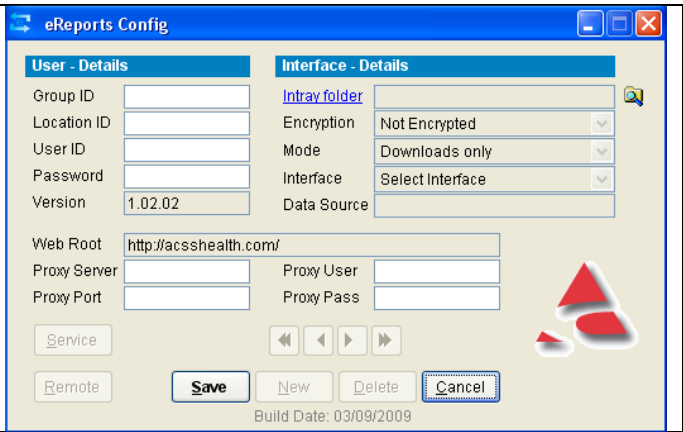
<p>Download eReports from our Webserver by clicking on the link:</p> <p>Click on 'START'</p> <p>Click on 'RUN'</p> <p>Type http://www.acsshealth.com/installs/disk1ereports.exe</p> <p>Click on 'OK'</p>	 <p>The screenshot shows a Windows 'Run' dialog box. The title bar reads 'Run'. The text inside says 'Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.' The 'Open:' field contains the URL 'http://www.acsshealth.com/installs/disk1ereports.exe'. There are three buttons at the bottom: 'OK', 'Cancel', and 'Browse...'.</p>
<p>Click on 'RUN'</p>	 <p>The screenshot shows a Windows 'File Download - Security Warning' dialog box. The title bar reads 'File Download - Security Warning'. The main text asks 'Do you want to run or save this file?'. Below this, it shows file details: 'Name: disk1ereports.exe', 'Type: Application, 13.2MB', and 'From: www.acsshealth.com'. There are three buttons: 'Run', 'Save', and 'Cancel'. At the bottom, there is a warning icon and text: 'While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. What's the risk?'</p>

<p>eReports will begin to download</p>	
<p>Click on 'RUN'</p>	
<p>Ensure the 'Destination folder' is set to the path of the local drive, eg. 'c:\acss_temp'</p> <p>Click on 'INSTALL'</p>	
	

<p>Click on 'NEXT'</p>	
<p>Select the option : 'I accept the terms in the license agreement'</p> <p>Click on 'NEXT'</p>	
<p>Select the option 'ONLY FOR ME'</p> <p>Click on 'NEXT'</p> <hr/> <p>NOTE : It is important that the "Only for me" option is selected at installation because if eReports is installed for all users the application generates errors in all user sessions when the Scheduled Task activates or when a user initialises the program.</p>	

<p>Click on 'INSTALL'</p>	
<p>The application will begin to be installed</p>	
<p>Tick the 'Launch eReports' option</p> <p>Click on 'FINISH'</p>	

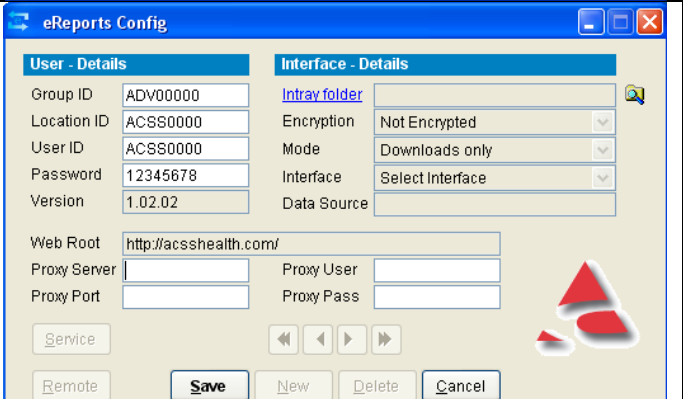
The 'EREPORTS CONFIG' window will appear



Enter the Location 'User – Details'

- Group ID
- Location ID
- User ID
- Password

Enter Proxy Settings if required (only your IT department will know if you have proxy enabled)



NOTE :
This 'User' information can be obtained by calling your Radiology or Pathology facility

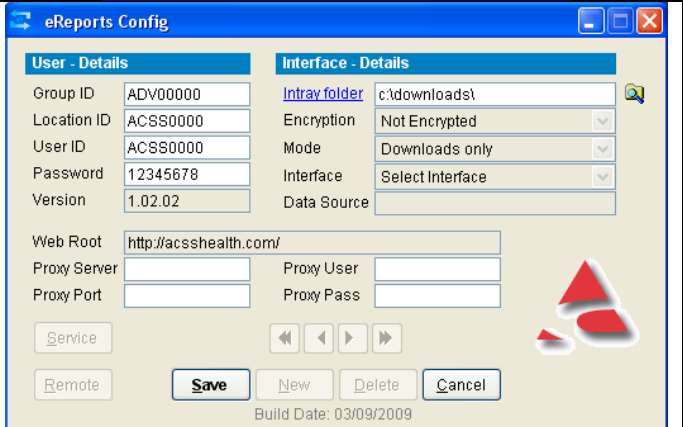
Select the 'INTRAY FOLDER' location by clicking on the magnifying glass icon

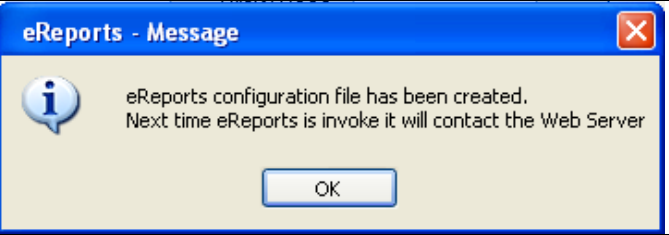
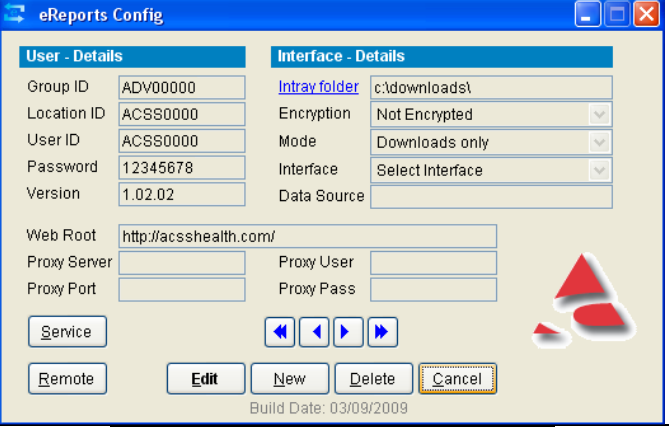
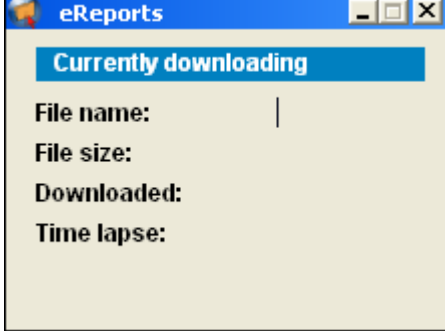
If you use Medical Director, the folder can be the 'MDW2' folder for Medical Director 2 or 'HCNMSG\IN' for Medical Director 3. Otherwise, simply create a folder called 'DOWNLOADS' or call your Software Help Desk for advice.

Click on 'OK'



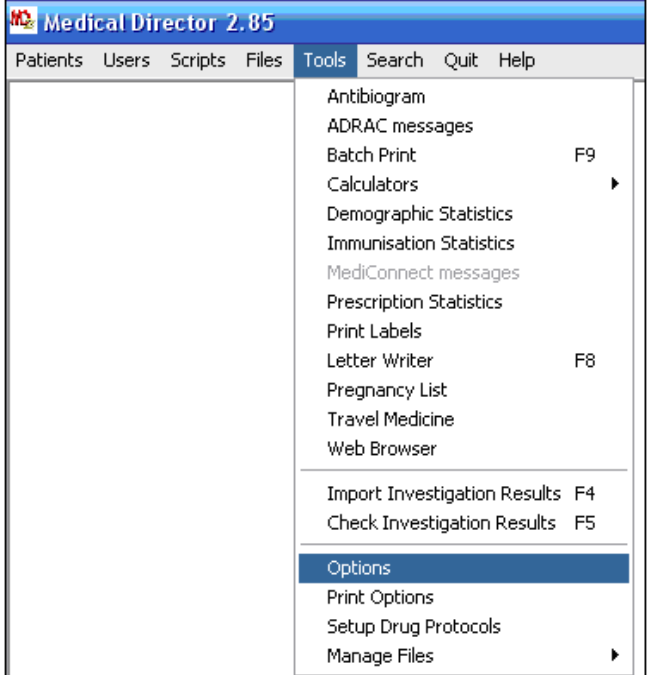
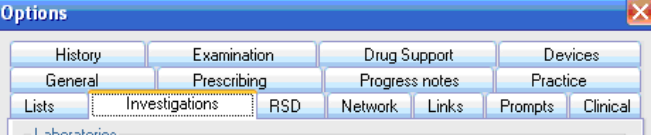
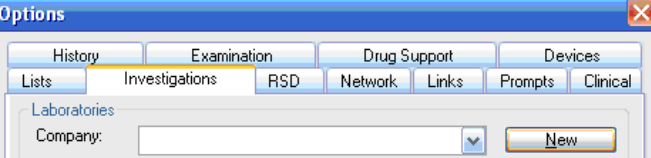
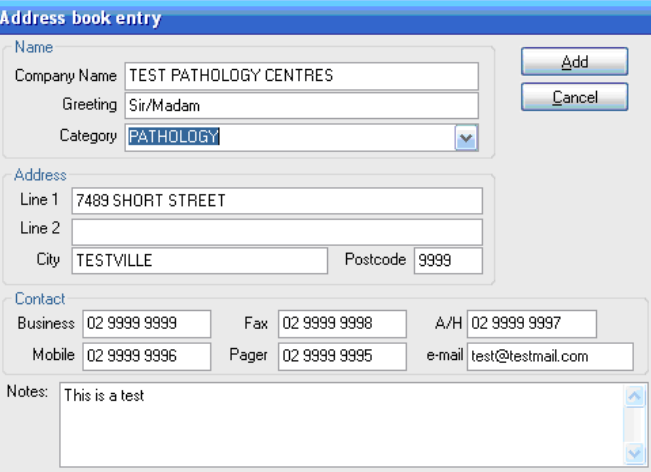
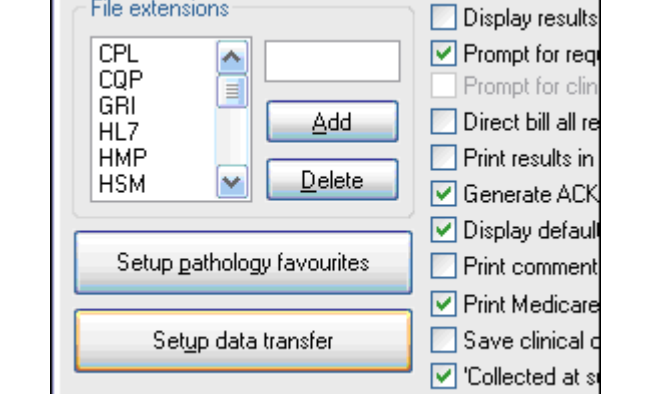
Click on 'SAVE'

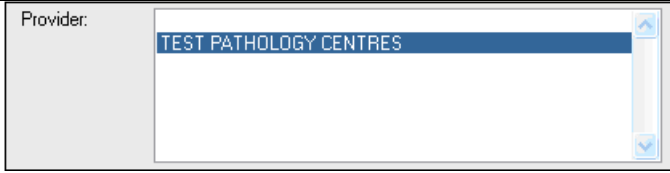
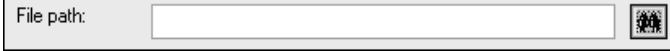
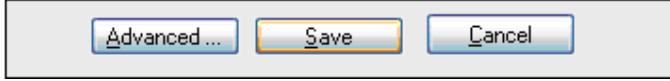



<p>eReports installation has now been completed</p> <p>Click on 'OK'</p>	 <p>The image shows a blue dialog box titled "eReports - Message". It contains an information icon on the left and the text: "eReports configuration file has been created. Next time eReports is invoke it will contact the Web Server". There is an "OK" button at the bottom center.</p>
<p>If there are additional locations to setup, click on 'NEW' and repeat the steps for entering the required details</p> <p>Click on the 'SERVICE' button as this will enable the eReports application to run every hour and download any pending results</p>	 <p>The image shows the "eReports Config" window. It has two tabs: "User - Details" and "Interface - Details". Under "User - Details", fields include Group ID (ADV00000), Location ID (ACSS0000), User ID (ACSS0000), Password (12345678), and Version (1.02.02). Under "Interface - Details", fields include Intray folder (c:\downloads\), Encryption (Not Encrypted), Mode (Downloads only), and Interface (Select Interface). There are also fields for Web Root (http://acshealth.com/), Proxy Server, Proxy Port, Proxy User, and Proxy Pass. At the bottom, there are buttons for "Service", "Remote", "Edit", "New", "Delete", and "Cancel". A "Build Date: 03/09/2009" is shown at the bottom right.</p>
<p>Double click the 'eReports' icon on the desktop to test configured settings</p> <p>If 'eReports' loads and closes with no errors then configuration is correct</p> <p>Another application called 'eLive' will load the first time eReports is run, this will download any necessary updates for eReports and will close automatically once completed.</p>	 <p>The image shows the "eReports" application window. It has a blue title bar and a main area with a blue header that says "Currently downloading". Below the header, there are labels for "File name:", "File size:", "Downloaded:", and "Time lapse:", each followed by a vertical line indicating the current status of the download.</p>

3. SETTING UP MEDICAL DIRECTOR 2 TO RECEIVE EREPORTS

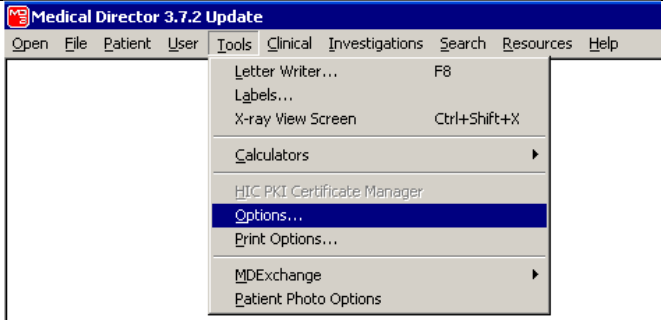

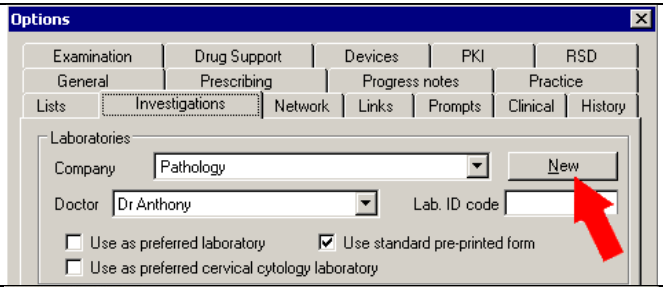
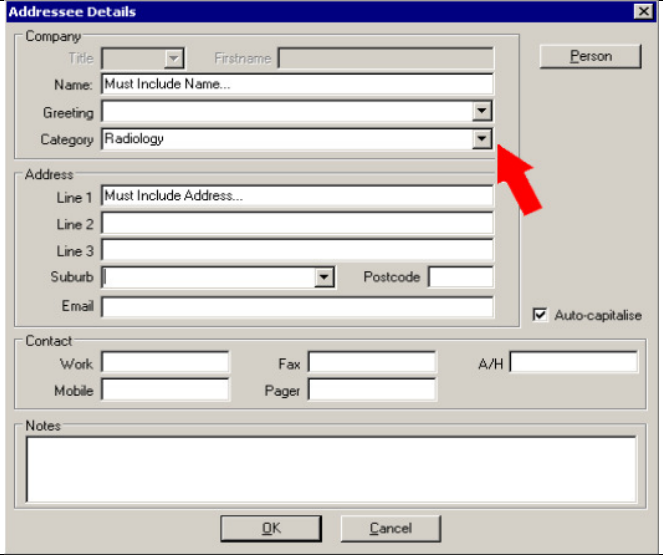

<p>Login to Medical Director 2 with a user that has full access.</p>	
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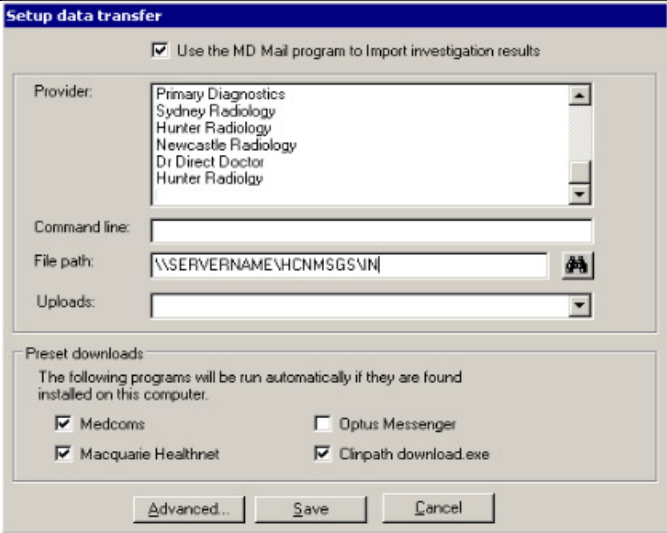
<p>Click on the 'TOOLS' menu</p> <p>Click on 'OPTIONS'</p>	 <p>Medical Director 2.85 Patients Users Scripts Files Tools Search Quit Help</p> <ul style="list-style-type: none"> Antibiogram ADRAC messages Batch Print F9 Calculators Demographic Statistics Immunisation Statistics MediConnect messages Prescription Statistics Print Labels Letter Writer F8 Pregnancy List Travel Medicine Web Browser <hr/> <ul style="list-style-type: none"> Import Investigation Results F4 Check Investigation Results F5 Options Print Options Setup Drug Protocols Manage Files
<p>Click on the 'INVESTIGATIONS' tab</p>	 <p>Options</p> <p>History Examination Drug Support Devices General Prescribing Progress notes Practice Lists Investigations RSD Network Links Prompts Clinical Laboratories</p>
<p>A new 'LABORATORY' needs to be added</p> <p>Click on 'NEW'</p>	 <p>Options</p> <p>History Examination Drug Support Devices Lists Investigations RSD Network Links Prompts Clinical Laboratories Company: [] [New]</p>
<p>The 'Address book entry' screen will appear.</p> <p>Complete the relevant contact information for the laboratory.</p> <p>Ensure that the service that will be provided is correct in the 'Category' field.</p> <p>Click on 'ADD'</p>	 <p>Address book entry</p> <p>Name [] [Add] [Cancel]</p> <p>Company Name TEST PATHOLOGY CENTRES</p> <p>Greeting Sir/Madam</p> <p>Category PATHOLOGY</p> <p>Address Line 1 7489 SHORT STREET Line 2 [] City TESTVILLE Postcode 9999</p> <p>Contact Business 02 9999 9999 Fax 02 9999 9998 A/H 02 9999 9997 Mobile 02 9999 9996 Pager 02 9999 9995 e-mail test@testmail.com</p> <p>Notes: This is a test</p>
<p>You will return to the 'Options' menu.</p> <p>We now need to enter the location of the reports where Medical Director will import from.</p> <p>Click on 'SETUP DATA TRANSFER'</p>	 <p>File extensions</p> <p>CPL CQP GRI HL7 HMP HSM [] [Add] [Delete]</p> <p>Setup pathology favourites</p> <p>Setup data transfer</p> <ul style="list-style-type: none"> <input type="checkbox"/> Display results <input checked="" type="checkbox"/> Prompt for req <input type="checkbox"/> Prompt for clin <input type="checkbox"/> Direct bill all re <input type="checkbox"/> Print results in <input checked="" type="checkbox"/> Generate ACK <input checked="" type="checkbox"/> Display default <input type="checkbox"/> Print comment <input checked="" type="checkbox"/> Print Medicare <input type="checkbox"/> Save clinical c <input checked="" type="checkbox"/> 'Collected at s

<p>Select the appropriate Provider from the 'Provider' list.</p>	
<p>Enter the path where the reports download folder is located.</p> <p>If you know the location you can enter the path otherwise click on the binocular icon and locate the folder.</p>	 <p>E.g. c:\DOWNLOADS\</p>
<p>Confirm the changes</p> <p>Click on 'SAVE'</p>	
<p>You will return to the 'Options' menu.</p> <p>Click on 'SAVE' to confirm the changes and return to the main screen of Medical Director.</p>	
<p>You are now ready to import online patient reports into Medical Director.</p> <p>Download the current outstanding eReports now before the scheduled task kicks in tomorrow by double clicking on the 'eReports' icon on the desktop.</p> <p>Run Medical Director and import the results by pressing the F4 key on your keyboard or go into 'Tools' and click 'Import Investigation Results'</p>	


4. SETTING UP MEDICAL DIRECTOR 3 TO RECEIVE EREPORTS

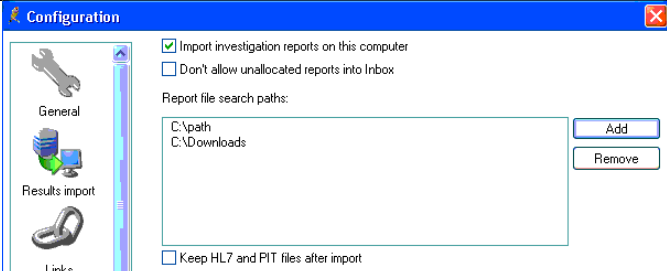
<p>Login to Medical Director 3 with a user that has full access.</p>	
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<p>Click on the 'TOOLS' menu</p> <p>Click on 'OPTIONS'</p>	 <p>The screenshot shows the 'Medical Director 3.7.2 Update' application window. The 'Tools' menu is open, and 'Options...' is highlighted in blue. Other menu items include Letter Writer..., Labels..., X-ray View Screen, Calculators, HIC PKI Certificate Manager, Print Options..., MDEXchange, and Patient Photo Options.</p>
<p>Click on the 'INVESTIGATIONS' tab</p>	
<p>A new 'LABORATORY' needs to be added</p> <p>Click on 'NEW'</p>	 <p>The screenshot shows the 'Options' dialog box with the 'Investigations' tab selected. Under the 'Laboratories' section, the 'Company' is set to 'Pathology' and the 'Doctor' is 'Dr Anthony'. The 'New' button is highlighted with a red arrow. Other options include 'Use as preferred laboratory', 'Use standard pre-printed form', and 'Use as preferred cervical cytology laboratory'.</p>
<p>The 'Addressee Details' screen will appear.</p> <p>Complete the relevant contact information for the laboratory.</p> <p>Ensure that the service that will be provided is correct in the 'Category' field.</p> <p>Click on 'OK'</p>	 <p>The screenshot shows the 'Addressee Details' dialog box. The 'Category' field is set to 'Radiology' and is highlighted with a red arrow. Other fields include Title, Firstname, Name, Greeting, Address (Line 1, 2, 3), Suburb, Postcode, Email, Contact (Work, Mobile, Fax, Pager, A/H), and Notes. There is an 'Auto-capitalise' checkbox checked.</p>
<p>You will return to the 'Options' menu.</p> <p>We now need to enter the location of the reports where Medical Director will import from.</p> <p>Click on 'SETUP DATA TRANSFER'</p>	

<p>Select the appropriate Provider from the 'Provider' list.</p> <p>Enter the path where the reports download folder is located.</p> <p>If you know the location you can enter the path otherwise click on the binocular icon and locate the folder.</p>	 <p>E.g. c:\DOWNLOADS\</p>
<p>Confirm the changes</p> <p>Click on 'SAVE'</p>	
<p>You will return to the 'Options' menu.</p> <p>Click on 'SAVE' to confirm the changes and return to the main screen of Medical Director.</p>	

5. SETTING UP BEST PRACTICE TO RECEIVE EREPORTS

<p>Login to Best Practice with a user that has full access.</p>	
<p>Click on the 'SETUP' menu</p> <p>Click on the 'CONFIGURATION' menu</p> <p>Click on 'RESULTS IMPORT' on the left side menu.</p>	

<p>Click on the 'ADD' to enter the directory of where the PIT files are located.</p> <p>E.g. c:\DOWNLOADS\</p>	
<p>Click on 'SAVE'</p>	

6. ASSISTANCE

If at any time you experience any difficulties in installing eReports, feel free to contact the ACSS Help Desk team.

Phone : 1300 788 005

Hours : Monday to Friday 8 am to 5:30 pm (EST)

Department : eReports