Medical Accounts Installation

MedAccInstal.doc   24/Oct/2013

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Before installing any program you need to, make sure all programs are closed

**Then
run a "Disk Cleanup" and a "Disk Defragmenter".
This is done by:
-Click on "Start", select "All Programs", select "Accessories", select "System Tools" and then select in turn "Disk Cleanup" then "Disk Defragmenter".**

We need to create a folder (Directory) called MED on the hard disk within your user name.
We need to copy the folder called MED on your CD onto the hard disk of your computer within your user name .
We need to create 3 icons on your desktop MEDACC, MEDHLP, 00STATE **.** RTF
We need to enlarge the windows of the two MEDACC,MEDHLP

Method 1   (Windows 7 , Windows XP)

1. Insert your MEDACC CD into your cd drive.
2. Click on "Start", then select "My Computer"/"Computer".
3. Under "Devices with Removable Storage"
   Right-Click on your CD drive, select "Open".
4. Right-Click on the folder "Med", select "Copy".
5. Go back to "My Computer" and Open your Hard Disk that
    has device "(C:)" in its name.
6. Open the folder called "Users".
7. Right-Click on the folder with your User Name on it and select "Paste".

8. Open that same folder, and look for a folder named "Med".
9. Open the Med folder and scroll down through the Names of the files until you find a file that says "MEDACC".
10. Right-Click the "MEDACC" file, select "Send to", select "Desktop (create shortcut)".
11. Then look through the files for a file named "00STATE".
12. Right-Click the "00STATE" file, select "Send to", select "Desktop (create shortcut)".
13. Then look through the files for a file named "MedHlp".
14. Right-Click the "MedHlp" file, select "Send to", select "Desktop (create shortcut)".
15. Close the Med Folder and go back to your Desktop.

16. Right-Click on the icon on your desktop that says "MEDACC - Shortcut", select "Rename", and type "MEDACC".
17. Right-Click on the same icon on your desktop that
    says "MEDACC", select "Properties",
    select the option "Change Icon", its about halfway down the page.

18. Select "OK" to the message that appears.

19. Clear all the text in the box under "Look for icons in this file:",
    type **pifmgr.dll** into the box and press "Enter".

20. Select the "Green Money" icon (Row 3, Column 3), and select "OK".

21. Repeat STEPS 16 to 19 for setting up the MedHelp icon,
    and where the instructions says "MEDACC – Shortcut" replace it with
     "Medhlp – Shortcut", and where it says "MEDACC" replace it with "MedHelp".

22. Select the "Yellow Umbrella" icon (Row 1, Column 2), and select "OK".
23. Rename "00STATE – Shortcut" to "00STATE med print".
    Open – run - "MEDACC"
    It appears in a Window.
24. Right-Click on the Title Bar
    (the bar at the top of the window with the program name in it),
    select "Properties", go down to "Font" and select "Lucida Console", then go to "Size"
    and select 24. Push "OK".

25. Do Step 24, 25 for "MedHelp" as well.

1. Go to "Command Prompt"
   by
       a) Go to   "Run"
       b) Type   CMD into "Open: "
       c) Select (click) OK

   or Click   on   Start
       select "All   Programs"
       select "Accessories"
           (look for black box icon with a blue line on top)
       click   on   "Command Prompt"

2. a black Windows should appear
3. make a folder called **MED** by typing,
   md MED   and then PRESS **Enter**
4. move into the folder **med - Change Directory**
   CD   MED   and then PRESS **Enter**

   Should now end in   c:~~~..\user???\med

5. After inserting the MEDACC cd
   Check on Computer
   Under "Devices with Removable Storage"
    what Device letter it is, D : ?

6. Copy   the contents of the Med folder on the CD
    into the Med folder on hard disk by typing,

   COPY D:\MED C: and press Enter

   One would see the files being copied from the cd onto the hard drive

7. Type **EXIT** to close and leave Command Prompt.
8. We have to create the 3 icons.

           To place 2 icons on your Desktop for MEDACC and MEDHLP

         (both these programs are in the same folder – MED)

         → Click on 'Start', then 'Search', then 'All Files and Folders"

         → In the first box type in MEDACC**.**EXE;

Look in HARD DRIVE;

Click on 'Search'

→ MEDACC.EXE will appear: right click on this,

select 'Send to',

then select 'Desktop'

→ Repeat these steps for MEDACC.EXE

→ Right click the icon for 'Shortcut to MEDACC':

Rename 'Shortcut to MEDACC' **to** 'Medical Accounts'

→ Double click the icon to open the program:

The program now appears in a window; move the cursor onto the title bar 'blue line' just to the right of the program name MEDACC.EXE

Right click on this title bar → select **P**roperties:

select **F**ont: choose **Lucida Console** and then size **24**: click **OK**

Apply Properties screen appears

Go to Layout

For Window width   should be **80**

For Window Height should be **25**

tick 'Save properties for future windows with same title' and click **OK**

Check that it works.

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You are now back at the opening screen of the program:

press Enter,

then using the space bar, type spaces over the password

to take you back to the Desktop

Right click the icon again: go to **P**roperties

→ **P**rogram → tick "close on exit" → Change Icon: choose' green

dollars '

click **OK**

→ Screen: tick **F**ull Screen(if your screen has this option)

(NOT window) then **Apply**

Now double click your new green dollars icon to activate MEDACC.

Now for MEDHLP

→ Right click the icon for Shortcut to MEDHLP:

        Rename 'Shortcut to MEDHLP'

        to 'MEDHLP Additional Medical Accounts'

Double click the icon to open the program:

the program now appears in a window; move the cursor onto the title bar line just to the right of the program name MEDHLP.EXE

Right click on this title bar → select **P**roperties: select **F**ont:

choose **Lucida Console** and then size **20**: click **OK**

<u>Apply Properties</u> screen appears:

tick 'Save properties for future windows with same title' and click **OK**

You are now back at the opening screen of the program:

press Enter,

Select 1 to leave program MEDhlp to take you back to the Desktop.

Right click the icon again: go to **P**roperties-**P**rogram

→ Change Icon:

    CLICK ON BROWSE

    Type in PIFMGR.DLL (click on Pifmgr.dll)

select the   yellow umbrella icon: click **OK**

→ Screen: tick **F**ull Screen (NOT window) then **Apply**

Now double click your new yellow umbrella icon to activate MEDHLP.

Now have a cup of coffee!