



DXS Installation Manual
HEALTH FOCUS

1 Where can DXS be installed?

1.1 In the Consulting Room

Ideally, the DXS software will provide the most value for Doctors who use a computer in their consulting rooms. This means that they will have relevant information at the critical “point of diagnosis”

Our initial target market for installations therefore are those Doctors who use a computer while consulting.

1.2 Elsewhere in the Practice

Although we can install a DXS system elsewhere in the practice, we should encourage Doctors to install a computer in the consulting room as this where the most benefit will be derived. However, when installing DXS elsewhere in the practice, it is important to note whether the *doctor* will be using it or not.

1.3 Multiple Practices

Doctors can use DXS at more than one location. In this event, provided that the doctor is updating, information will be synchronised between the various databases.

1.4 At Home

The Doctor can have DXS installed at home as well as the practice. Whenever an update is made from a different location/site, the Doctor’s information will be replicated to that site.

This means that a Doctor could be using DXS at the practice during the day and answering his CPD questionnaires at home in the evening. In this case the DXS Browser would probably be installed at his home as he would not necessarily have HEALTH FOCUS.

2 Database of Doctors

We have a database of the doctors and their hardware and software profiles.
This is available by city.

3 Minimum Requirements

Minimum System Requirements:

- MS Windows 95/98/NT
- Pentium 166MHz
- 32 MB RAM
- SVGA Monitor
- 50 MB hard disk space*
- Modem

* This is for initial installation including drivers. Because DXS is constantly updated, this will grow with time.

Preferable Requirements:

- Printer
- Pentium II/350MHz
- 64 MB RAM

4 The Database

The DXS database can be installed on individual computers or on a Network Server.

In the case of a network it is preferable to install the database on the server as the Doctor can have access his information from different workstations without having to update each database individually.

5 Installation Steps

- Step 1** Install DXS (section 6)
- Step 2** Set-up the connection settings (section 7)
- Step 3** Set up the scheduler (section 8)
- Step 4** Test the updating (section 9)
- Step 5** Set up the preferences (section 10)
- Step 6** Train the user (section 11)

6 The Complete Installation

You will need:

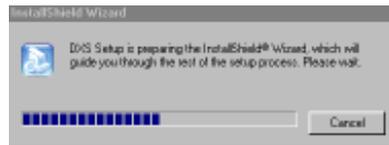
- Latest version of HEALTH FOCUS
- Latest version of DXS

Before commencing with the installation, ensure that you have a valid backup of HEALTH FOCUS.

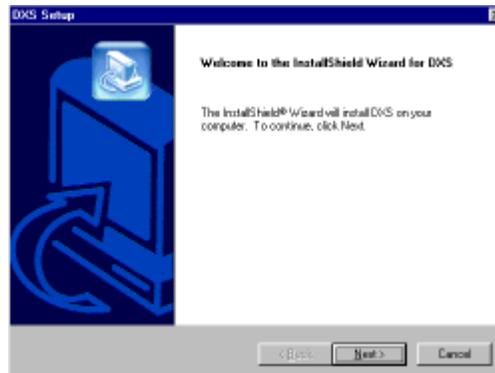
Step 1 Update HEALTH FOCUS to the latest version

Step 2 Insert the DXS CD. It should autorun. (all other applications should be closed)

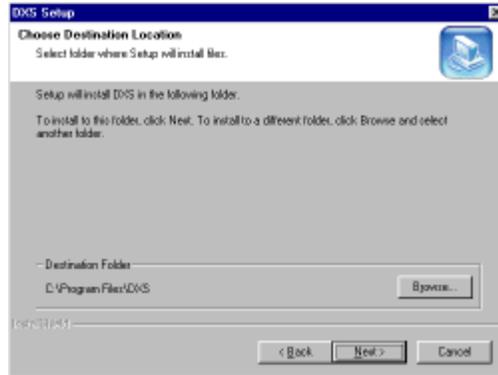
Step 3 InstallShield will run



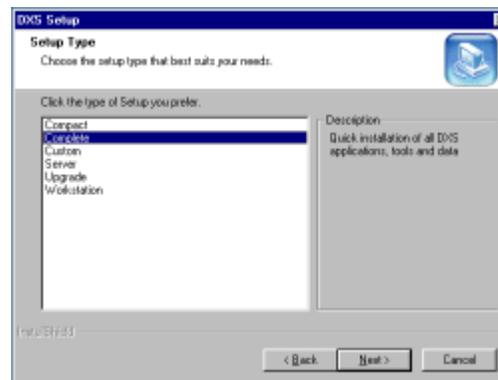
Step 4 Click Next



Step 5 Select destination location. Retain default location where possible. Click Next.



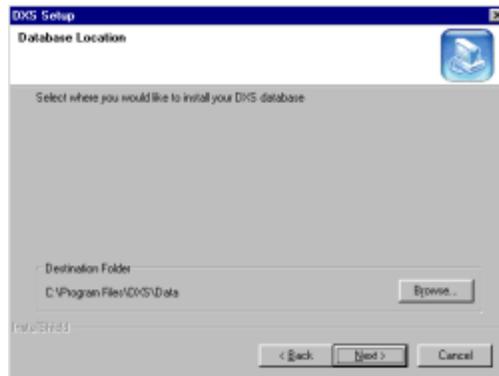
Step 6 For most installations, select 'Complete' and then press Next



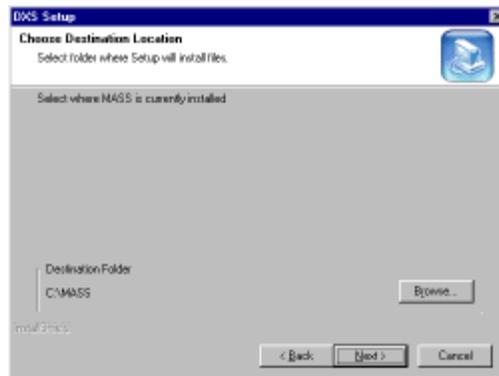
Other installation types include:

- | | |
|--------------------|--|
| Compact | Installs only those components required for a functioning HEALTH FOCUS integration saving space on machines with sparse resources. |
| Custom | Allows individual selection of components |
| Server | Installs only the Database and Scheduler components on a Network Server |
| Workstation | Install all items except the Database |
| Upgrade | Upgrades an existing installation to the newest version of the product |

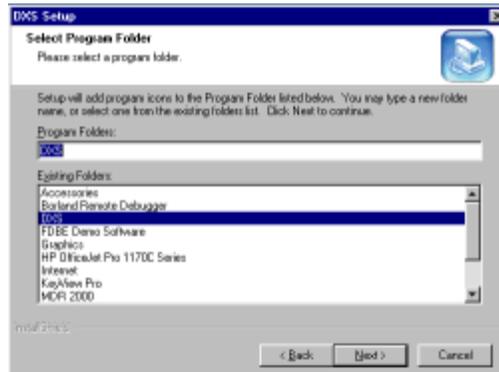
Step 7 Prompts for the database location. By default this is installed into the Data folder off the installation folder. If necessary such as in the case of a **Workstation** installation, an alternative location can be chosen:



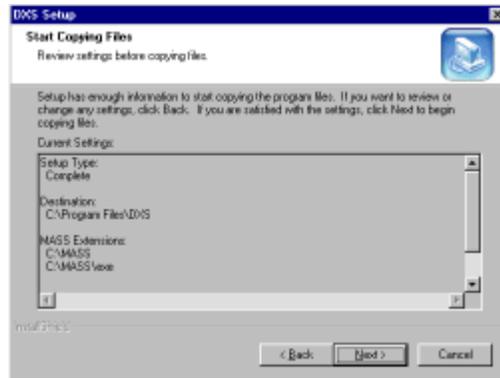
Step 8 DXS needs to install certain files to the HEALTH FOCUS folder. Ensure that the path specified on the next screen is correct:



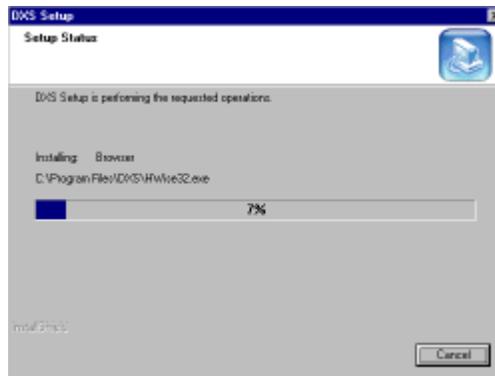
Step 9 Select the folder for DXS on the Start menu:



Step 10 Review the settings before proceeding:



Step 11 Click Next. The files will be copied and all requisite updates will be automatically installed:



Step 12 Click Finish. If necessary you will be prompted to restart the computer which is recommended:



Step 13 After installation, the following icons will be on the desktop:



If you are using DXS integrated with HEALTH FOCUS, then double-click [here](#).



If you are using DXS as a stand-alone program, then double-click [here](#).



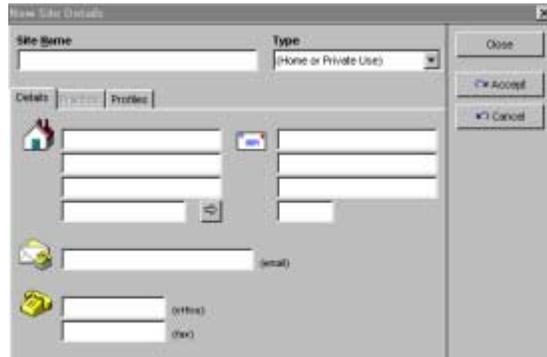
Double-click [here](#) to view a slide show of DXS.

Step 14 When running a DXS product for the first time, the Site License Agreement will appear. The User must check the box and click the accept button indicating that he agrees with the terms of the License Agreement:



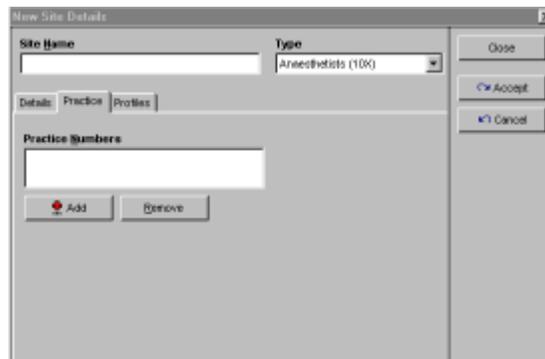
Step 15 Enter the Site Details. The Practice tab only becomes active if the **Type** of Site selected is something other than 'Home or Private Use'.

IMPORTANT: Fill in all details as this information appears on the printed information!



The screenshot shows the 'New Site Details' dialog box. At the top, there are two fields: 'Site Name' (a text input) and 'Type' (a dropdown menu currently showing 'Home or Private Use'). To the right of these are three buttons: 'Close', 'OK Accept', and 'Cancel'. Below this is a tabbed interface with three tabs: 'Details' (selected), 'Practice', and 'Profiles'. The 'Details' tab contains several input fields: a home icon followed by a text field, a mail icon followed by a text field with '(email)' to its right, and a yellow cube icon followed by two text fields labeled '(Home)' and '(Fax)'. There are also some smaller icons and a dropdown arrow in the middle of the address section.

Step 16 If this is a Practice installation, click on the Practice tab and enter the Practice Numbers:



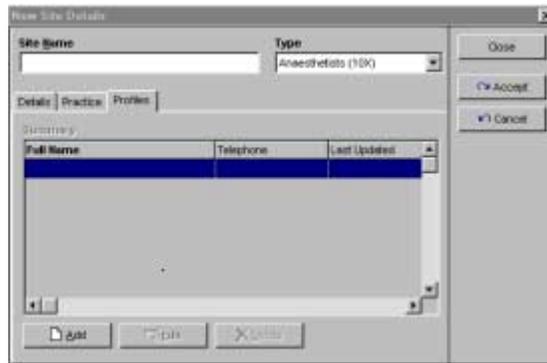
The screenshot shows the 'New Site Details' dialog box with the 'Type' dropdown set to 'Armed/Police (10K)'. The 'Practice' tab is now selected, and the 'Details' tab is disabled. The 'Practice Numbers' section contains a large text input field. Below this field are two buttons: 'Add' (with a red plus icon) and 'Remove' (with a minus icon). The 'Close', 'OK Accept', and 'Cancel' buttons remain on the right side of the dialog.

When the site is a Practice, it is necessary to acquire a Site Registration Key from the DXS office:

☎ Call 021-853-3317.

Combine this with **Step 25**.

Step 17 Select the Profile tab. This is where all the users who will be working from this database must be entered. Click on **Add** to enter new Profile:



Step 18 The Add User Wizard appears. Click Next.



Step 19 Enter user details here:



The screenshot shows a window titled "Add User" with a sub-header "Personal Details". It contains several input fields: "Name" and "Surname" are text boxes, and "Title" is a dropdown menu with "Dr" selected. Below these are fields for "Email" (with an envelope icon), "Office" (with a building icon), and "Telephone" (with a telephone icon). At the bottom, there is a "Language" dropdown menu set to "English (South Africa)". Navigation buttons "Back", "Next", and "Cancel" are at the bottom right.

IMPORTANT: Try to enter comprehensive information.

Step 20 Select whether the user is a Doctor or not:



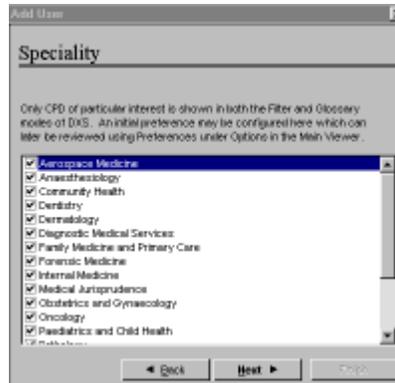
The screenshot shows a window titled "Add User" with a sub-header "Is this user a Doctor?". It contains two radio buttons: "Yes" (which is selected) and "No". Navigation buttons "Back", "Next", and "Cancel" are at the bottom right.

Step 21 Enter **Practitioner Type**, **Practice Number** and **HPCSA** Number.
After completing the details, press Next:



The screenshot shows a window titled "Add User" with a sub-header "Practitioner Details". It contains a "Practitioner Type" dropdown menu with "Homeopathy (008)" selected. Below this are two text boxes: "Practice Number" containing "12345" and "HPCSA". Navigation buttons "Back", "Next", and "Cancel" are at the bottom right.

Step 22 This allows the user to customise areas of interest for viewing Medical Updates:



Step 23 Check default user name and change if necessary. The user name must be unique within the Practice. Making the user an Administrator allows him to add new users.

IMPORTANT: At least one Administrator should exist per Practice:



Step 24 Select a password of at least four characters:



The screenshot shows a window titled "Add User" with a "Password" section. It contains two text input fields, one for "Password:" and one for "Confirmation:", both with asterisks indicating masked text. Below the fields is a small lightbulb icon and a warning message: "If you are advised of losing your password or other files, these may be printed out using the 'Print' button on the last page of the Wizard. You may then store this printout in a safe place to ensure you always have a reference." At the bottom are "Back", "Next", and "Print" buttons.

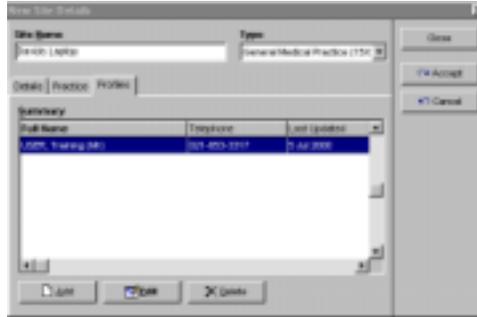
Step 25 Check the details for accuracy. If correct, print out the details for the doctor's reference. Call the DXS office for a Registration Key and write it on the space provided in the printout. If necessary the Site Registration Key can be obtained at the same time (see **Step 16**).



The screenshot shows the "Finished" section of the "Add User" dialog box. It displays the following user details: Full Name: USER, Training (M); User Name: TrainingU; Administrator: Yes; Telephone: 021-863-3317; Language Preference: English (South Africa). There is a "Print" button with a printer icon. At the bottom are "Back", "Next", and "Done" buttons.

IMPORTANT: The user should be advised to keep this printout in a safe place. DXS profiles are global so the same information must be used at any other site at which the user logs onto DXS.

Step 26 Add all users that are sharing the database. Repeat **Steps 17** through **26** for each user:



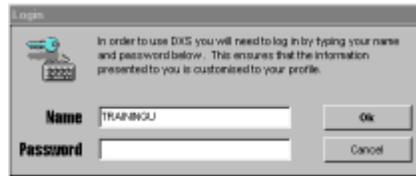
Step 27 Once complete, press the **Accept** button to write changes to the Database. If the Site was configured as a Medical Practice in **Step 15** the following prompt will appear to confirm the Site Registration Key:

Enter the Site Registration Key obtained in **Step 25** into the provided space:



IMPORTANT: This step cannot be skipped. If the Site is a Medical Practice, you must click the tick [✓].

Step 28 You will now be prompted to log onto DXS. Enter the user name and password of a user configured in the previous steps:



TIP: If you have the incorrect information or your details do not work, use the following backdoor to modify the Site Details again:

Username:	ADMIN
Password:	4062050

IMPORTANT: These details should not be disclosed to users.

Step 29 Each user must accept the License Agreement. It is displayed the first time any new user logs on:



IMPORTANT: It is imperative that each user reads and agrees to this License Agreement

Step 30 The Sign Off form should be printed by pressing the Print button for each user. Once completed, it should be faxed to DXS:

☎ Call 021-854-7953

Ensure the original is also forwarded.



The image shows a 'User License Agreement' form. It is divided into three main sections: 'INSTALLATION', 'SITE DETAILS', and 'USER DETAILS'. The 'INSTALLATION' section includes fields for 'Installation Date', 'Installer', 'Computer to Connect/Phone?', 'Processor & Operating System?', 'Will DXS be used for management?', 'Will email Practice Management System?', 'Internet Connection?', 'Printer?', and 'Printer Type?'. The 'SITE DETAILS' section includes 'Site Name', 'Address', 'Site Type', 'Telephone', 'Practice Number', and 'Project Site Number'. The 'USER DETAILS' section includes 'Name', 'Surname', 'Title', 'Email', and 'Telephone'. The form is displayed in a window with a standard Windows interface.

Step 31 Enter the user Registration Key (Step 25):



The image shows a 'Registration' dialog box. It has three input fields at the top: 'Name' (containing 'Training'), 'Surname' (containing 'User'), and 'Title' (containing 'Job'). Below these is a 'Registration Key' field with a small icon to its left. Underneath is a section titled '3 Ways to Register' with three options: 'Call DXS now and have support assign your Registration Key immediately.', 'Email your details to DXS and you will receive a confirmation message with your key.', and 'Register yourself online using the DXS Secure Web Site designed for this purpose'. There is also a link for 'Why do I need to register?'. At the bottom, there are 'Edit' and 'OK' buttons.

Step 33 The process is done - DXS will now load!

7 Dial-up connections

DXS dial-up can be configured in several ways.

7.1 Existing Internet Connection



- a) Ensure **Dial using the following details** is selected
- b) Choose the required dial-up account from the **Account** drop down
- c) If you need to modify settings, the **Add**, **Edit** and **Remove** buttons will allow you to manipulate a Windows Dial-up Networking account directly

7.2 QEDI Connection

Setting up a QEDI connection requires the same configuration as a standard Internet connection (7.1) with the exception that the **Use QEDI compatible connection** option must be checked.

7.3 LAN Connection

If you are using a permanent- or manually established connection, ensure that the **Connect using the LAN** option is checked to disable the DXS dialler.

7.4 Proxy Server

Most LAN and some ISP (Internet Service Provider) connections may require configuration of Proxy Server details.

If this is the case, check Use a Proxy Server and ensure that the details are configured appropriately.

8 Scheduler

The DXS Scheduler allows you to set the user's system to dial-up automatically at predetermined times.

When installing DXS, the Scheduler is installed by default, but does not automatically run.

Unless the user insists that they will update manually using F5, or you are slipstreaming the update with, for example QEDI updates, we recommend that you set up the Scheduler.

8.1 Configuring the Scheduler

- a) Ensure that the Connection is set-up (Section 7) and verify it is working by doing a manual update (Press F5 or click Update button)

TIP: Access dial-up settings in the Scheduler by clicking the Updates tab

- b) The default state for the Scheduler is off, unless it was previously configured in which case the settings will be retained.
- c) Run the Scheduler from  Start, Programs, DXS, Tools, Scheduler.
- d) Select the **Period**. **Daily** is recommended.
- e) Select the sub-period. **Daily on weekdays** is recommended.
- f) Select the **Time**. Nightly or early morning is recommended. Try to vary the times for different users by rotating the hours.
- g) Ensure that **Run at start-up** is checked.
- h) If you have configured the Scheduler to update at night, you can select **Shutdown after Update** to turn off the machine.

IMPORTANT: If this option is selected, be sure to tell the doctor he must close all programs before going home to avoid data loss.

- i) If an update is missed, the system will automatically update when next started.

9 Updating

Updating is crucial to DXS successfully delivering up-to-date information to the user. Once you have completed the first update, you are able to view the log to confirm success. Go to the **Update** drop-down from the Main Viewer and select **View Log**. Ensure that you are on the correct date; click on **Today** if necessary.

If you are unable to update for some reason, you can attempt to establish why by perform the following tests:

- a) Ping the DXS Server to discern whether it is reachable
- b) Try connecting to the DXS update Website at <http://update.medmanage.co.za>.

If these tests fail, it is possible that the connection is faulty or slow. Try connecting to other Web Sites to confirm that it is not just the DXS server that is unreachable.

10 Preferences

DXS has many preferences that can fine-tune the doctor's experience with the product in several ways. Generally the default settings will suffice but there is a chance that the doctor may have specific requirements. The preferences are outlined below:

10.1 Information

Categorise Diseases in Glossary Mode

Affects whether diseases are grouped by their categories in Glossary Mode or simply listed A to Z by group.

Globally hide Illustration labels

Decides whether illustration labels are visible or not by default.

10.2 Interface

Show Hints

If checked, a small reminder window as to the function will appear over buttons when the mouse hovers over it for an extended time.

Use Icons

If checked, icons are used for buttons in Main Viewer otherwise a letter combination representative of its function will be used.

Standard Windows: Main Viewer

Determines whether Main Viewer appears as a normal window or as a window enhanced for presentations/touch screens.

Standard Windows: Dialogs

Dialogs are windows such as Site Details, Preferences, etc. If this option is checked, these will all be represented as standard windows.

Browsing: Refresh Automatically

Determines whether the CPD reference browser will be embedded

10.3 CPD

Group CPD Articles by Discipline

Toggles whether articles are shown by Speciality and Discipline or just Speciality.

Show Unread Articles

Toggles whether read articles disappear from view or not

Show only unread articles in today

If checked, only articles that have not been read will appear in the day-to-day CPD history.

Print out CPD replies in hard copy

Determines whether replies to CPD questions will be printed along with articles

10.4 Products

Product Glossary grouped by letter

Determines whether first letter in groups products in glossary mode or not

Remember last line item

If checked, the last line item shown for a product will be restored next time it is selected

Active Ingredients: group by product name

Decides whether line items containing a particular ingredient are shown beneath their respective product name or not.

Classification: include unclassified items

Toggles whether unclassified and unscheduled drugs are shown in Pharmacological Classification glossary or not

10.5 Print

Preview before Printing

Determines whether content is shown in a preview screen first before being printed or if it goes directly to the printer. This is a global setting affecting all printouts excepting Services (see below)

Preview Services

Because Pathology and other requests originating from the Services module often have most of their information imported from Practice Management Software it is not necessary to preview these reports whilst it may still be desirable to view other reports. The Preview Services option therefore allows an independent toggle of whether these reports are previewed first or not.

Prompt to include custom notes

Prompts the user before printing content whether his notes are to be included or not (if applicable).

Language

This setting toggles whether the language for printed content is prompted for (Prompt for Language), derived from that of the patient (Use Patient Language) or based on the doctor's language. This is independent of the doctor's own language choice which is configured in the doctor's Profile.

Default Leaflet

Decides whether, by default, Illustrations or Articles are printed when the Print Button for Patient Information Leaflets is pressed from the toolbar. When in the Main Viewer, this setting is ignored. If Illustration is chosen and there is only an article, the article will be printed instead, but the user will be prompted first.