

Hoscare HOSPITAL MANAGEMENT LOAD REVISION INSTRUCTIONS

These notes supercede the previously released revision instructions. The old instructions should be discarded & these new ones retained for future reference.

There are 3 phases to performing an upgrade:

- 1. Preparation**
- 2. Loading the revision itself**
- 3. Post-loading set-up**

These instructions guide the user through these 3 phases. Please read **all** of these instructions **before** attempting an Upgrade.

It is normal to complete all of these phases at the one time. The entire process should take no more than 30 minutes. All other Hospital Management users should be disconnected & remain disconnected until the upgrade is complete!

What you will need.

You will need:

1. The notes that accompany the upgrade. These are available on the Matash Hoscare support website. http://www.matash.com.au/hoscare_support.htm You must read that document thoroughly & inform all users of the changes.
2. Access to the NT/Windows server's C: drive with the ability to create files & folders with full permissions. If you are not sure of this, contact your NT system administrator.
3. Approximately 20Mb of free space on the C: drive of your NT/Windows server.
4. The ability to logon with full system administrator privileges to the NT/Windows server using the NT/Windows server's console. Once logged on, you will need full access to the Internet. If you do not know how to do this, contact your NT system administrator.
5. A working Hospital Management terminal. This can be your normal desktop.

Most systems would already comply with the above requirements.

Phase 1 – Preparing for the upgrade

This can be done from your normal desktop. Make sure that all other users are logged off & remain logged off for the duration of the procedure.

Step One. Perform a full backup onto normal media

- 1.1 Perform a full, verified backup using your normal backup methods. This is the same as the backup you should be doing within Hoscare Hospital Management each day.

Step Two. Ensure that any customised areas have been secured.

- 2.1 Some sites have customised reports etc. These are usually copied to special temporary files, which then allows them to be reset, if they have been overwritten by the upgrade procedure. Additionally, the full backup performed in Step two would

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would have backed up these customized areas.

It is the user's responsibility to ensure that customized areas are backed up.

This step may not apply to you.

Step Three. Print a "before" image of your print assignments

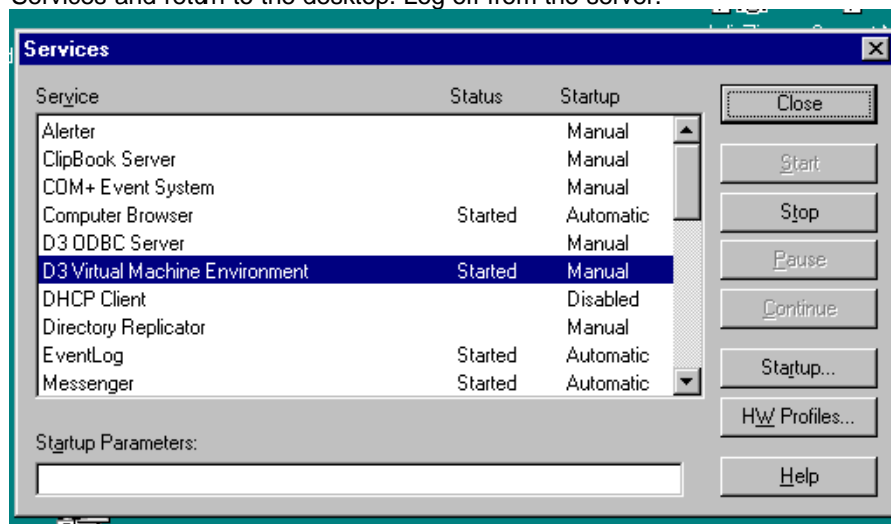
- 3.1 Print out a list of current print assignments. Logon to Hoscare Hospital Management as you normally would, and from the Hospital Management menu type in:

/ASSIGNMENTS **<Enter>**

and send the report to the printer. Keep this report for the end of the upgrade. Write on the report "Before".

Step Four. Stop & restart the D3 service under NT/Windows

- 4.1 After making sure that all users have logged off the Hoscare Hospital Management System, logon to NT/Windows as a user with Administrator privileges using the NT/Windows console.
- 4.2 Locate and run the Services Icon. If you are running NT, this will either be on the desktop or found via My Computer → Control Panel. It will show an alphabetical list of services running. If you cannot find the services option, check with your system administrator.
- 4.3 Within the services screen, locate and highlight the line called D3 Virtual Machine Environment. Click Stop and allow the service to stop. After it has stopped, highlight D3 Virtual Machine Environment and click Start. Allow the service to start normally. Close Services and return to the desktop. Log off from the server.



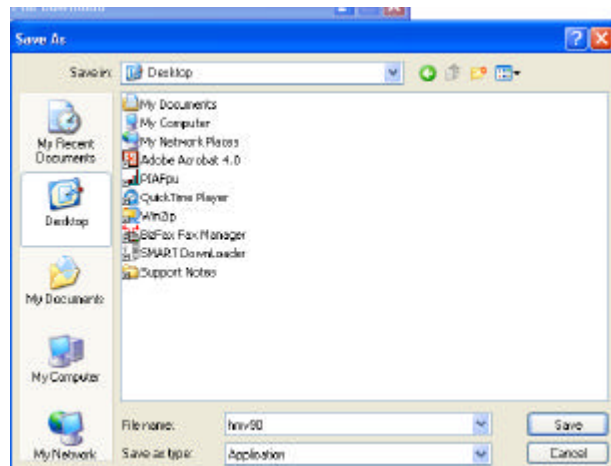
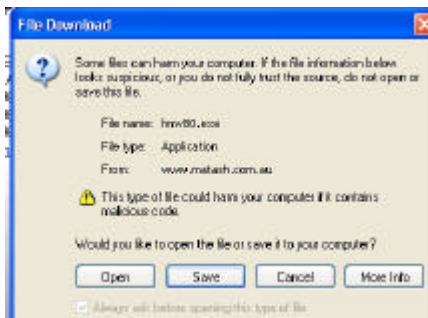
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Phase 2 – Loading the revision itself

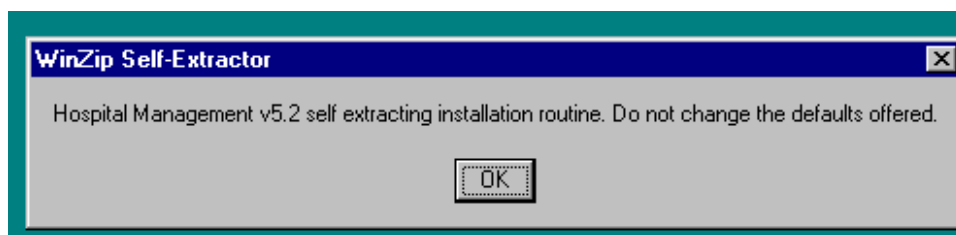
This has two steps. The first involves downloading the revision from the Internet then extracting it; and then running the revision.

Step 1. Logon to the NT/Windows server & download the upgrade

- 1.1 Logon to the NT/Windows server. If you are unsure how to do this, contact your NT administrator.
- 1.2 Once logged on, access the Internet, most likely with Internet Explorer, but any compatible browser will do. Connect to www.matash.com.au and choose **Support** → **Hoscare** and then click on the red **Upgrade** button. Click Save when prompted. Save the file to Desktop. Note down the file name.



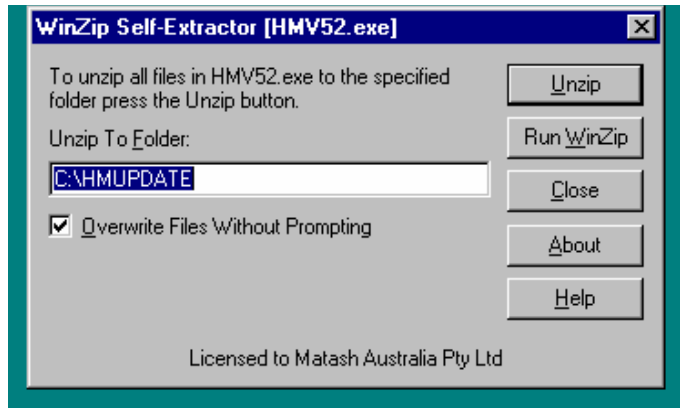
- 1.3 Close your browser and find the icon on your desktop named the same as the file you just downloaded. Double click on that icon and a screen similar to the following will appear



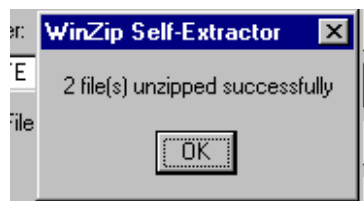
Click the **Ok** button.

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1.4 The self-extraction routine will then appear.

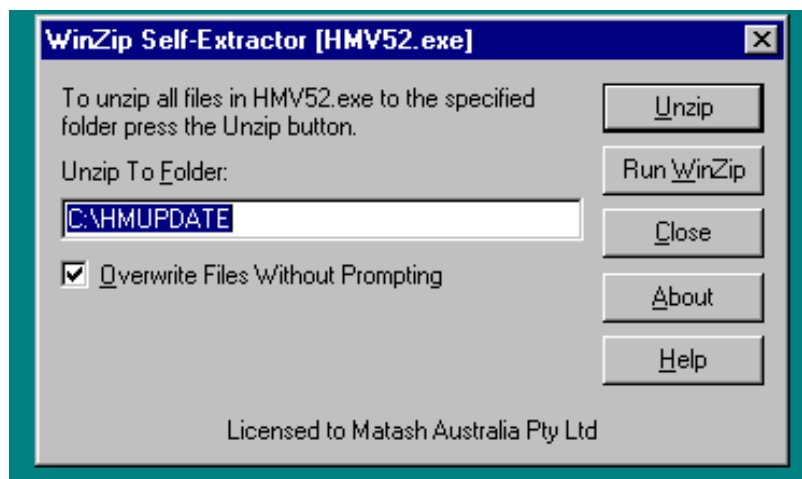


Click **Unzip** to start the installation process. **Do not** change any of the defaults on this screen! After the files have unzipped, you will see a screen similar to:



Click **Ok**.

The screen will then display:



Click **Close**. You may now delete the file from the desktop, by clicking once on it; and pressing the **Del** key..



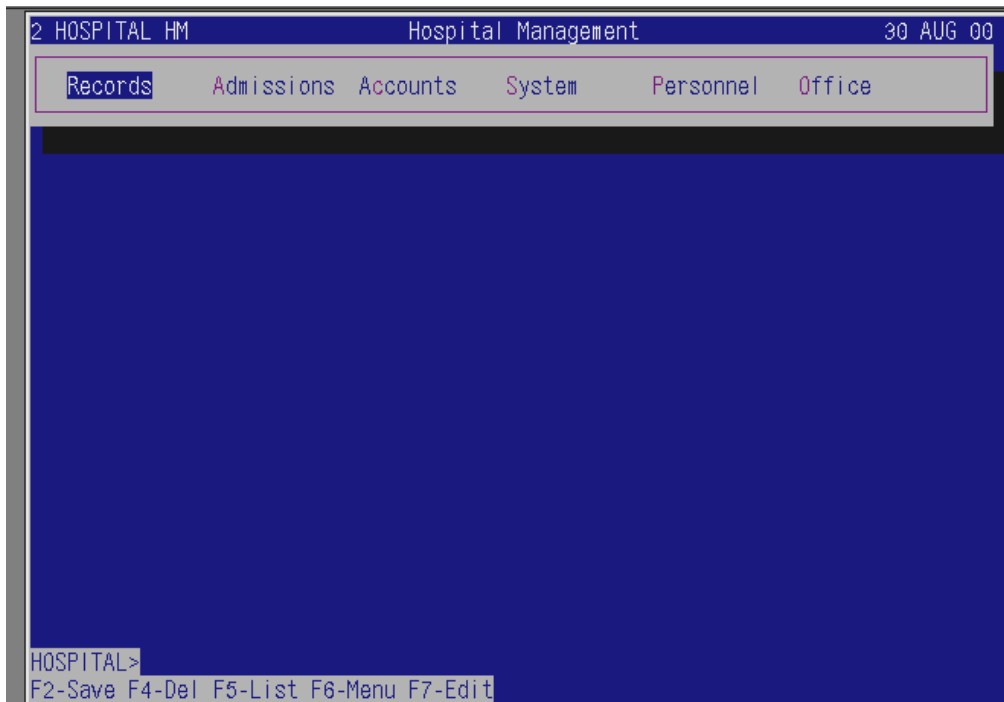
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- 1.5 Log off from the NT/Windows server. You may now return to your normal PC as the rest of the upgrade is done within Hoscare Hospital Management.

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Step 2. Load the revision into Hoscare Hospital Management.

From your desktop logon to Hoscare Hospital Management as usual. When you are at the Hospital Management main menu, press F5 to open up a TCL prompt similar to the following:



At the TCL prompt in the bottom left hand corner of the screen, type in:

COPY DOS:C:/HMUPDATE HM_UPGRADE (O <Enter>

The system will respond with:

TO:

After which you type:

(MD <Enter>

The system should respond with "1 item copied"

Then at the TCL prompt, type in:

HM_UPGRADE <Enter>

The upgrade will then self install. During which time you will see a lot of information scrolling up the screen. The process is entirely self running & should require no operator intervention. When it finishes the TCL prompt will re-appear at the bottom left hand corner of the screen.

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Phase 3 – Post Loading set-up

You should still be at the TCL prompt after completing Phase Two. Continue with the following steps.

Step 1. Copy back customised areas.

1.1 Copy user definitions to live area. At the TCL prompt type:

COPY USERDEFN (O <Enter>

the system will prompt with:

TO:

answer with

(HMDEFN <Enter>

A number of definitions will copy & the TCL prompt will return.

1.2 Copy user processes to live area. At the TCL prompt type:

COPY USERPROCESS (O <Enter>

the system will prompt with:

TO:

answer with

(HMPROCESS <Enter>

After these definitions have copied, press <Esc> to return to Hospital Management.

Step 2. Print "After" print assignments.

2.1 From the Hospital management menu type in

/ASSIGNMENTS <Enter>

and print the report as you did in Phase 1. This is the "after" image.

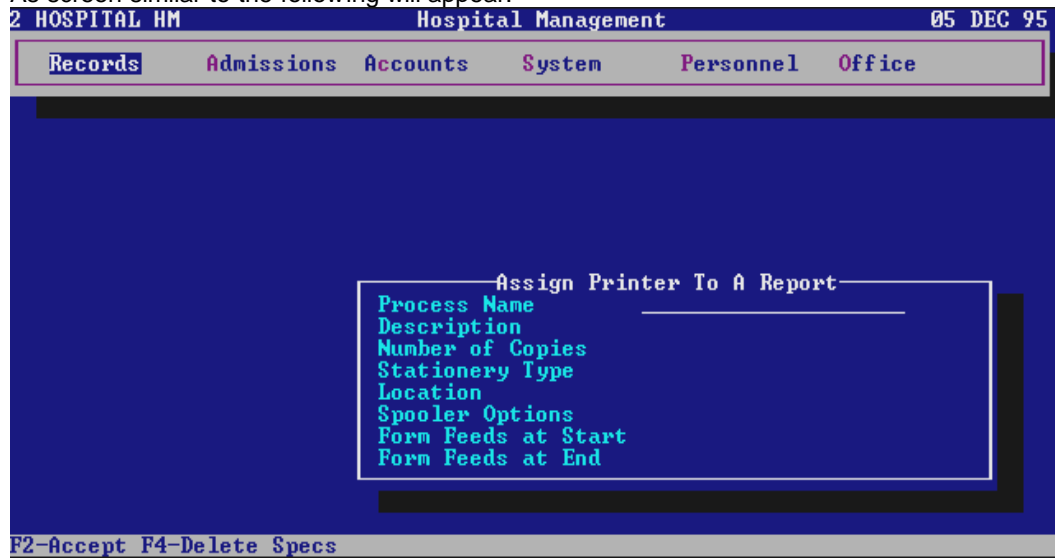
2.2 Compare the "before" report with the "after" report, and mark on the "after" report the differences. Note that there may be programmes on the "after" report which are not on the "before" report. These are new reports. Look at the description of the report to determine it's likely use, and decide where that should print. Then find a report that prints in the same place & make the new report's print parameters the same as the sample report.

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- 2.3 Alter the print setting as necessary. For any report listed on the "after" report which is incorrect, you must amend your system. To do this type in:

/PTR.TO.REPORT <Enter>

As screen similar to the following will appear:



On the first line, type in the report name as shown in the first column of the "after" report, for the report you wish to adjust. The details as shown on the "after" report will come up. Alter each line to your specific requirements, particularly the "stationary" prompt. To see the stationary "types" setup on your system, press F3 at that prompt. Remember to press F2 to save your amendments.

If you wish, reprint the report when you are done, and keep on file for future reference.

- 2.4 The notes accompanying a particular release may advise you to perform additional steps as appropriate to the release. This may include running programmes, setting up or amending parts of your system. **It is important that you follow those steps.**
- 2.5 Test a few options, especially anything that prints. Make sure that it is coming out on the correct printer.

If you have multiple databases on your system, then repeat Phase 2, step 2 onwards & all of Phase 3 on those accounts.

***** End of instructions *****