

INSTALLATION INSTRUCTIONS

Stand-Alone PCs

- BACK UP DATA FILE
- If Upgrading:
UNINSTALL PREVIOUS VERSION OF DQCMS
- INSTALL DQCMS
- If the user's machine does not have a full version of Access 2K:
DELETE DQCMS – COMPACK2K SHORTCUT ICON
- OPEN PROGRAM
- IF IMPORTING DCMS FOX PRO DATA:
IMPORT DCMSv1.3 DATA
- INPUT DATA

Networked Systems

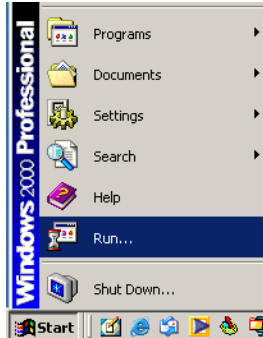
- Server:**
- BURN A BACKUP DATA FILE!
- IF Upgrading:
UNINSTALL PREVIOUS VERSION OF DQCMS if the full version has been installed in the server. (Check the server folder for DiabApp.mdb and many other Word documents.)
- If a brand-new installation:
Create a DQCMS folder in the server. Copy the DiabData.mdb file inside the NETWORK-SINGLE/DQCMS folder in the CD, and place it in the appropriate server folder. Give proper permissions to read/write to this folder.

For Client Machines:

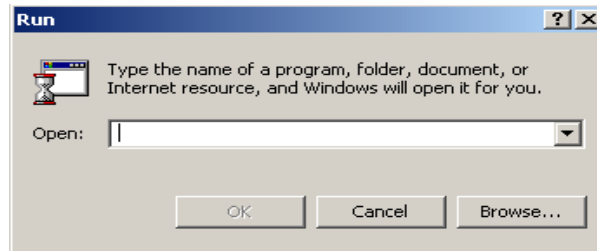
- IF upgrading:
UNINSTALL PREVIOUS VERSION OF DQCMS FROM CLIENT MACHINE
- INSTALL DQCMS
- If the user's machine does not have a full version of Access 2K.
DELETE DQCMS-COMPACT2K SHORTCUT ICON
- OPEN PROGRAM AND MAP TO THE DATA FILE IN THE SERVER
- INPUT DATA

1. Stand-Alone PCs

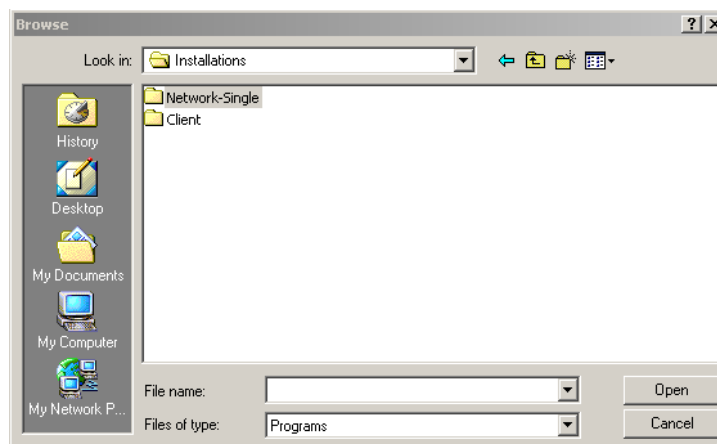
- BACK UP** the DQCMS Data File (Utilities >> Backup)
- UNINSTALL** previous version of DQCMS (Start >> Control Panel >> Add/Remove Programs >> DQCMS)
- INSTALL** the DQCMS
 - Insert the DQCMS Installation CD into the CD-ROM Drive.
 - On the Start menu select **RUN**.



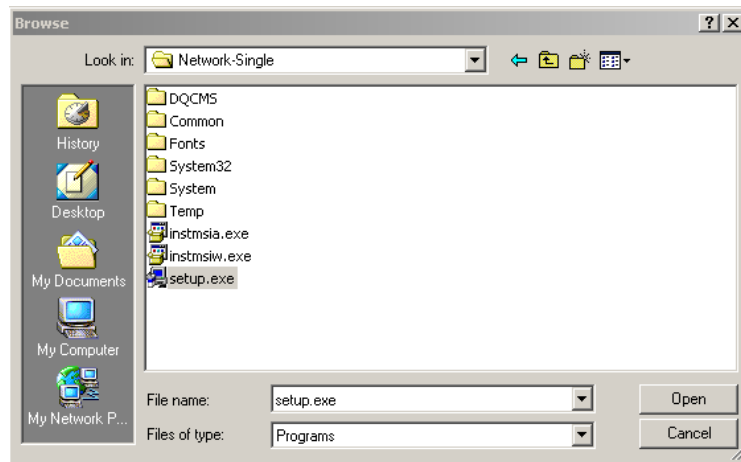
- Click the “Browse” button to open a dialog box to find the CD-ROM drive.



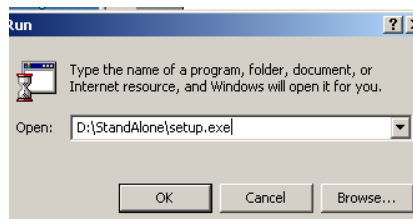
- Find the CD-ROM drive and select the Network-Single folder.



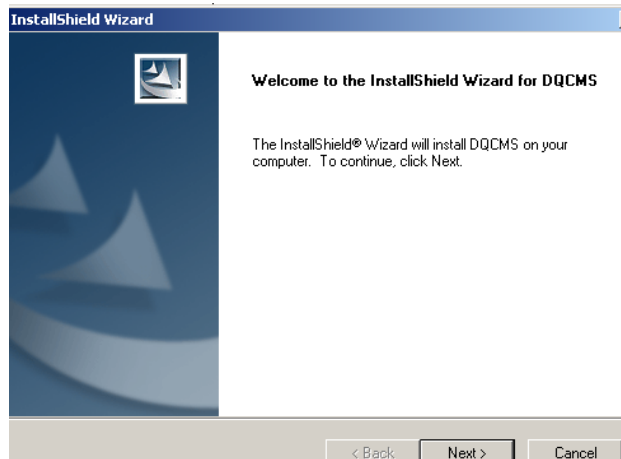
- Next, select the setup.exe file and click the “Open” button on the Browse Box.



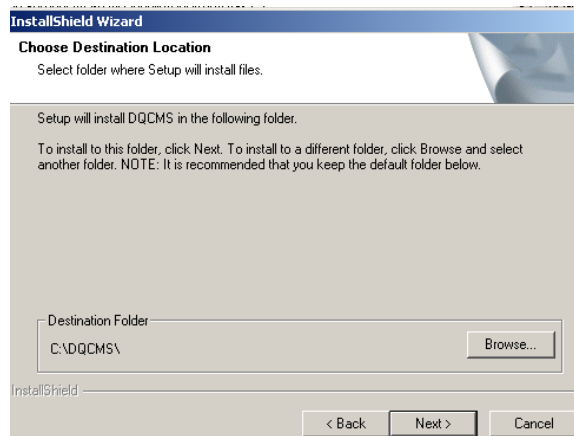
- Click the “OK” button on the Run box.



- The Install Shield Wizard will guide you through the installation. Click NEXT on the “Welcome” screen.



- When you come to the prompt below for the destination location, accept the default location (C:\DQCMS) by clicking Next.



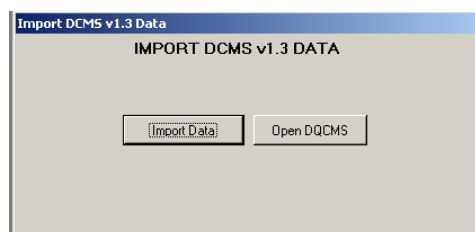
- When installation is complete, click the “Finish” button.
- An icon for the DQCMS program will be placed on the desktop and in the programs folder in the Start menu.

- DELETE DQCMS-COMPACT2K ICON** – For non-Access 2K users, delete the DQCMS-Compact2K shortcut icon from the desktop. Right click on the icon and delete.

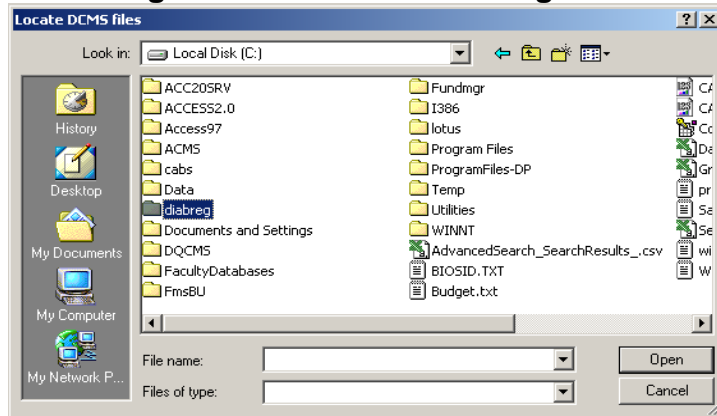


- OPEN PROGRAM** – when installation is complete, double click the green DQCMS icon on the desktop to open the DQCMS program.

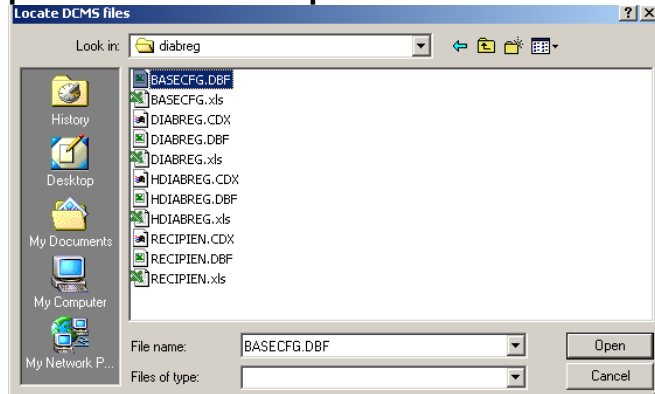
- IMPORT DCMSv1.3 DATA** (for first time users) – a prompt to import data from DCMSv1.3 will appear. **If you do not have data to import, click the “Open DQCMS” button to proceed and skip the remaining tasks under this section.** If you have data to import, click the “Import Data” button.



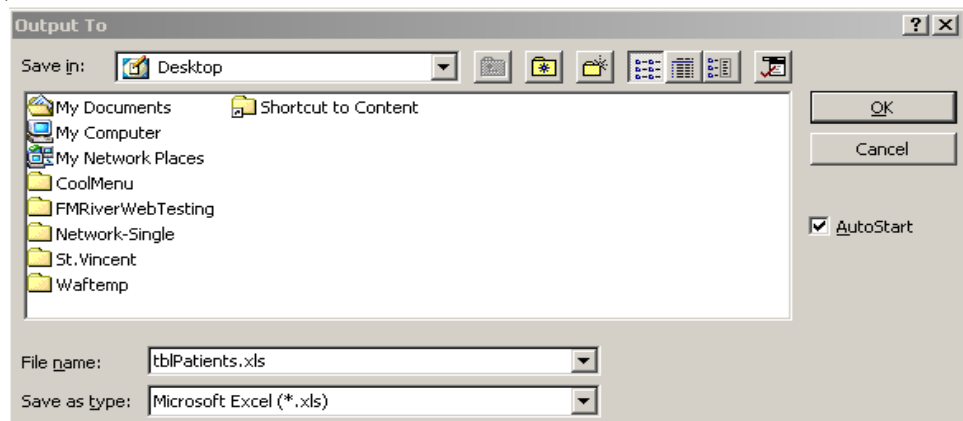
- **Import data from DCMS (FoxPro).** Upon clicking of the **“Import Data”** button, a dialog box will be displayed. Click the arrow of the Look In: box to locate the DCMS folder. By default the folder should be C:\diabreg. Double click the diabreg folder.



- **Select the first file in this folder, and click the “Open” button to proceed with the import.**



- On completion of import, a dialog box will appear for a location to save an Excel file containing patient records that were imported.
- Choose your location and click the “OK” button.
- Error reports may be output to your printer at this time, and the Excel file will open for your review. This Excel file can be used in conjunction with the error reports in order to correct data transferring from DCMS (FoxPro) to DQCMS



- Close the Excel file, and the program will proceed to open with your imported data.

- **INPUT DATA**—The application has now been successfully installed. The demographic data screen will be the first thing that will come up when a person clicks on the DQCMS icon on the desktop. Be prepared to enter at least one patient when you open DQCMS for the first time. The program does not let you close this screen until at least one patient has been entered.

Patient Demographics First Office Visit Date 07/07/05

Last Name * **First Name** * **MI** **Gender**

Address **City** **State** **Zip**

Telephone

Race **Asian Pacific Islander**

Medical Record # * **Status**

SSN * **DSME Education Site**

Physician

Payor

Date of Birth * **Date of Death**

Diagnosis **Diabetes Type**

* Last Name, First Name, Date of Birth, and either SSN or Medical Record Number are required.

2. Networked Systems

- BACKUP** If you do not have a most recent backup of the DiabData.mdb file, back up the DQCMS Data File (Utilities >> Backup)

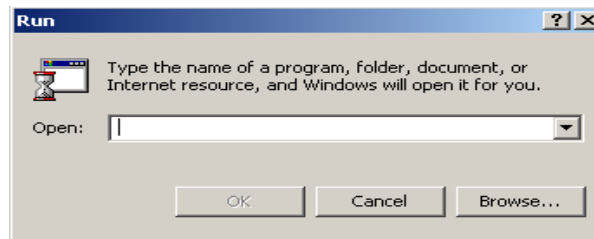
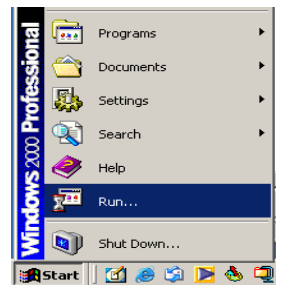
Server:

- UNINSTALL**
If Upgrading: UNINSTALL PREVIOUS VERSION OF DQCMS if the full version has been installed in the server. (Check the server folder for DiabApp.mdb and many other Word documents.)

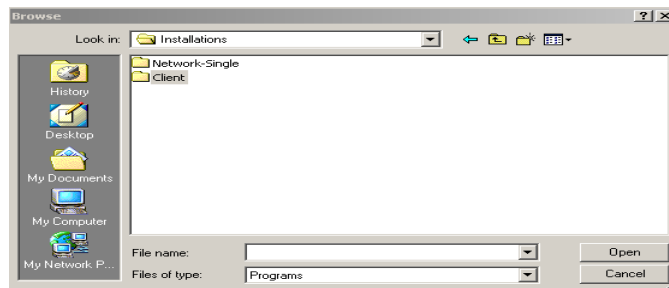
New Users of DQCMS – Copy the DiabData.mdb file from the NETWORK-SINGLE/DQCMS folder, and place it in the appropriate folder in the server.

Client :

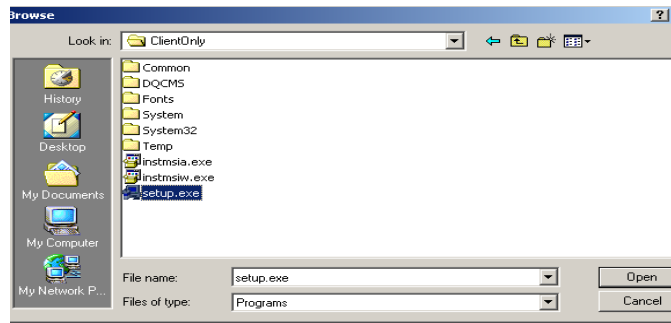
- UNINSTALL** previous version of DQCMS (Start >> Control Panel >> Add/Remove Programs >> DQCMS).
- INSTALL:**
 - Insert the DQCMS Installation CD into the CD-ROM Drive.
 - On the Start menu, select Run.
 - Click the “Browse” button, which will provide a dialog box to find the CD-ROM drive.



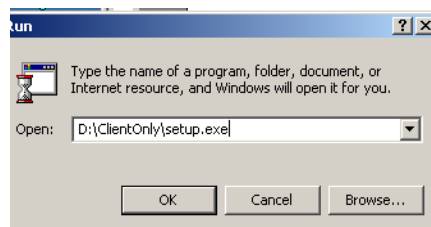
- Find the CD-ROM drive and select the Client folder.



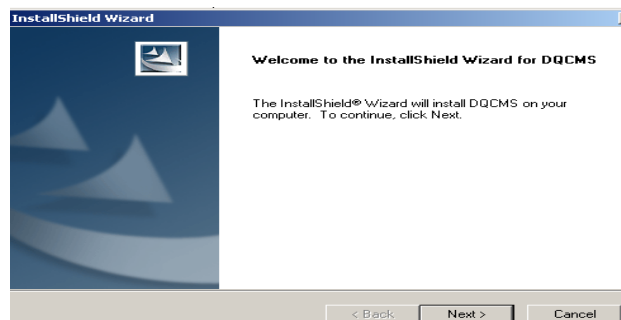
- Next select the setup.exe file and click the “Open” button on the Browse box.



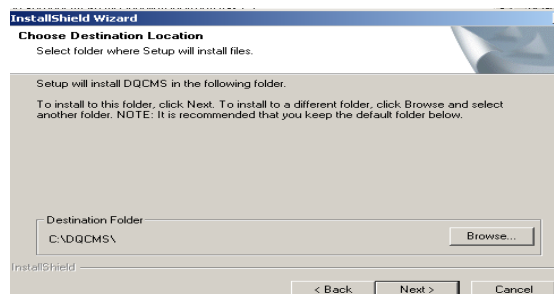
- Click the “OK” button on the Run box.



- The Install Shield Wizard will guide you through the installation. Click next on the Welcome screen.



- When you come to the prompt below for the destination location, accept the default location (C:\DQCMS) by clicking Next.

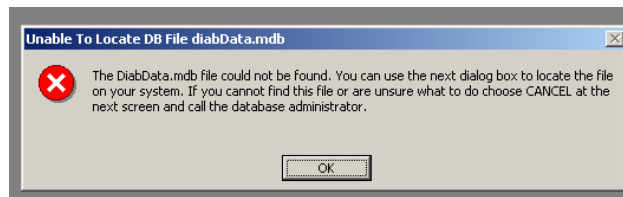


- When installation is complete, click the “Finish” button.
- An icon for the DQCMS program will be placed on the desktop and in the Programs folder in the Start menu.

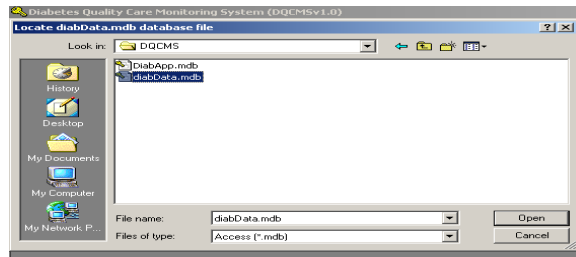
DELETE DQCMS-COMPACT2K ICON – For non-Access 2K users, delete the DQCMS-Compact2K shortcut icon from the desktop. Right click on the icon and delete.



OPEN PROGRAM – Double click the DQCMS icon on the desktop to open the DQCMS program. The first time you open DQCMS, you will be notified that the DiabData file could not be found. Click the “OK” button.



- A dialog box will be displayed to choose the location of the DiabData file in the network drive. Select the DiabData.mdb file in the network path and click the “Open” button. The application will link to the specified data file and open for data entry.



- **INPUT DATA** – The application has now been successfully installed. The demographic data screen will be the first thing that will come up when a person clicks on the DQCMS icon on the desktop. Be prepared to enter at least one patient when you open DQCMS for the first time. The program does not let you close this screen until at least one patient has been entered.

Patient Demographics First Office Visit Date 07/07/05

Last Name * DOE
First Name * JANE MI Gender Female
Address 15 NORTH 23RD STREET
City GRAND FORKS State NORTH DAKOTA Zip 58201
Telephone
Race Asian/Pacific Islander Asian Pacific Islander Other
Medical Record # * 09963 Status Active
SSN * DSME Education Site DSME Test Site
Physician ROSS, DOUG
Payor BLUECROSS AND BLUESHIELD
Date of Birth * 1/1/1954
Date of Death
Diagnosis
Coronary Artery Disease
Renal Disease
Hypertension
NEUROPATHY
DYSLIPIDEMIA
RETINOPATHY
New
Diabetes Type 1
Save and Close
Cancel and Close

* Last Name, First Name, Date of Birth, and either SSN or Medical Record Number are required.

You will need to do the above client installation for each client machine and map (locate and link) the DiabData.mdb file.