

Instructions for the PowerMed v6.4 updater

What this updater will do:

This updater will update your PowerMed Server software to v6.4 – please note that workstations do not require updating.

Who can use this updater:

This updater is available for all users with current Support and Update Subscriptions, and will update all versions of PowerMed running on the FileMaker Pro v5.5 database engine on Macintosh OS9, OSX, or Windows 2000 or XP.

Who should not use this update without first contacting PowerMed:

- Users running PowerMed on the FileMaker Pro v4 or v3 engine.
- Users that have moved, renamed or otherwise altered the configuration of their PowerMed folder or PowerMed Server.

How long with the update take:

From PowerMed v6.3 or higher, probably a half hour or so. For earlier versions requiring an update of the Records file the time can be much longer - hours perhaps - depending how many progress notes are in the system. However virtually all of that time will be "unattended" while certain file operations occur

General outline of the update:

All steps take place on the PowerMed Server. Print these instructions for reference during the update.

Since you are electing to perform this optional, significant change to your system that PowerMed Corporation will perform for you at no charge, please check with PowerMed at least 24 hours prior to updating. This ensures availability of appropriate technical staff should a problem occur. In the absence of advance notice, the immediate availability of the level of support and time commitment needed to fix significant problems cannot be assured and should not be assumed.

1. The PowerMed folder on the Server is backed up to a CD prior to the update
2. New "Clinic" files are installed by running the Clinic file installer - est. time is less than 1 minute.
3. PowerMed is started on the Server, and a brief preparation process is run - est. time is from 5 to 10 minutes.
4. The required new, empty "Data" files are installed by running the Data file installer - est. time is less than 1 minute.
5. Patient data is imported from the older "Data" files into the empty new ones - est. time is 10 minutes to perhaps hours if the Records.fp5 file needs updating.

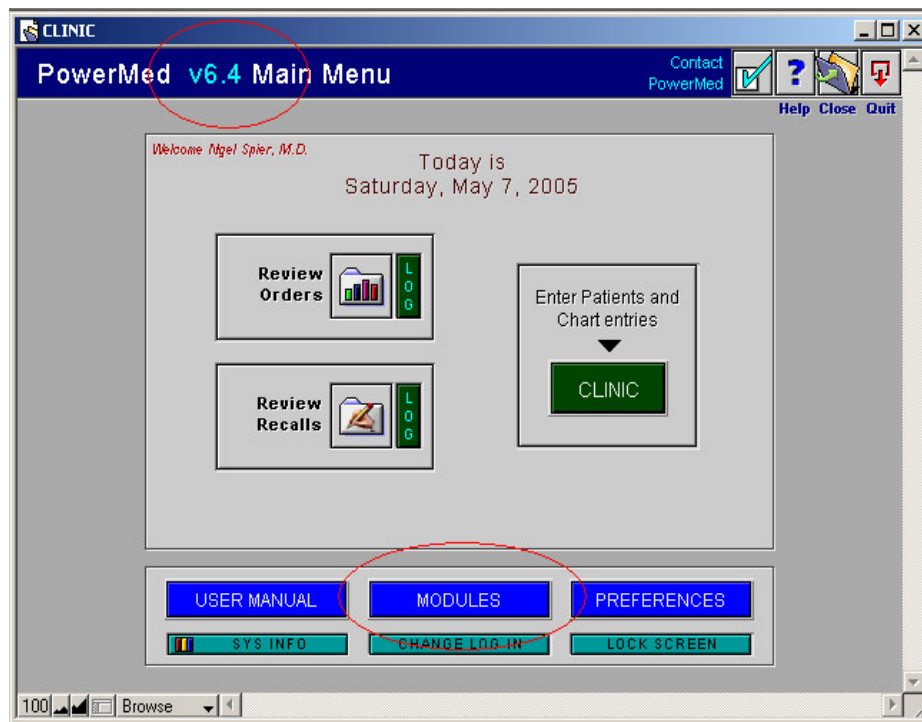
Instructions:

ALL STEPS TAKE PLACE ON THE POWERMED SERVER

Print and Read all instructions carefully, virtually all errors and problems occur because of missed and or skipped steps – every step is critical to success. If you have difficulty with any steps in the operation do not guess, do not proceed.

Step 1. Identify your current version of PowerMed

Start PowerMed and after logging in, at the Main Menu look at the top of the screen for your current version. Make a note of your version of PowerMed - write it down exactly - you will need this information to complete the update.



PowerMed version 6.4 in this example

Step 2. Notification

Call PowerMed at least 24 hours prior to updating.

Setup 3. Backup

Upon starting the actual update:

- PowerMed Security must be turned off
- PowerMed software must be completely shut down
- Users of FileMaker Pro Server software must shut down FileMaker Pro Server software
- Make a backup of your PowerMed Folder to a CD.

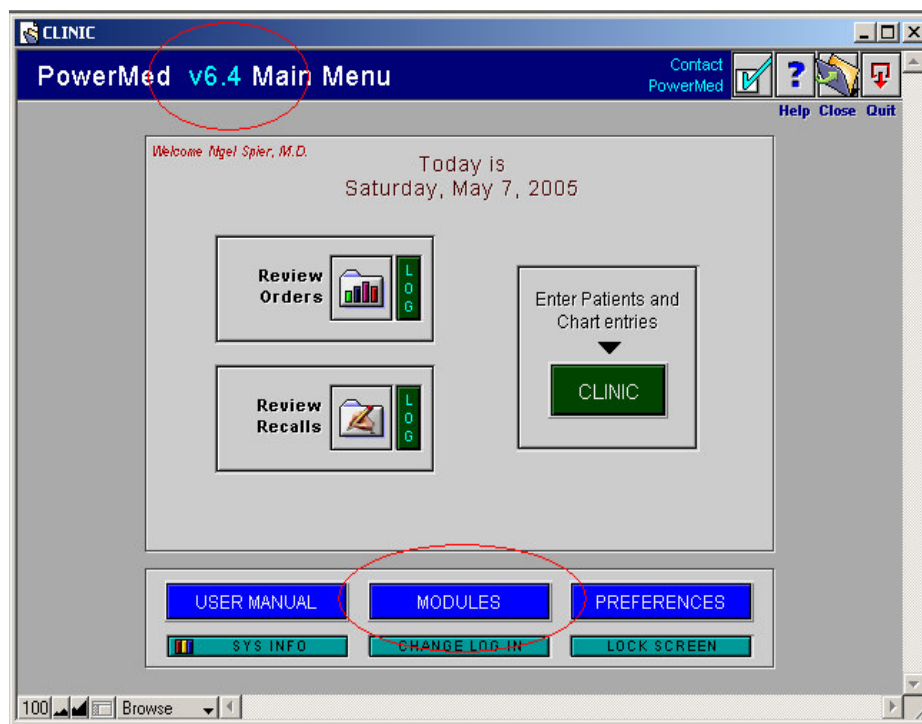
Step 4. Install new "Clinic" files

Double click the ClinicFiles installer, enter the password that was supplied by Client Services (case sensitive) and accept the default options without making any changes. Users that have customized FileLink must restore their copy from their backup after this installer runs.

*** **Users of Macintosh OS 9 or earlier:** The Troi File Plug-in was placed on the desktop upon running the ClinicFiles installer. This file must be manually placed into the FileMaker Extensions folder found within the FileMaker Pro 5.5 folder. The typical path is Macintosh HD:Applications:FileMaker Pro 5.5:FileMaker Extensions.

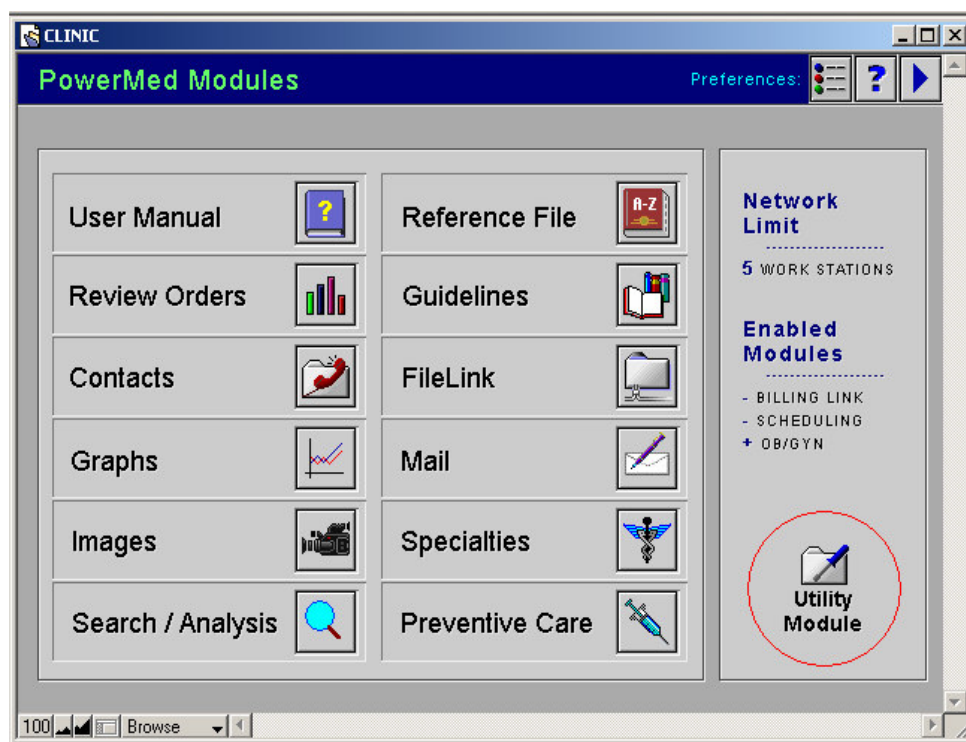
Step 5. File Preparation

Start PowerMed by double clicking the PowerMed.fp5 file found in the PowerMed folder. Log on normally and proceed to the Main Menu. Then access the Module screen by clicking the Modules button in the lower part of the Main Menu.

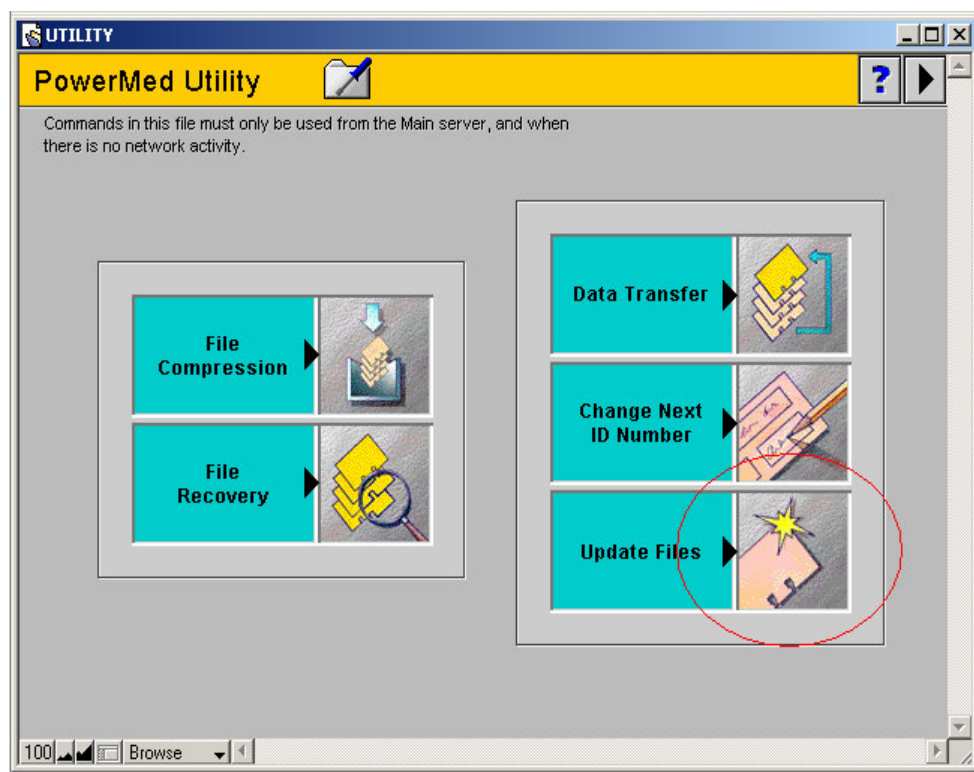


Main Menu

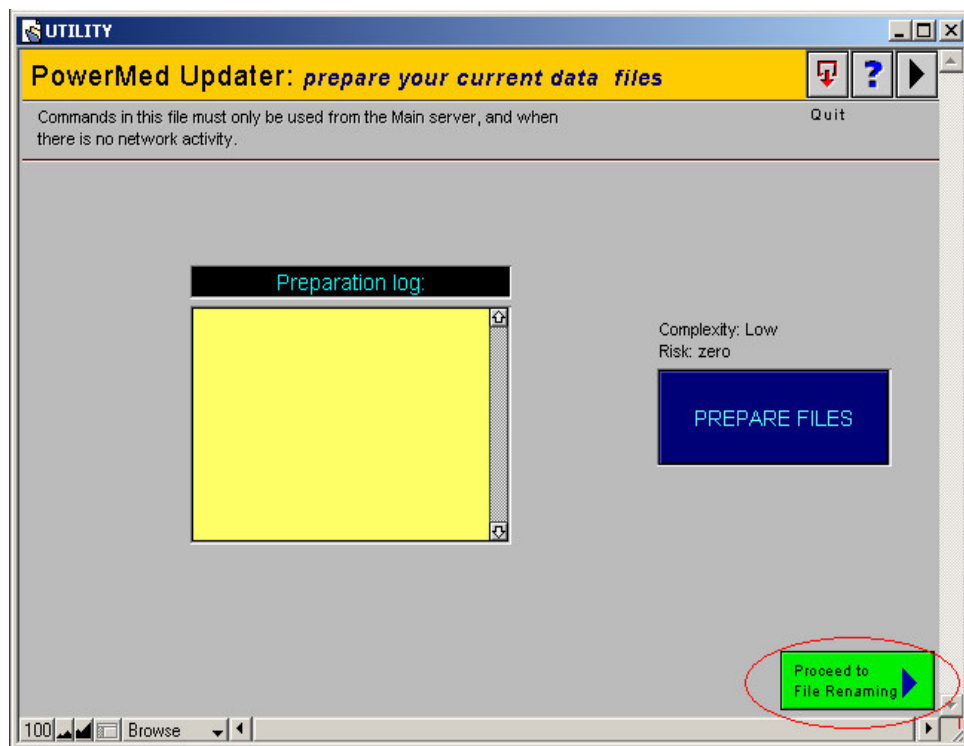
In Modules click on the Utilities button in the lower right part of the screen, then Update files.



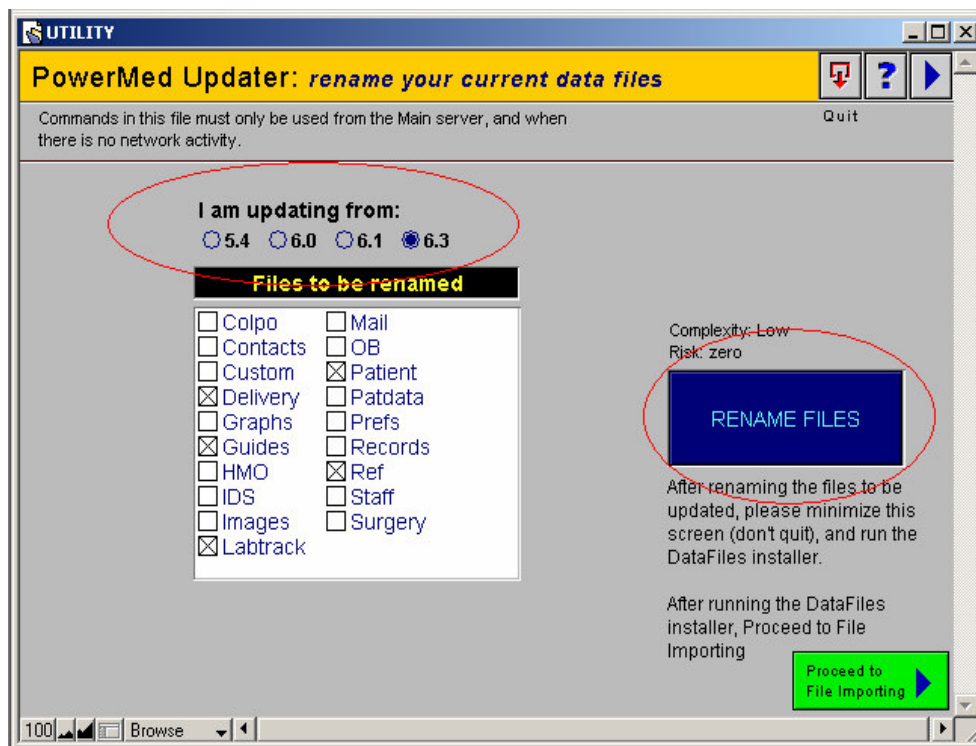
Modules screen



You'll see a Proceed to File Renaming button in the lower right corner, click the button (ignore PREPARE FILES).



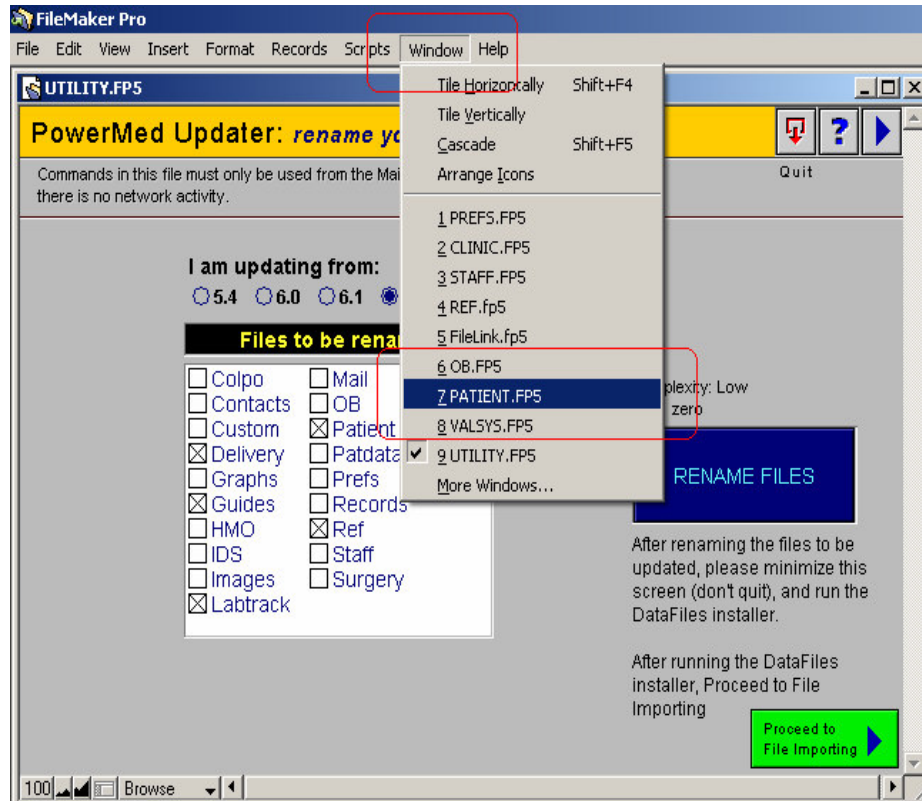
File Renaming screen below – instructions continue on next page



Step 5. File Renaming Screen – locating Files to be Prepared

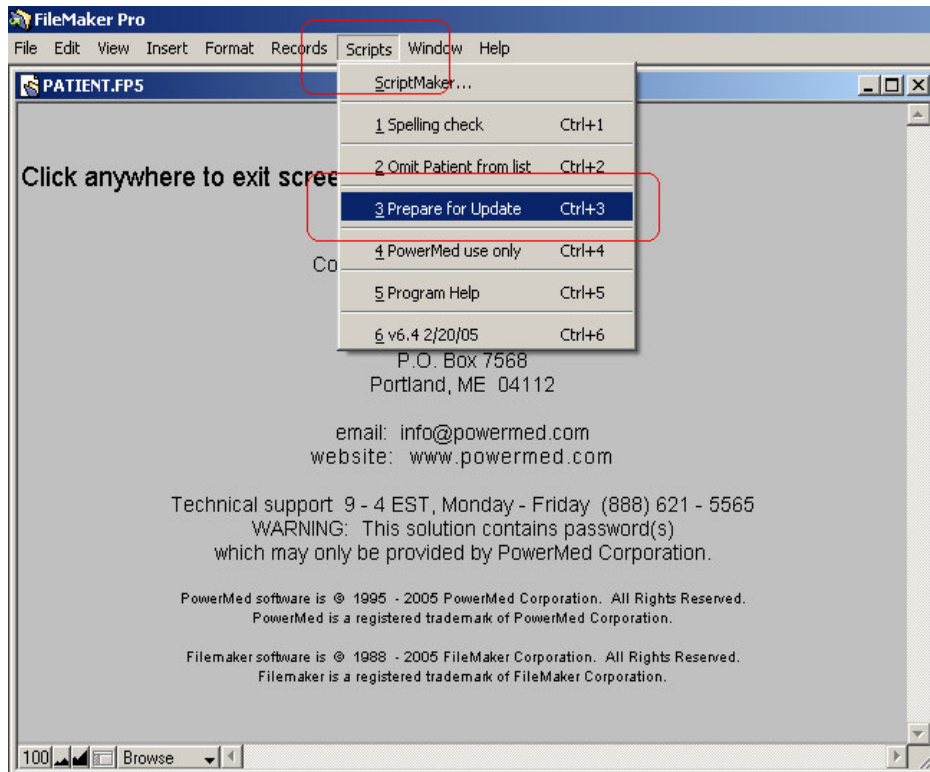
First, click the correct selection in the "I am updating from" area to automatically select the files that need to be updated in your current version.

At this point, the displayed files checked are the ones that specifically need to be "prepared" For each file checked, you will need to use the Window Menu item at the top of the screen and go to the file indicated (the target file). The picture below shows how to access the Patient file in this example.

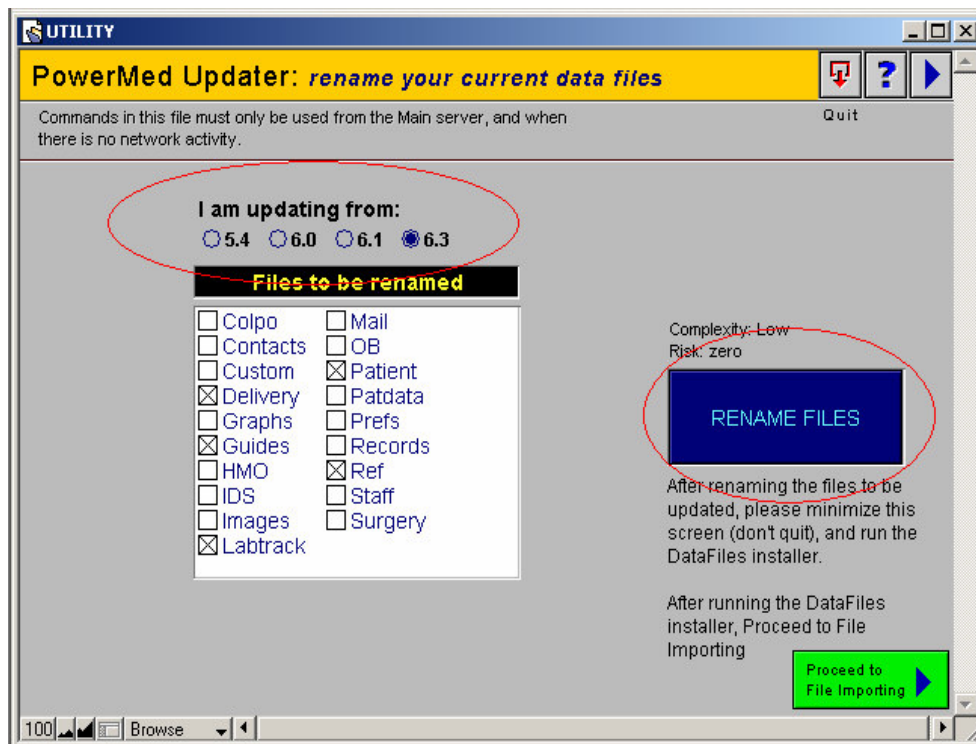


Using the Window Menu item to go to the file needing preparation

Continue to the next page....



When you've selected the desired file from the Window Menu, you'll see the information screen of the company. Now select the "Prepare for Update" item from the Script menu at the top of the screen. The operation should only take a few moments. **Continue and repeat this process for all the files that were checked** in the previous window, then return to the Utility file File Renaming window.



Now click the large blue "RENAME FILES" button. If you get a prompt / message regarding Troi File Plug-in, wait a few moments until the prompt window disappears. Renaming only takes a few moments, and places the prefix "old" at the beginning of each of the renamed files. Click the small green "Proceed to File Importing" button in the lower right corner of the window to access the File Importing window.

Step 6. Installing new "Data" files

"Minimize" / or "Hide" the FileMaker application window without quitting PowerMed, then double click and run the DataFiles installer. Enter the password again (case sensitive) and accept the default options without making any changes.

Step 7. Data Importing

After the DataFiles Installer runs, "Restore" / or maximize the FileMaker application window to view the File Importing window again. A file to be updated is selected - then imported - one at a time. The files requiring an update depend on the version of PowerMed you are updating from, the key is provided below. **Do no skip any files indicated, or include ones that are not.**

In many cases the individual file import will be very quick. In some cases, such as a LABTRACK, PATIENT or RECORDS file containing many records, the process may take a considerable amount of time, so you might want to do those files last, particularly the RECORDS file.

If you are importing from:

v6.0 all files except STAFF require updating

v6.1 all files except Custom, HMO, IDS, PATDATA, and STAFF require updating

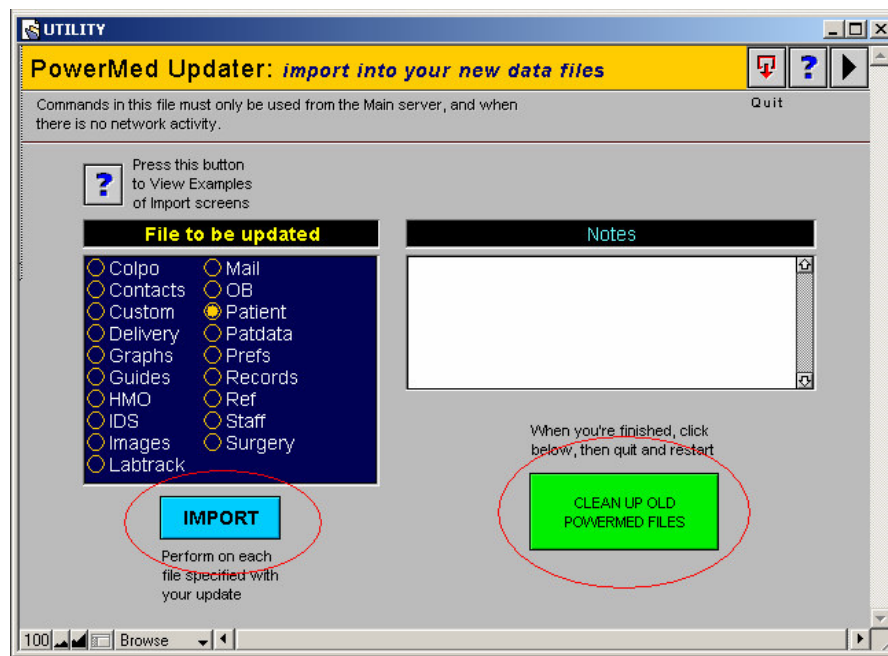
v6.3 Update the DELIVERY (if you use the OB module), GUIDES, LABTRACK, PATIENT, and REF files only.

The Import steps are provided in detail on the next page.

Import Steps

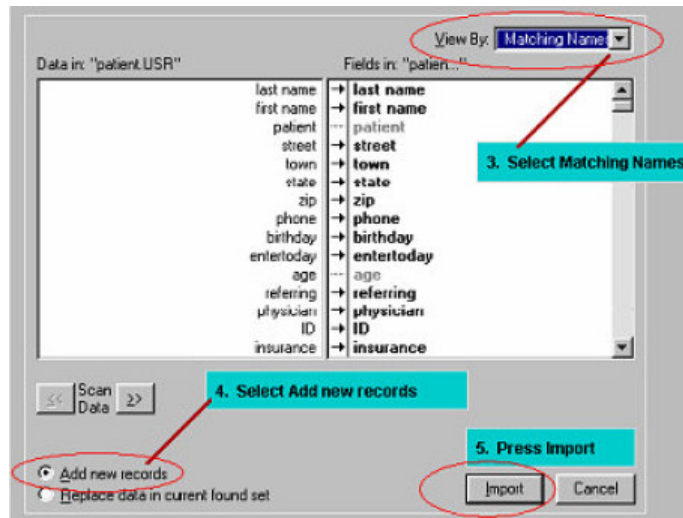
The steps (including screen shots) to import data from one of your old files into a new, empty one can also be reviewed by clicking the help button above the list of files to be updated.

1. Click one of the "radio buttons" next to one of the files you need to update (use the list of files on the previous page as your guide).



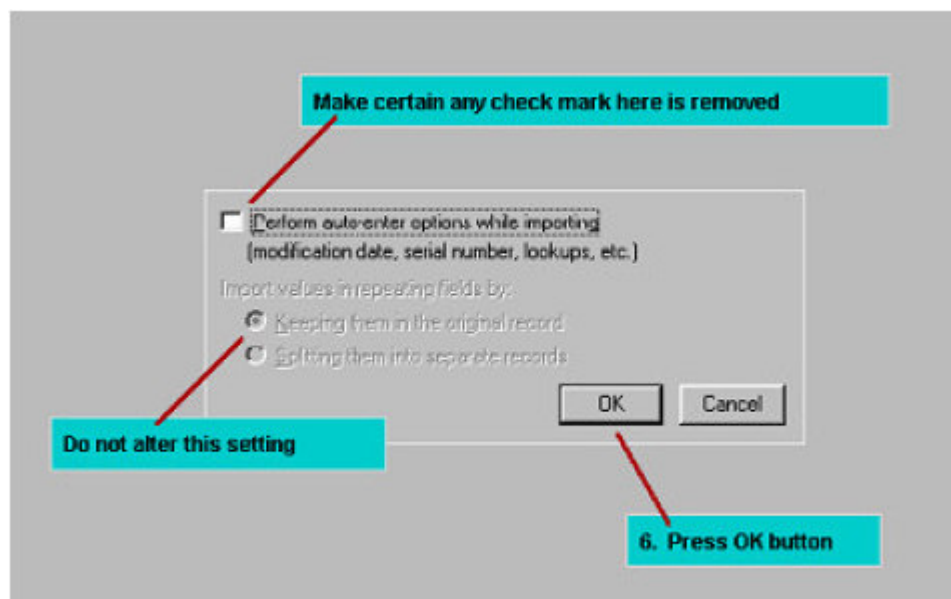
Selecting a file to be updated

2. Click the blue import button, and you'll be prompted to locate the corresponding "old" file in your PowerMed folder, and the file navigation window for your operating system will be displayed. You may need to navigate to the PowerMed folder. The PowerMed folder is on the "top" level of your hard drive (ie; C:\PowerMed for windows, or Macintosh HD:PowerMed folder for macintosh)
3. Locate and **select the** "old" file to be updated in the PowerMed folder. After selecting the file, click the **open button**.
4. The Import window appears - make sure View by "Matching Names" and "Add new Records" is selected, then click the "Import" button.



Setting to View By Matching Names

5. In the final import screen make sure the auto enter option is unchecked, then click the OK button to begin importing data.



Final Import Screen

Complete steps one through 5 just outlined for each of the files that need to be updated. After all required files have been updated, click the large "Clean up old PowerMed files" button to move the old files out of your PowerMed folder.

After the update is finished, quit PowerMed completely, and make a backup CD of your newly updated software. Always check for normal function before using PowerMed.