

Remote Laptop – Step One

Installing HDIS Work Station

Insert CD-ROM labeled **Work Station**

Opening HDIS Window

Click **Next**

Welcome to the InstallShield Wizard Window for Health District Info Systems – Work Station

Click **Next**

License Agreement Window

Click radio button labeled “**I accept the terms in this license agreement**”

Click **Next**

Customer Information Window

Enter **User Name**

Enter **Organization**

Click radio button labeled “**Anyone who uses the computer (all users)**”

Click **Next**

Destination Folder Window

Click **Next**

Ready to Install the Program Window

Click **Install**

InstallShield Wizard Completed Window

Click **Finish**

Upgrade HDIS

Click Start

Click All Programs

Click Health District Info Systems

Click Upgrade HDIS

Desktop

Double Click “**HDIS**” icon

Failed to Connect to Server Window

Right Click the Close Button

Enter the drive and directory to the HDIS folder on the server

Example: **H:\HDIS\DATA**

Click **OK**

Remote Laptop – Step Two

Installing Remote HDIS

Insert CD-ROM labeled **Remote HDIS**

Opening HDIS Window

Click **Next**

Welcome to the InstallShield Wizard Window for Health District Info Systems – Remote HDIS

Click **Next**

License Agreement Window

Click radio button labeled “**I accept the terms in this license agreement**”

Click **Next**

Customer Information Window

Enter User Name

Enter Organization

Click radio button labeled “**Anyone who uses the computer (all users)**”

Click **Next**

Destination Folder Window

Click **Next**

Ready to Install the Program Window

Click **Install**

InstallShield Wizard Completed Window

Click **Finish**

Remote Laptop – Step Three

Remote HDIS Setup

Before proceeding, verify that your laptop is connected to your server and you have a mapped drive to HDIS.

Desktop

Double Click “**Remote HDIS**” icon

HDIS Main Menu Window

Click **Maintenance**

Click **General Profile**

Enter Demographic Information

Click **General Tab**

Click check box labeled “**This is a Lap Top for Export / Import Function**”

Note: A drive and directory will appear in the field labeled “**Export / Import Server**

Location”

If nothing appears after you check the box, call the CHC help desk.

For BCMH remote users:

Click Community & Public Health Services Tab

Click check box labeled “**BCMh Export / Import from lap top**”

Enter the drive and directory to the HDIS folder on the server

Example: **H:\HDIS\DATA**

Remote Laptop – Step Four

Remote Initialize Laptop Databases

Note: You only need to do initialize the databases once. From that point on, use the Import/Export function under Maintenance of each module.

HDIS Main Menu Window

Click **Maintenance**

Click **Utilities**

Click **Community & Public Health - Initialize Laptops**

For Appointment Scheduling Database

Click "**Client Name Files**"

Click "**Appointment Scheduling Files**"

For Adult Immunizations Database

Click "**Client Name Files**"

Click "**Adult Immunizations**"

For BCMH Database

Click "**Client Name Files**"

Click "**BCMH Files**"

For Childhood Immunizations Database

Click "**Client Name Files**"

Click "**Childhood Immunizations Files**"

For Dental Claim Files

Click "**Client Name Files**"

Click "**Dental Claim Files**"

For Flu Clinic Database

Click "**Flu Clinic Files**"

For Help Me Grow Database

Click "**Client Name Files**"

Click "**Help Me Grow Files**"

For Public Health Nuisance Database

Click "**Public Health Nuisance**"

For Receipts Database

Click "**Receipts Files**"

For Food Protection Database, Manufactured Home Parks, Marinas, Parks/Camps, Pools

Click "**State Program Files**"