



**Advanced Private Practice Management Software**  
Installation manual

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**NOTE: This english manual includes instructions on how to install the software and some first steps in using it. By aid of on screen hints, button tooltips and the informative user interface, which is fully available in english, the user should easily find his way among program functions. You can also find an animated tutorial on our website.**

The logo for Andrea Sabbatini Sviluppo Software features a stylized grid pattern of squares and rectangles in shades of blue and purple, arranged in a somewhat irregular, overlapping fashion. Below the graphic, the name 'andrea sabbatini' is written in a blue, lowercase, sans-serif font, and 'SVILUPPO SOFTWARE' is written in a smaller, grey, uppercase, sans-serif font below it.

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# Program Installation

**Doctor's Office 2008 is a very flexible and configurable application which bends to most office configurations and settings. Because of this the application requires a minimum attention during the setup process and first use. Customer support will be glad to guide you through this process if the indications in this manual won't be sufficient or if you will find any trouble.**

The installation procedure allows to setup the program on a Server and one or more Client computers and to decide administration password and Doctor and Secretary User ID and passwords.

Please before continuing ensure you have the latest windows updates and service pack

If you have a cd-rom, please insert it and wait for it to auto-start. If it doesn't start automatically, please browse through it and run "Install.exe".

Once the installation starts please follow on screen instructions, and refer to this manual for more explanations.

## Minimum Requirements:

- Pentium 3 or AMD 500 Mhz Processor
- Windows 2000 SP4 / Windows XP SP2 / Windows 2003 SP1 / Windows Vista
- 192 MB Ram

## Recommended:

- Pentium 4 or AMD 1 Ghz Processor
- Windows 2000 SP4 / Windows XP SP2 / Windows 2003 SP1 / Windows Vista
- 512 MB Ram
- CD Burner and/or other backup mediums (USB stick, hard disk, etc)
- ADSL or cable to have remote assistance through VNC

Some system requirements will be automatically checked by the installation.

## **Installation procedure**

**1)License:** please read EULA license and click Next to accept it, after entering the license owner.

**2)General Setup:** Here you will be prompted whether to install a central Server application or a Client which will connect to the Server, by entering the network or internet address of the this.

Central Server will be the computer on which all the data will be stored (Database) and to which other Client programs will connect.

In other words:

- The '**Server**' is a central computer needed to contain the Database and provide data to the Clients.
- A '**Database**' is an archive of all program data (appointments, bills, patients, etc)

- **'Clients'** are all those computers from which Doctor's Office will connect to the Server to get and write data. The server computer can act as client at the same time.

This kind of configuration works on a local network (LAN) or internet with the same simplicity.

When just one computer is needed this will work both as server and client, with more computers one should decide where to store data (Server) before starting the installation. With the Database Management tool databases can be created or switched.

**3) Components installation:** The software works in conjunction with MDAC 2.8, dotNET framework 2.0 and Microsoft SQL Express, which will be installed if needed. Note: this installation can be quite lengthy.

**4) Main install preferences:** please provide information for the first (or only) Doctor which is going to use the program

Warning: these names can only be changed by customer support

**5) Main install:** the installation will progress

**6) Secondary Install preferences:** please provide information for the next Doctor which is going to use the program. Repeat this process as many times as necessary

NB: configure all the doctors in all computer in the same way, this will be useful for changes in the future.

NB: please use different names from those already given.

Warning: these names can only be changed by customer support

**7) Secondary Install:** after the installation is done, please click Install for one more doctor if this is the case or continue to installation end.

**8) End:** Technical notes

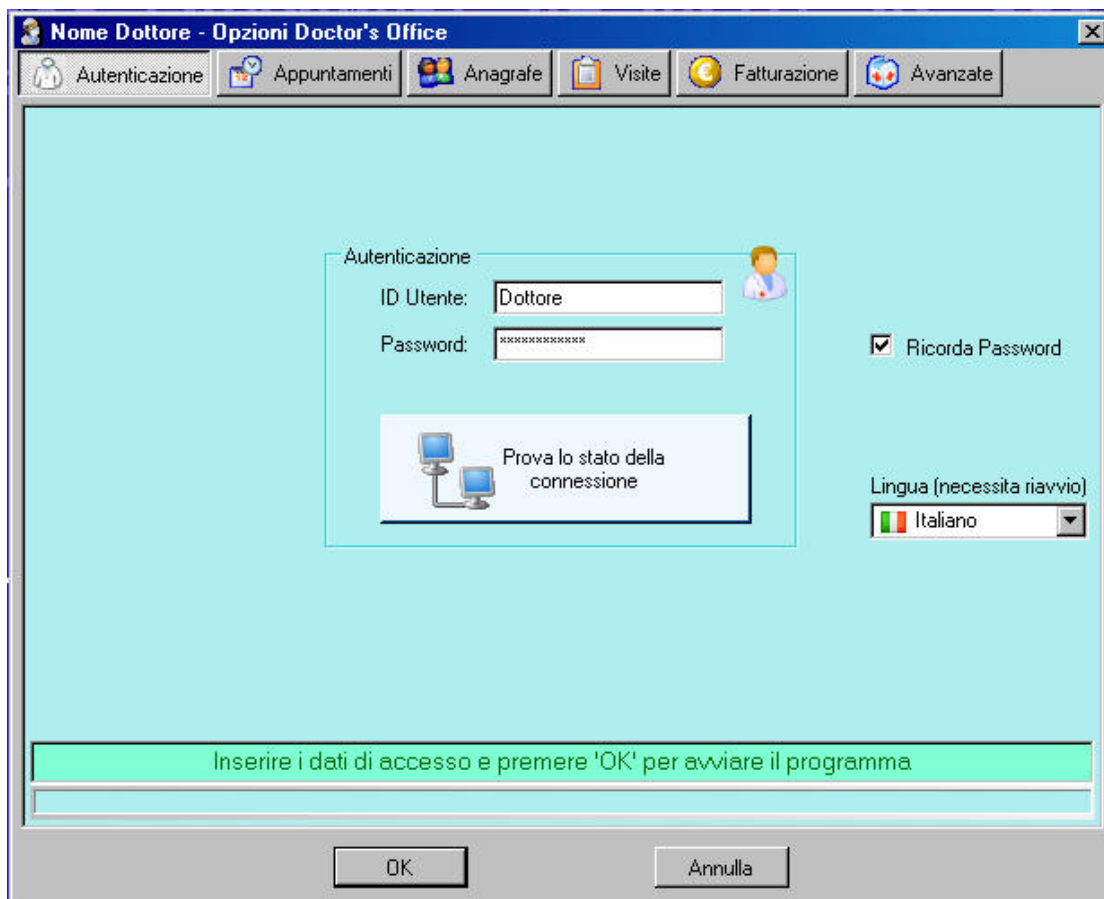
At the first run the program will ask a license serial key. This can be obtained through customer support by following on screen instructions. This code is linked to parts of the hardware for which it was generated, in case of reinstall please contact customer support.

## Introduction to the application

The application is divided in components with different functions (Schedule, Patients , Visits, Bills, Tasks, Drugs) interconnected to allow fast switching between them. One can for example jump from the appointment to the corresponding Patient data, to creating a bill for the appointment or review his past visits. The visits archive is restricted to the Doctor and it allows him to store data in a rich text editor, embed images and other multimedia files, customize and fill in detailed fields.

At the first launch the program will require activation as a counter-piracy measure: this activation can be done through internet with a TAN number supplied by customer support or by email, just follow the on screen instructions.

At program start a login screen will appear where to insert the user id and password you chose while installing. This window also contains the options for the program which can be accessed from the upper row buttons. Pressing the last button shows database options and backup functionalities.



The lower text box will show any eventual problems with the connection (while connecting through internet for example)

**Doctor's Office** contains a wide range of functionalities which are designed to work on a streamlined interface, without menus, but relying on buttons and dropdowns. You can find buttons explanation by hovering with the mouse on the button itself, like this:



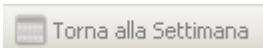
When this explanation isn't clear enough, please browse this guide for more details.



Some buttons are divided in two parts with a dropdown menu on the right, like this, to access a related menu.



This is the menu as shown by pressing the dropdown arrow.



When a button is grey, it means it is disabled and can't be pressed.

## Quick reference guide

*Frequently used functions, please also refer to the FAQ section on the website.*

- To insert a new appointment in the schedule component: click on the desired day while in Week View, then click on the desired time to open the appointment dialog. Fill in the appointment details, search for an existing Patient or create a new one. Many functions can be customized in the options.
- To insert an unavailable timespan (holiday, pause, closing day) click on the prohibition button.
- Codice fiscale refers to the italian tax id number
- By deleting a Patient all his/her appointments and visit will also be deleted. Bills however will naturally not be deleted
- For every appointment in the schedule component there is a visit in the Visit component which is used by the Doctor to record medical data. Just use the given button to access the visit.
- At first use it is advisable to setup certain fields such as bill and letter headings.
- Billing can be configured in many ways and is very flexible. Please spend some time looking at the options->Billing
- Tasks list can be used to make easier many operations: creating appointments, callbacks, bills, etc

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## Contacts

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