

Office Hours Installation Guide

January 2021



eMDs

medisoft

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Preface

This document contains instructions for all versions of Office Hours 21. Review the instructions for your version of Office Hours 21 before installing the software.

If you purchased	go to
Office Hours Professional,	"Office Hours Professional" on page 1.
Office Hours Network Professional,	"Installation Instructions for Office Hours Network Professional " on page 5.

Chapter 1 - Office Hours Professional

In this chapter you will learn how to install Office Hours Professional as a stand-alone program.

WARNING: If you are installing over a previous version of Office Hours, you must back up your data.

1. Download the ISO for Office Hours from the Medisoft and Medisoft Clinical Download Links page in Support Center.
2. Open the ISO and launch autorun.exe. The Installation screen appears.
3. Click **Office Hours Professional**. If you are installing on the Windows 8 platform, the **User Account Control** screen may appear. Click the **Allow** button.
4. Click the **Next** button. The End User License Agreement screen appears.
5. Click the **I accept the agreement** button.
6. Click the **Next** button. The Select Installation Options screen appears.
7. Select the **Installation type**.
8. Click the **Next** button. The Select Installation Options screen appears.



Figure 1. Select Office Hours Installation Options screen

9. Select the version of Office Hours that you are installing.
10. Click the **Next** button. The Select Destination Directory screen appears.
11. Click the **Next** button. The Ready to Install screen appears.

- Click the **Next** button. The Installing screen appears and tracks the progress of the installation. Once the installation is complete, the Installation Completed screen appears.

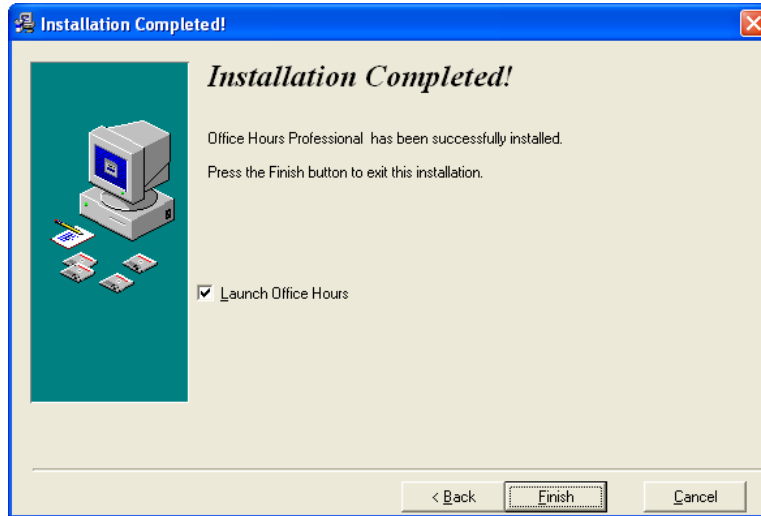


Figure 2. Installation Completed screen

- Click the **Finish** button.

NOTE: After installation and after Office Hours launches for the first time, the Registration screen appears. Register now or within 30 days after installation.

Office Hours Professional Stand-Alone Setup

The first time you open Office Hours Professional, the Find Medisoft Database screen appears.

1. Enter the root data directory or click **Browse** to locate the directory. If you use the program on a network, you can enter the UNC address of the shared folder (for example, \\ServerName\FolderName). If you use the UNC address, you do not need to map a drive and use the drive letter to access your data.
2. Click the **OK** button. If you do not use Office Hours Professional on a network, clear the **Use UNC Address** check box.
3. After you enter the root data directory, the program opens the Create Data screen. You have two options: create a new set of data or convert previous Office Hours Professional data.

TIP: If the root data directory you enter is new, a message will appear telling you it is not an existing root data directory and then ask if you want to create a new one. Click the **Yes** button to accept the directory as your root data directory. Click the **No** button to go back to the Find Medisoft Database screen.

Conversion of Data

If you have used Office Hours Professional before, when you install the new program, there is an automatic data conversion. A screen briefly appears to show the status of the conversion.

Create a New Set of Data - Stand-Alone Version Only

If you have stand-alone Office Hours Professional, the Create a New Set Of Data screen is one of the first screens that appears after you activate Office Hours Professional.

NOTE: If your Office Hours Professional is integrated with any version of Medisoft, you cannot create a practice in Office Hours Professional. You can only create a practice in your Medisoft patient accounting program.

1. When you type a name in the top field, enter the practice or physician's name to identify this set of data, the same name will appear in the Enter the data path field. You can change the name in the data path field if necessary.
2. Click **Create**.
3. Click the **OK** button. The Provider screen appears.
4. Use this screen to create a provider record for the new database. A provider record must be created before you can access the new practice database.

Chapter 2 - Installation Instructions for Office Hours Network Professional

In this chapter you will learn how to install Office Hours Network Professional. First, you'll install Advantage Database Server on your server computer. Then, you'll install Office Hours Network Professional on your workstations.

If you are installing over a previous version of Office Hours, make a back up of your data before continuing.

If you are installing Office Hours 21 Network Professional as a stand-alone system over an older version of Office Hours, you will need to install the new version of the Advantage Server. Make sure that you complete the Server Installation Setup section of these instructions along with the other sections.

Installing the Advantage Database Server

NOTE: You must have administrative privileges to complete the installation.

Pre-Installation Setup (for new installations only)

1. Designate a computer as the server. Use this server for storing your data. Do not use the server as a workstation. Map your workstations to the server.
2. Create a folder for the root data path (that is, Medidata). Use the UNC (Universal Naming Convention) address to designate the shared folder (for example, \\ServerName\FolderName).
3. Set up file sharing on the server.
4. To share the root data folder, open Windows Explorer and select the root data folder you just created.
5. Click **Sharing and Security**.
6. Select **Share this folder** and click **Permission**.
7. Select **Full Control**.
8. Click the **OK** button.
9. Click the **OK** button.

Server Installation Setup

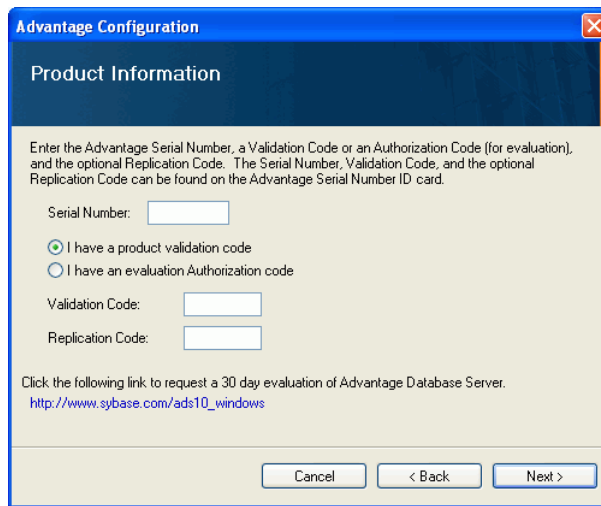
If you are	go to
not installing over a previous version of Advantage	Step 5.
are installing over a previous version of Advantage	click Start and navigate to the Control Panel.

1. From the Control Panel, point to **Performance and Maintenance**.
2. Point to **Administrative Tools** and click **Services**.

NOTE: depending on your version of the Windows operating system, the Performance and Maintenance option does not always appear. In this case, use Administrative Tools.

3. Find **Advantage Database Server**.
4. Right-click and select **Stop**.
5. Insert the Office Hours Professional DVD in the server DVD-ROM drive. The Installation screen appears. If the Installation screen does not appear automatically, click **Start** and select **Run**. The **Run** screen appears. Type X:\AUTORUN (where X is your DVD-ROM drive letter) and click the **OK** button.
6. Click **Networking and Tools**.
7. Click **Advantage Server**. The Advantage Database Server for Windows v10.1 screen appears.
8. Click the **Next** button. The License Agreement screen appears.
9. Select the **I accept the terms in the license agreement** button.
10. Click the **Next** button. The Destination Folder screen appears.
11. Select a directory for the Advantage Database Server installation. The default location is the recommended choice.
12. To select the default location, click the **Next** button.
13. Click the **Install** button. A progress bar appears tracking the installation. The Product Information screen appears.
14. Enter the Advantage serial number.
15. Click **I have a product validation code**. In the Validation Code field, enter the validation code.

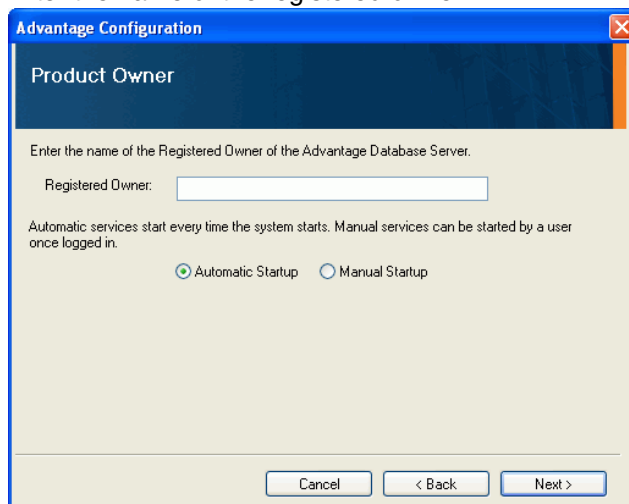
Refer to the Advantage Certificate of Authenticity included with the installation materials for the serial number and validation code.



The screenshot shows the 'Advantage Configuration' window with the 'Product Information' tab selected. The window title is 'Advantage Configuration'. The main heading is 'Product Information'. Below the heading, there is a text box with the following text: 'Enter the Advantage Serial Number, a Validation Code or an Authorization Code (for evaluation), and the optional Replication Code. The Serial Number, Validation Code, and the optional Replication Code can be found on the Advantage Serial Number ID card.' Below this text, there are three input fields: 'Serial Number:', 'Validation Code:', and 'Replication Code:'. There are two radio buttons: 'I have a product validation code' (which is selected) and 'I have an evaluation Authorization code'. At the bottom of the window, there are three buttons: 'Cancel', '< Back', and 'Next >'. There is also a link at the bottom: 'Click the following link to request a 30 day evaluation of Advantage Database Server. http://www.sybase.com/ads10_windows'.

Figure 3. Product Information screen

16. Click the **Next** button.
17. Enter the name of the registered owner.



The screenshot shows the 'Advantage Configuration' window with the 'Product Owner' tab selected. The window title is 'Advantage Configuration'. The main heading is 'Product Owner'. Below the heading, there is a text box with the following text: 'Enter the name of the Registered Owner of the Advantage Database Server.' Below this text, there is an input field labeled 'Registered Owner:'. Below the input field, there is a text box with the following text: 'Automatic services start every time the system starts. Manual services can be started by a user once logged in.' Below this text, there are two radio buttons: 'Automatic Startup' (which is selected) and 'Manual Startup'. At the bottom of the window, there are three buttons: 'Cancel', '< Back', and 'Next >'. There is also a link at the bottom: 'Click the following link to request a 30 day evaluation of Advantage Database Server. http://www.sybase.com/ads10_windows'.

Figure 4. Product Owner screen

18. Select **Automatic Startup** (recommended choice).

If you select **Manual Startup**, refer to the online help for instructions on starting and stopping the Advantage Database Server.

19. Click the **Next** button. The ANSI Character Set screen appears.

20. Select from the drop-down list an appropriate character set. The recommended choice is the default selection, ENGL(AMER), for American English.

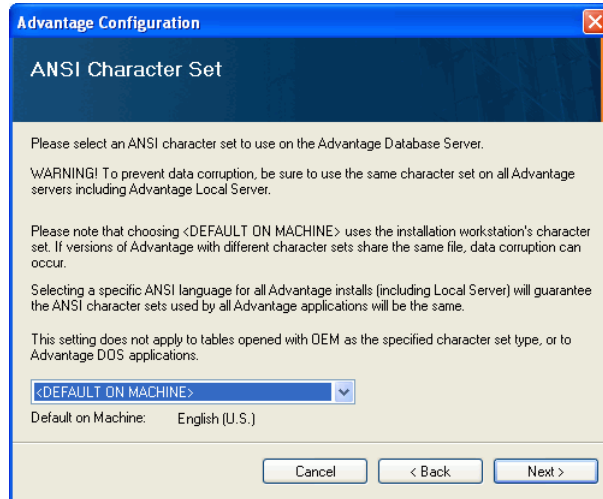


Figure 5. ANSI Character Set screen

21. Click the **Next** button. The OEM/Localized Character Sets screen appears.

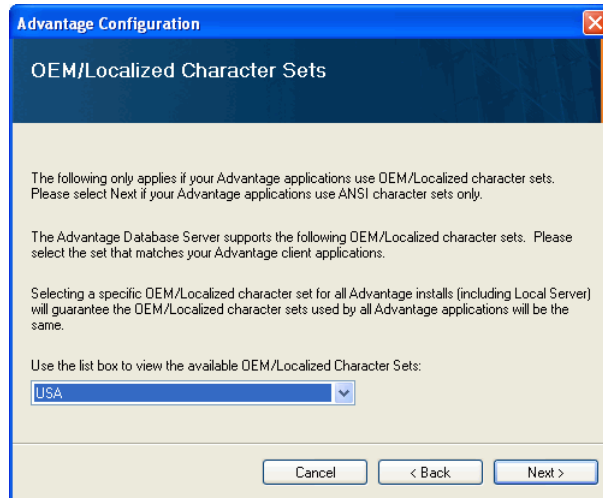


Figure 6. OEM/Localized Character Sets screen

22. Click the **Next** button. The Installation Complete screen appears.
23. Click the **Finish** button.

Installing Office Hours Network Professional

1. Download the ISO for Office Hours from the Medisoft and Medisoft Clinical Download Links page in Support Center.
2. Open the ISO and launch autorun.exe. The Installation screen appears.
3. Click **Office Hours Professional**. The Welcome To Office Hours Setup screen appears.
4. Click the **Next** button. The End User License Agreement screen appears.
5. Click **I accept the agreement**.
6. Click the **Next** button. The Select Installation Options screen appears.
7. Select the **Installation type**



Figure 7. Select Office Hours Installation Options screen

- Click the **Next** button. The Select Destination Directory screen appears.

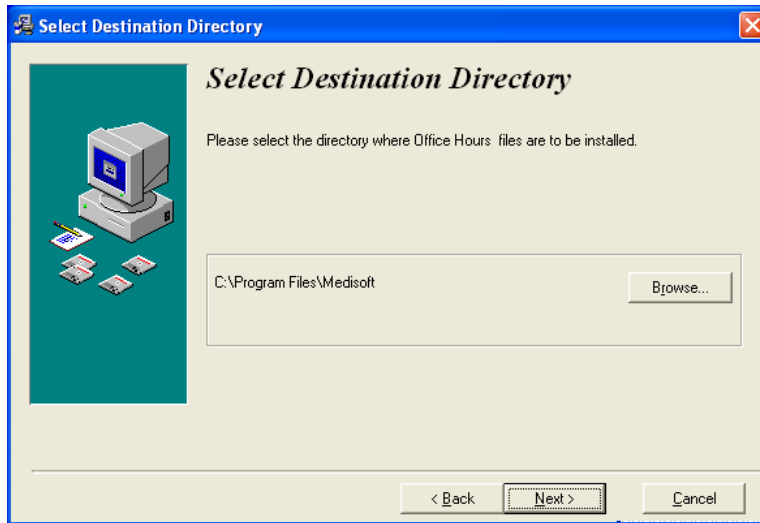


Figure 8. Select Destination Directory screen

- Click the **Next** button to accept the default location. The Ready to Install screen appears.
- Click the **Next** button. The Installing screen appears and tracks the progress of the installation. Once the installation is complete, the Installation Completed screen appears.
- Click the **Finish** button.
- Repeat these steps for each client workstation.

Accessing and Registering Office Hours from the Workstations

When you purchased Office Hours Network Professional, you also purchased a number of connections for your network.

After you have installed Office Hours on each computer, start it on any workstation. The first time the program opens, a data conversion message may appear if data has not yet been converted. Back up your data before completing data conversion.

If you are working with multiple practices, each time you open a new practice that particular practice also needs to be converted until all practices have been converted to the current version.

After installation and after Office Hours launches for the first time, the Registration screen appears. Register now or within 30 days after installation. For instructions or questions on registering, click the Help button on the Registration screen.

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