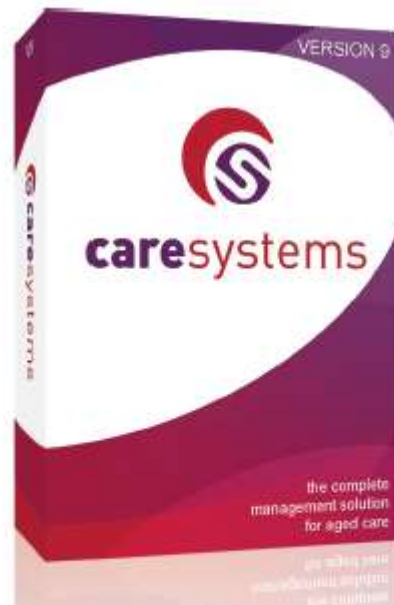


Care Systems Installation Guide



Computer Software Specifically Designed for
Aged Care Management

This document has been prepared to assist users of Care Systems software. The information provided is general and may not be comprehensive for individual sites.

It is the Users responsibility to ensure that the process is completed satisfactorily. Care Systems support services are available to assist should this be required.

Version History

Version	Author	Date	Change
1.0	Chris	4/07/2014	Original Version
2.0	Chris	7/07/2014	Care Systems 9.8
3.0	Chris	8/08/2014	Added new Backup Procedure, Removed x64 Installation, added new Upgrade screen.

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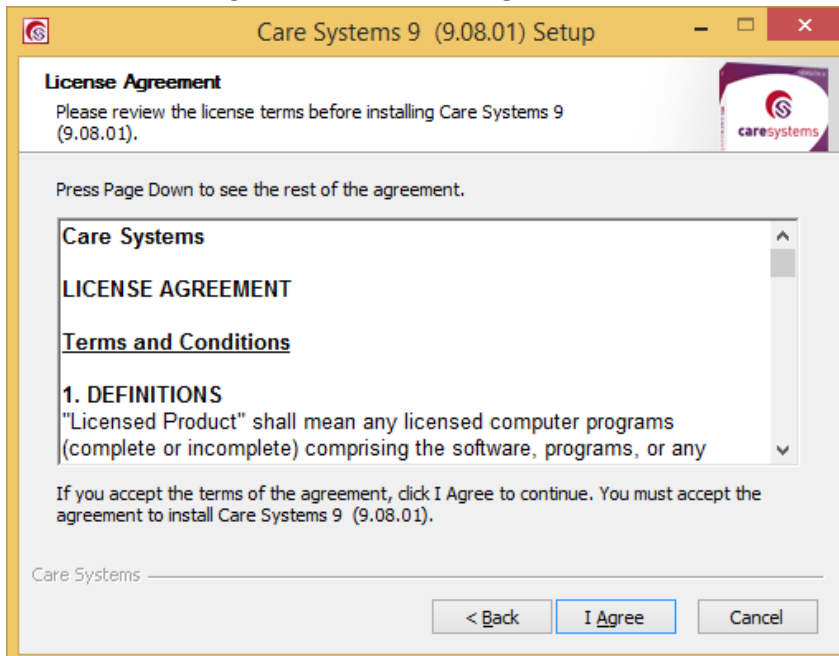
1 Care Systems Installer

Run on Server Machine

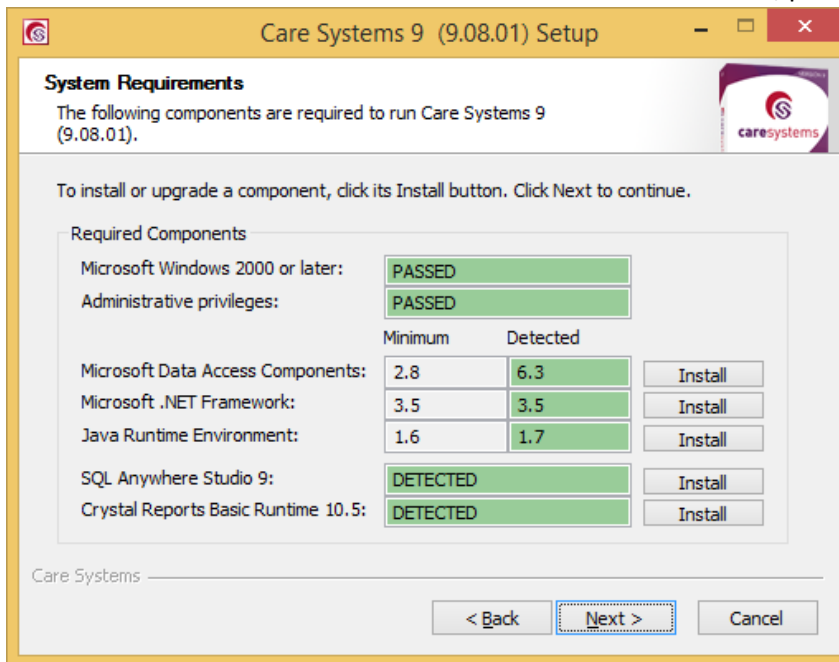
1. Run the Standalone Installer - **CareSys9.exe**
2. Click **Next**



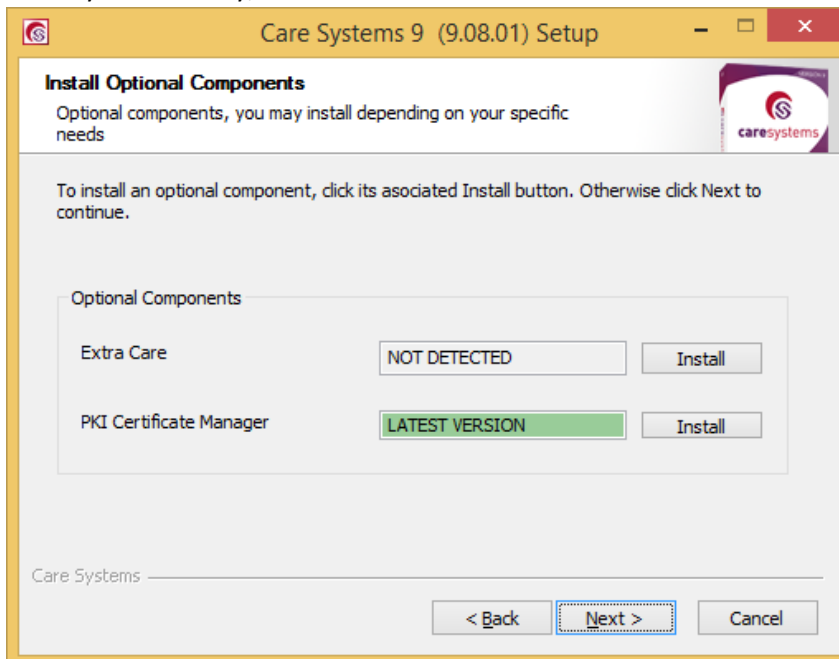
3. Read the License agreement, and click **I Agree** to continue.



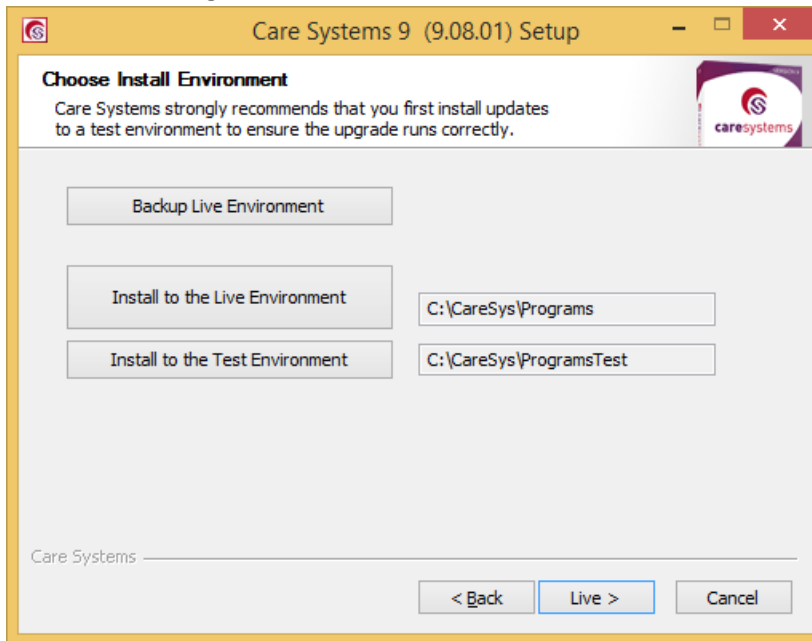
- On this next screen items that are already installed are in green and the ones you're still to install are in red. You must have all items on this screen installed. Press the **Install** button next to each red item. When this is done, press **Next** to continue.



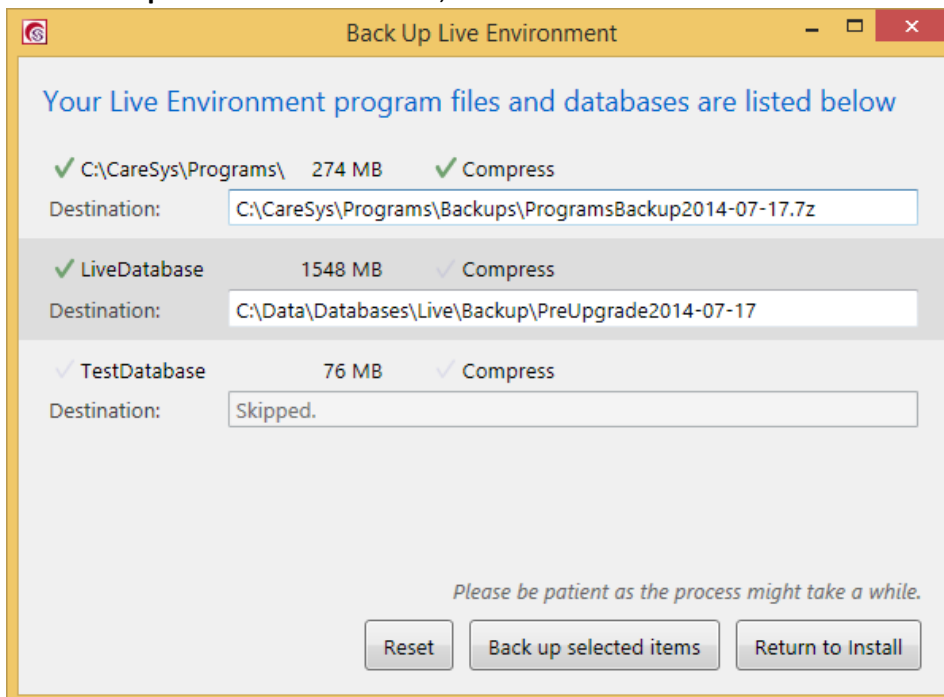
- The next screen contains **optional** components. If you have an ExtraCare licence, you can install ExtraCare with the **Install** button. If this computer is to be used to administer the Medicare Online Claiming function, install the PKI Certificate Manager if it is not already installed. When you are ready, click **Next**.



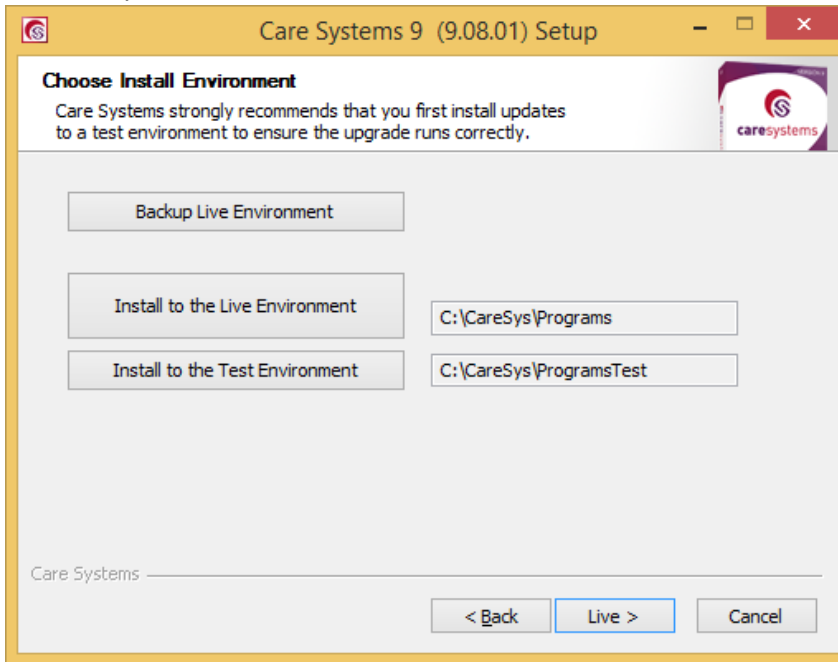
- If you are installing to the **Live Environment**, please choose to **Back up the Live Environment** before continuing.



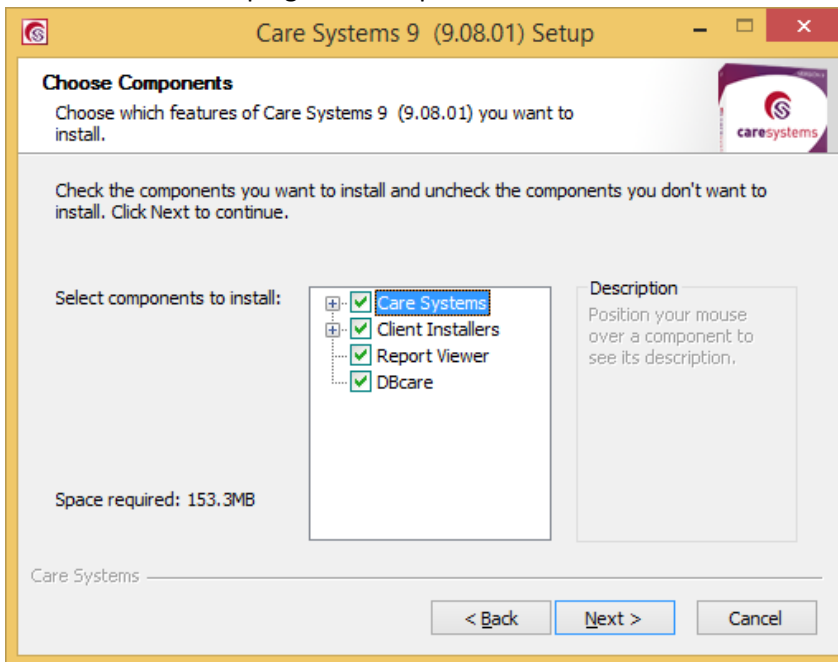
- After selecting **Back up the Live Environment** you will see the following screen. Select the databases you want to backup, and unselect the ones you don't. If you choose to compress please note that although you will save disk space, the back up time will increase. Click **Back up selected items** to start, and when it finishes click **Return to Installer**.



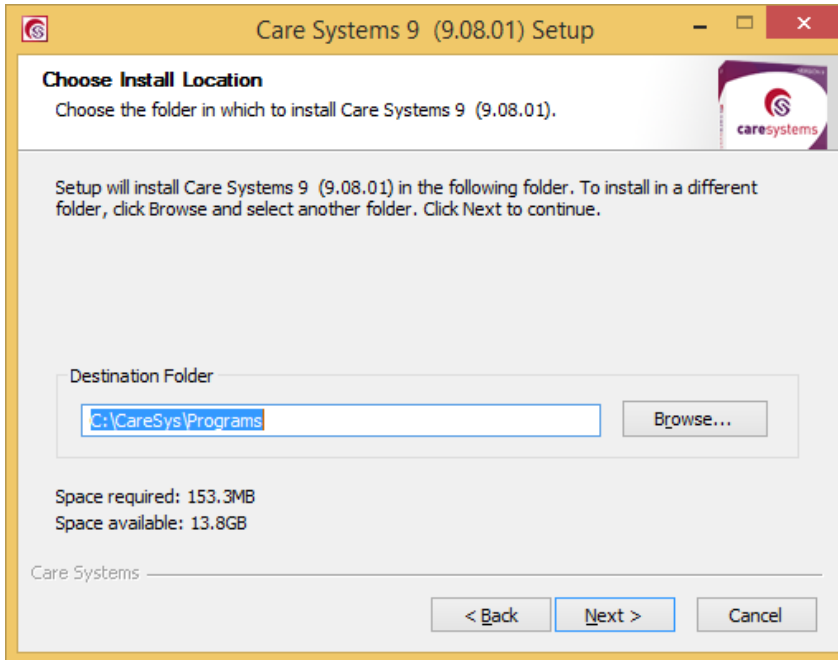
- Choose if you want to install to the **Live Environment** or the **Test Environment**



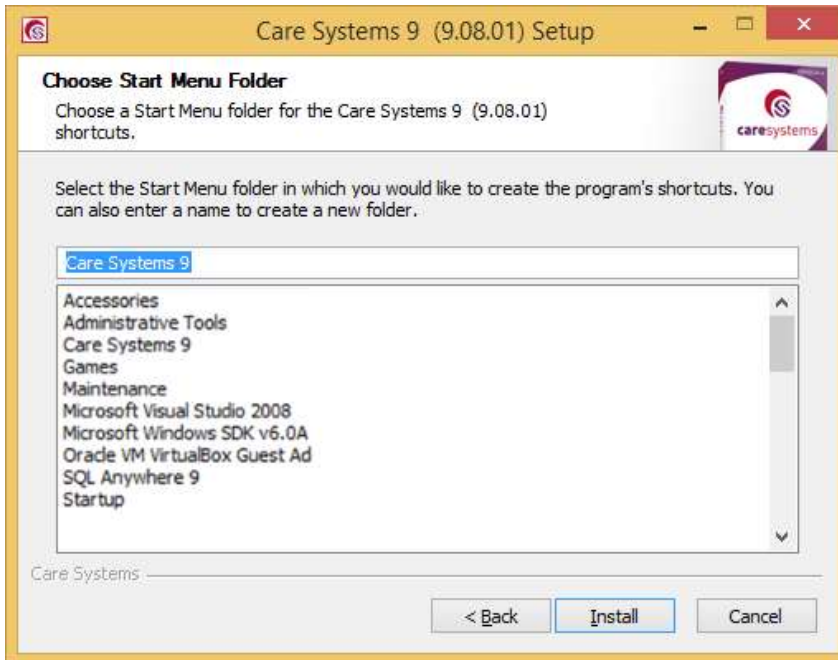
- We recommend keeping each component on this screen ticked. Press **Next** to continue.



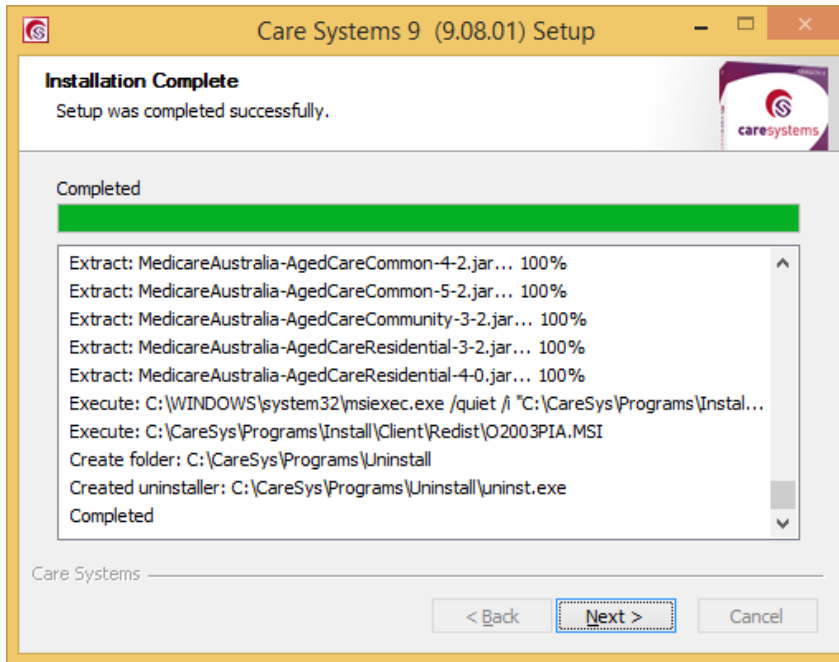
- If you have not installed Care Systems before you'll be asked to specify an installation directory. We recommend using the default location. Press **Next** to continue.



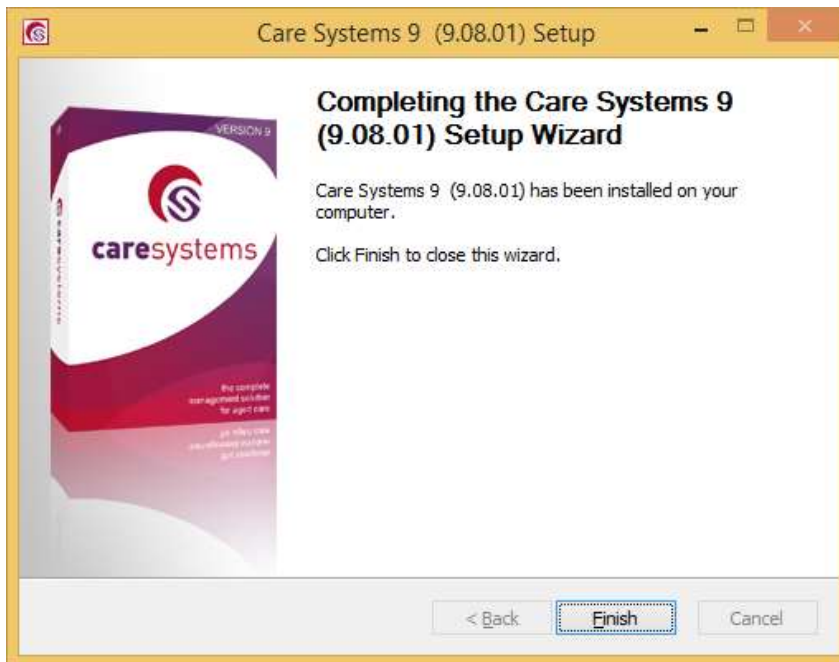
- Click **Install** to continue



12. Click **Next**.



13. Click **Finish** and the installation is finished.



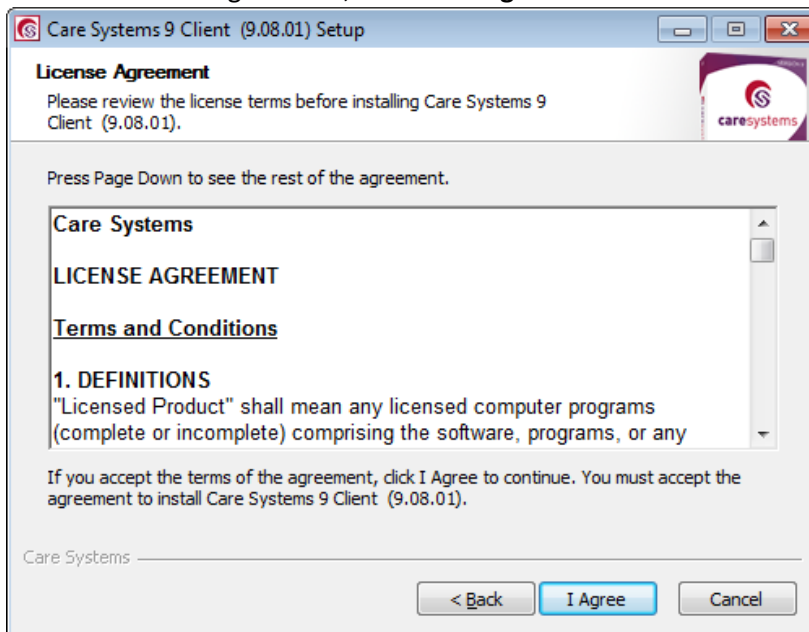
2 Care Systems Client Installer

Run on client machines – not the server

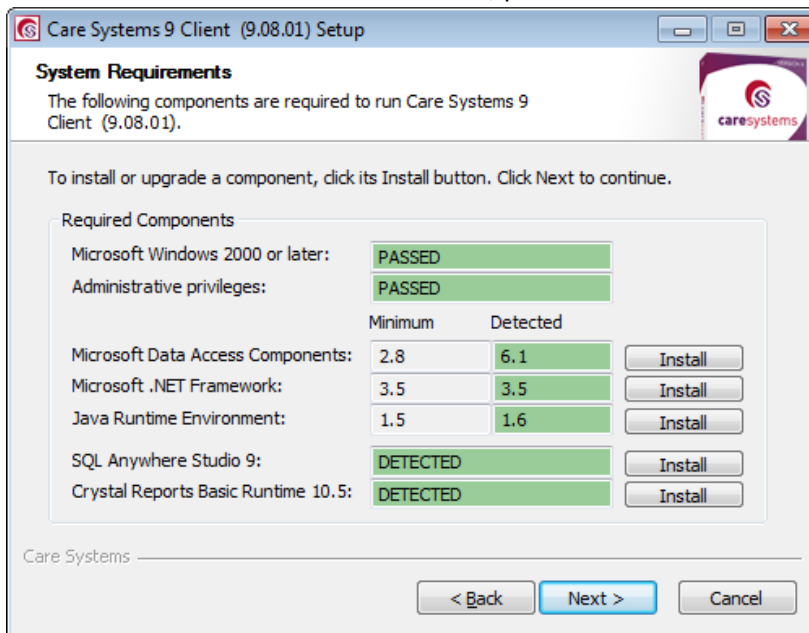
1. Run the Client Installer - **CareSys9Client.exe**
2. Click **Next**



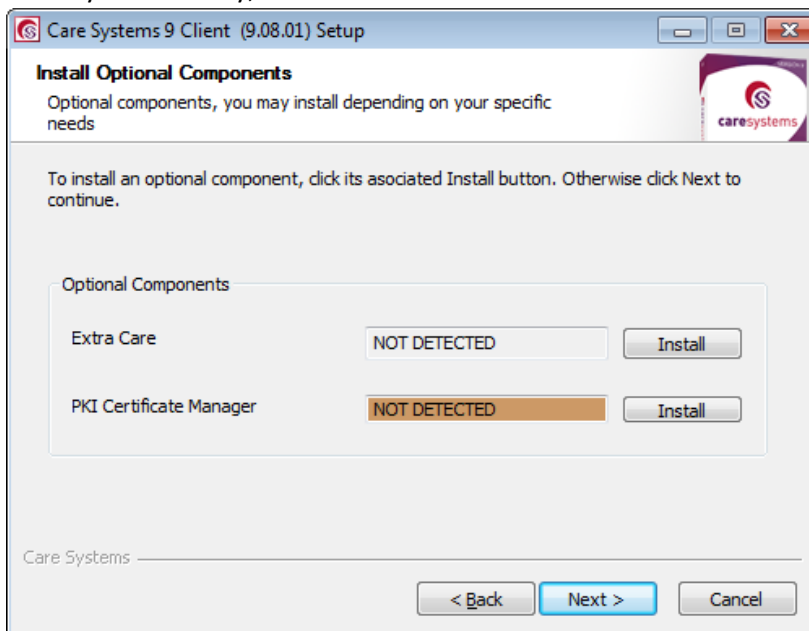
3. Read the License agreement, and click **I Agree** to continue.



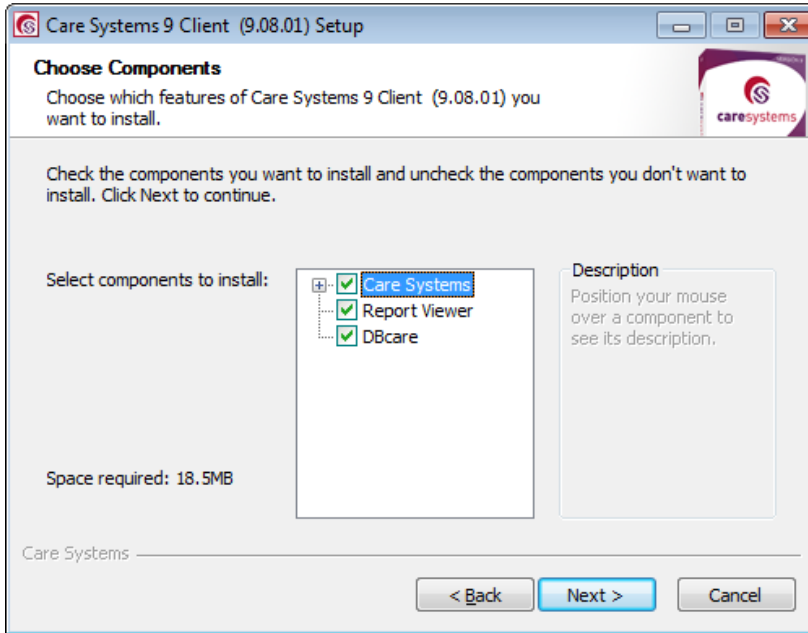
- On this next screen items that are already installed are in green and the ones you're still to install are in red. You must have all items on this screen installed. Press the **Install** button next to each red item. When this is done, press **Next** to continue.



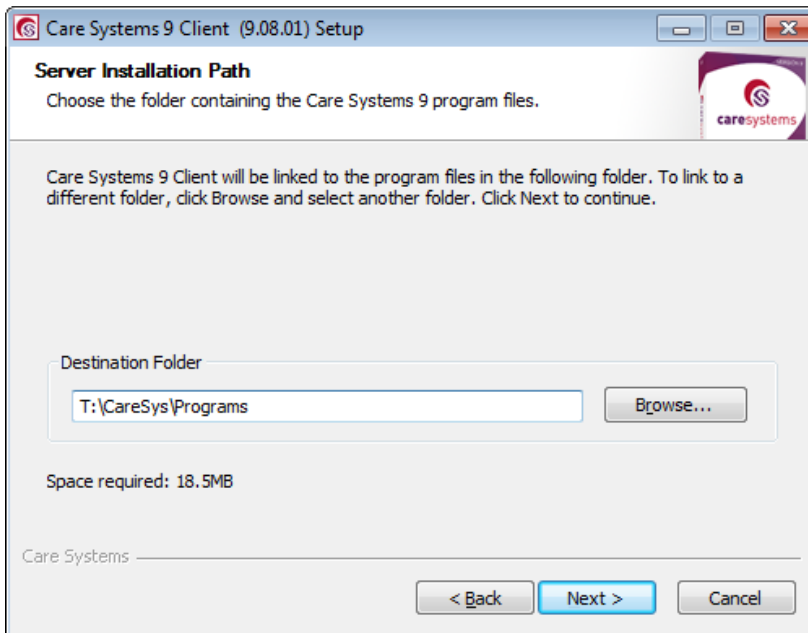
- The next screen contains **optional** components. If you have an ExtraCare licence, you can install ExtraCare with the **Install** button. If this computer is to be used to administer the Medicare Online Claiming function, install the PKI Certificate Manager if it is not already installed. When you are ready, click **Next**.



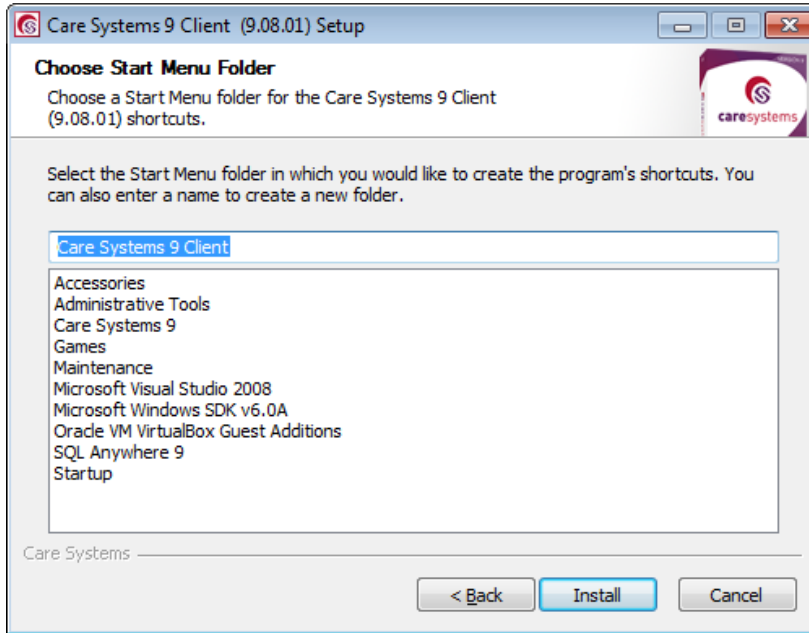
- We recommend keeping each component on this screen ticked. Press **Next** to continue.



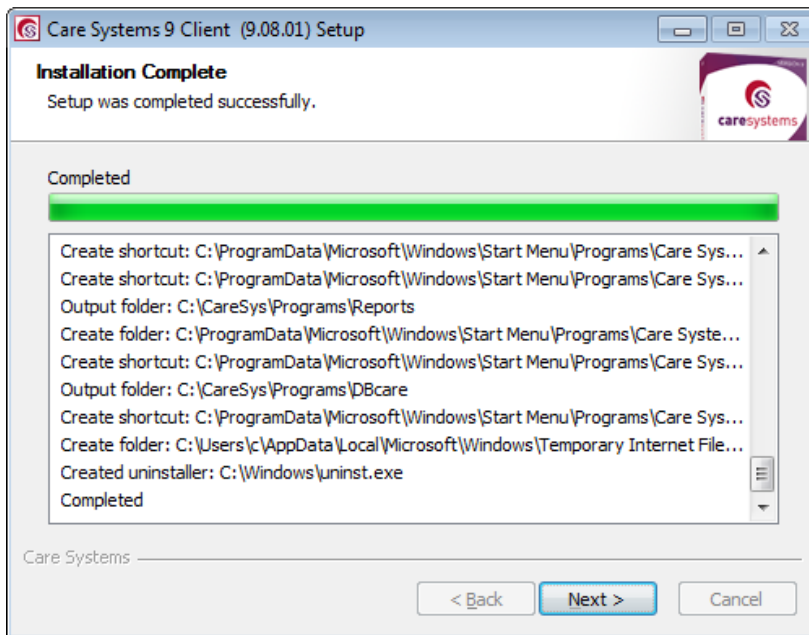
- Check the installation path points to the caresys\programs share on the server and click **Next**.



- Click **Install** to continue.



- Click **Next**



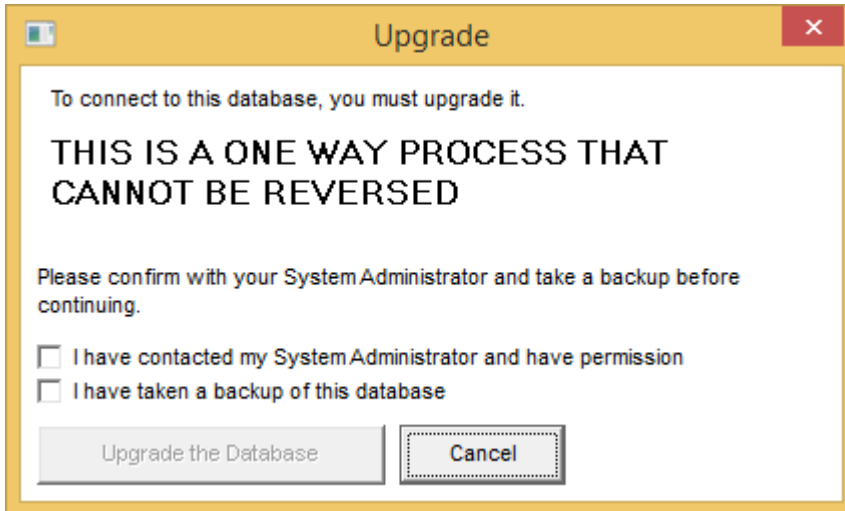
10. Click **Finish** and the installation is finished.



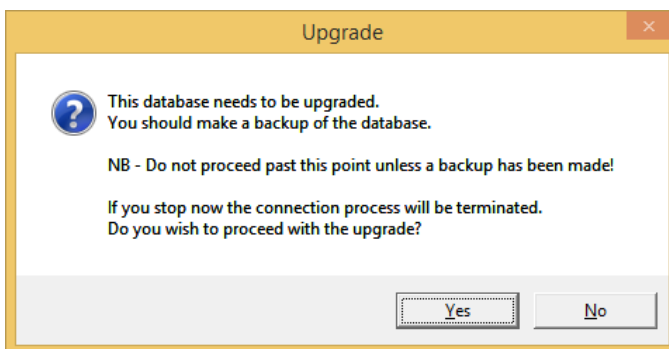
3 Upgrading your database

When starting the new Care Systems programs and connecting to your database for the first time, a database upgrade will need to be performed.

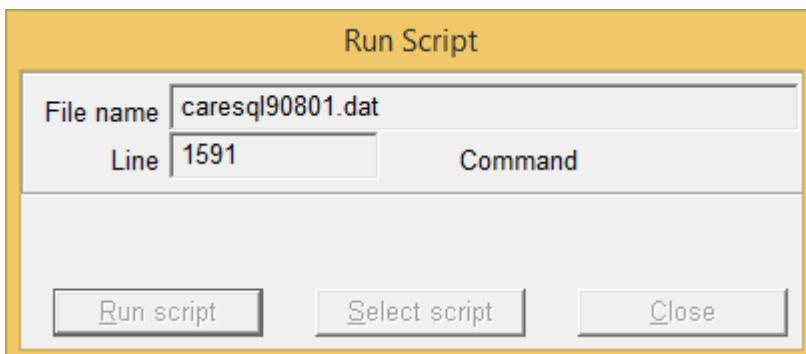
Make sure your database has been backed up. Read and accept the check boxes by ticking them, then click **Upgrade the Database** to continue.



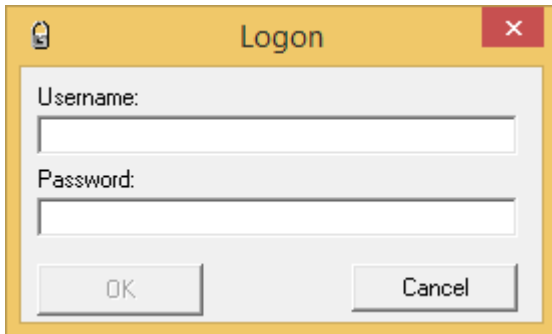
Note: On older Versions of Care Systems, the screen will look like this:



As the database upgrade is processed, a screen similar to the following will be displayed. Please be patient as this stage may take some time to finish



When the process is complete, the normal logon screen should appear:

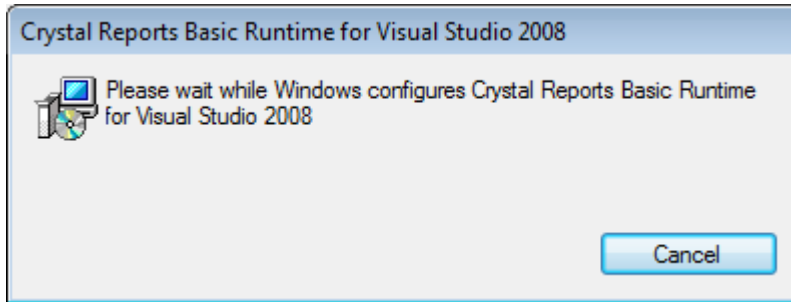
A screenshot of a Windows-style dialog box titled 'Logon'. The dialog has a yellow title bar with a close button (X) on the right. Inside, there are two text input fields: the first is labeled 'Username:' and the second is labeled 'Password:'. Below the input fields are two buttons: 'OK' on the left and 'Cancel' on the right.

If this does not occur, please contact Care Systems for assistance.

4 Appendix: Prerequisite & Optional Installations

4.1 Crystal Reports Basic Runtime 10.5

When you start the Crystal Reports Basic Runtime 10.5 you should see the following screen.



Please wait and the installer will install, and close itself.

4.2 PKI Certificate Manager Installation

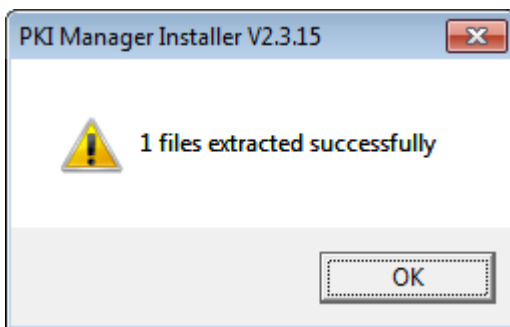
The PKI Certificate Manager is only required if this computer is to be used to Administer the MediCare online claiming function.



Click **I Agree** to continue



Click **Install** to continue



Click Ok to exit the installation.