

Memorandum:

DATE: March 4, 2007
TO: MediSoft Upgrade Clients
FROM: Steve Ruhle
RE: Installing MediSoft Version 11 Upgrades

If you are downloading Service Pack 3 from Medworks' web site, save the downloaded files in a known location. If you received Service Pack 3 on a CD, put the CD in your drive.

Depending upon which MediSoft modules you are using, your update CDs or your downloads will include not just the update for MediSoft itself, but will also include updates for each module you are using. In particular, if you are using them, you will need updates for Office Hours Professional, Medicare EMC and/or ERA, and Final Draft. You will not need an update for Codes on Disk as those files will be converted automatically during the installation.

Before beginning to install your MediSoft Version 11 Service Pack 3, first do a backup. The data conversion routine that follows installation runs clean 98% of the time. But you don't want to be in the 2% unless you have a good backup. Second, run the User Information Report by clicking on Tools/User Information. This is a one page report that you can display to the screen. If it runs clean, there's no need to print it. If there are any errors, call us before proceeding. Third, do File Maintenance by clicking File/File Maintenance; then in the tab called Rebuild Indexes, click on All Files; and in the tab called Pack Data, click on All Files. Finally click Start. If the File Maintenance procedure returns any error messages, call us before proceeding.

SINGLE USER VERSIONS

Place the CD in the drive and navigate to CD or the location where you saved your downloaded files. Double click **installMediSoftV11SP3.exe**

1. First select the proper "Installation Type" (either MediSoft Patient Accounting or MediSoft Advanced Patient Accounting). For nearly all installations, you can accept all the installation defaults, including **Express Install**.
2. Once installation is complete, click **Finish** and restart your computer.
3. In the same way, install any additional modules as appropriate (i.e. Office Hours Pro, Final Draft, Medicare Direct, ERA).

Be sure to read the file conversion information below

MEDISOFT FOR NETWORKS AND MEDISOFT NETWORK PROFESSIONAL

Place the CD in the drive and navigate to CD or the location where you saved your downloaded files. Double click **installMediSoftV11SP3.exe**

1. First select the proper "Installation Type" (MediSoft Network Professional). For nearly all installations, you can accept all the installation defaults, including **Express Install**.
2. Once installation is complete, click **Finish** and restart your computer.
3. In the same way, install any additional modules as appropriate (i.e. Office Hours Pro, Final Draft, Medicare Direct, ERA).
4. Repeat these steps on each client computer.

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FILE CONVERSION AND FINDING YOUR DATA SET

The first time you start Service Pack 3, it will ask you to begin the data conversion. Next, it will go through a routine to convert the data files to the updated format. Depending on the size of your data files and the speed of your computer, this can take anywhere from a minute or two to half an hour.

If you have any questions or problems, please give us a call.