

## Installation & Setup Checklist

This checklist is provided to assist in the installation of the PCS Scheduler.

### A. Scheduler Installation

Make sure you have checked the following details before you run the installer.

<input type="checkbox"/>	The Scheduler should be setup on only one practice PC. Determine with the practice the PC this will be.
<input type="checkbox"/>	The Scheduler PC has a minimum of CAT 2.8 installed.
<input type="checkbox"/>	The Scheduler PC has completed a successful CAT collection.  <i>Communicare users:</i> The Communicare CAT extractor allows you to select one or more locations. Ensure <b>all locations required</b> are selected on the Scheduler PC under the profile that will be logged in when the scheduler runs. (These preferences are stored in an .ini file in the Communicare profiles folder of the user logged in.)
<input type="checkbox"/>	The Scheduler PC is logged on with administrative privileges.
<input type="checkbox"/>	The scheduler installation .exe is saved to a local drive (not the desktop) on the Scheduler PC e.g. C:\Temp.
<input type="checkbox"/>	You have the mail server credentials handy (mail server name, username and password, a valid email-from address) if email notifications are required.
<input type="checkbox"/>	CAT is closed.
<input type="checkbox"/>	If the scheduler is already installed it should be uninstalled as per the User Guide instructions before being reinstalled.

<p><b>B. Scheduler Configuration</b></p>	<p>Following CAT Login:</p>		
	<table border="1"> <tr> <td data-bbox="489 267 642 451"> <input type="checkbox"/> </td> <td data-bbox="642 267 1921 451"> <p>Set the scheduler preferences:  <b>Edit &gt; Preferences &gt; Scheduler</b> tab. Browse to the working directory (the directory the scheduler has been installed to)</p> </td> </tr> </table>	<input type="checkbox"/>	<p>Set the scheduler preferences:  <b>Edit &gt; Preferences &gt; Scheduler</b> tab. Browse to the working directory (the directory the scheduler has been installed to)</p>
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