



CLINICAL AUDIT TOOL

PCS CLINICAL AUDIT TOOL®

Scheduled Collections User Guide
Version 1.5



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1 Introduction

1.1 Clinical Audit Tool (CAT)

The PCS Clinical Audit Tool® (CAT) analyses clinical information from GP Clinical Desktop Systems. It translates data into real statistical and graphical information that is easy to understand and action. This allows practitioners to assess and improve the quality and completeness of patient information. The benefit to the practice is to assist with its ongoing accreditation and provide opportunities to grow practice income. The emphasis of the tool is to help practice staff to take specific action to improve patient coverage in chronic disease management and prevention.

Other benefits of CAT are many and include:

- targeting patients with particular needs
- targeting patients with specific health risk profiles
- improved compliance with statistical data collections
- extracting data to meet the needs of others
- meeting reporting requirements

Statistics that are required for the Australian Primary Care Collaboratives (APCC) program and the DoHA Future Directions Key Performance Indicators for Divisions are a by-product of the use of the system.

1.2 CAT Scheduler

The CAT Scheduler provides the practice with the ability to setup scheduled data collections. Scheduled data collections can be configured to run in a variety of ways including:

1. At regular intervals e.g. monthly
This will ensure that collections are done without a practice staff member having to remember to physically open CAT and hit the 'Collect' button.

Regular collects are important if the practice wants to:

- measure improvement in outcomes or
- provide Divisions with data for reporting purposes.

2. Overnight
This will ensure practices with large datasets, where the collect process can be quite lengthy, can collect data overnight and have it available for analysis when needed.

1.3 CAT Scheduled Collections User Guide

The purpose of this document is to provide instructions on how to install and use the CAT Scheduler. It should be used as a supplementary guide to the main user guide: '**PCS Clinical Audit Tool – User Guide**'. Some user instructions in this guide assume a general understanding of how to use CAT. References will be made to the main user guide where necessary.

1.4 Relevant Documents

'PCS Clinical Audit Tool – User Guide'

This User Guide provides instructions on how to install and use the functionality provided by the CAT. It should be available as a prerequisite to this guide and will be referred to throughout this guide where necessary.

This guide is available from <http://help.pencs.com.au/cat.htm>.

1.5 Intended Audience

This document has been prepared for CAT users.

1.6 Glossary of Terms

Term	Definition
APCC	Australian Primary Care Collaboratives
CAT	PCS Clinical Audit Tool®; developed by PCS
CHIP	Clinical Health Improvement Portal (Data Aggregation and Reporting System administered by the RACGP)
Clinical Desktop System	A general term used for the computer program used by a clinician to record patient clinical information
DoHA	Department of Health & Ageing
PCS	Pen Computer Systems Pty Ltd
RACGP	Royal Australian College of General Practitioners

Table 1: Glossary of terms used in this document

2 SYSTEM REQUIREMENTS

The Scheduler requires at a minimum the System Requirements outlined in the main CAT User Guide - 'PCS Clinical Audit Tool – User Guide'.

NOTE: The Scheduler is only required to be installed on one practice PC.

2.1 Microsoft .NET Framework

The Scheduler requires the Microsoft .NET Framework version 2.0 or later.

2.2 Clinical Desktop System Compatibility

The Scheduler is compatible with the following clinical desktop systems:

- Medical Director Versions 2 and 3
- Best Practice
- ZedMed
- Communicare

Note for Genie, practiX and Medinet Users: The data collections for these clinical systems are performed from within the clinical system software and hence cannot be called by the CAT Scheduler.

2.3 PCS Clinical Audit Tool®

The Scheduler requires a minimum of the PCS Clinical Audit Tool® version 2.8.

3 INSTALLATION

The Scheduler requires the following installations:

1. PCS Clinical Audit Tool® (minimum v2.8)
2. PCS Scheduler Service (separate installation)

NOTE: The Scheduler Service is only required to be installed on one practice PC.

The PCS Scheduler Service will be made available to all CAT users (by request) but it is provided as a separate installation. The reasons for this approach are:

1. The scheduler will not be required by all users.

In a practice environment it is likely that scheduled collections will only be setup on one users PC to avoid multiple collections running at the same time.

2. The scheduler will require higher permissions than the standard CAT to install and run.
3. The scheduler needs to be configured to suit the needs of a variety of different situations (practices, research, Division testing) and hence needs separate user instructions and support to ensure it is setup correctly.

3.1 Who Should Setup the Schedule

CAT can be installed on multiple PCs in a practice and each installation functions independently. This means that it is possible for the scheduler to be setup multiple times. Different installations don't know about each other and can't alert that a schedule exists elsewhere.

Clearly it will not be practical for multiple users in a practice to each be setting up their own schedule. There needs to be clear communication to the users that the scheduler should be setup on only one PC and they need to decide which one that should be.

One solution is to set it up on the server which has the database, under the Administrator account, but this will depend on the practice's IT policy.

Information will be distributed to practices via their Division to help them decide the best way to setup the scheduler.

3.2 Prerequisites

- The PCS Clinical Audit Tool® must be installed on the PC running the scheduler and a successful collection must be run on this PC.
- *Communicare users:* The Communicare CAT extractor allows you to select one or more locations. Ensure ***all locations required*** 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.)
- If you wish to receive email notifications advising the outcome of your scheduled tasks (success or failure) you will be required to provide the mail server credentials (mail server name, username and password) as part of the installation so you should have these handy. These are a requirement for setting up email notifications. Your System Administrator will be able to provide these details.
NOTE 1: If your mail server does not require a username and password these fields may be left blank

3.3 PCS Clinical Audit Tool®

Please refer to main CAT User Guide - 'PCS Clinical Audit Tool – User Guide'.

3.4 PCS Scheduler Service

Please ensure that CAT is closed before beginning the installation.

Installation of the Scheduler service requires administrative privileges.

Using Microsoft Internet Explorer, go to the installation URL provided to you by PCS. Contact the PCS Help Desk on 1800 762 993 if you have not been provided with these details.

1. At the 'File Download' screen click **Save** (Figure 3.4A)
2. Save the file to a location of your choice – the location must be local to the PC you are using and should not be the Desktop

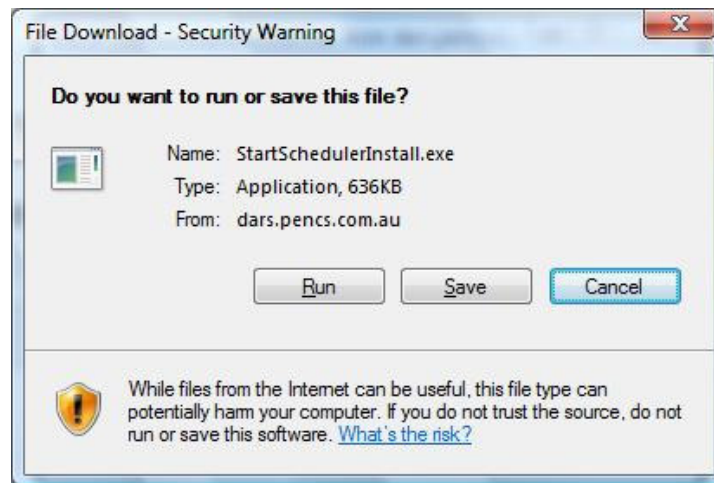


Figure 3.4A: File Download screen

- Browse to the location where you have saved the file and double-click on the filename. If you have been provided with a zip file, please unzip first
- At the 'File Run' screen click **Run** (Figure 3.4B)

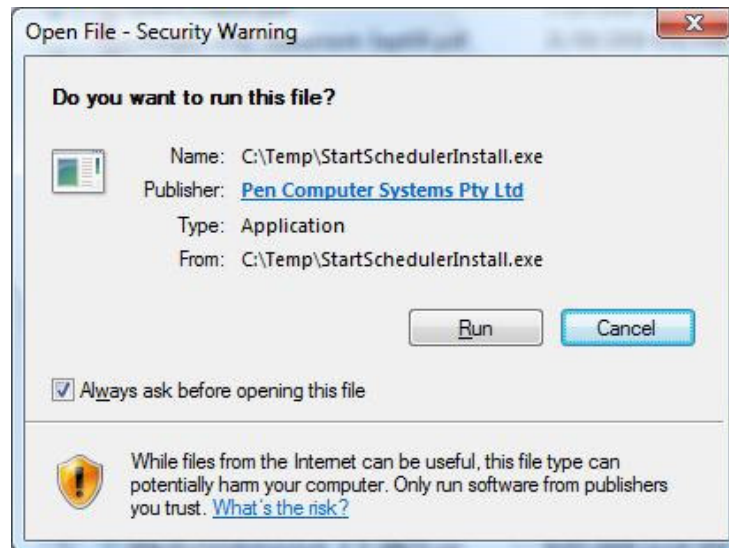


Figure 3.4B: File Run screen

- You will be advised that the installation process will ask for your mail server credentials in order to setup email notifications (Figure 3.4C). Have these ready. Click **OK**.

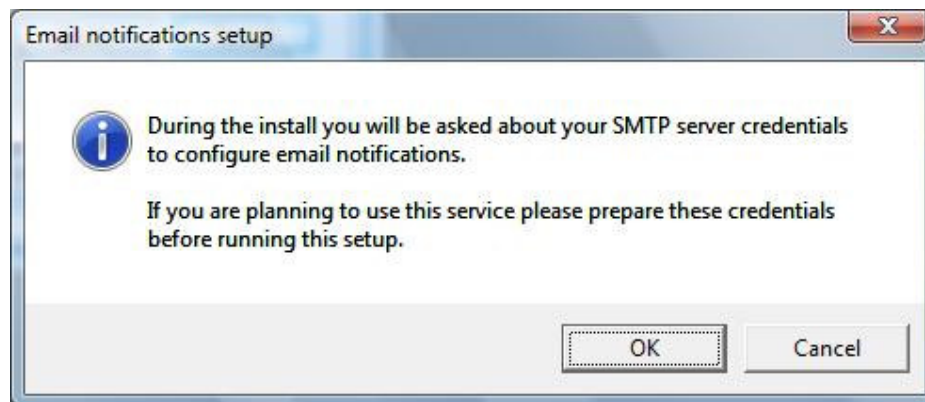


Figure 3.4C: Email notifications setup prompt

- The installer will check that you have administrator rights – if you don't you will receive an alert (Figure 3.4D). Check that you have logged in with the correct account details. **You may be able to right-click the filename (in step 3) and choose 'Run as administrator'.**

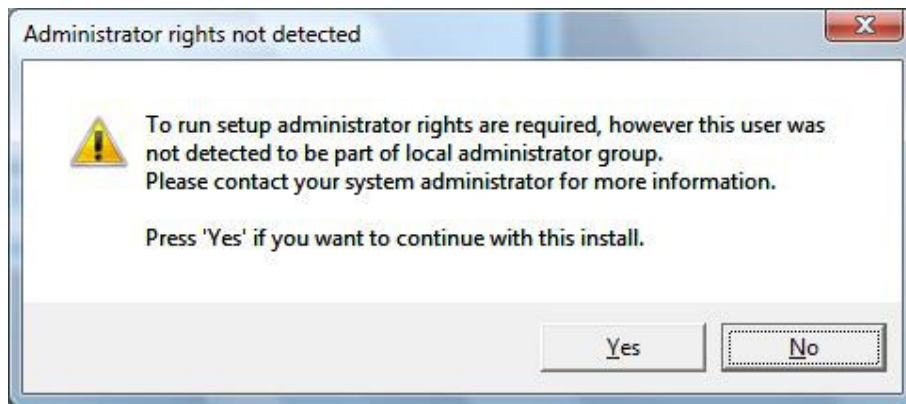


Figure 3.4D: Administrator rights not detected alert

7. The next few steps will verify that the PCS Clinical Audit Tool® has been successfully installed on this PC.
 - a. CAT must be installed on this PC under the CURENT windows account or ANOTHER windows account – tick the option that is applicable on this PC (Figure 3.4E)

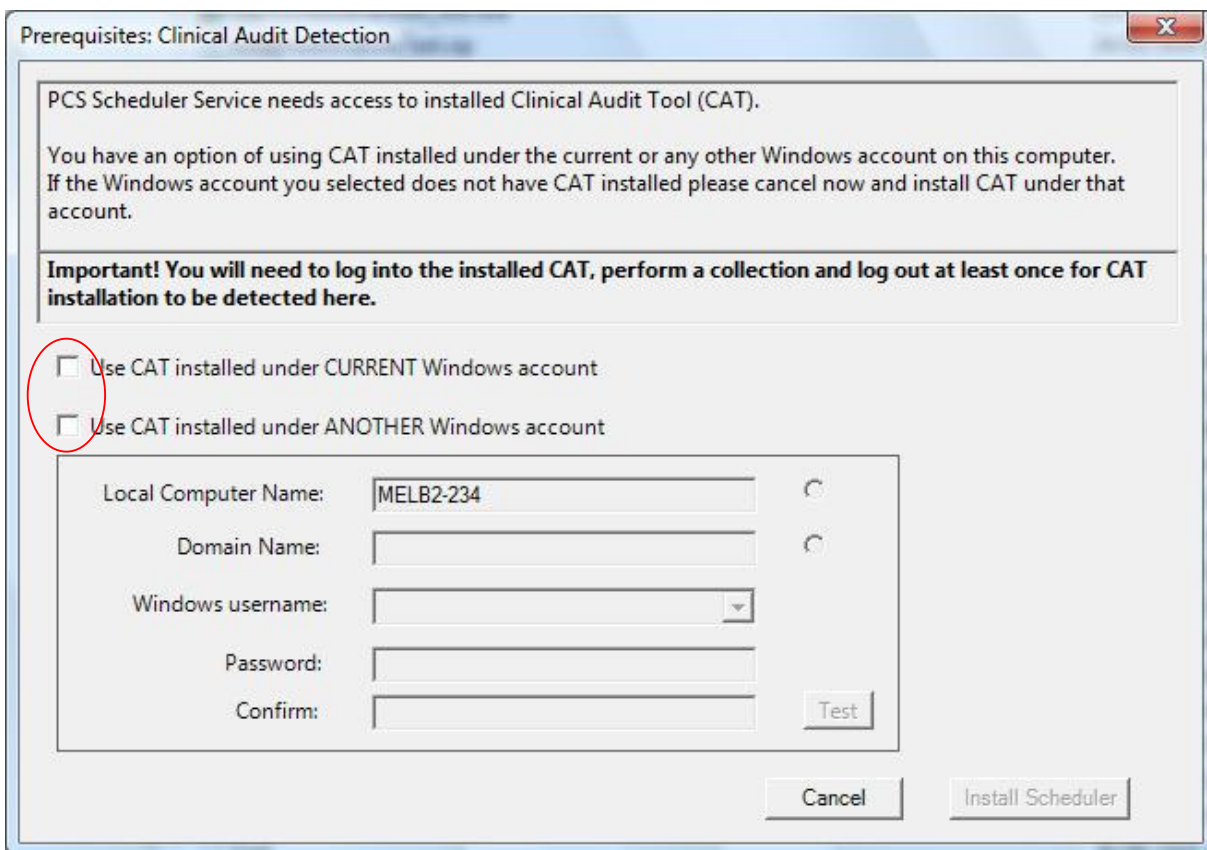


Figure 3.4E: Prerequisites: Clinical Audit Detection – Windows CAT account selection

- b. If you choose ANOTHER windows account select the required user account from the drop down list. If CAT is not installed under the windows account you have selected you will receive an error message (Figure 3.4F). Choose an account which does not return this error message.

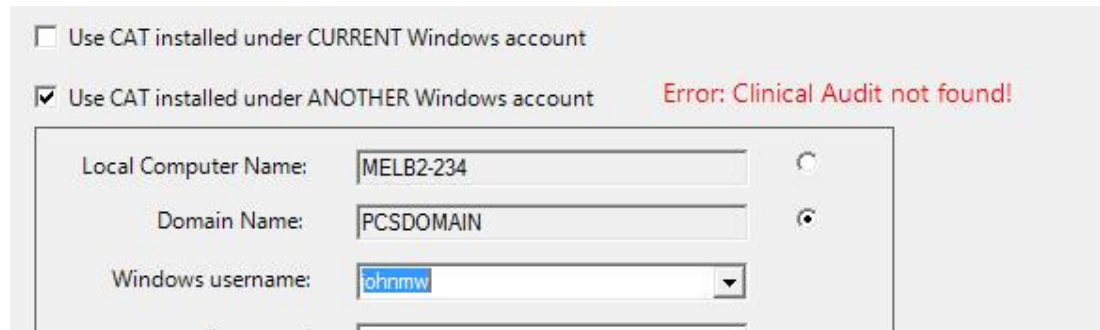


Figure 3.4F: Prerequisites: Clinical Audit Detection – Windows account without CAT installed

- c. Enter or complete the Windows account details and click **Test**. If CAT is configured correctly a success message will appear (Figure 3.4G). Click **OK**.

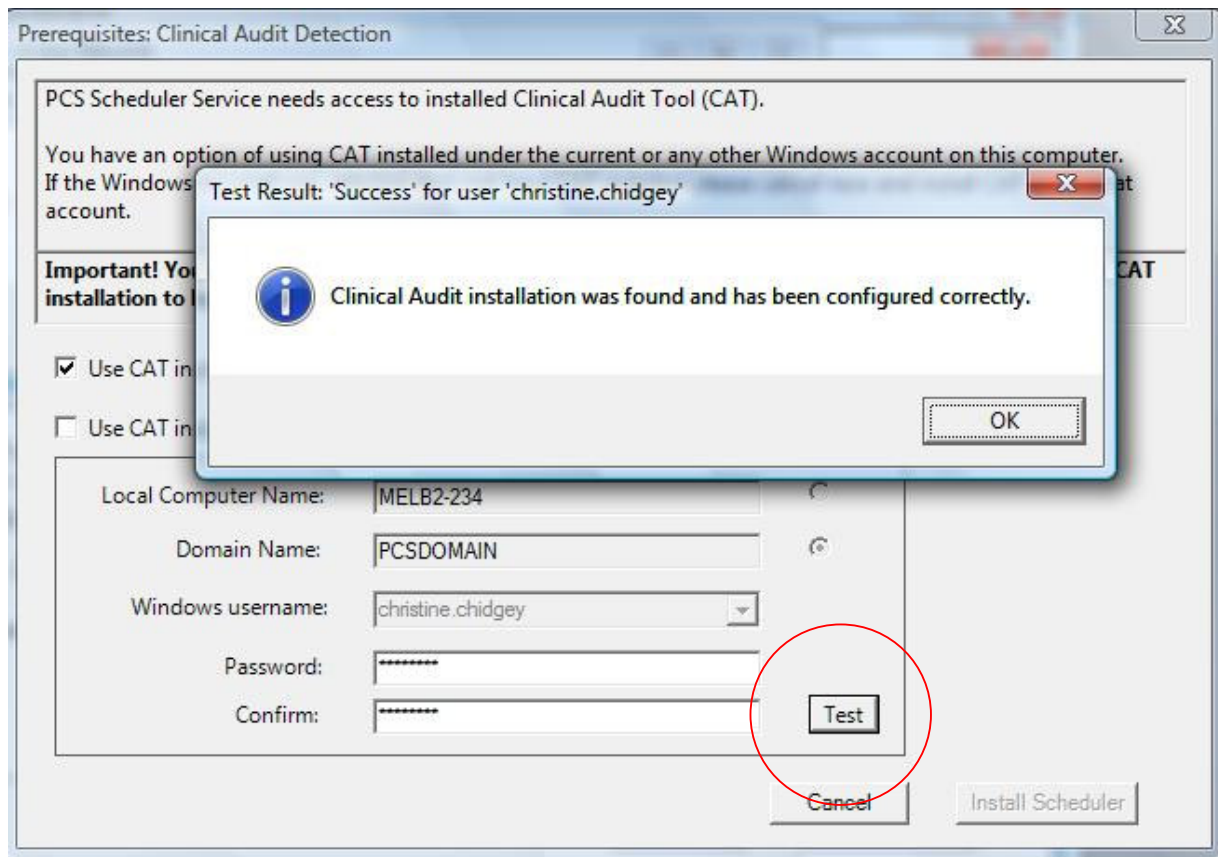


Figure 3.4G: Prerequisites: Clinical Audit Detection – Windows CAT account verification

- d. If CAT is not configured correctly you will receive an alert telling you what needs to be fixed. For example:
 - The GP clinical system may not have been selected in CAT
 - An extract may not have been completed
 Login to CAT and fix the alerts before installing the Scheduler.

- e. The CAT verification steps are now completed. Click **Install Scheduler** (Figure 3.4H).

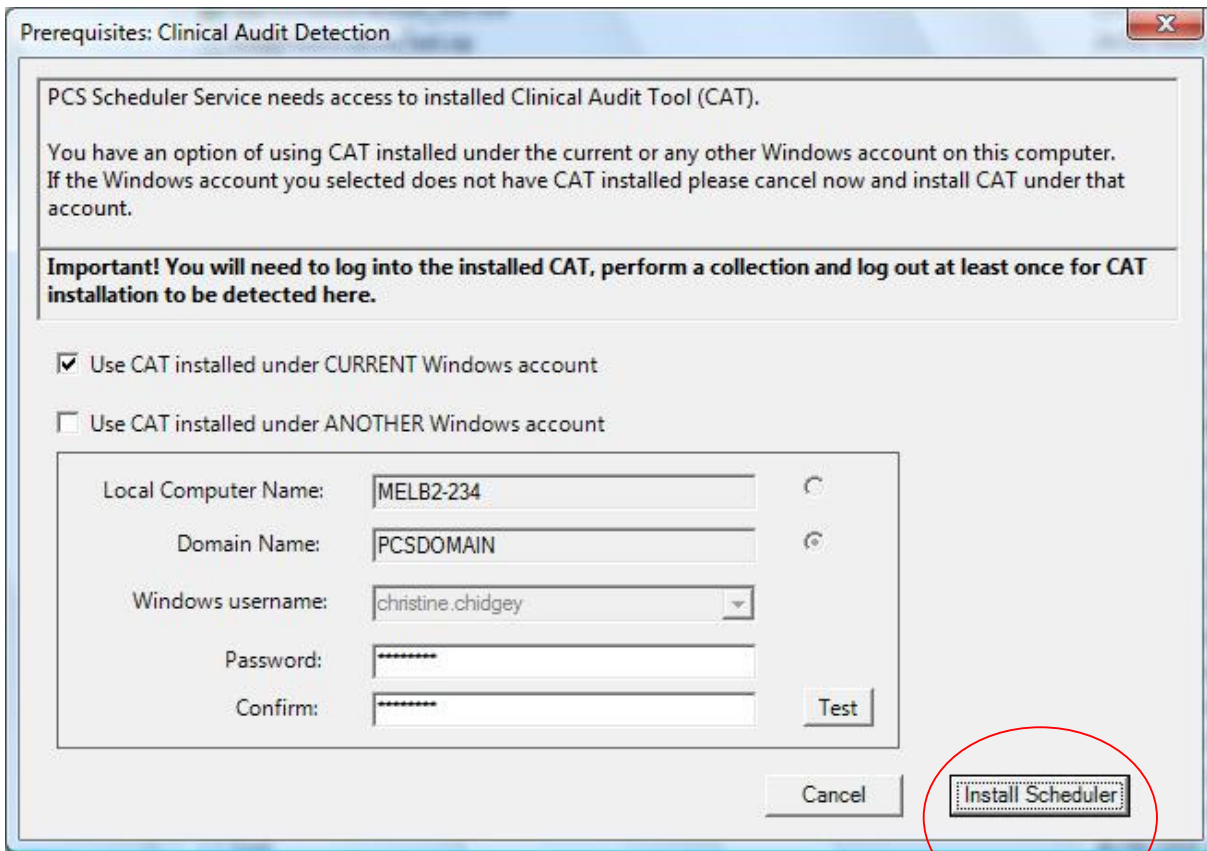


Figure 3.4H: Prerequisites: Completed

- The Scheduler Setup Wizard will start. Click **Next** (Figure 3.4I)



Figure 3.4I: Scheduler Setup Start screen

- Accept the default installation folder and click **Next** (Figure 3.4J)

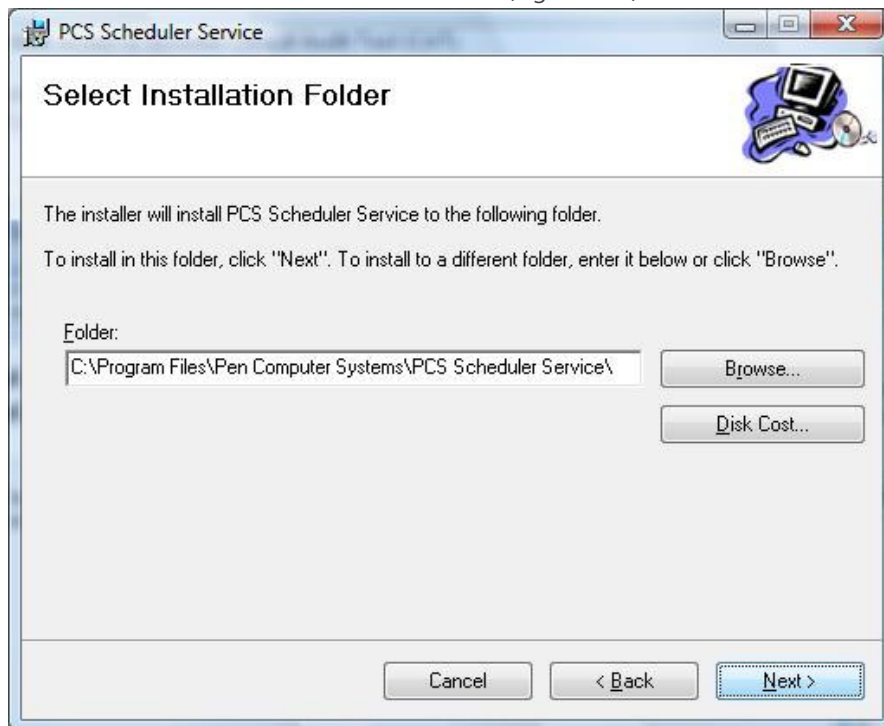


Figure 3.4J: Scheduler Setup Installation Folder

- Click **Next** to confirm the installation (Figure 3.4K)

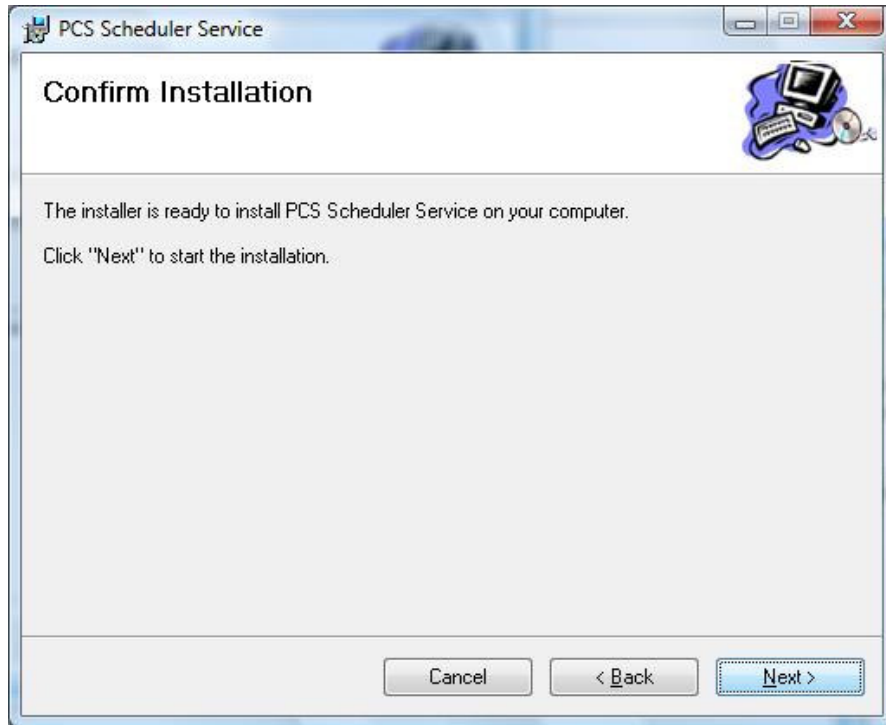


Figure 3.4K: Scheduler Setup Confirmation

- The installation will start and a progress bar will be displayed (Figure 3.4L)

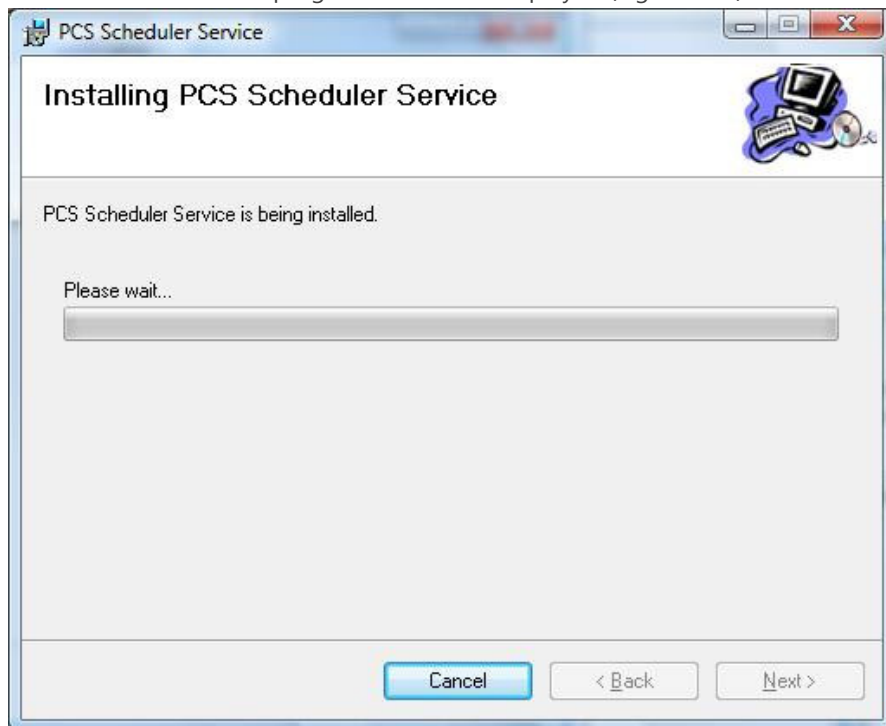


Figure 3.4L: Scheduler Setup installation progress

- The installation will ask for your mail server credentials (Figure 3.4M). These are needed in order to setup email notifications. Enter these now and click **OK** if you do not require email notifications click **Skip**.

NOTE 1: If your mail server does not require a username and password these fields may be left blank

NOTE 2: Ensure a valid 'Email From' address is provided.

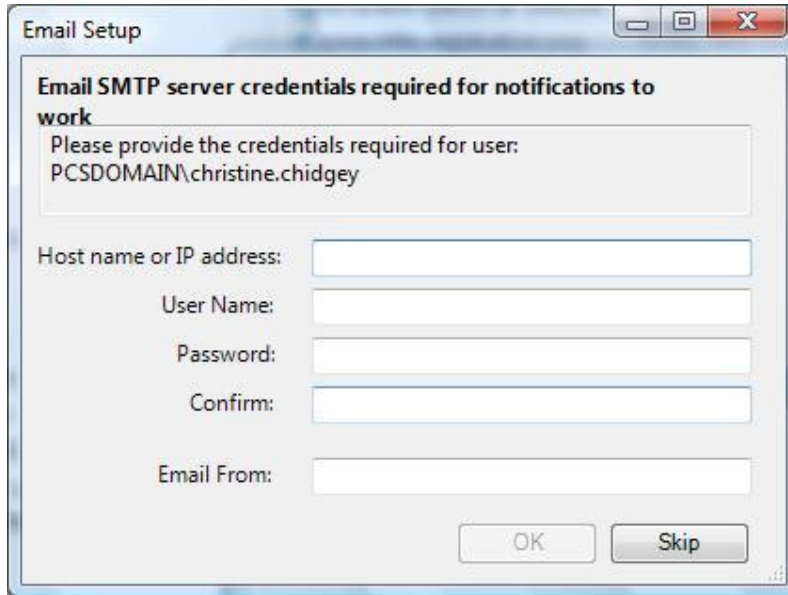


Figure 3.4M: Scheduler Setup mail credentials

- The installation will continue (Figure 3.4N)

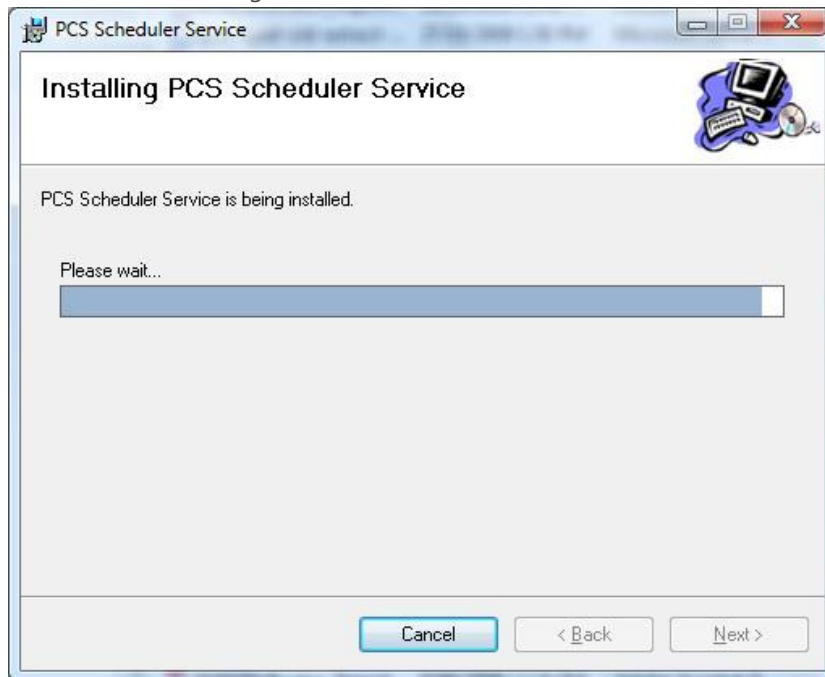


Figure 3.4N: Scheduler Setup installation progress continue

14. You will be prompted when the installation has completed (Figure 3.40).

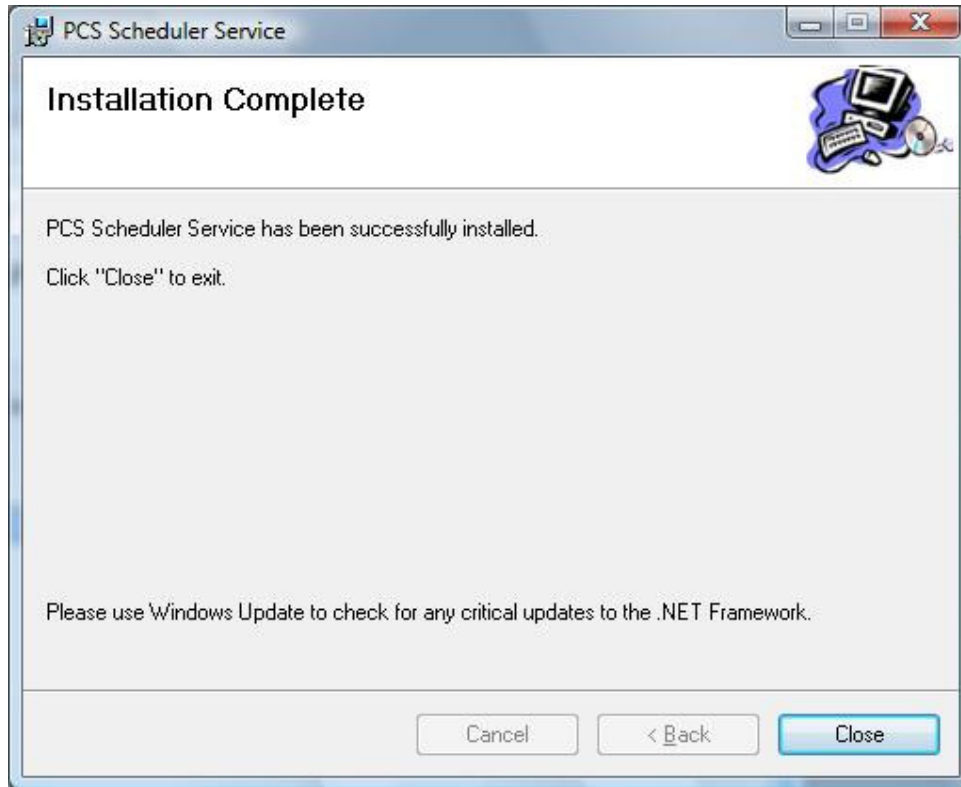


Figure 3.40: Scheduler Setup installation complete

15. Click **Close**.

The Scheduler Service will be installed to:

C:\Program Files\Pen Computer Systems\PCS Scheduler Service

You will need this folder pathway when you configure the scheduler preferences.

If you need to reinstall the scheduler or install a new version you will need to first uninstall your existing version. Refer to the section 'Uninstalling the Scheduler' for the steps you should follow.

4 Configuring the Scheduler

The Scheduler requires:

1. Preferences screen to be updated
2. Scheduled Tasks to be setup (configuring a collection schedule and notifications)

4.1 CAT Scheduler Preferences

The scheduler preferences allow users to set the working folder, so that CAT is able to retrieve scheduled tasks and scheduler history (which are produced, monitored and consumed by the 'PCS Scheduler Service').

The preferences must be configured before the Scheduler will appear as a CAT menu option.

1. Open CAT
2. Click the **Edit > Preferences** menu
3. From the **Clinical Audit Preferences** dialog choose the **Scheduler** tab (Figure 4.1A)
Note: If the Scheduler tab is not visible (due to your window size) a right arrow key will be available to scroll across. Alternatively, you can widen the window.

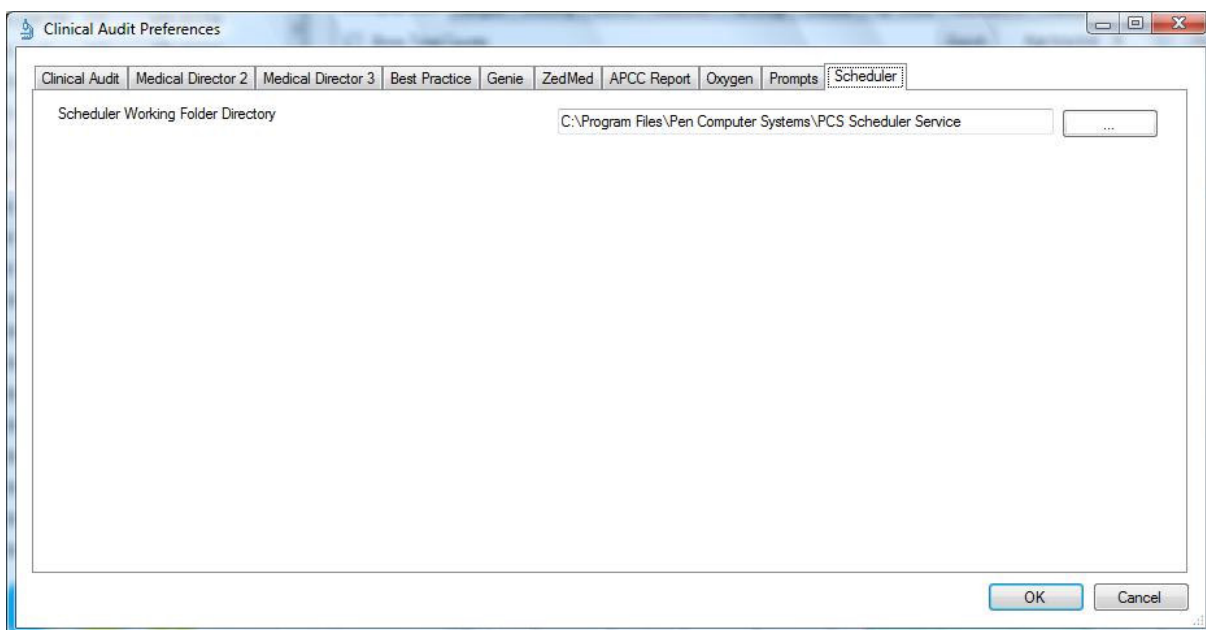


Figure 4.1A: Scheduler Preferences tab

4. Set the Scheduler Working Folder:
 - Click the **Browse** button and browse to the '**C:\Program Files\Pen Computer Systems\PCS Scheduler Service**' folder. If this folder is not available then the scheduler service has not been installed on this PC.
5. Click **OK**

NOTE: If you try and open the Scheduled Tasks without configuring the Scheduler Preferences screen for the correct Scheduler Working Folder you will receive an error message (Figure 4.1B).

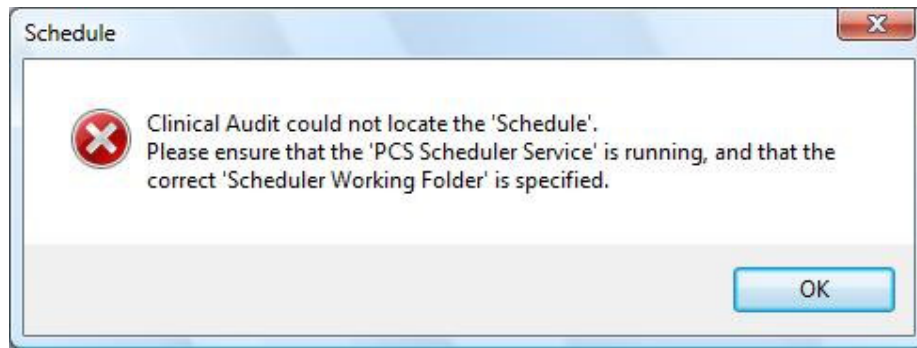


Figure 4.1B: Scheduler error message

To fix this make sure the **Scheduler Preferences > Scheduler Working Folder Directory** is pointing to the correct folder and that the scheduler has been installed.

NOTE: If this folder does not exist then the **PCS Scheduler Service** has not been installed on your PC. You can double-check this through Windows Add/Remove Programs.

4.2 Scheduler Tasks

The Scheduler will appear as a menu option on the Clinical Audit toolbar (Figure 4.2A) once the preferences have been configured. This menu has the following options:

1. Scheduled Tasks – allows you to setup a Scheduled Collection

NOTE: Additional task options may appear under the Scheduled Tasks if you have subscribed to additional CAT reporting modules. One such module is 'CHIP', the reporting system provided by the RACGP. This module provides a scheduled task for 'CHIP Export'. Please refer to the 'CHIP Practice User Guide' (section 'CHIP Scheduled Collections') for details of how to configure this option.
2. History – allows you to view the Scheduler History

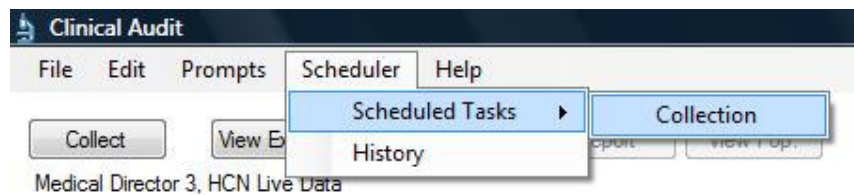


Figure 4.2A: Scheduler menu options

4.3 Configuring a Scheduled Collection & Notifications

1. From the Clinical Audit Toolbar, choose **Scheduler > Scheduled Tasks > Collection**.
2. The Schedule dialog will open (Figure 4.3A). It provides two tabs:
 - Configuration – this tab allows you to configure a Scheduled Collection
 - Notifications – this tab allows you set the notification options that should occur in the event of a collection Success, Warning or Failure (refer to [Notifications](#) section for more information)



Figure 4.3A: Scheduled Collection tab options

4.3.1 Configuration

The Configuration tab (Figure 4.3.1A) provides the following information and options:

- Status – the status allows you to set the Scheduler to **Enabled** or **Disabled**
- State – provides information about the **Last Run** and **Next Due**
NOTE: The first time you open the scheduler 'Last Run' will be set to 'Never' and 'Next Due' will be set according to the default pattern.
- Time – allows you to set the scheduled time of collection
- Pattern – allows you to set the scheduled time of collection by selecting one of the following options:
 - Daily – allows you to select the recurrence, e.g. daily, every second day
 - Weekly – allows you to select the day of the week for the scheduled collection
 - Monthly – allows you to select the date of the month for the scheduled collection
 - Yearly – allows you to select the month(s) for the scheduled collection. This option can be used for quarterly collections, i.e. select every third month
- Range – allows you to set the start and end date range of collection

The screenshot shows a 'Schedule' dialog box with two tabs: 'Configuration' and 'Notifications'. The 'Configuration' tab is active. The dialog is titled 'Scheduled Collection' and has a 'Status' dropdown menu set to 'Enabled'. Below this, there are several sections:

- State:** A text area containing 'Last Run: Never' and 'Next Due: 25/11/2009 14:14:45 (Overdue)'.
- Time:** A text area with 'Starts: 2:14:45 PM' and a small time selection icon.
- Pattern:** A section with radio buttons for 'Daily', 'Weekly', 'Monthly', and 'Yearly'. 'Daily' is selected. To the right, it says 'Recur every 1 day(s)' with a small spinner control.
- Range:** A section with 'Starts on: Wednesday, 25 November 2009' and a calendar icon. Below it are radio buttons for 'Does not end' (selected) and 'Ends by: Wednesday, 25 November 2009' with a calendar icon.

At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

Figure 4.3.1A: Scheduled Collection Configuration tab

4.3.1.1 Disabling the Scheduled Collection

Setting the Status to **Disabled** will update the 'Next Due Run' to 'Disabled' and the rest of the information on the Configuration (and Notification) tab will be greyed out (Figure 4.3.1.1A). The information will be retained and become available again if you later update the Status to 'Enable'.

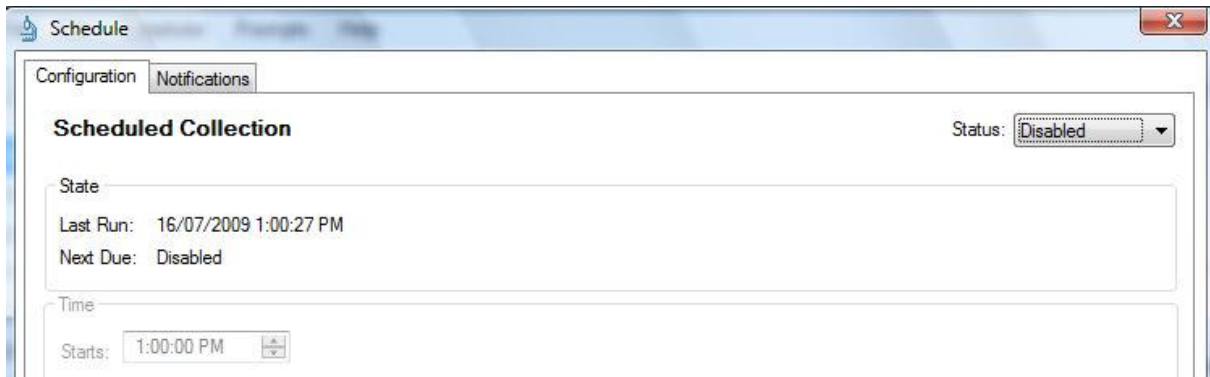


Figure 4.3.1.1A: Disabling the Scheduler

4.3.2 Notifications

The Notifications tab (Figure 4.3.2A) allows you to set the notification options that should occur in the event of a collection Success, Warning or Failure.

1. Enter the email address you want a notification to be sent to
2. Click the **Add** button for the appropriate list: Success, Warning or Failure

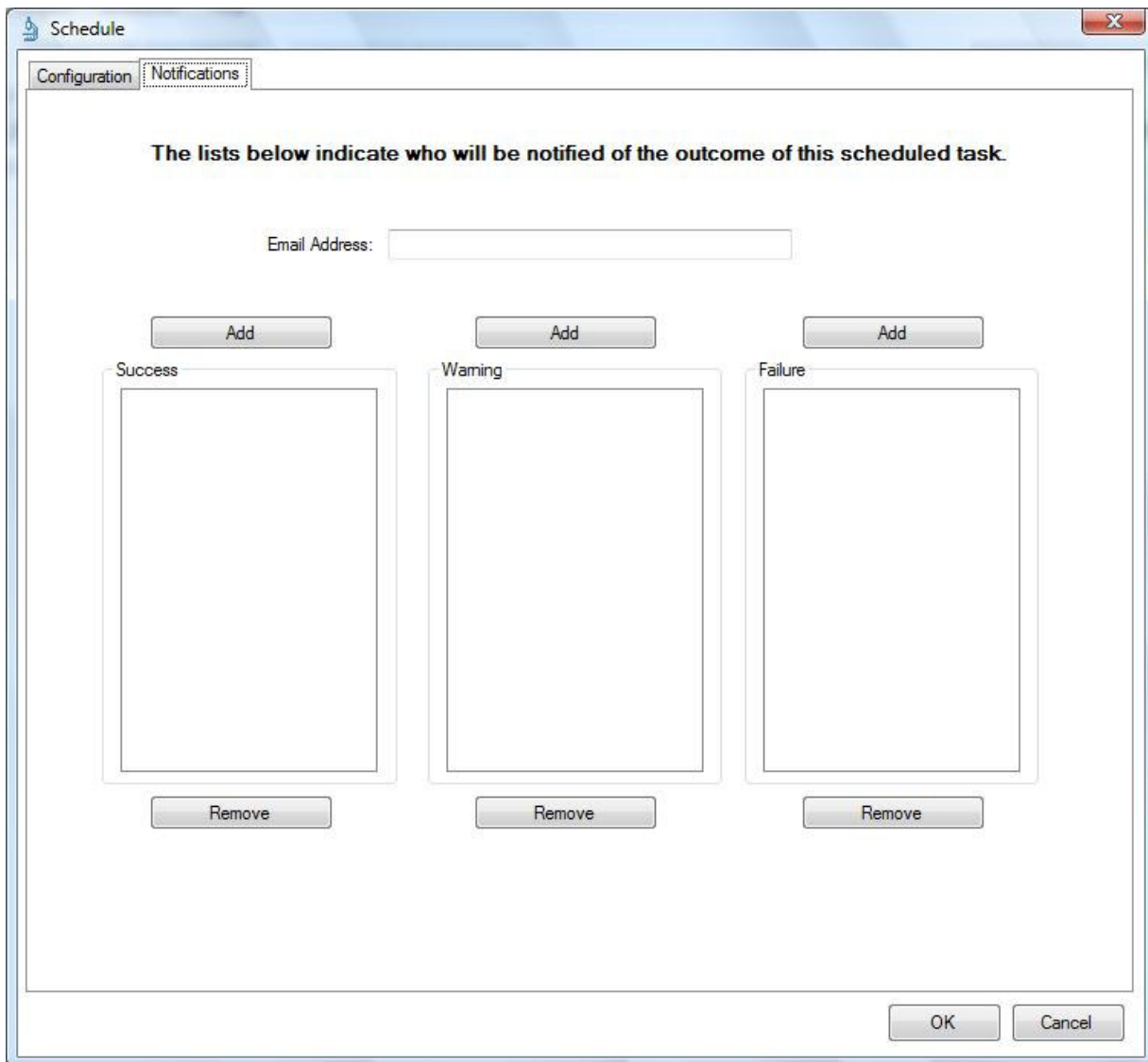


Figure 4.3.2A: Scheduler Notifications tab

5 Scheduled Collections

Scheduled collections allow the practice to schedule CAT data collections. To use the CAT Scheduled Collections functionality you need to ensure you have installed the PCS Scheduler Service. This is an additional installation to CAT. This service is only required to be installed on one practice PC. You can check if the service has been installed through Windows Add/Remove Programs.

NOTE: Installation is covered earlier in this manual.



In order for a scheduled collection to run, the PC with the schedule installed **must be switched on**. If the PC is off when a collection is due to run it will not run at the scheduled time but will be triggered to run as soon as the PC is next switched on.

5.1 Setting up a Collection Schedule

The data collection schedule should be setup on only one PC in the practice. The practice should nominate which PC this should be.

To configure a collection schedule please refer to the section in this manual 'Configuring the Scheduler'.

5.2 Scheduler Status

The Scheduler status can be checked by opening the Scheduler Task (from the Clinical Audit Toolbar, choose **Scheduler** > **Scheduled Tasks** > **Collection**) and reviewing the last run date and next due date (Figure 5.2A).

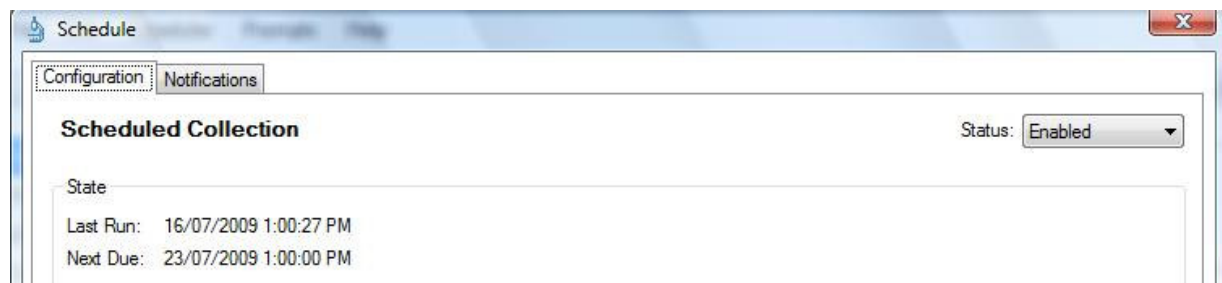


Figure 5.2A: Scheduler Status

5.3 Behind the Scenes

Once a scheduled collection has been setup, the PCS Scheduler Service will detect that a change has been made to the schedule and action accordingly. The PCS Scheduler Service, by default, will check for schedule changes every 10 minutes.

When it is time to action the scheduled collect, the PCS Scheduler Service executes CAT in silent mode to perform the automatic collection.

If CAT is open at the time that the scheduled collection occurs, the user will be unable to see the new extract in their list until CAT is restarted.

The PC with CAT installed must remain switched on. However, the user may be logged out at the time the collection is scheduled.

5.4 Schedule Collection Notifications

If users have configured email notifications, an email will be sent. An example is as follows:

```

PCS Scheduler Service Automated email

Name      : CAT Scheduled Collect

Last run  : 23/04/2008 12:26:39 PM (365 days ago)

Outcome-----

Result           : Success

Started          : 23/04/2009 4:12:56 PM
Completed        : 23/04/2009 4:13:03 PM
Total Run Time  : 7.753 seconds

Details-----

None

-----
    
```

5.5 Scheduler History

The Scheduler history allows you to review when your scheduled tasks were run and whether they completed successfully.

1. From the Clinical Audit Toolbar, choose **Scheduler > History** (Figure 5.5A)

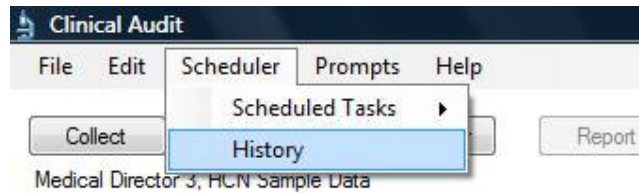


Figure 5.5A: Scheduler History menu option

2. The Schedule History screen will open (Figure 5.5B)

The screenshot shows a window titled 'Schedule History' with a table of task execution details. The table has columns for Date, Type, Result, Started, Completed, Run Time, and Message. The first three rows are visible, showing tasks that were either successful or failed.

Date	Type	Result	Started	Completed	Run Time	Message
21/07/2009 1:45 PM	CAT Scheduled Collect	Success	21/07/2009 1:45 PM	21/07/2009 1:45 PM	00:00:06.8471460	Scheduled for 21/07/2009 1:45:00 PM,
21/07/2009 1:41 PM	CAT Scheduled Collect	Success	21/07/2009 1:41 PM	21/07/2009 1:41 PM	00:00:06.9820110	Scheduled for 16/07/2009 1:45:00 PM,
21/07/2009 1:37 PM	CAT Scheduled Collect	Failure	21/07/2009 1:37 PM	21/07/2009 1:37 PM	00:00:09.8989128	Scheduled for 16/07/2009 1:45:00 PM, 'ClinicalAudit.exe' returned

Figure 5.5B: Scheduler History screen

The Scheduler History screen will provide you with the following details about each scheduled task:

- Date – the date/time the task was initiated
- Type – the Scheduled Task Type that was run
The type is selected from the Scheduler > Scheduled Tasks options. The standard option is Collection and displays as **CAT Scheduled Collect**
NOTE: Additional task options may appear under the Scheduled Tasks if you have subscribed to additional CAT reporting modules. These tasks will display with appropriate text in the History type field when they run.
- Result – success or failure
If the result is failure, check the Message field for more information about why the task failed.
- Started – the date/time the task started
- Completed – the date/time the task completed
- Run Time – the time the task had taken to run

- Message – information about the task. This will include:
 - the date/time the task was scheduled to run – this may be earlier than the initiated date/time if, for example, the PC was switched off at the scheduled time
 - an error message if the collection failed

NOTE: the error message may refer you to the Clinical Audit Tool log for further information. The log is available from the Clinical Audit toolbar **Help > View Log** menu option (Figure 5.5C). The Log file will open in Notepad and you will need to scroll to the bottom of the file to see information about the most recent data collection.

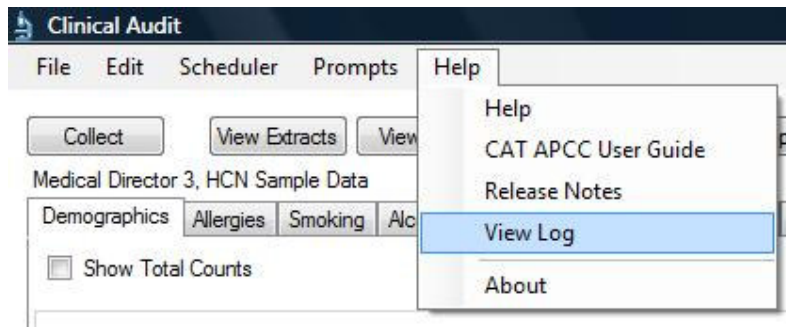


Figure 5.5C: CAT View Log option

6 Troubleshooting

6.1 Check the Scheduler Service is running

To check the scheduler service is running:

1. Open **Control Panel**
2. Click on **Administrative Tools**
3. Click on **Services**
4. Find **PCS Scheduler Service** in the list
5. Check the Status is set to **Started**
6. If this is not the status:
 - a) Highlight the service
 - b) Click the link to Start the service

Reasons why the service may have stopped or not been started:

- The windows account password has changed – to update the account details on the service:
 1. Right-click the service
 2. Choose **Properties**
 3. Click the **Log On** tab
 4. Update the password
 5. The service should now be able to be started

6.2 Installing new versions of the Scheduler

To install a new version of the Scheduler you will need to first uninstall your existing version.

Refer to the section 'Uninstalling the Scheduler' for the steps you should follow.

Note that installing a new version of the Scheduler will not change your existing Scheduler configuration settings or your Scheduler history log.

6.3 Uninstalling the Scheduler

The scheduler MUST be uninstalled using the Windows Add/Remove Programs facility (Vista Programs and Features)

1. Open the Control Panel
2. Open Add/Remove Programs
3. Locate 'PCS Scheduler Service' in the list
4. Click on the 'PCS Scheduler Service' entry
5. Click the 'Remove' button (Vista 'Uninstall' option)
6. You will be prompted to close the Scheduler service application as part of the uninstall. Click OK to close the application

7 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 all locations required 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. Scheduler Configuration</p>	<p>Following CAT Login:</p>		
	<table border="1"> <tr> <td data-bbox="462 284 604 483"> <input type="checkbox"/> </td> <td data-bbox="604 284 1793 483"> <p>Set the scheduler preferences: Edit > Preferences > Scheduler 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: Edit > Preferences > Scheduler tab. Browse to the working directory (the directory the scheduler has been installed to)</p>
	<input type="checkbox"/>	<p>Set the scheduler preferences: Edit > Preferences > Scheduler tab. Browse to the working directory (the directory the scheduler has been installed to)</p>	
<table border="1"> <tr> <td data-bbox="462 483 604 548"> <input type="checkbox"/> </td> <td data-bbox="604 483 1793 548"> <p>The Scheduler menu option is available once the preferences have been set</p> </td> </tr> </table>	<input type="checkbox"/>	<p>The Scheduler menu option is available once the preferences have been set</p>	
<input type="checkbox"/>	<p>The Scheduler menu option is available once the preferences have been set</p>		
	<table border="1"> <tr> <td data-bbox="462 548 604 1273"> <input type="checkbox"/> </td> <td data-bbox="604 548 1793 1273"> <p>Configure your Collection Schedule: Scheduler > Scheduled Tasks > Collection</p> <p>To ensure the scheduler is working you may like to schedule a collection to run straight away and ensure this completes and notification is sent to the nominated email address.</p> <ul style="list-style-type: none"> • You can use Windows Task Manager to check the scheduler is running In the 'Processes' tab check the following is running: <ul style="list-style-type: none"> ○ Medical Director and Best practice <ul style="list-style-type: none"> – ClinicalAudit.exe (1 instance if CAT is not running, 2 instances if CAT is running) ○ Zedmed – PenDataExtract.exe ○ Communicare – ccCATExport.exe • Once the collection has completed: <ul style="list-style-type: none"> ○ The Scheduler History will display an entry ○ The new extract will appear when the extracts panel is refreshed </td> </tr> </table>	<input type="checkbox"/>	<p>Configure your Collection Schedule: Scheduler > Scheduled Tasks > Collection</p> <p>To ensure the scheduler is working you may like to schedule a collection to run straight away and ensure this completes and notification is sent to the nominated email address.</p> <ul style="list-style-type: none"> • You can use Windows Task Manager to check the scheduler is running In the 'Processes' tab check the following is running: <ul style="list-style-type: none"> ○ Medical Director and Best practice <ul style="list-style-type: none"> – ClinicalAudit.exe (1 instance if CAT is not running, 2 instances if CAT is running) ○ Zedmed – PenDataExtract.exe ○ Communicare – ccCATExport.exe • Once the collection has completed: <ul style="list-style-type: none"> ○ The Scheduler History will display an entry ○ The new extract will appear when the extracts panel is refreshed
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