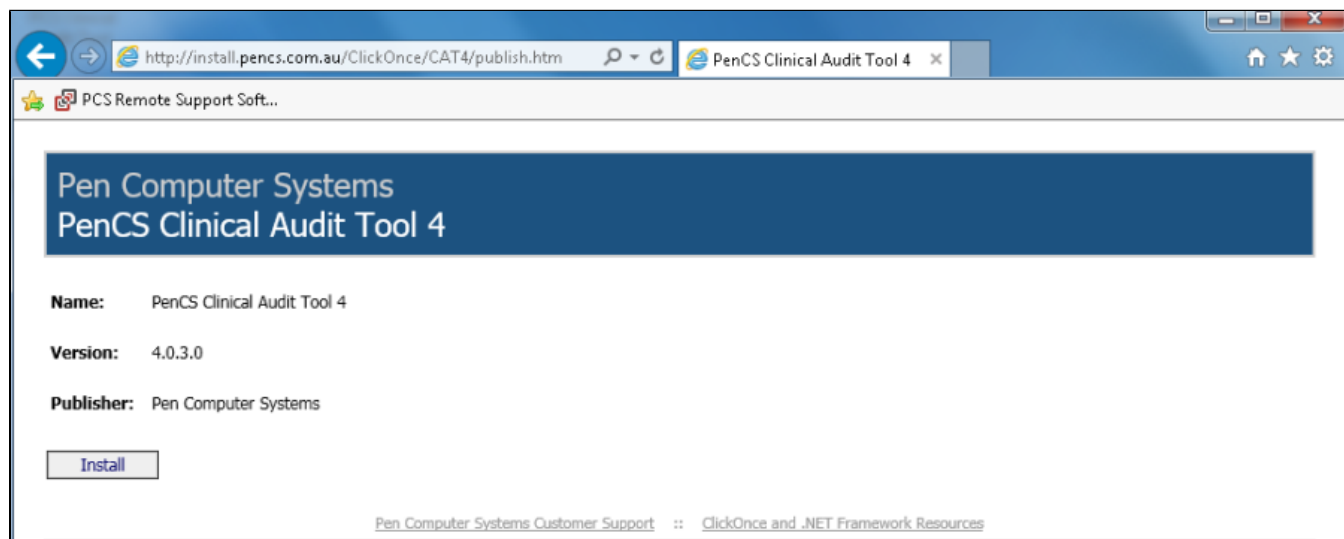


# INSTALLATION

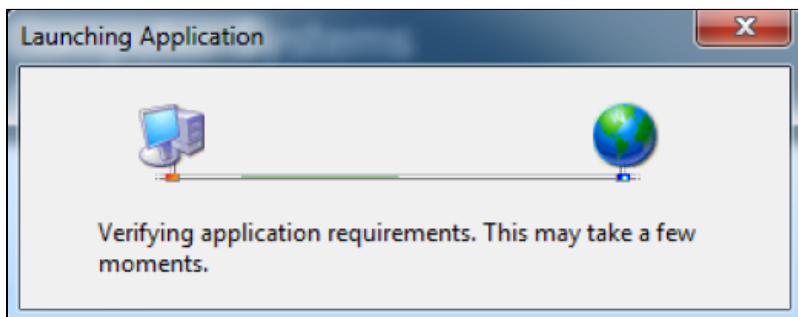
The Clinical Audit Tool 4 is available using Microsoft Click-Once technology and can be installed by using **your web browser** with the following URL

<http://install.pencs.com.au/ClickOnce/CAT4/publish.htm>

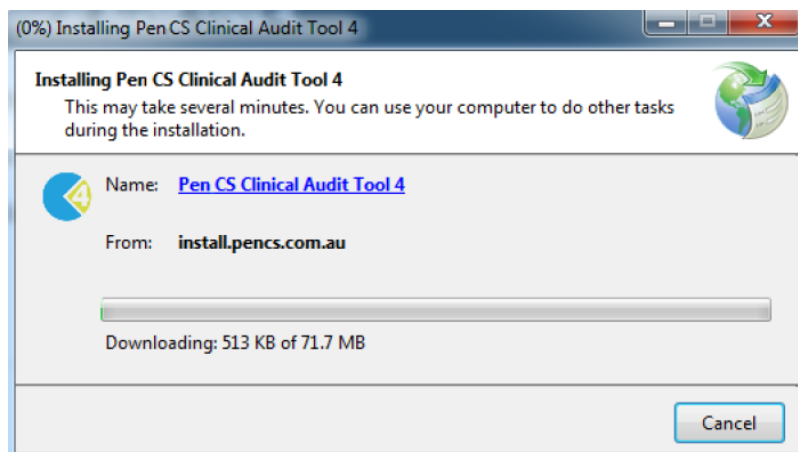
Click the 'Install' button



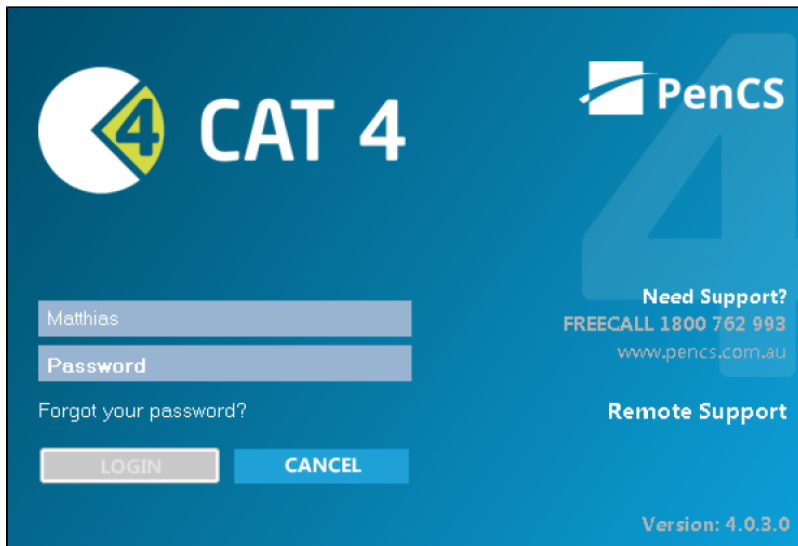
The application will be launched.



A dialog box will display showing you the progress of the install.

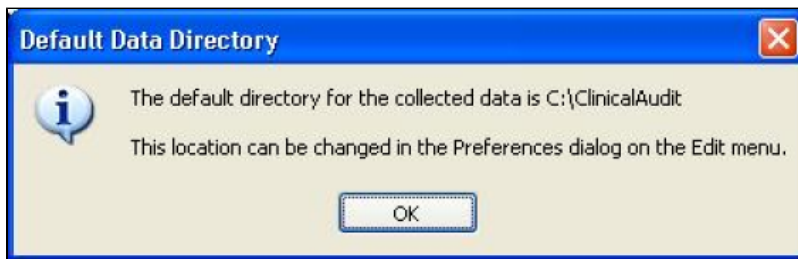


Once the install has completed the Clinical Audit Tool 4 Login screen will appear.



The login screen for Clinical Audit Tool 4 (CAT 4) features a blue background. On the left, the CAT 4 logo is displayed. To its right, the PenCS logo is visible. Below the logo, there are two input fields: one for the username, which contains the text 'Matthias', and another for the password, labeled 'Password'. Below these fields is a link that says 'Forgot your password?'. At the bottom left, there are two buttons: 'LOGIN' and 'CANCEL'. On the right side, there is a section for support information, including the text 'Need Support?', 'FREECALL 1800 762 993', and 'www.pencs.com.au'. Below this is a link for 'Remote Support'. In the bottom right corner, the version number 'Version: 4.0.3.0' is displayed.

**Username and Password** – enter the details provided to you. You can also reset your password by using the 'Forgot your password' link. This requires you to have registered with a valid email address. Please see part 2 – Functionality for details. Click 'OK'. The first time you login the Default Data Directory dialog box below will pop up.



The 'Default Data Directory' dialog box has a blue title bar with a close button (X) in the top right corner. The main area has a light beige background. On the left, there is an information icon (i). To the right of the icon, the text reads: 'The default directory for the collected data is C:\ClinicalAudit.' and 'This location can be changed in the Preferences dialog on the Edit menu.' At the bottom center, there is an 'OK' button.

This lets you know that the folder 'C:\ClinicalAudit' on your PC will be used to store the 'snap-shots' of your data for analysis by the Clinical Audit Tool 4. If you prefer to store them somewhere else you can change this by selecting Edit > Preferences on the 'Clinical Audit' tab. Setting your preferences is explained in the next section: 'Setting Your Preferences'.

Click 'Ok'

Each time you install a new update of Clinical Audit a Disclaimer dialogue box will be displayed.

Tick that you accept the disclaimer (the 'OK' button will become active)

Click 'OK' to continue or 'Cancel'

Each time you install a new release of Clinical Audit a Release Notes dialogue box will be displayed.

Click 'OK' to continue