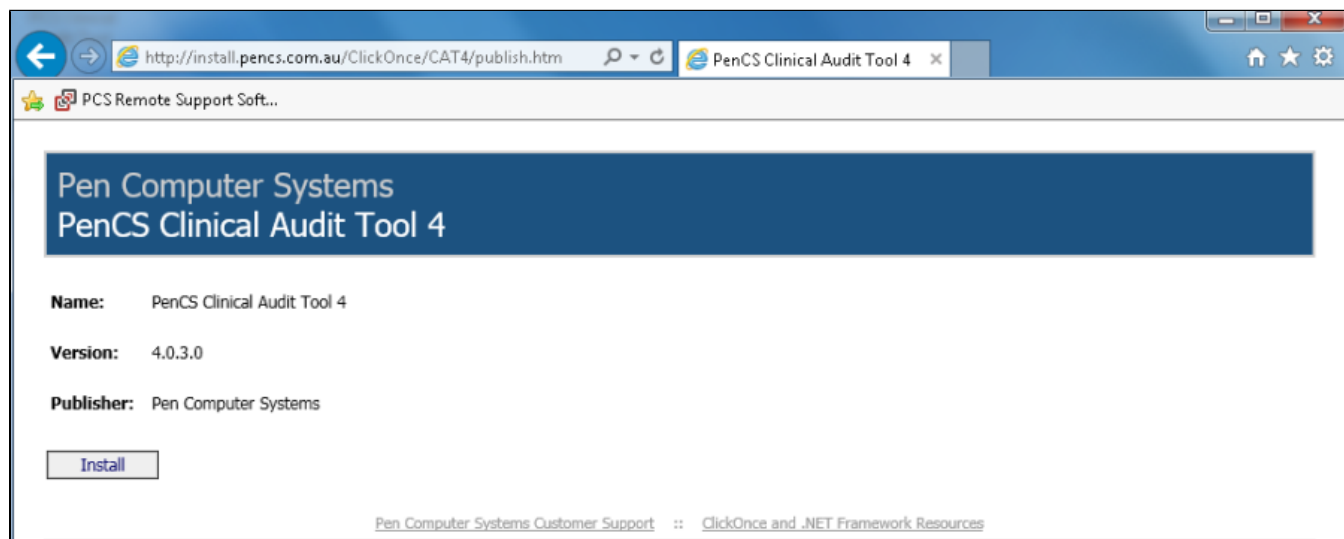


# INSTALLATION

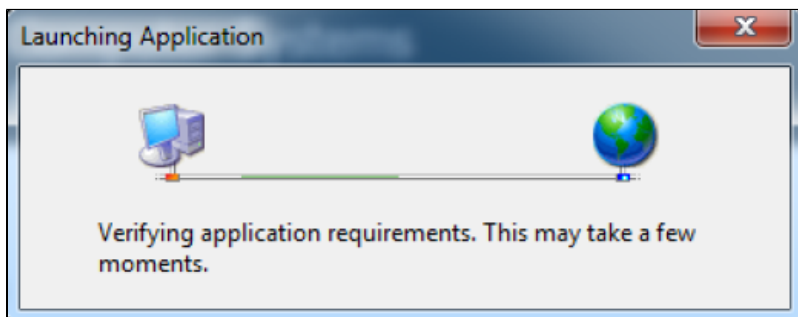
The Clinical Audit Tool 4 is available using Microsoft Click-Once technology and can be installed by using **your web browser** with the following URL

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

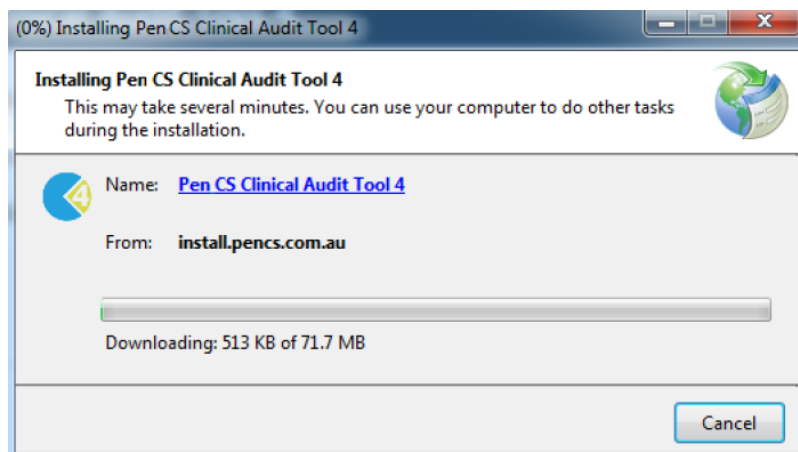
Click the 'Install' button



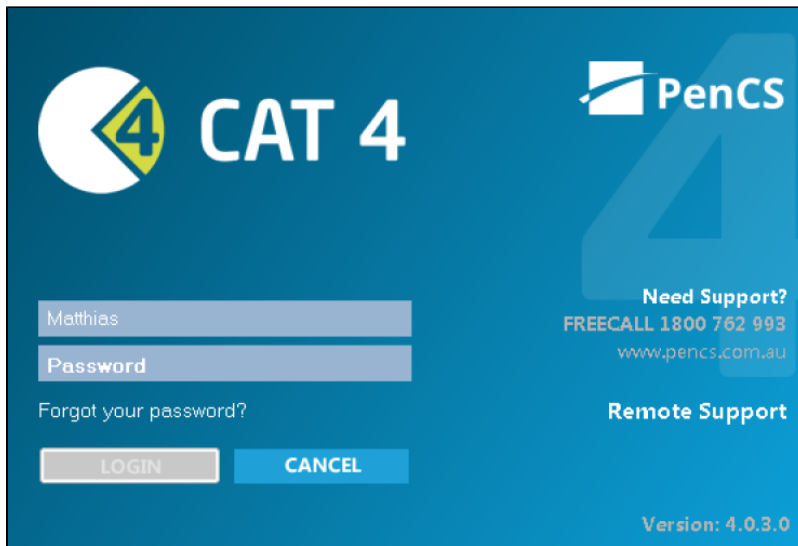
The application will be launched.



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

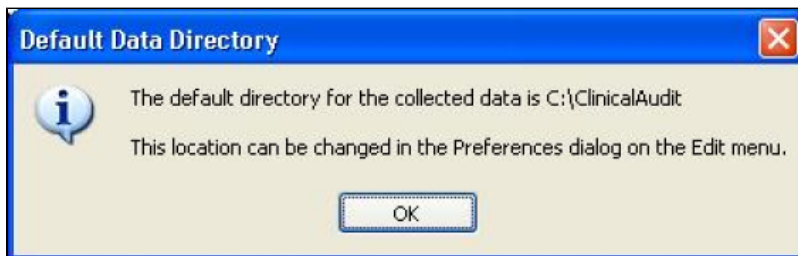


Once the install has completed the Clinical Audit Tool 4 Login screen will appear.



The login screen for Clinical Audit Tool 4 (CAT 4) features a blue background. On the left, there is a logo with a white circle containing a yellow '4' and the text 'CAT 4'. To the right of the logo are two input fields: the first contains the username 'Matthias' and the second is labeled 'Password'. Below these fields is a link that says 'Forgot your password?'. At the bottom left are two buttons: 'LOGIN' and 'CANCEL'. On the right side, there is a 'PenCS' logo and contact information: 'Need Support?', 'FREECALL 1800 762 993', and 'www.pencs.com.au'. Below this is a 'Remote Support' link. 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. It contains an information icon on the left. The main text reads: 'The default directory for the collected data is C:\ClinicalAudit. This location can be changed in the Preferences dialog on the Edit menu.' At the bottom center 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