IE & PC Setup to Run OfficeEMR™

- Review the Technical Specifications PDF (www.officemd.net – Support menu – Tech Requirements).

- Be sure your hardware and Internet Connection meets at least the minimum requirements.

Setup Internet Explorer (IE) [Required] to Run OfficeEMR™:

- Be logged into Windows as an Administrator user
- Open Internet Explorer
- Go to www.officemd.net
- Under the **Support** Menu (upper right hand corner) **Click** AutoConfigure Your Machine
- Click the **AutoConfigure** Button
- Click **Run**
- Click **OK**
- Click **Close**
- Exit Internet Explorer
- Re-Open Internet Explorer
- Go to www.officemd.net
- **Login** to OfficeEMR™
- Click **Update Settings** button on the Settings Update screen (when applicable)

More Detailed Information:

Running AutoConfigure Your Machine – (Under Support Menu on www.officemd.net):

- o In the System Requirements and AutoConfigure – Webpage Dialog window that comes up – Click on the **AutoConfigure** button at the bottom.

- o Click on **Run**

- o The AutoConfigure script will show a small progress window and may ask you to delete some Cookies (click **Yes** to delete those).

- o Once it is finished it will give you a small window telling you AutoConfigure Completed. Click **OK** to close this window.

- o Click **Close** to close the System Requirements and AutoConfigure – Webpage Dialog window.

Settings Update Screen:

- o Runs on login the first time when in Internet Explorer you login to OfficeEMR™
- o Runs on login anytime Cookies have been Deleted in Internet Explorer for any reason
- o Once it runs it sets a Cookie so it will not run again until OfficeEMR™ is updated
- o Helps ensure that when OfficeEMR™ is updated existing users re-run the AutoConfigure
- o Is for existing end users and not for the first time setting up IE to run OfficeEMR™

Confirm Internet Explorer (IE) is Setup Correctly to Run OfficeEMR™:

- When you re-open Internet Explorer after running AutoConfigure Your Machine and go to www.officemd.net, it should now be a Trusted Site. In the right side of the Status Bar at the bottom of the Internet Explorer Window it will show a green check mark and say Trusted Sites.

Downloading ActiveX Controls Needed to Run OfficeEMR™:

- After running our AutoConfigure you are all set to automatically download them.
- Automatically download when you go to the following screens in OfficeEMR™ the first time

  - o Desktop
  - o Open a Patient
  - o EMR
  - o Exams Chart Tab from within the EMR
  - o Scheduler
  - o Quick Scan Window from within the Scheduler
  - o eDocuments

- This initial time it will take a little longer for that particular screen to load in OfficeEMR™
- After this initial download, these screens in OfficeEMR™ will open quickly as they should
- When a release of OfficeEMR™ updates or adds an ActiveX Control it will download automatically

Windows Operating System Based Settings That Could Affect OfficeEMR™:

If they are changed or reconfigured from their defaults…

- Screen Resolution
  - Want set to at least 1024 x 768 or higher

- Windows Normal Font size
  - Want set to 96 DPI

- Windows Firewall
  - can be on and will **NOT** cause OfficeEMR™ any issues

- Windows Defender (XP & Vista)
  - can be on and Real-Time Protecting – will **NOT** cause OfficeEMR™ any issues

- Computer Administrator User
  - Must be an Administrator user of the computer to download the ActiveX Controls initially and any time they changed and / or added.

  - Can have an Administrator user AutoConfigure, Login to OfficeEMR™ and download all of the ActiveX Controls. Then the end user of that computer can be just a basic computer user. If this is done when an ActiveX Control gets updated or added in a release of OfficeEMR™ the administrator user will have to login and download the updated and/or added ActiveX Control(s). Then the end user of that computer will be able to use OfficeEMR™ again to its full functionality.

Software & Internet Explorer (IE) Toolbars That Could Affect OfficeEMR™:

- Internet Security Software Products
  - **CAN** cause slowness, no access, and / or loss of functionality
  - see Internet Security Software Products document under the Support Menu on the OfficeEMR™ login page (www.officemd.net)

- Extra Loaded 3rd Party Toolbars and / or Added Toolbars in Internet Explorer
  - **CAN** take up too much "Real Estate" (screen space) in IE and / or slowness
  - see Toolbars and Pop-Up Blockers document under the Support Menu on the OfficeEMR™ login page (www.officemd.net)