

2A. Installing and Configuring the MPM Office Program on a Single Computer

Worksheet

The worksheet below has been created to assist your office in installing and configuring MPM Office on a single computer. Written instructions follow over the next few pages.

Items Needed: ___ MPM Office **Main Setup Executable** file
___ MPM Office **Upgrade Executable** file
___ **PROCCODE** (Procedure Code) file for specific specialty

MPM Office Program Set Up for: _____
(Provider Name)

Computer Name: _____

Workgroup Name: _____

Confirm Correct Date/Time	Install Base Program	Install Available Upgrade	Install Procedure Codes	Install Notes Templates	Activate MPM Office	Reindex Data Files

Instructions



Remember: We are always here when you need us!

Just because we are teaching you how to do this, does not mean that we expect you to do it alone. You can always count on our friendly and courteous staff to assist you with any questions or concerns you may have. Sometimes it is best to have our staff setup the MPM Office program to insure that it functions correctly.

Please do not hesitate to call us!

1. On the worksheet, fill in the “**Computer Name**” field with the name of this computer. To find the Computer Name, find the computer’s **Control Panel** and then click on the **System** icon. Find and click on the tab that states **Computer Name**, and look for the word “**Full Computer Name**”.
2. On the worksheet, fill in the “**Workgroup Name**” field with name of the workgroup found on this computer. To find the Workgroup Name that the computer belongs to, find the computer’s **Control Panel** and then click on the **System** icon. Find and click on the tab that states **Computer Name**, and look for the word “**Workgroup**”.
3. Verify that both the **date and time** are correct on this computer in order to avoid errors and other possible issues when trying to activate the MPM Office program or run reports within the program itself. To correct the date and/or time, find the computer’s **Control Panel** and then click on the **Date/Time** icon and follow the instructions within.
4. On this computer, install the MPM Office **Main Setup Executable** file that you either downloaded from the MPMSOFT web site (www.mpmsoft.com), or obtained from the MPM Office CD. When prompted, confirm the location for installation of the program as “**C:\MPM Office**”, and proceed with the installation following the instructions given in the different dialogue boxes within the Software Installation Utility Module. When the installation is done, the installed MPM Office program may open a window asking for a **User Name** and **Password**. Click cancel to close. **Proceed to the next step.**
5. On this computer, install the MPM Office **Upgrade Executable** file that either came with your CD (or one that you may have obtained through an email link, or from one of our tech associates). When prompted, confirm the location for installation of the program as “**C:\MPM Office**”, and proceed with the installation following the instructions given in the different dialogue boxes within the Software Installation Utility Module. When the installation is done, the installed MPM Office program

may open a window asking for **User Name** and **Password**. Click cancel to close. If more than one MPM Office icon appears on your desktop, delete all except the one with the **higher value version** number (i.e.: if after the upgrade you see MPM Office 4.2 and MPM Office 4.3, delete MPM Office 4.2). **Proceed to the next step.**

6. On this computer, install the **Procedure Code** file most appropriate for your specialty that either came with your CD (or one that you may have obtained from one of our tech associates). To do so, take the following steps, and then **proceed to the next step** when done:
 - (a) Right click on the file “**PROCCODE.DBF**” and select “**Copy**” from the menu that appears.
 - (b) Through the **Computer** icon (or **My Computer**, or **Windows Explorer**), find and double-click on the **MPM Office** folder under the “**C:**” drive to open its contents.
 - (c) Find and double click on the “**Data**” folder that appears.
 - (d) From the Top Navigational Menu of the window just opened, select **File** → **Edit** → **Paste**, and from the confirmation dialogue box that opens, select “**Yes**” when asked if you want to over-write the existing file.
 - (e) Close this window when done.

7. On this computer, install the **Template** files (ending in **.txt**) - which will be used with the **Notes** feature of the MPM Office program - that either came with your CD (or that you may have obtained from one of our tech associates). To do so, take the following steps, and then **proceed to the next step** when done:
 - (a) Right click on the file “**SOAP.TXT**” and select “**Copy**” from the menu that appears.
 - (b) Through the **Computer** icon (or **My Computer**, or **Windows Explorer**), find and double-click on the “**Documents**” folder that appears in the **MPM Office** folder under the “**C:**” drive to open its contents.
 - (c) Find and double click on the “**Templates**” folder that appears.
 - (d) From the Top Navigational Menu of the window just opened, select **File** → **Edit** → **Paste**, and from the confirmation dialogue box that opens, select “**Yes**” when asked if you want to over-write the existing file.
 - (e) Do these same four steps (a) – (d) for each of the remaining text files (files ending in **.txt**).
 - (e) Close this window when done.

8. On this computer, **activate** the MPM Office program by double-clicking on the MPM Office icon on your desktop and clicking on the “**Register**” button, or if no register button appears, sign in using the word “**demo**” for both the **User Name** and **Password**, and from the Top Navigational Menu within the MPM Office program, select **System** → **MPM Office Activation**. In the **Serial Number** field, enter the number emailed to you (or obtained from one of our tech associates), and then click the “**Activate**” button. The MPM Office program will completely close and reopen asking for a **User Name** and **Password**. Click cancel to close. **Proceed to the next step when done.**

9. On this computer, find and double-click on the MPM Office icon on your desktop, and sign in using the word “**demo**” for both the **User Name** and **Password**. Once the MPM Office program has opened, select **System** → **Reindex Data** from the Top Navigational Menu. A window labeled “**MPM Office: Reindex and Check Data**” will open and begin to run on its own. When it reaches the field labeled “**Zip Code**” and stops completely, left click in the box to the left of the words “**Full Checking Data**” and click the “**Run**” button below. A confirmation dialogue box will appear asking you to verify that the MPM Office program is **completely closed** on all other computers. Since you have only installed the MPM Office program on a single computer, click “**OK**” to proceed. The program will analyze each field to make sure that they are filled in correctly. When the reindexing is complete, the MPM Office program will close completely and reopen on its own asking for **User Name** and **Password**. Use the word “**demo**” for both the **User Name** and **Password**.

Congratulations!

The MPM Office program is now successfully installed on your computer. You have one last step before beginning to use this program and that is to **Print the User Manual**.

With the MPM Office program opened, select **Help** → **Help** from the Top Navigational Menu. The User Manual is actually a step-by-step **Setup and User Guide** taking you from zero to hero in 26 easy to read and easy to follow instructional pages. It is a PDF file and you need to have the free Adobe Reader installed on your computer to read it. You can download the free Adobe Reader from www.adobe.com.