



**INSTALLATION
INSTRUCTIONS**

About Practice Perfect

Practice Perfect is a 'client/server' application. In other words, there are two parts to the software that make it usable: The 'server' software, which runs in the background on one computer, handles all of the data storage and retrieval. It is transparent to the average user – you'll never be aware its even running. The 'client' application is the front-end part of the program, its what you see when you are using the program, the screens, menus, reports, invoices, etc.

Every Practice Perfect installation has ONE 'server' running somewhere and one or more 'clients'. If you are running Practice Perfect on a standalone computer, then internally there is both a 'server' and a 'client', although to the user, this is transparent, all you will see is the 'client' software.

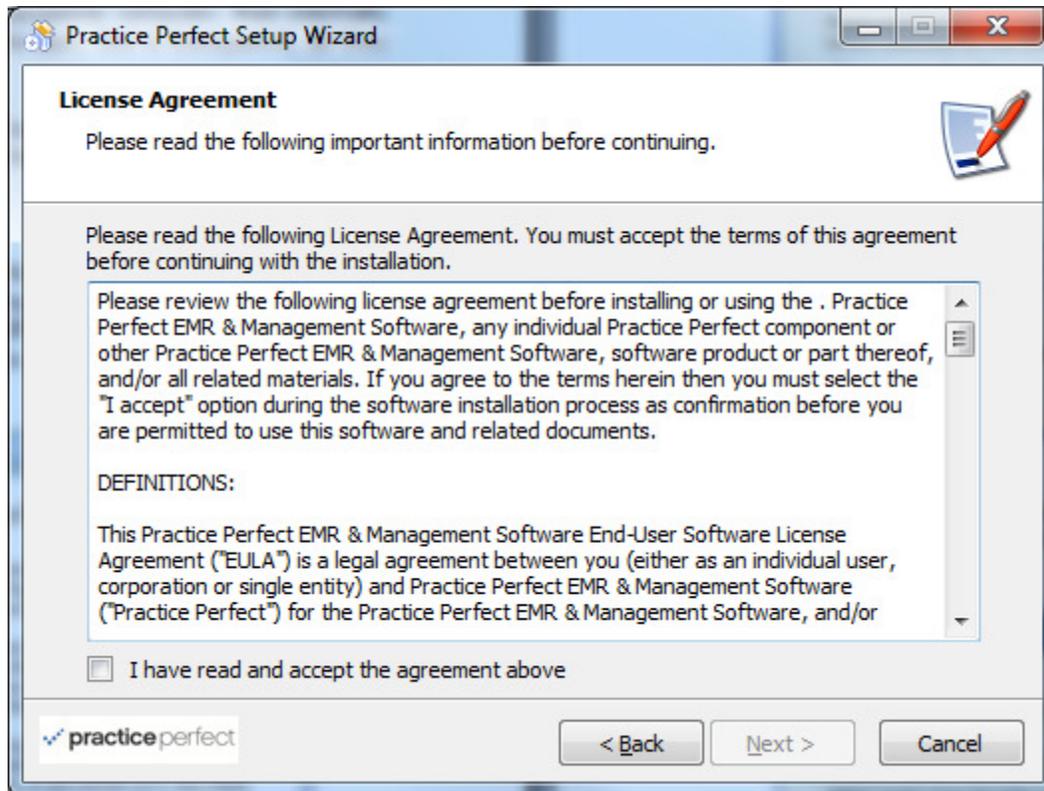
For you techies, Practice Perfect uses TCP/IP protocol to communicate between the client and server, across an office or across the Internet.

Installing Practice Perfect

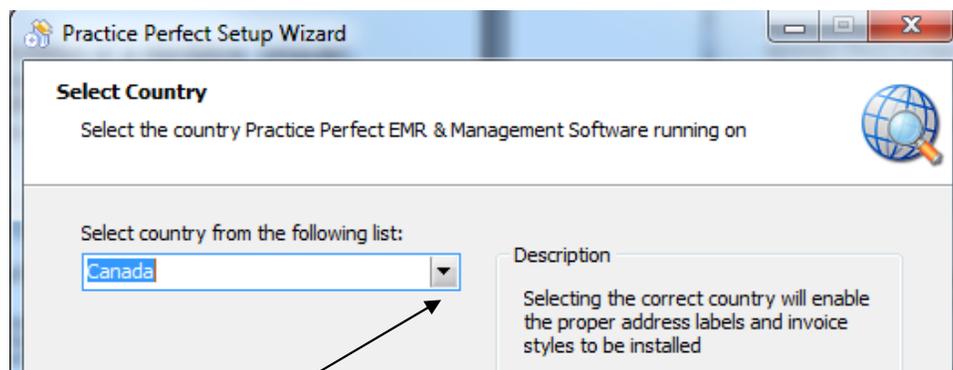
To install Practice Perfect on either a server, a workstation or a standalone computer, visit the weblink outlined in your letter of introduction. If you don't have the weblink, please contact our support department at **(877) 510-7473** or email us at support@practiceperfectemr.com. The setup program will run, as follows:



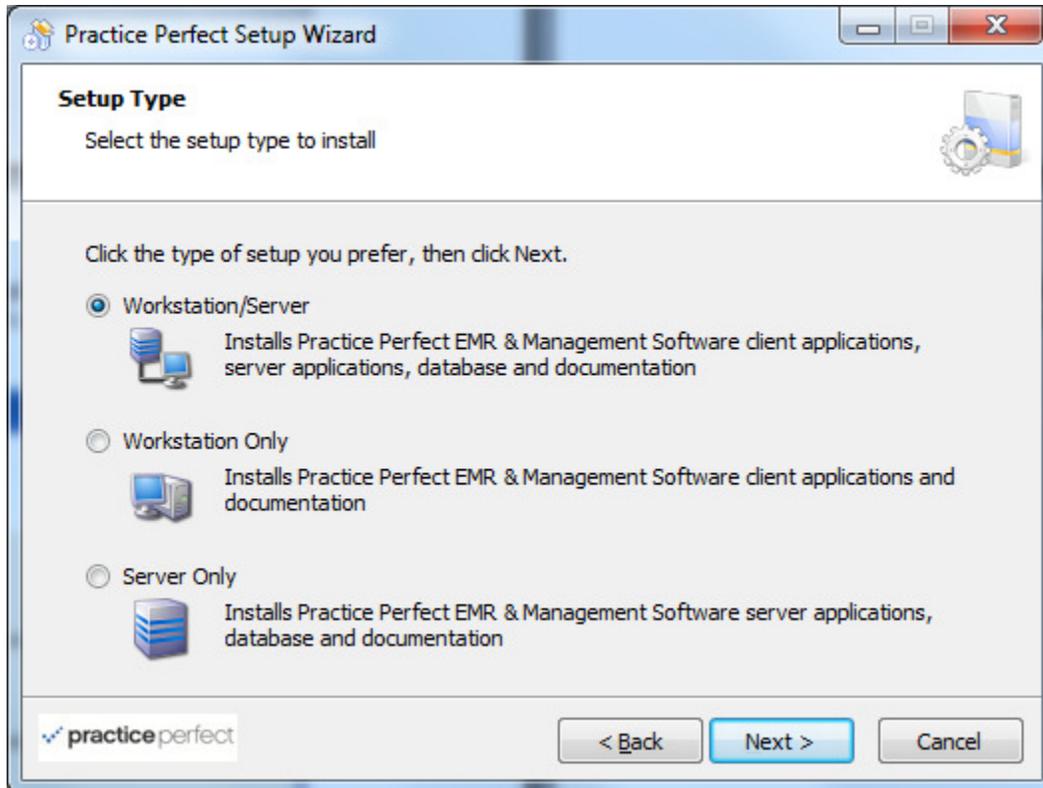
To begin the installation procedure, click on **Next**. Otherwise, to end the process, click on **Cancel**. Assuming that you proceed, the following panel will appear:



Again, to continue, click on "I accept the agreement..." and click **Next** to continue or **Cancel** to end the process. The following panel will appear:



Select which country Practice Perfect is being installed for, *Canada*, the *United States* or *both*, and click on **Next**. The following panel will then appear:



If you are installing Practice Perfect on a standalone computer (eg; it's the only computer using Practice Perfect) OR if you are installing Practice Perfect on one of several computers but this is the main computer where the data will be located, click on the Workstation/Server option (meaning that you want to install both the 'server' and the 'client' as outlined above)

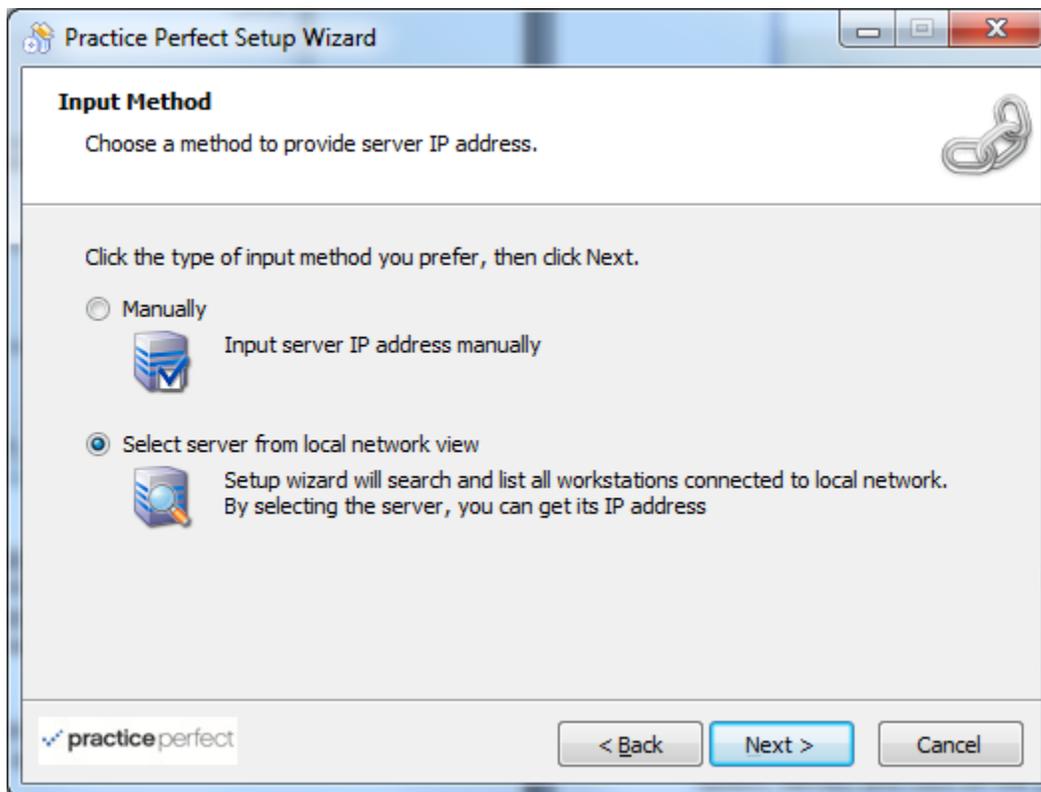
If you are installing Practice Perfect on a second, third, etc computer at the clinic and a main computer has already been established and installed, click on the Workstation Only option.

Finally, if you are installing Practice Perfect on the main computer but it won't be used to actually use Practice Perfect, click on Server Only.

Follow your selection by either clicking on Next to proceed or Cancel to end the installation.

If you selected the Workstation/Server or Server Only option, proceed to **Continue Here...** on the next page.

If you selected the Workstation Only option, you will be asked where Practice Perfect on this computer can find the server computer. The following panel will appear:



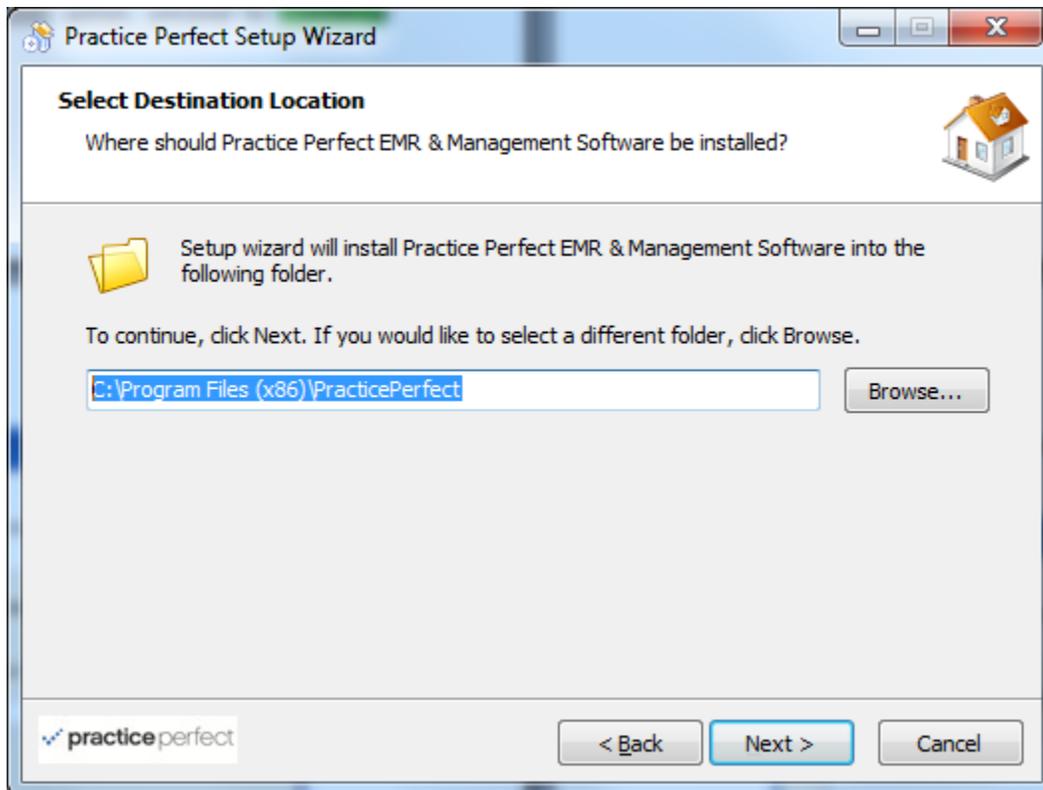
If you know the IP Address of the Practice Perfect server (the main computer where the data is located), select the **Manually** option. If you do not know the IP address and want to identify the computer by its *name*, select the **Select Server from local network view** option. Please note that for workstation installations where the server is located across the Internet, the **Manually** option should always be selected.

If you select the **Manually** option, a panel will appear asking you for the *IP address* of the Practice Perfect server. If you select the **Select server from the local network view** option, identify and click on the main computer from the list of available computers.

In either case, click on **Next** to continue.

Continue Here...

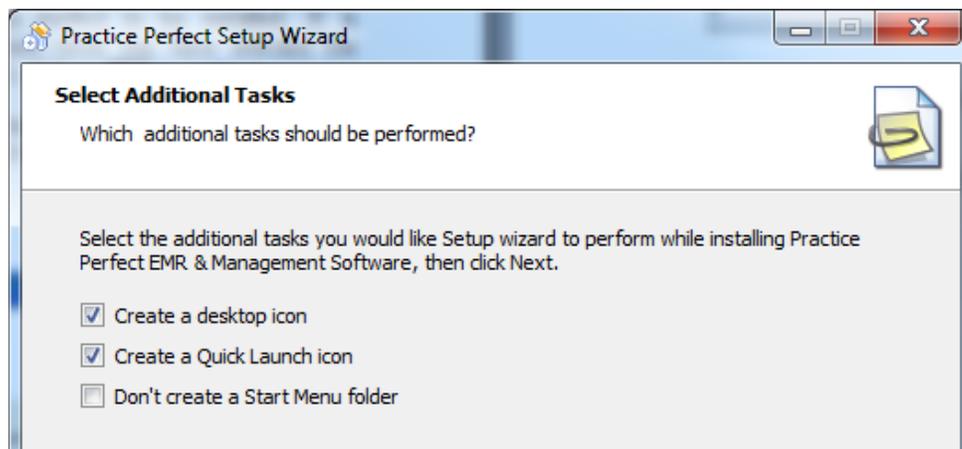
The following panel will then appear:



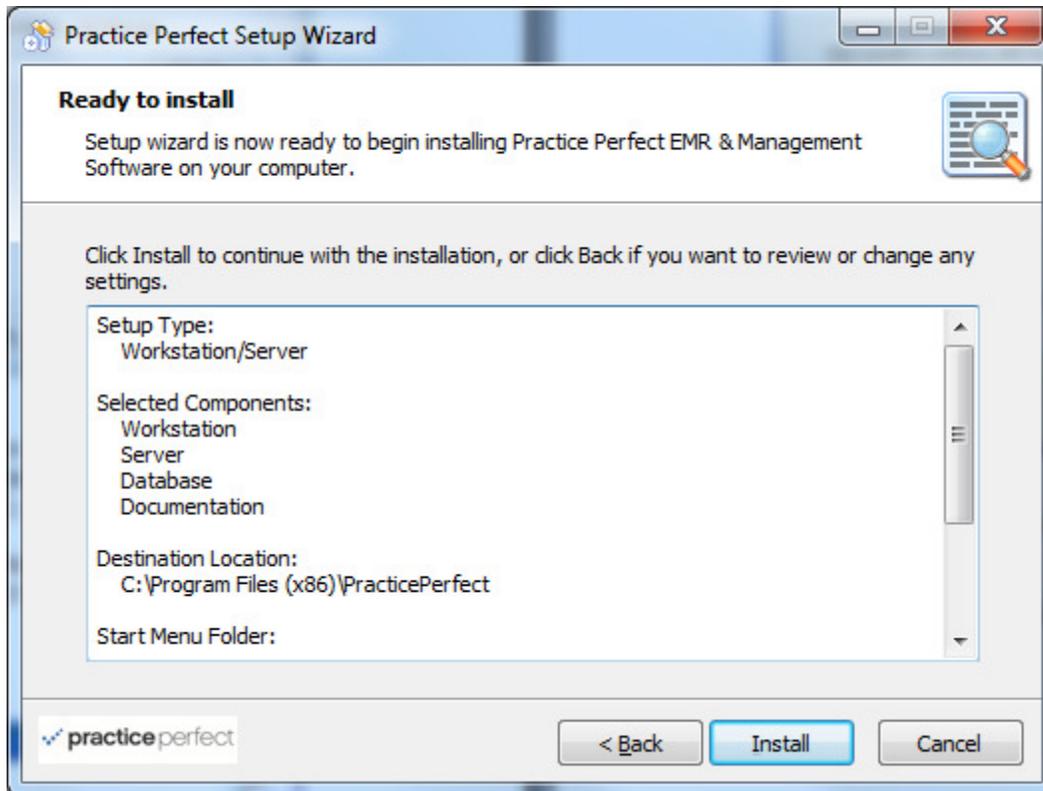
Select the destination where you want Practice Perfect to be installed. It is recommended that you accept the default location. Once you have selected the installation directory (or accept the default directory), click on **Next** to continue.

The next panel will ask you under what *group* Practice Perfect should be stored in your Windows *Start List*. Again, generally you would select the default by clicking on **Next**.

Finally, you will be asked the following:



Again, click **Next** to continue. Finally, your 'last chance' screen will appear as follows:



Click on **Install** to install Practice Perfect or **Cancel** to stop the process. The software will then be installed.

If this is a **Workstation/Server** or **Server only** installation, one final panel will be presented to you, as follows:

Practice Perfect Setup Wizard

Create Account

Create a default account in Practice Perfect.

Account Information

Please input user name and password to create an account in Practice Perfect.

User Name

Password

Confirm Password

Office Information

Facility Name

practiceperfect

< Back Next > Cancel

The installation program needs some basic information about your facility prior to completion. First, every Practice Perfect user requires a *username*. An initial *username* and optional *password* must be supplied during installation (additional users and security settings can be setup as outlined in Chapter 1 of the Users' Guide).

Enter an initial *username* in the **User Name** field.

Next, you may supply an optional **Password**. There are no special requirements for password lengths or content, they can be anything you like. Re-enter the password in the **Confirm Password** field.

Finally, in the **Facility Name** field, enter the name of your Facility. When done, click on **Next**.

Of course, all of this information can be changed once you are within Practice Perfect.

After a moment, you will be told that the installation has been completed and asked to click on **Finish** to return to Windows. Once you click on **Finish**, the process has been completed.