

iMARS SOFTWARE Installation Instruction

- Place CD in the cd-rom drive and follow the onscreen instructions.
- If the software fails to install automatically, then click the main file to open and look for the **setup** folder.
- click the setup folder to open it's content.
- Find the **Setup application** (Setup.exe) and click to start the initial setup process.
- Follow the onscreen instruction to completion.

NOTE: ALWAYS BACKUP YOUR DATABASE FILES BEFORE MAKING ANY CHANGES OR UPGRADES TO YOUR SOFTWARE.

Registering your software

You will be ready to start using the software right from the beginning without any registration. However, after 15 days you will be prompted to enter a registration number to continue using the software. On the registration window you will find a link: WWW.TOPSURGEON.COM. Please go to that web site to obtain your registration number. By entering the registration number you will unlock the software for a 90 days free trial period.

During your 90 day free trial period you will get to use and evaluate all four modules of the iMARS software. Upon the completion of the 90 days, you will be prompted for registration numbers for each individual module. You will be contacted well in advance of the end of your evaluation period, and be given the registration numbers to use for each module.

Getting Started.....

User Name and Passwords:

All users of the software need to have a user name and a password in order to get access to the program. There are two (2) types of user name and passwords included in the iMARS Software:

- Administrative.
- General Users.

Only the administrator has access to assign or change passwords and user names. All passwords are encrypted and no one is able to duplicate any passwords. The users are issued user name and passwords by the administrator.

To assign user name and passwords...

The very first time you open the program, you will be prompted to enter your user name and password. Leave these fields blank and click **Log In** to open the program. Once the program is open, click on the **Administration** bar on the left side of the screen. Click **Login Setup**. You will see the same pop-up to enter user name and passwords. Again leave these fields blank and click **Log In**. Now you will see a screen where you are able to assign an Administrative and general users "User name" and "passwords". Assign both at this time and do not leave any fields blank. If you leave any fields blank i.e.: do not assign a general user name and password, then any unauthorized user can have access to the program without entering the user name and passwords.

To change user name and passwords simply repeat the same process and make any changes. Only an administrator can have access to make any changes to the user names and passwords.

NOTE: User names and Passwords are CASE SENSITIVE!

Administration setup:

The first time you open the program, you will need to enter some key information in the administration page of the software. This will customize the software to your practice.

Click Administration on the Navigation Menu.

Click General/Setup.

Select the start time, end time and time interval of the Appointments module. (Default 07:00 am, 07:00 pm and 15 min., respectively.)

Then select the number of operating rooms. Just click to highlight the field and press the "DELETE" key on your keyboard to delete the default entry. Or double-click the cell to make changes, then press "ENTER". Use arrow keys to add more fields, or move up and down. (Default OR 1 and OR 2 for making Operating Room appointments for two operating rooms.

Click on New Patient under Visit Type. Use the DOWN Arrow key to add additional fields. Type anything that you desire to fit your practice. Such as "Follow-up", "New Consult", "Re-consult", "Pre-op", and "Post-op".....This information is used for patient scheduling in the Appointments Module.

Make any changes to Anesthesia type as necessary using the above method.

E-mail information: You will need to setup either Microsoft Outlook or Outlook Express in order to send and receive e-mails. It takes a few very simple steps to do so.