

AutoReceive

Installation and Configuration for Certification

Release 8.1

Care360 AutoReceive Installation and Configuration for Certification

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Introduction

This document is intended to help you install Care360® AutoReceive and get connected to the Certification environment so that you can complete the certification tests for certifying the ability of your EMR to receive lab results.

Note: The following Microsoft® Windows® operating systems are referred to collectively as User Account Control (UAC) operating systems:

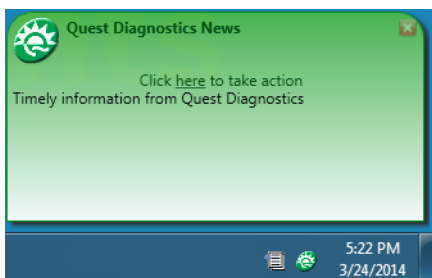
- Windows 8
- Windows 8.1
- Windows 7
- Windows Vista®
- Windows Server® 2012 R2
- Windows Small Business Server (SBS) 2011 Standard
- Windows Server 2008 R2
- Windows Server 2008

UAC is Microsoft Windows security technology that limits applications to standard user security unless you explicitly request that the application be run with administrator privileges. AutoReceive requires administrator privileges to run properly in Service mode.

What's New in This Release

Care360 Interactive Notifications is available for installation after a successful upgrade to AutoReceive 8.1. Interactive Notifications resides in the Windows system tray and can send a variety of timely notifications to the desktop, such as newsworthy information from Quest Diagnostics.

After the Interactive Notifications installation is complete, the Interactive Notifications icon (🌱) appears in the system tray along with the AutoReceive icon (📄). When a notification is sent, the Interactive Notifications icon blinks and a popup appears, as in the following example:



For more information, see ["Installing Interactive Notifications"](#) on page 10.

Installation and Configuration Overview

The following is an overview of the procedures you must complete before you can begin the certification tests.

- 1 Download the AutoReceive installation and configuration files.
For more information, see [“Downloading the AutoReceive Installation and Configuration Files”](#) on page 4.
- 2 Install AutoReceive, **but click *Cancel* when prompted to start configuration**. By default, AutoReceive submits credentials to the Production environment, but you must first connect to the Certification environment so you can complete the certification tests.
For more information, see [“Installing AutoReceive”](#) on page 5.
- 3 Connect to the Certification environment using the AutoReceive Configuration tool.
For more information, see [“Configuring AutoReceive for the Certification Environment”](#) on page 6.
- 4 Submit AutoReceive login credentials, create one or more AutoReceive subscriptions, and activate AutoReceive.
For more information, see [“Submitting Credentials, Creating Subscriptions, and Activating AutoReceive”](#) on page 8.

Note: You must complete all of these steps. AutoReceive cannot receive results until the activation step has been completed.

- 5 Perform the necessary configuration tasks as directed by your project manager.

When you have successfully completed certification and are ready to receive live lab results, use the AutoReceive Configuration tool to configure AutoReceive to connect to the Production environment as explained in [“Configuring AutoReceive for the Production Environment”](#) on page 11.

Downloading the AutoReceive Installation and Configuration Files

Use this procedure to access the AutoReceive Customer Center for downloading the required installation and configuration files.

Download the AutoReceive Installation and Configuration Files

- 1 Log in to the AutoReceive Customer Center to retrieve the necessary AutoReceive files.

<http://custcenter.medplus.com/tech-support/arcenter/>

Login Information

User Name	arcenter
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Password	arc3nt3r
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- 2 In the *Product Resources* section, download the files by clicking each of the following links:

- *AutoReceive Installation File* for AutoReceive-8.0.exe

Note: The current AutoReceive installation program is 8.0. When you install AutoReceive 8.0, AutoReceive will check for updates and upgrade to AutoReceive 8.1.

- *AutoReceive Configuration Tool* for AutoReceive-CfgTool.zip

When both files are downloaded, continue with the next section, "[Installing AutoReceive](#)" on page 5.

Installing AutoReceive

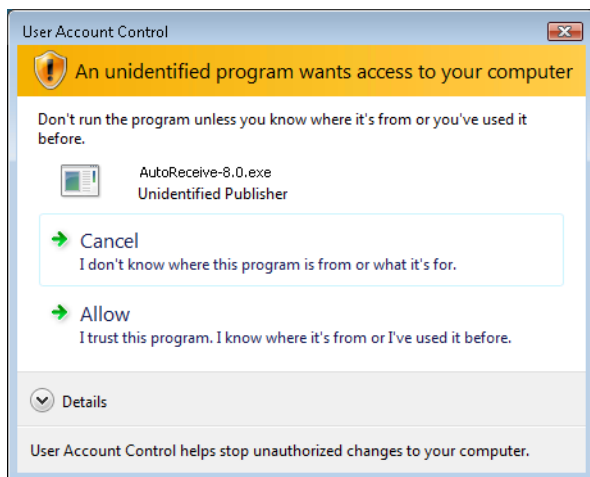
Use this procedure to install AutoReceive. Before you begin, make sure you have the correct permissions on the computer on which you will be installing AutoReceive, as follows:

- To install AutoReceive on Windows UAC operating systems, you must run the installer as an administrator.
- On all platforms, you must have permission to install applications, and you must have sufficient permissions to run the AutoReceive executable file and the Java Runtime Environment (JRE) that is installed with AutoReceive.
- On all platforms, you must have read and write permission for one of the following directories, depending on whether you are installing AutoReceive to a 32-bit or 64-bit version of Windows:
 - For a 32-bit version of Windows, AutoReceive installs to this directory:
C:\Program Files\AutoReceive
 - For a 64-bit version of Windows, AutoReceive installs to this directory:
C:\Program Files(x86)\AutoReceive

Note: The current AutoReceive installation program is 8.0. When you install AutoReceive 8.0, AutoReceive will check for updates and upgrade to AutoReceive 8.1.

Install AutoReceive

- 1 Right-click *AutoReceive-8.0.exe* and click *Run as administrator*.
- 2 If you are installing on Windows UAC operating systems, a *User Account Control* window may appear, prompting you as to whether or not the installation should continue. Confirm that you want the installation to continue.



- 3 Respond to each of the installation prompts, and click *Done* when the installation is complete.

Tip: If the *Please Wait* screen appears for an extended amount of time (without finding a previous AutoReceive installation), click *Previous* and then click *Next* to continue the installation (bypassing the *Please Wait* screen).

- 4 When the *Network Configuration* dialog box appears, click **Cancel**, and then click **Yes** to the prompt to exit AutoReceive. AutoReceive is installed and is now ready to be configured to connect to the Certification environment, as explained next in ["Configuring AutoReceive for the Certification Environment"](#) on page 6.

Configuring AutoReceive for the Certification Environment

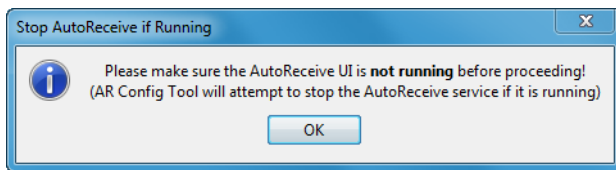
Use this procedure to configure AutoReceive to connect to the Certification environment using the AutoReceive Configuration Tool.

Configure AutoReceive for the Certification Environment

- 1 Copy the *AutoReceive-CfgTool.zip* file to the AutoReceive installation directory.
 - AutoReceive installation directory for a 32-bit version of Windows:
C:\Program Files\AutoReceive
 - AutoReceive installation directory for a 64-bit version of Windows:
C:\Program Files(x86)\AutoReceive
- 2 Extract the files to the **AutoReceive** folder. Do not extract the files to any other folder. The files **must** be at the same level as the *AutoReceive User Manual.pdf* and *AutoReceive_InstallLog.log* file.

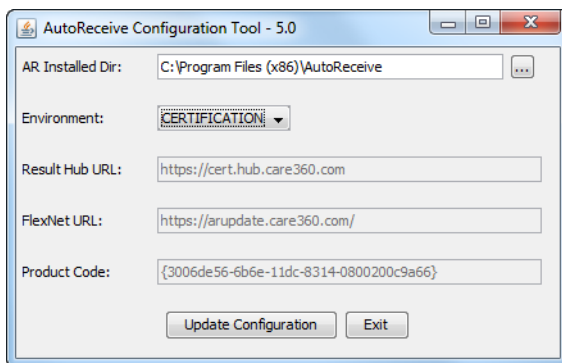
Note: By default, Windows attempts to extract the files to C:\..\AutoReceive\AutoReceive-CfgTool. Simply delete \AutoReceive-CfgTool before clicking *Extract*.

- 3 Start the AutoReceive Configuration Tool by double-clicking *CfgTool.exe*.
- 4 On the *Stop AutoReceive if Running* dialog box, click *OK*.



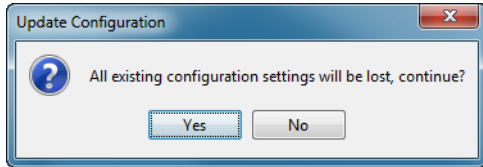
Note: If this dialog box does not appear, verify that the AutoReceive Configuration Tool files are in the directory where AutoReceive is installed.

- 5 In the *Environment* list, select *CERTIFICATION*.



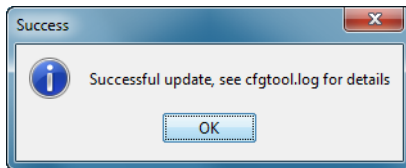
- 6 Click *Update Configuration*.

7 No subscriptions have been created yet, so on the *Update Configuration* dialog box, click Yes.



Caution! If you have already created subscriptions and activated AutoReceive, make sure that you have the information necessary to create new configuration settings before continuing. **All AutoReceive configuration settings will be removed. These configuration settings include the AutoReceive user name and password, activation, and subscription.**

8 On the *Success* dialog box, click OK.



Before you continue to the next procedure for creating subscriptions and activating AutoReceive, you might want to review the *AutoReceive User Manual*, available from the following locations:

- From the Windows 8, Windows 8.1, or Windows Server 2012 R2 *Apps* screen, click the *AutoReceive User Manual.pdf* tile.
- From all other Windows operating systems, click *Start > All Programs > AutoReceive > AutoReceive User Manual.pdf*.

In particular, review the following sections in Chapter 1, "Getting Started":

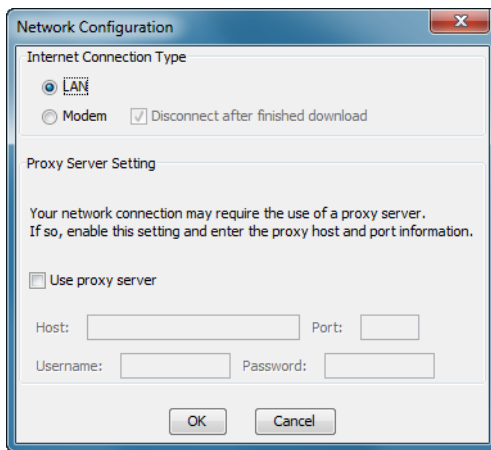
- For a general overview of AutoReceive, see "About AutoReceive."
- For an overview of creating subscriptions, see "Configuring Subscriptions."
- For details on creating a subscription to receive HL7 results, see "Configuring HL7 Test Results."

Submitting Credentials, Creating Subscriptions, and Activating AutoReceive

Use this procedure to submit credentials, create subscriptions, and activate AutoReceive first for the Certification environment and then later, after certification is complete, for the Production environment.

Submit Credentials, Create Subscriptions, and Activate AutoReceive

- 1 Start AutoReceive by doing one of the following:
 - From the Windows 8, Windows 8.1, or Windows Server 2012 R2 *Apps* screen, right-click the *AutoReceive* tile and click *Run as administrator*.
 - From all other Windows operating systems, click *Start > All Programs > AutoReceive*, and then right-click *AutoReceive* and select the option to run as an administrator.
- 2 On the *Network Configuration* dialog box, click the *LAN* option button.



Note: To determine if your LAN connection uses a proxy server, check the browser's settings. The following example is for Internet Explorer.

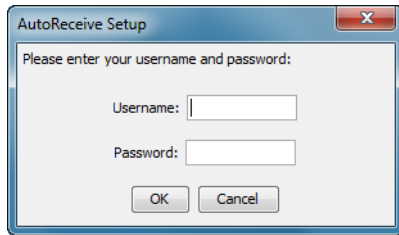
- 1 In the browser menu bar, select *Tools > Internet Options*.
- 2 Click the *Connections* tab.
- 3 Click *LAN Settings*.

If the *Use a proxy server for your LAN* check box is selected, the LAN connection uses a proxy server.

If your LAN connection uses a proxy server, select the *Use proxy server* check box, and complete the following:

- a In the *Proxy host* box, type the name of the host for the proxy server.
 - b In the *Port* box, type the port number for the proxy server.
 - c If the proxy server requires a log in, enter the corresponding username and password. This username and password combination is **not** the AutoReceive username and password.
- 3 When you are finished completing the *Network Configuration* dialog box, click *OK* to save your changes.

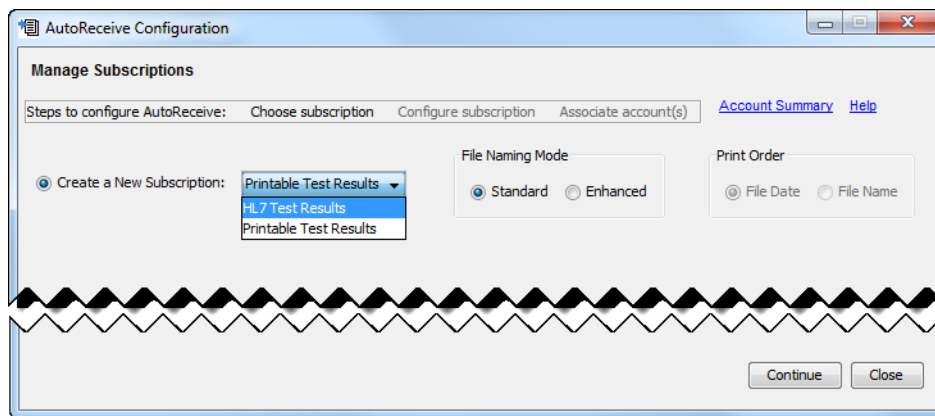
- 4 On the *AutoReceive Setup* dialog box, type the AutoReceive user name and password assigned to you, and click *OK*.



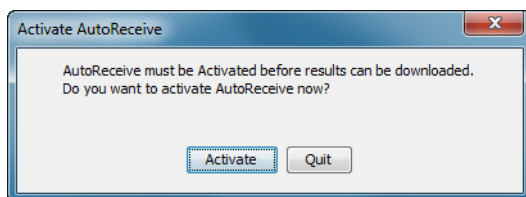
The AutoReceive splash screen appears, followed by the *AutoReceive Configuration* dialog box. In addition, the notification that AutoReceive is running as a service is sent to the printer.

- 5 Create one or more AutoReceive subscriptions as explained in the *AutoReceive User Manual*, available from *Start > All Programs > AutoReceive*.

For an overview of creating subscriptions, see “Configuring Subscriptions” in Chapter 1, “Getting Started.” Otherwise, see “Configuring HL7 Test Results” in Chapter 1.



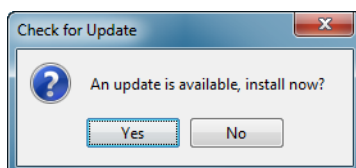
- 6 When you are finished creating one or more subscriptions, click *Close*.
- 7 On the *Activate AutoReceive* dialog box, click *Activate*.



AutoReceive is now running as a service, and results will arrive as scheduled for the certification testing and in accordance with the configured schedule in the subscription(s) you created.

- 8 When the prompt appears to upgrade AutoReceive, click *Yes*. The upgrade process retains all of your subscriptions and requires no input from you.

Note: The prompt to upgrade may not appear immediately.



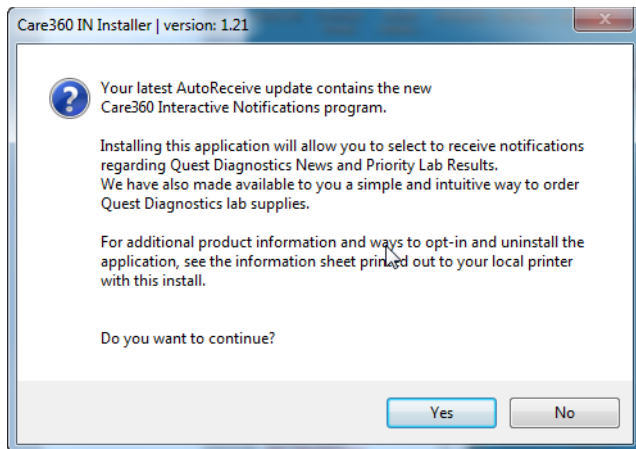
You can now perform the necessary certification tasks. See Chapter 2, “Using AutoReceive” in the *AutoReceive User Manual* for common tasks. When certification is complete and you are ready to receive live lab results, you must configure

AutoReceive to connect to the Production environment as explained next in “[Configuring AutoReceive for the Production Environment](#)” on page 11. In addition, Interactive Notifications is available to be installed, as explained next.

Installing Interactive Notifications

After the AutoReceive 8.1 update is complete, you are prompted to install Interactive Notifications as follows:

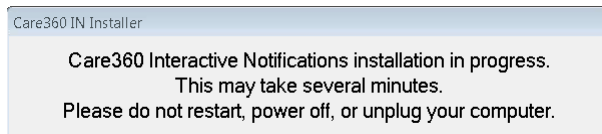
- If you are running Windows XP, you are prompted to Install Interactive Notifications when you next log in to Windows.
- If you are running Windows 7 or newer, you are prompted to Install Interactive Notifications once a day at noon plus a random number of minutes. The prompt appears until you respond or 30 days has elapsed.



Note: Priority lab results notifications and the ordering lab supplies feature are available only to Care360 EHR or Labs & Meds users.

When the Interactive Notifications installation prompt appears, do one of the following:

- To install Interactive Notifications, click Yes. The following progress message appears.



When the installation is finished, a one-page description of Interactive Notifications is sent to the printer, and the Interactive Notifications icon (🔔) appears in the system tray. By default, you are not subscribed to any notification types. To subscribe to the *Quest Diagnostics News* notification type, right-click the Interactive Notifications icon (🔔) and click *Subscription Preferences*. A browser windows opens where you can select subscriptions and set quiet hours.

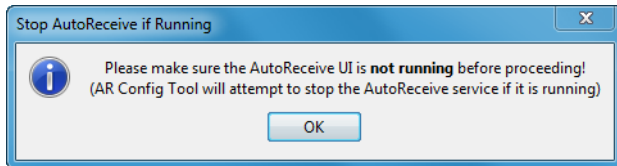
- To close the prompt without installing Interactive Notifications, click No. The prompt will not appear again.

Configuring AutoReceive for the Production Environment

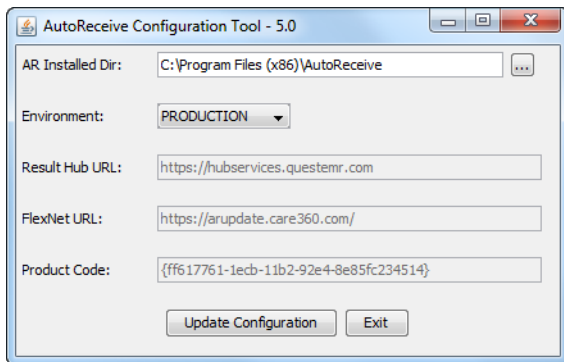
After you have successfully completed certification, use this procedure to configure AutoReceive to connect to the Production environment using the AutoReceive Configuration Tool.

Configure AutoReceive to Connect to the Production Environment

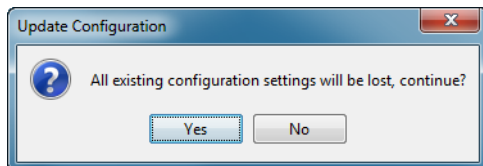
- 1 From the AutoReceive installation directory, start the AutoReceive Configuration Tool by double-clicking *CfgTool.exe*.
- 2 On the *Stop AutoReceive if Running* dialog box, click *OK*.



- 3 In the *Environment* list, select *PRODUCTION*, and then click *Update Configuration*.



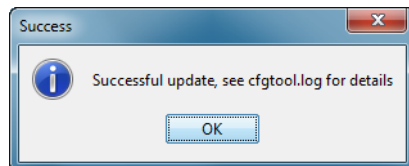
The following message appears, informing you that **all** AutoReceive configuration settings will be removed. These configuration settings include the AutoReceive user name and password, activation, and subscriptions.



Caution! Make sure that the selected environment is correct and that you have the information necessary to create new configuration settings before continuing. **All configuration settings and subscriptions will be deleted, so you will not be able to use the certification environment without recreating all configuration settings and subscriptions.**

- 4 **If you are sure existing configurations can be removed**, click *Yes*. Otherwise, click *No*.

The AutoReceive service is stopped, the existing configuration and subscriptions are removed, the environment URLs are updated, and the following message appears.



When you start AutoReceive, you must submit credentials, create subscriptions, and activate AutoReceive as explained in [“Submitting Credentials, Creating Subscriptions, and Activating AutoReceive”](#) on page 8. The difference is that this time you use the credentials for the Production environment, which are different from those used in the Certification environment.

Updating and Adding Accounts

When additional accounts are updated or added on the Data Exchange, you must restart AutoReceive as follows:

- From the Windows 8, Windows 8.1, or Windows Server 2012 R2 *Apps* screen, right-click the *Stop and Restart AutoReceive* tile and click *Run as administrator*.
- From all other Windows operating systems, click *Start > All Programs > AutoReceive*, and then right-click *Stop and Restart AutoReceive* and select the options to run as an administrator.

When AutoReceive has successfully restarted, access the new and updated accounts from the *AutoReceive Configuration* dialog box as explained in “Modifying a Subscription” in Chapter 2, “Using AutoReceive” in the *AutoReceive User Manual*.

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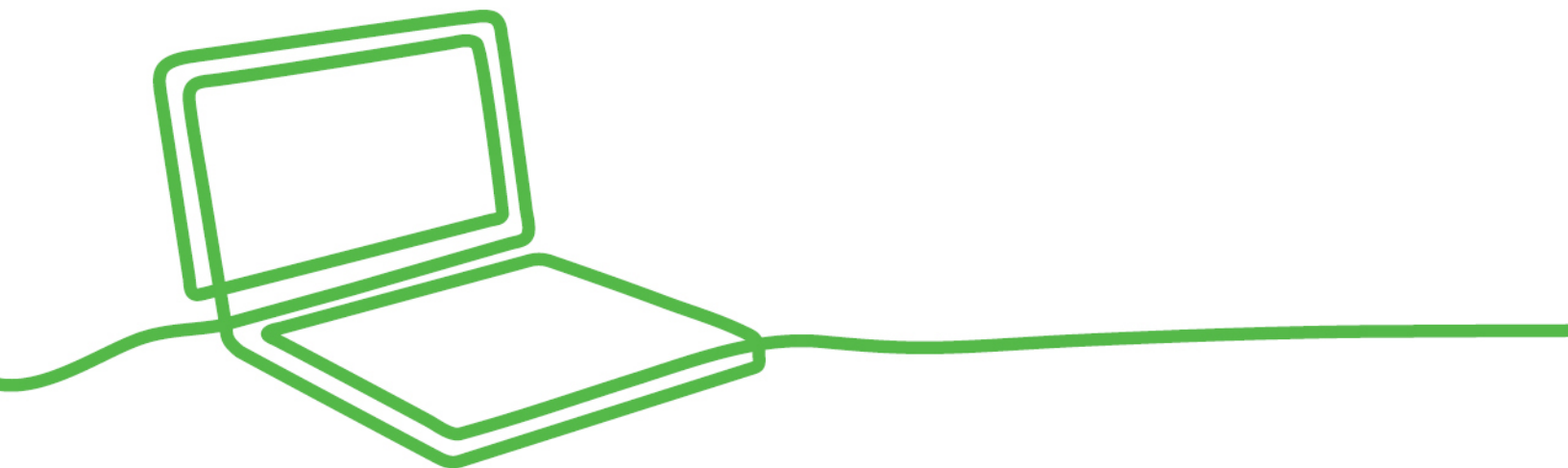
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