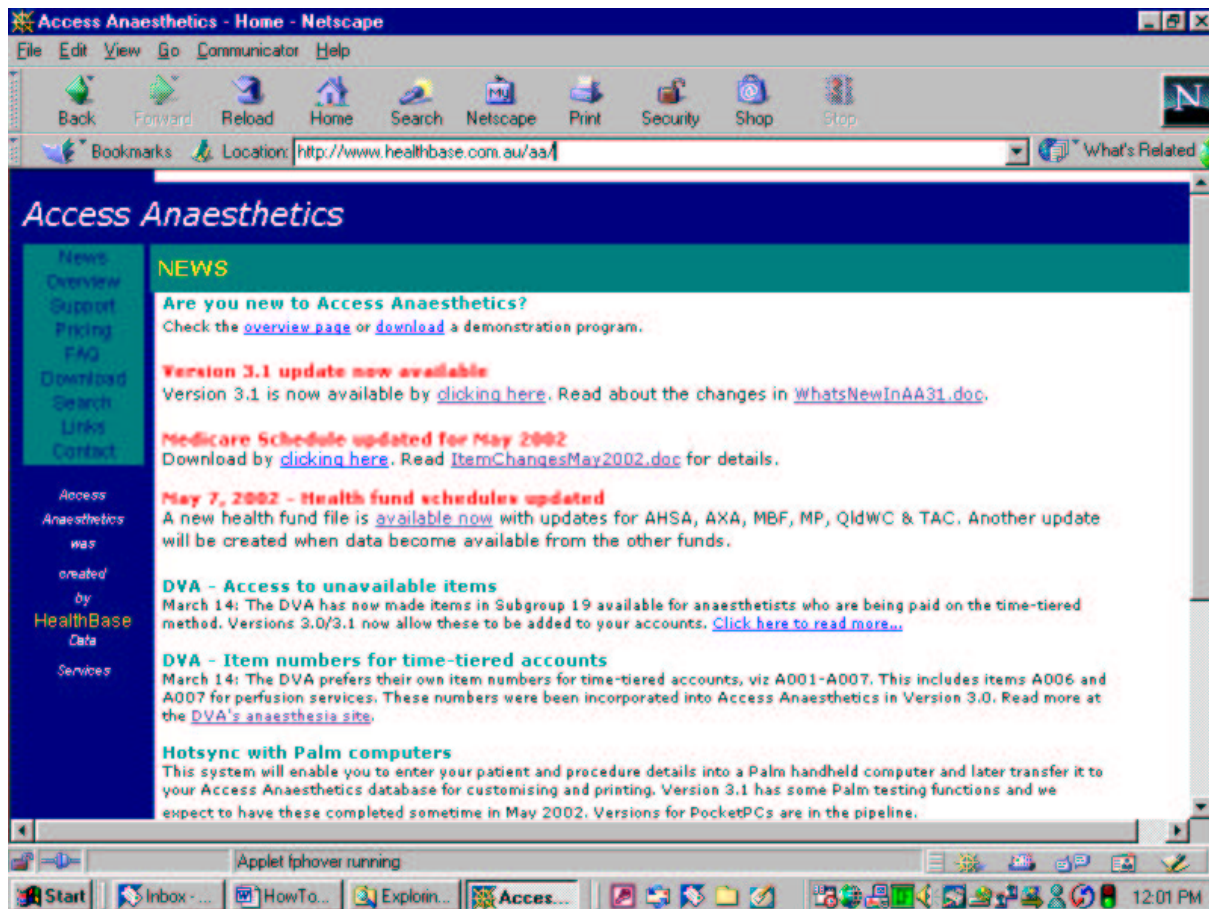


How to download and install Access Anaesthetics updates

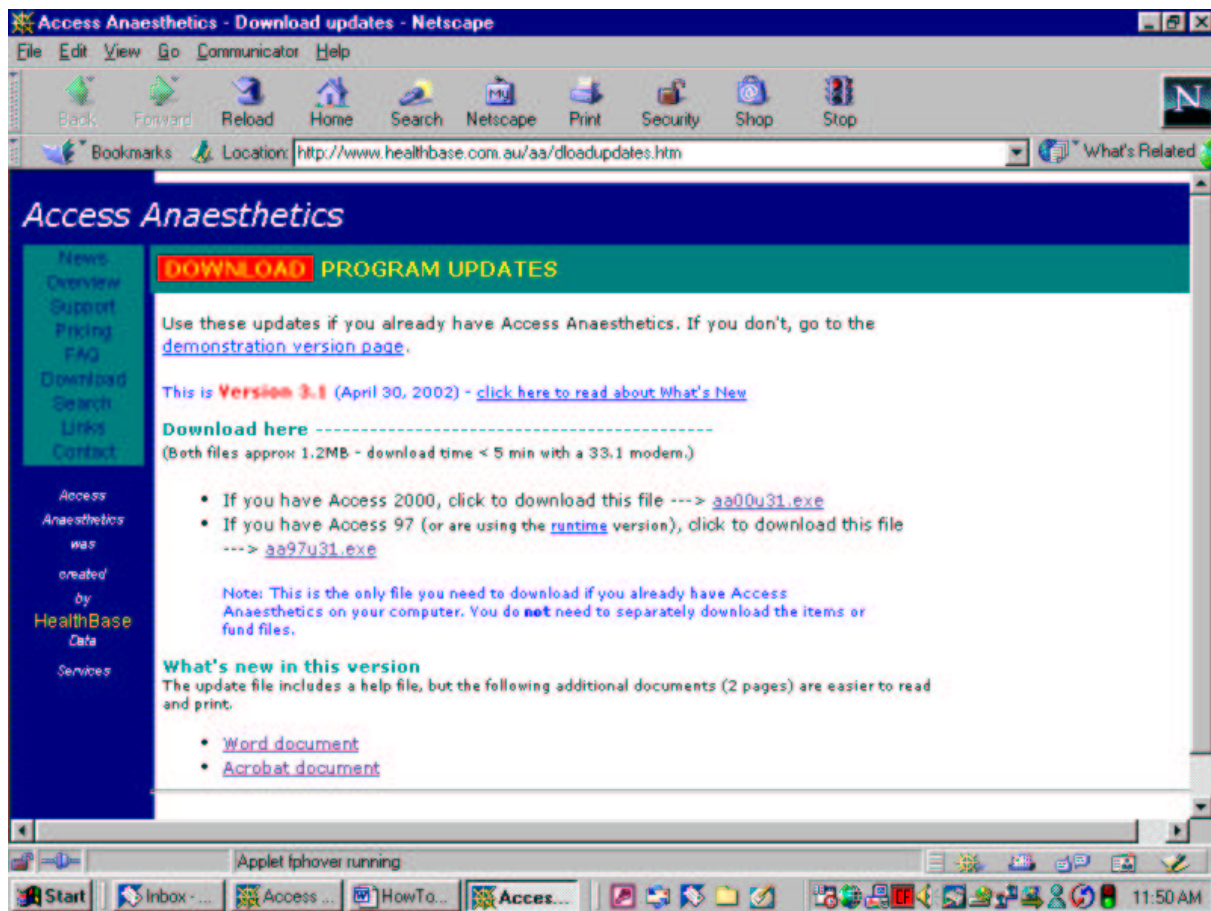
Go to the Access Anaesthetics section of the HealthBase website by typing the following address into the Location bar in Netscape or Internet Explorer:

www.healthbase.com.au/aa

The following page will appear:



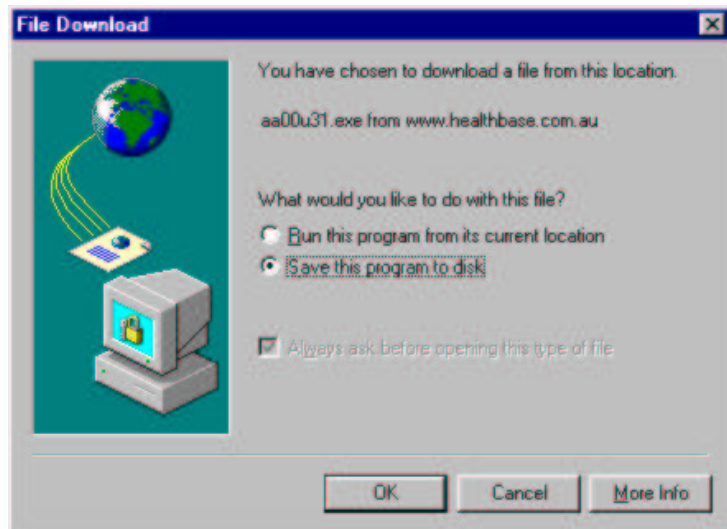
Click the Download button on the left panel, or follow any other available links until you reach the appropriate page where the relevant file name is shown ready for downloading. For example, the following page shows the download site for program updates. (There are other pages for downloading the Medicare items files and health fund files.)



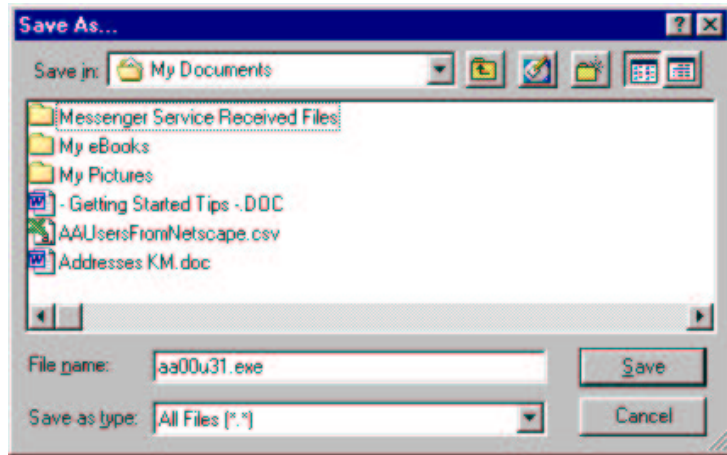
Click on the appropriate link to begin downloading.

If you are using Internet Explorer, the following window may appear. If so, you should select 'Save this program to disk' and press OK.

You may also see this window with other file types in Netscape, and we recommend you always save to disk rather than opening directly from the site.

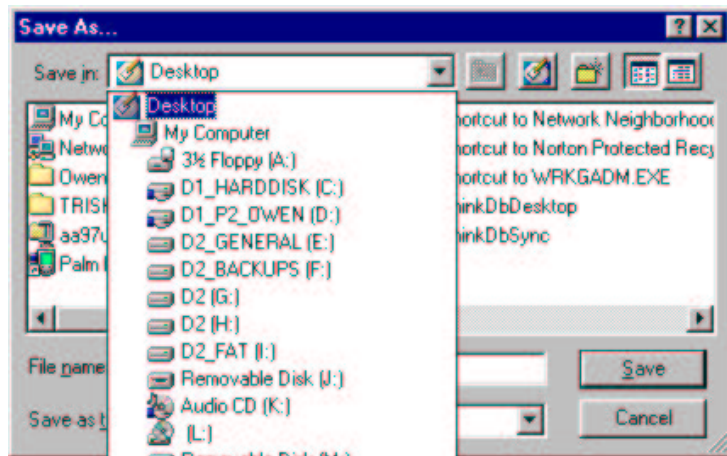


The following window will open asking you to specify a location and file name for the downloaded file. You should normally leave the file name as it is, and save it in an easy to find location such as My Documents or Desktop.



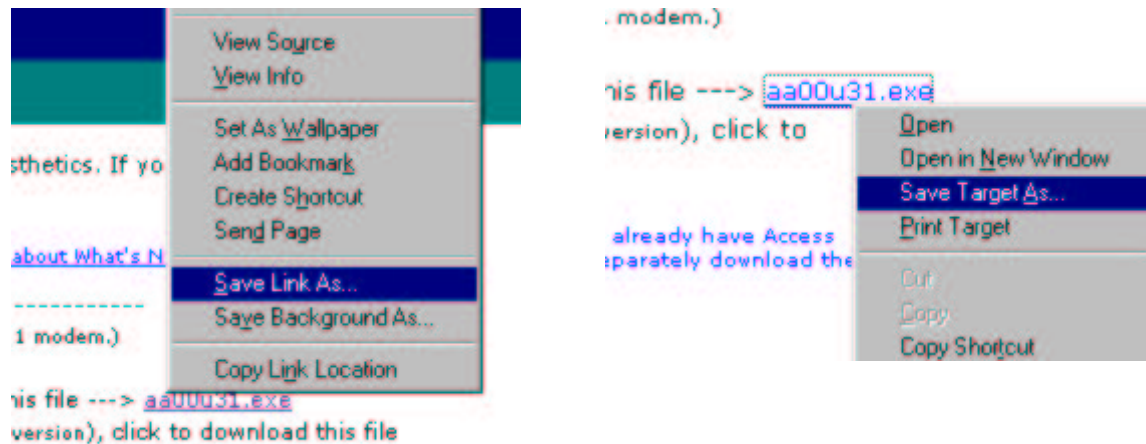
Use the drop down box at the top of the window to select an alternative folder to save the file.

For example, the following window shows how to select the Desktop as the download location.



If the above window does not open, but rather the file begins to run from the website directly, you should cancel the process and perform the download step again. This time however, click the link with the right mouse button and select 'Save Link As' or 'Save Target As' (with the left mouse button) as shown below.

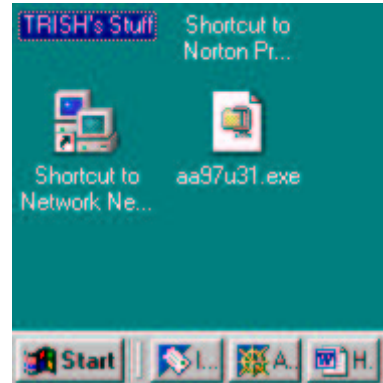
Right click to open the shortcut menu. Left click to select an option from the menu.



After the download completes, you need to install the update. To do this, first locate the downloaded file. This is easiest if you have saved it to the desktop (otherwise you may need to open Window Explorer and navigate to the My Documents folder or other folder where the file was saved).

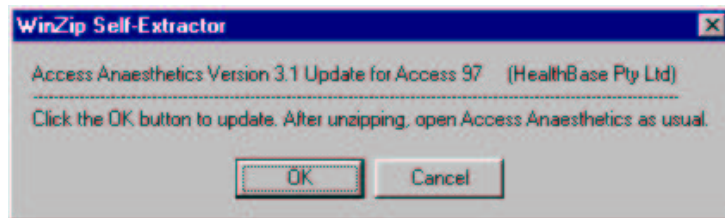
Before continuing, make sure Access Anaesthetics is closed. You will not be able to install the update successfully if Access Anaesthetics is running when you do this.

Double click on the downloaded file.
Here the file aa97u31.exe is shown on the desktop.



A message will appear stating which update will be installed.

Click OK.

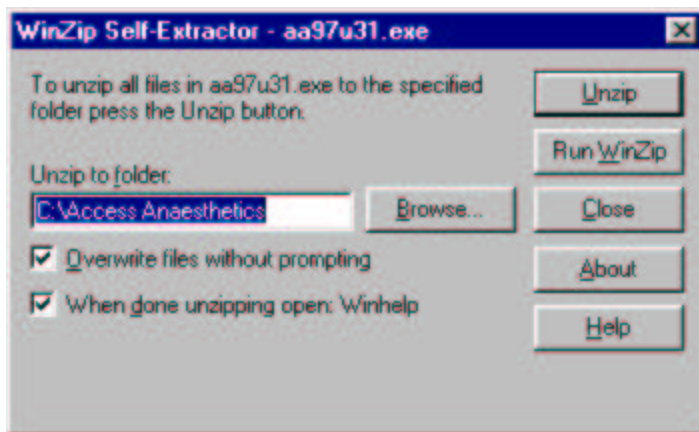


Most updates are self-extracting Winzip files. After clicking OK, the following box will appear.

Check and adjust the 'Unzip to folder' to match the folder where Access Anaesthetics is installed. The default folder is "C:\Access Anaesthetics".

Then click the Unzip button.

You should receive a message saying that 'x files were unzipped'. Click OK, then click Close to dismiss the Winzip box.



With some program updates, a help file will open automatically providing information on the changes in the new version of the program. Read this at your leisure and close it. If this help file appears, you usually won't need to close the Winzip box.

After completing the installation, open Access Anaesthetics as usual and verify that the system has been updated using one or more of the following methods.

- Click Help > About - to check the version of the main program file.
- Click Tools > Health Fund Fees - to check the version date of the health fund files.
- Click File Management and check the versions of the program, user and items files.
- Click File Management > Select an items file - to attach a new version of the Medicare items file.

Once you are happy that the download and installation process was successful, you can delete the file you downloaded. The easiest way to do this is to right click on the file and select Delete from the shortcut menu. You can do this either on the Desktop or in Windows Explorer.

