

INSTRUCTIONS FOR SETTING UP HEALTHLINK MAILBOX FOR NELSON BAYS PRIMARY HEALTH

In order to be able to send and receive files to Nelson Bays Primary Health, you need to configure your HealthLink settings.

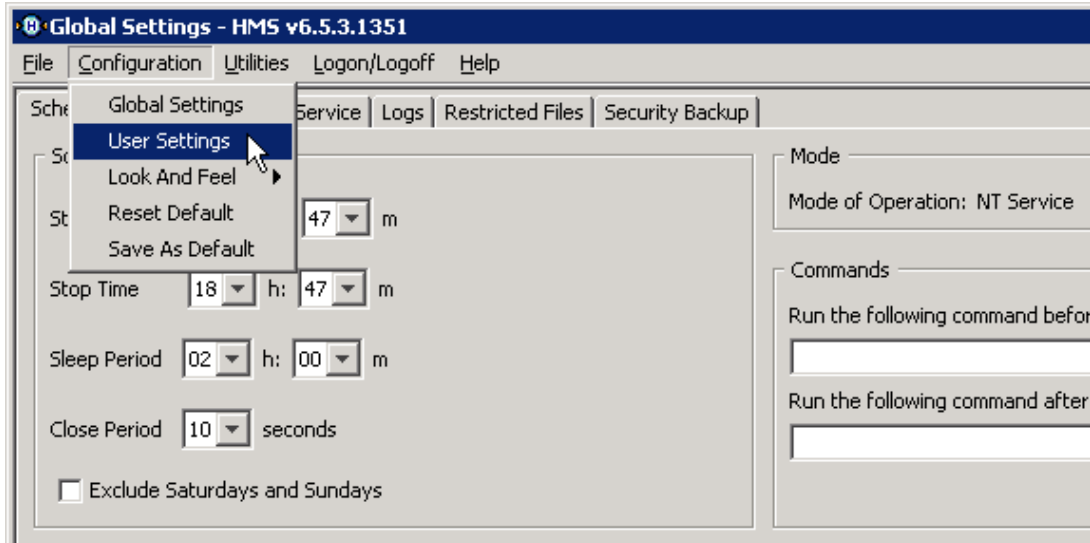
This only needs to be done once and then you are all set.

You will need to do this on the machine that runs HealthLink (probably your server).

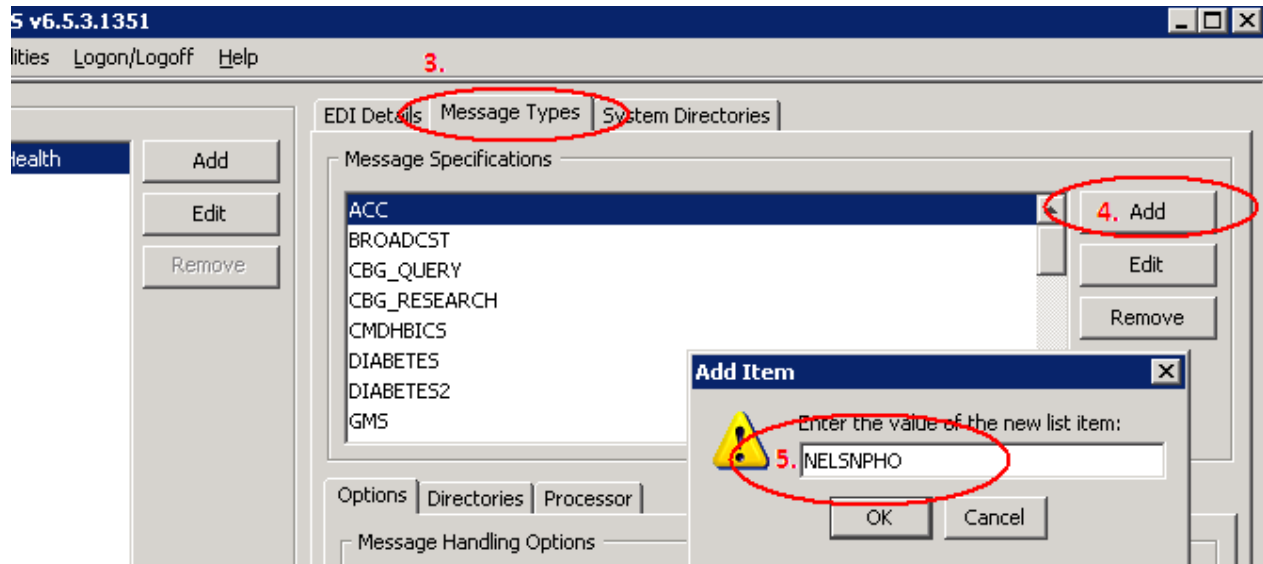
1. Click the **Start** Menu button, then **All Programs**, then **HealthLink SIX** then **HMS Advanced Options**.

This will open window as below. It may take several seconds to appear.

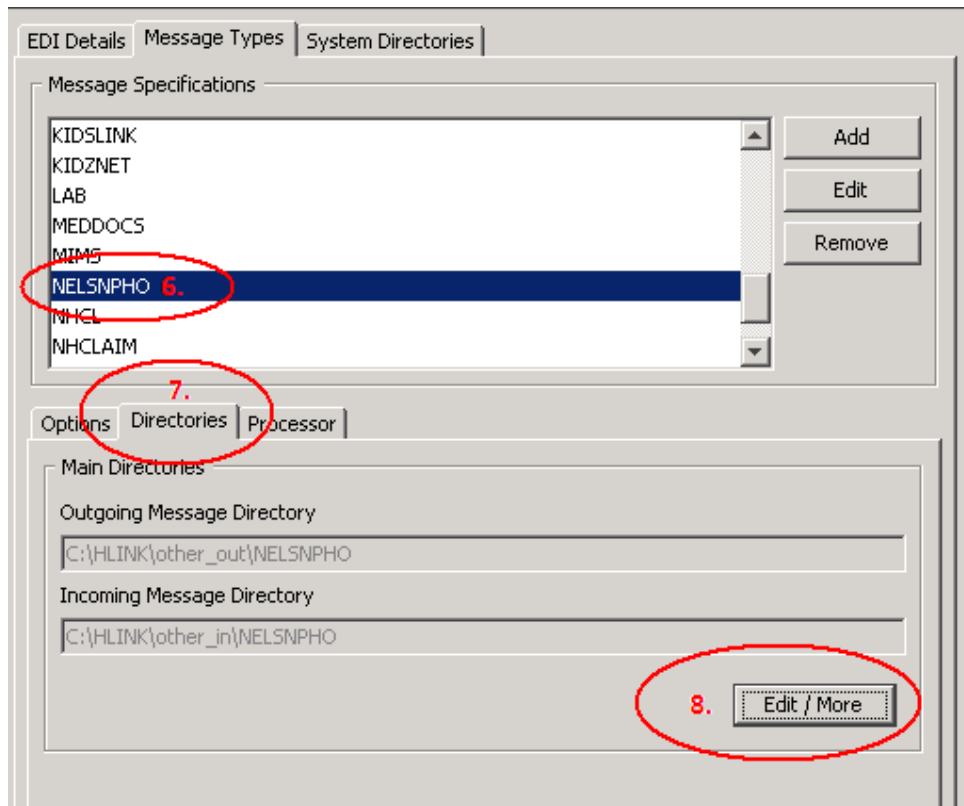
2. Click **Configuration** then **User Settings**.



3. Click the **Message Types** tab.
4. Click the **Add** button.
5. Type **NELSNPHO** (note – you must spell it exactly the same).

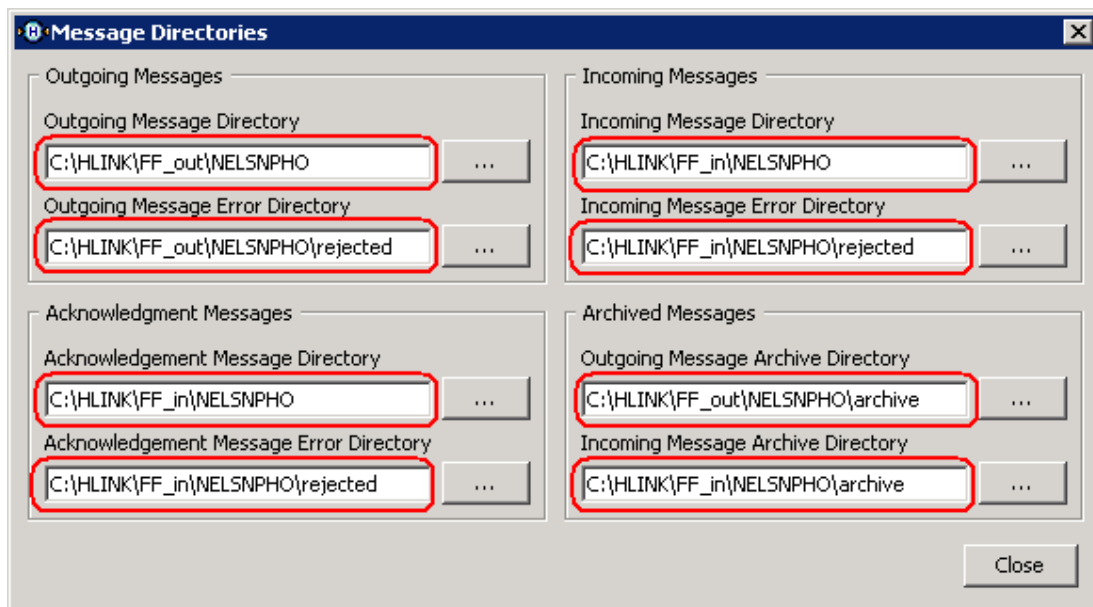


6. Select **NELSNPHO** from the list
7. Select the **Directories** tab (note: NOT the **System Directories** tab at the top of the page).
8. Click the **Edit/More** button.



9. Replace the word **other** in all 8 directory boxes with the letters **FF**. Say **Yes** to the warning message you get the first time.

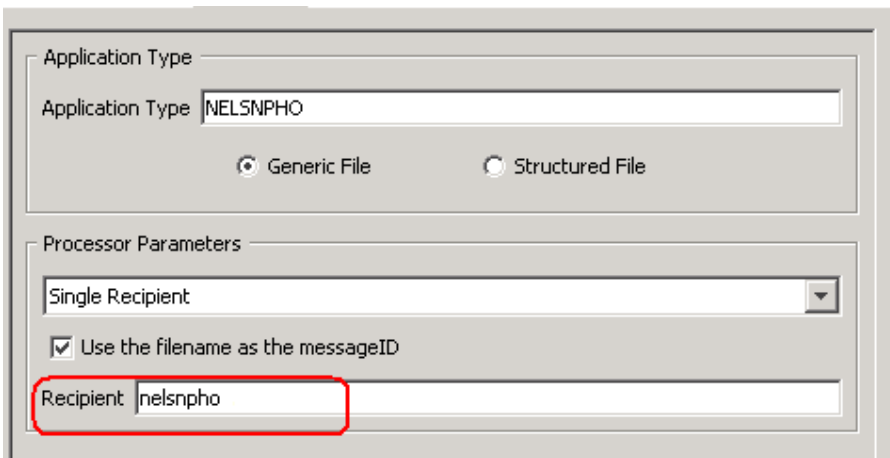
Your screen should now look like this:



10. Click on **Close**.

11. Click on the **Processor** tab.
12. Type **nelsnpho** in the **Recipient** box.

Your screen should now look like this:



The screenshot shows a software configuration window with two main sections. The top section is titled "Application Type" and contains a text input field with the value "NELSNPHO". Below this field are two radio buttons: "Generic File" (which is selected) and "Structured File". The bottom section is titled "Processor Parameters" and contains a dropdown menu set to "Single Recipient". Below the dropdown is a checked checkbox labeled "Use the filename as the messageID". At the bottom of this section is a text input field labeled "Recipient" containing the value "nelsnpho", which is highlighted with a red rectangular border.

13. Click **File** then **Save** and then **Exit**. (note: Do not click **Save All** instead of **Save** as this does not always seem to save the settings.)

If you require assistance, please phone **Nathan** on **03 539 1659**.

Adapted from a user guide provided by Karo Data Management.