

## INSTALLING BLUEBAYCT SOFTWARE

### FOR EMIS PCS

#### SERVER COMPUTER SETUP

Before you install, you will need to nominate a dedicated computer that can be used as a 'server' to maintain the upgrades and database synchronization between EMIS PCS and BlueBayCT. This computer will need to be left switched on at all times in order for the software to work correctly.

To install the 'server' software onto the computer, do the following:

1. On the 'server', log on as an administrator (or an equivalent user with administrator access rights).
2. Open Internet Explorer (or your preferred web browser software).
3. In the Address box, type the following website address...

<http://www.bluebaymedicalonline.co.uk/>

...and click **Go**. You'll be directed to the BlueBay Medical Systems Home page.

4. On the menu, click **Help & Support**.
5. The Website will prompt you for a **Customer ID** and **Password** to log into the site. If you already have arranged to set up a license with the BlueBay Support or Sales Teams, your default Customer ID and Password will be your national Practice number (with the first alphabetical character omitted). If you've not yet arranged a license, please contact BlueBay Support on **0845 521 1241** and they will process your request.



We are available Monday to Friday between 8:30am and 6:00pm. Tel: 0845 5211241

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BlueBay News 25/10/2011 BlueBayCT for iSoft Synergy has been signed off and is ready for release. News

**emis Help & Support**

Welcome to the Help & Support area.

Please click which product you want to install. There is also an additional [Downloads](#) area where you can find uninstall programs and utilities.

You can find answers to all your common problems within our [FAQ](#) area.

Within our [Version Control](#) area you view details of the latest enhancements and bug fixes to all our products.

Some of the following documents are in PDF/PowerPoint format. You can download the appropriate viewers for free by clicking on the links to the right.

Type	Product	Title
	BlueBayCT	BlueBayCT (EMISPCS Edition) with MSDE Installation
	BlueBayCT	BlueBayCT (EMISPCS Edition) Installation
	BlueBayTS	BlueBayTS (EMISPCS Edition) Installation
	BlueBayCT	Primary Care Contracting Web Site
	BlueBayCT	Installation Instructions

**Latest News**

There is a new online support area which can be accessed by clicking the handy link below. If you don't have a customer ID and depend on word files to ask a support member of staff please contact the helpdesk on the main contact number 0845 5211241.

Alternatively you can e-mail our support team.

If your support query is of a non-urgent nature, you can also use us on 0844 579 0892.

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6. After you have successfully logged in, click the [BlueBayCT \(EMIS PCS Edition\) with MSDE Installation](#) link to begin the installation process.

This process relies on a small software application (or ActiveX control) being installed to allow the installation process to interact with your computer. If you see a message prompting you to install the software, please allow this in by clicking on the information bar or message and choosing install or allow. When the button text shows *Install*, click the button.

7. Follow the on-screen instructions to complete the installation procedure.

It may take a little while to install the software, depending on the speed of your internet connection. We do not recommend that you change any of the default settings during the install procedure. When the installation is complete, the software will automatically run the **BlueBayCTServer** application.

You will need to enter the following connection information when prompted:

- **Server Name** – this is the name of your EMIS server and should correspond with the entry in your BlueBayCT license, for example *1234PCSSERV1*.
- **Share Name** – this is the name of the ‘server’ computer that you are installing and should automatically be completed.
- **Database** – this is the name of your EMIS PCS clinical database, for example *EMIS9405A*.

After entering the connection information, click the **Connect** button. You’ll notice that the **BlueBayCTServer** icon has appeared in the notification area of the Windows Taskbar.

8. Right-click the **BlueBayCTServer** icon and from the menu choose **Login**, and then click **Login Status**.
9. Type your EMIS PCS user name and password and click **Login**.

You will only need to login on first use, as the **BlueBayCTServer** application will remember your login details and automatically log in each time it starts.

After successful installation and login, you will need to use the **BlueBayCTServer** application to start the database synchronization process. This is a very important stage in the setup process and skipping this step will lead to discrepancies in clinical data between BlueBayCT and EMIS PCS. After you have completed the initial synchronization, **BlueBayCTServer** will maintain the synchronization on a daily basis.

To synchronize the EMIS PCS database with BlueBayCT, use the following procedure:

1. Right-click the **BlueBayCTServer** icon and from the menu choose **Import**, and then click **New**.
2. On the new import bar, click **Start**.

The database synchronization will begin scanning your EMIS PCS database. This can take up to a few hours, depending on your list size and how much data is stored, but you can continue working on the ‘server’ computer whilst this is running. If you need to stop the process for any reason, click the **Abort** button. You can continue the import when ready by right-clicking on the **BlueBayCTServer** icon and choosing **Import, Continue** from the menu. You should also do this if the process is interrupted or has stopped unexpectedly.

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## CLIENT COMPUTER SETUP

Before you set up the client computers, it is imperative that you have completed the previous step. The **BlueBayCT** software relies on the ‘server’ computer to share information and will not work correctly without this. If you need to use the ‘server’ computer as a client too, you’ll need to perform this step on the ‘server’ computer.

To install the **BlueBayCT** client software, use the following steps:

1. Make sure that you are logged into EMIS PCS.
2. Open *My Computer* from the desktop or start menu.
3. Click your **Network Places** or **Network** shortcut (usually on the left hand side, depending on the version of Windows being used).
4. Click the **Entire Network** shortcut.
5. Double-click the **Microsoft Windows Network** icon.

6. Double-click the name of your network that your computers reside on, for example *GP1234*.
7. Double-click the name of your 'server' computer.
8. Double-click the **NetworkShare** folder.

This is the area on your 'server' computer where all the necessary files are stored, including the installation and upgrade files.

9. Double-click the file called **ClientInstall** (or **ClientInstall.exe**).

You'll see a box briefly appear, showing the files being copied and registered on the client computer. After this box has disappeared, you'll notice a **BlueBayCT** icon in the notification area of your Windows Taskbar (this looks like a light bulb).



You will need to enter the following connection information when prompted:

- **Server Name** – this is the name of your EMIS server and should correspond with the entry in your BlueBayCT license, for example *1234PCSSERV1*.
- **Share Name** – this is the name of the 'server' computer that you are installing and should automatically be completed.
- **Database** – this is the name of your EMIS PCS clinical database, for example *EMIS9405A*.

After entering the connection information, click the **Connect** button. Because you are already logged into EMIS PCS, **BlueBayCT** will automatically log you into the software using your login details.

Congratulations! You have now successfully installed the BlueBayCT software at your practice. You should repeat this second step in the setup on each client computer.

For further help or assistance with the installation, please contact BlueBay Support on **0845 521 1241**.