DATA RUNNER

Introduction

Data Runner is a utility that helps you import and export files, primarily patient or prescription demographics, between your NDCMedisoft or NDCLytec program and InstantDX. The program can schedule transmission times and transmit data for multiple practices.

Sign Up with InstantDX

You or your Value-Added Reseller must contact InstantDX before using this program. InstantDX will give you a Practice ID. This is a seven-digit code that is given over the phone. Call (or have Value-Added Reseller call) the InstantDX OnCallData™ Customer Support at (800) 576-0526 for the Practice ID. Write it down so it is available when you go to set up Data Runner.

Installation

> **Note:** Data Runner must be installed in the same folder as your patient accounting program. We highly recommend that you close all Windows applications before installing Data Runner.

1. Insert the CD in the local CD-ROM drive. In the first splash screen, select **Install Data Runner**. If the splash screen does not automatically display after a few moments, open the Start menu from your Task bar and select **Run**. Type *X*:\AUTORUN (where *X* is your CD-ROM drive letter) and click [OK] or press Enter. Then select **Install Data Runner**.

2. In the second splash screen, select the appropriate option depending on your patient accounting program: **Install for NDCMedisoft** or **Install for NDCLytec**.

3. In the *Welcome* screen, click [Next].

4. Click [I Accept] at the *End User License Agreement* screen. If you do not accept the terms set forth, you cannot complete the install.

5. In the *Select Destination Directory* screen, specify the drive on which you want the program installed. Data Runner must be installed in the same folder as your patient accounting program. Click [Next].

6. Once installation is complete, click [Finish]. We recommend that you launch the program, so leave the *Launch Data Runner now* box checked.

7. The computer must be restarted to complete installation, so click [OK].

Installing on a Network

If you plan to use Data Runner with a network version of NDCMedisoft or NDCLytec, follow the instructions contained in your patient accounting manual for installation on a network.

Getting Started

Once the program is installed on your computer, the Data Runner icon is placed in the tray of your Task bar. It will stay there until you choose to deactivate it. Go to the Task bar and right-click the Data Runner icon. A Speed

menu will provide three choices. Select **Show** and the *Data Runner 2.1* window will open, giving you access to all activities in the program.

Once the program has been set up, you can utilize the other two options in the Speed menu. You can click **Send Now**, which will transmit the files that have been designated already for exporting and save you even going any further into the program.

The third choice is **Shut Down**, which exits the program completely and removes the icon from the tray. The program will automatically start again when the computer is restarted.

When you minimize or "close" the program, the icon stays active in the Task bar. All you need to do to activate it is to right-click the icon and select **Show**.

Right-click the Data Runner icon in the Task bar, select **Show**, and the *Data Runner 2.1* window opens. See Figure 1.
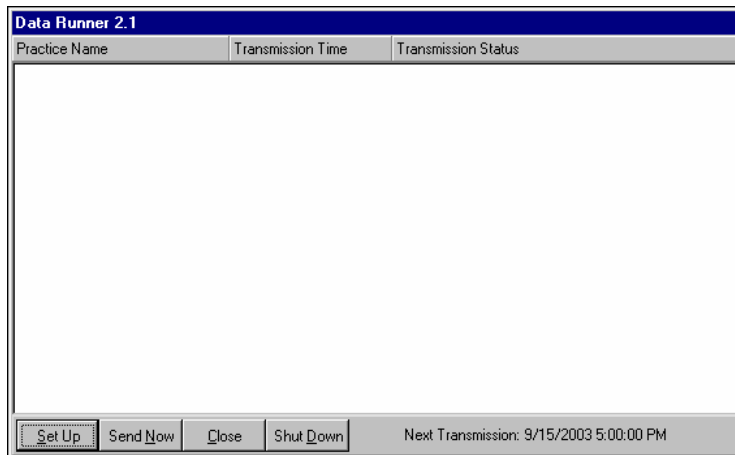

Figure 1

This window is the base for all of the activity in Data Runner. It displays a list of practices which have been set up for sending data.

It has three columns, or categories. It shows the *Practice Name*, which will list the names of practices for which files have been transmitted. *Last Transmission Time* shows the date and time of day the last batch was transmitted for each practice on the list. The third column, *Last Transmission Status,* tells whether the transmission was successful or if a problem was encountered, with a description of the error. If an error occurs, the icon in the tray is changed to the following:

At the bottom right section of the window, the *Next Transmission* field lets you know when the next transmission is scheduled.

[Set Up]
Click [Set Up] to open the *Setup* window. Two tabs contain all the fields needed for setting up the entire transmission process.

Basic Setup Tab
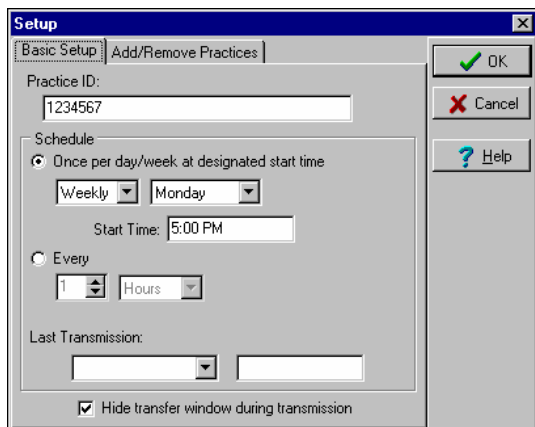The first tab is Basic Setup. See Figure 2.

Figure 2

Enter the Practice ID code that was given to you when you called InstantDX. If you have not already done so, call (or have your Value-Added Reseller call) the InstantDX OnCallData Customer Support at (800) 576-0526 for the Practice ID.

Once the code is entered and you click [OK], the *Practice ID* field is disabled and you can't make changes or corrections. If a correction needs to be made, call NDCMedisoft support at (800) 334-4006 or NDCLytec support at (800) 895-6700.

Transmission of your files occurs at specific intervals. To set up the time and intervals of submission, choose the appropriate radio button.

If you select *Once per day/week at designated start time*, use the drop-down arrow to select **Weekly** or **Daily** intervals. Another drop-down field lets you designate which day of the week you want to transmit. Then enter the *Start Time*.

If you want to transmit data more often than once a day, choose the radio button marked *Every*. Click arrows to select the number of minutes or hours that you want to send data.

The two *Last Transmission* fields show the date and time of the last transmission. You can change this date and time if you should ever need to by highlighting them and typing new values. Be aware, however, that changing anything in this field could affect the date and time of your next scheduled transmission.

By default, the program hides the transfer window during transmission. You can change this setting if you want.

Add/Remove Practices Tab

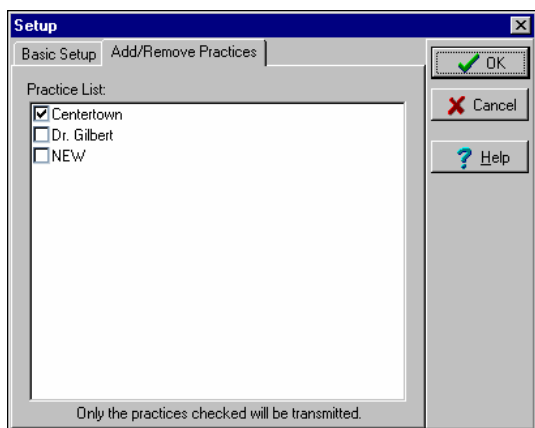Open the Add/Remove Practices tab to reveal a list of practices set up in your program. See Figure 3.

Figure 3

If you have a single practice in the program, one practice name will appear on the list. If you deal with multiple practices, each name will be shown. Preceding each practice name is a check box. If you want files for that practice to be included in the transmission, click the box to place a checkmark. If you want to remove a practice from the checklist, click the check box to remove the checkmark. Only data for the practices checked will be transmitted.

At the right side of the window, and affecting both tabs, are buttons to indicate [OK], go ahead and process the action; [Cancel] to ignore any changes you have made; or [Help] if you want more information.

Buttons

[Send Now]
Once you have chosen the practices you want to include in transmissions, you are finished with the setup. You send files right now, without waiting for the scheduled time, by clicking [Send Now] in the *Data Runner 2.1* window. The FTP files will be transmitted immediately. When data is transmitted, almost immediately thereafter a response appears in the window, indicating the practices for which data were sent and status of the transmission.

[Close]
Clicking [Close] will close the Data Runner program window and return the program to the tray in the Task bar. You will be able to continue in other functions of the computer. It does not close down the program completely.

[Shut Down]
Clicking [Shut Down] stops the program. No transmissions will occur if the program is shut down. Do not click this button unless you are sure you want to exit the program.

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