Word Plug-in Install Guide

Overview

This guide provides an overview on how to Setup the Word Plug-in to send electronic reports.

If you have any questions or require assistance, please contact the Medical-Objects helpdesk on (07) 5456 6000.

Installation of Word Plug-in

Before installing the Word Plug-in, You will need:

- An installation of the Capricorn software already installed on your network, Or an installation of the Medical-Objects Explorer.
 Word Plug-in uses the Capricorn software to transmit the electronic messages
- You have a Medical-Objects Word Plug-in Token. If you do not have a token, Please contact the Medical-Objects Helpdesk on (07) 5456 6000.
- Make sure all instances of **WINWORD.exe** are not running on your computer as shown in the image below.

Warning:

As the Word Plug-in requires the Word program, the installation will not work if Microsoft word is running.

Processes Performance	App histo	ry Startup Use	rs Details Se	rvices			
Name	PID	Status	User name	CPU	Memory (p	Description	1
svchost.exe	308	Running	LOCAL SE	00	11,704 K	Host Process for Wi	
svchost.exe	496	Running	SYSTEM	00	83,348 K	Host Process for Wi	
svchost.exe	1156	Running	NETWORK	00	9,976 K	Host Process for Wi	
svchost.exe	1556	Running	LOCAL SE	00	18,748 K	Host Process for Wi	
svchost.exe	1784	Running	SYSTEM	00	2,604 K	Host Process for Wi	
svchost.exe	2108	Running	LOCAL SE	00	1,560 K	Host Process for Wi	
svchost.exe	2688	Running	NETWORK	00	872 K	Host Process for Wi	
svchost.exe	2712	Running	LOCAL SE	00	4,112 K	Host Process for Wi	
System	4	Running	SYSTEM	00	292 K	NT Kernel & System	
System Idle Process	0	Running	SYSTEM	99	4 K	Percentage of time t	
System interrupts		Running	SYSTEM	00	0 K	Deferred procedure	
taskhostex.exe	3108	Running	Amy	00	2,880 K	Host Process for Wi	
🕎 Taskmgr.exe	6788	Running	Amy	00	12,672 K	Task Manager	
n Trinity.exe	4280	Running	Amy	00	20,732 K	Medical-Objects GP	
UNS.exe	5900	Running	SYSTEM	00	2,304 K	User Notification Ser	
vmware-usbarbitrat	2220	Running	SYSTEM	00	1,032 K	VMware USB Arbitra	
WacomHost.exe	3768	Running	SYSTEM	00	728 K	Wacom Load Agent	
wininit.exe	568	Running	SYSTEM	00	620 K	Windows Start-Up A	
winlogon.exe	5968	Running	SYSTEM	00	716 K	Windows Logon Ap	
WINWORD.EXE	2496	Running	Amy	00	27,052 K	Microsoft Word	
WTabletServiceCon	1080	Running	SYSTEM	00	616 K	Tablet Service	
🦪 Zoiper.exe	3692	Running	Amy	00	23,396 K	Zoiper Biz 3.0 for Wi	l

- 1. Download the latest Word Plug-in from the Medical-Objects Website. http://download.medical-objects.com.au
- 2. Click on the download button in the Word Plug-in section.

Word Plug-in WPClient is a plug-in	•	to allow you to send your straight from Word (using the button generated on the
toolbar) to other doc	tors through Medica	I-Objects.
📥 Download	More Info	

3. When your browser asks you if you wish to run or save, Click save.

Do you want to run or save MO-WP-Setup.exe (6.30 MB) from download.medical-objects.com.au? Run Save 🔻 Cancel 🗴

4. The following Save As window will appear. Save the Setup.exe in the directory C:\MO.

1 Overview 2 Installation of Word Plug-in 3 How to Configure the Word Plug-in 4 Word Plug-in displayed in Word 2003, 2007, 2013

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Organize • New fol	der					8= •	
1	Name	Date modified	Туре	Size			
No. 10 PC	🕌 dell	25/08/2015 3:25 PM	File folder				
hesktop	inetpub	5/12/2013 6:39 AM	File folder				
) Documents	MO	22/09/2015 9:07 AM	File folder				
Downloads	PerfLogs	23/08/2013 1:22 AM	File folder				
Pictures	ProcExp	30/07/2015 3:02 PM	File folder				
Videos	Program Files	2/12/2015 1:06 PM	File folder				
Windows (C:)	Program Files (x86)	23/12/2015 8:14 AM	File folder				
DVD RW Drive (E:)	🎳 Users	17/03/2015 12:45	File folder				
WindowsOld (F:)	3 Windows	3/11/2015 1:58 PM	File folder				
Recovery Image (
	,						
File name: MO	WD. Catura ava						
Save as type: App	lication (".exe)						

5. One you have clicked Save, the following download screens will appear.

Run Open folder View downloads ×

57% of MO-WP-Setup exe downloaded 5 sec remaining Pause Cancel View downloads ×

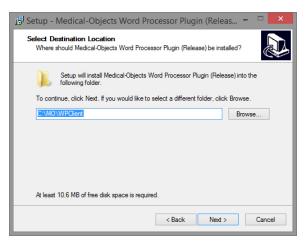
6. After the Word Plug-in has been downloaded, click Run.

The MO-WP-Setup.exe download has completed.

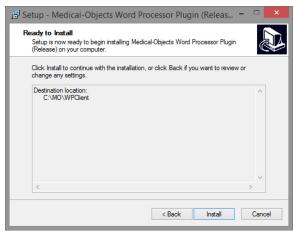
7. If you see a security warning window, Click Run, or Allow.



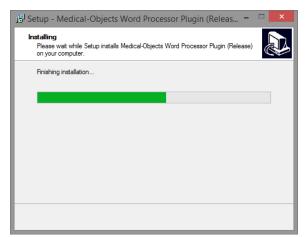
8. Click Next.



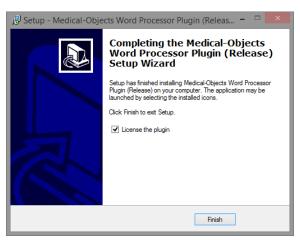
9. Use the default path, and click Next.



10. Click Install.



11. And click Finish.



12. Copy the Medical-Objects token supplied to you by the Helpdesk, and paste it into the registration screen by clicking **Paste Token**.

This will auto fill in the Registration Token for you.



- 13. Click I Agree.
- **14.** Enter a passphrase selected by the practice or user. The minimum requirements are; 8 characters long, at least one number, at least one special character (ie. Non-Alphanumeric) and at least one letter. Enter the passphrase in the second box as well to confirm, And click **Next** to continue.

18	PGP Key Generation Wizard 🛛 🗖 🗖 🔁	
	Your private key will be protected by a passphrase it is important that you do not write this passphrase down.	
	Your passphrase should be at lease 8 characters long and should contain non-alphabetical characters.	
	Passphrase quality is based on a mix of the lingth of your passphrase and the number of character set variations. Capitalizing some letters and not others along with using punctuation marks and number will result in a higher quality rating.	
	Passphrase	
	Confirmation	
	Next > Cancel	

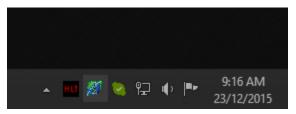
15. The next section requires random data to fill up the progress bar. Press keys or move the mouse until it reaches 100%.

13	PGP Key Generation Wizard	I	-		×						
	In order to generate a key pair, you need a certain amount of random data.										
	Please type or move your mouse around until the progress bar below fills up										
	Passphrase										
	0%			%100							
		1									
	< Back	Next >		Cance	el						

16. Click Next, and Finish.



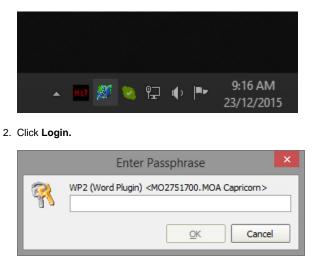
 Once this window closes, the Word-Plugin tray icon will now be shown in the System Tray (Taskbar).



How to Configure the Word Plug-in

Note: If the Tray Icon is not shown, it can be opened from Start menu > All Programs > Startup > Medical Objects Word Processor Plugin.

1. Click the Word Plug-in Tray Icon.

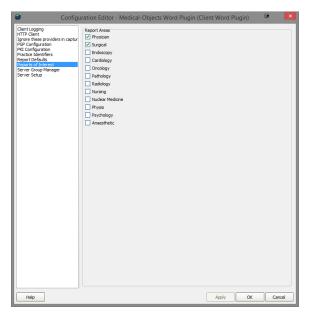


- 3. Enter the requested passphrase selected by the Practice or Specialist. This is the same passphrase used in the installation.
- 4. Click the Word Plug-in Tray icon again.
- 5. Select Configure.

6. Select Report Defaults.

HTTP Client	Enter the folder where copies of sent messages s	hould be saved				
Ignore these providers in captur PGP Configuration		1				
PKI Configuration Practice Identifiers Report Defaults	Default clinical Area for reports					
Reports of Interest	Clinical letter or report					
Server Group Manager	Default Document Title					
Server Setup	Consultation Note					
	Default Patient Type					
	Outpatient					
	Medication Section Title (MD Import)					
	Past History Title (MD Import)					
	Default Sending Doctor					
	Bob JOHNSON (005562AW)					
	User Options	Report Options				
	Logged in User is Author	Display Provider IDs				
	Logged in User is Author Preview report before sending	Display Provider IDs Append Sender Address details				
	Logged in User is Author Preview report before sending Allow EHR Editing	Display Provider IDs Append Sender Address details Capture as REF message				
	Logged in User is Author Preview report before sending Allow EHR Editing Default Provider Lookups to Master STF serve	Display Provider IDs Append Sender Address detais Capture as REF message Force all documents to not for release initially				
	Logged in User is Author Preview report before sending Alow EHR Editing Default Provider Lookups to Master STF serve Save Options	Display Provider IDs Display Provider IDs Append Sender Address details Capture as REF message Force all documents to not for release initially Remove Non-Displaying Images From RTF				
	Logged in User is Author Preview report before sending Alow ER Retaing Default Provider Lookups to Master STF serve Save Options Store Document Identity in RTF	Display Provider IDs Daphay Provider IDs Capture as REF message r Force all documents to not for release initially Remove Non-Displaying Images From RTF Use Server Practice Name in Messages				
	Logged in User is Author V Preview report before sending Alow THR Editing Default Provider Lookups to Master STF serve Save Options Store Document Identity in RTF V Save Demographics in RTF	Display Provider IDs Append Sender Address details Append Sender Address details Caphura sa REF message Force all documents to not for release initially Remove Non-Displaying Images From RTF Ues Server Practice Name in Messages V Desbile Merging Field Data				
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	Logged in User is Author Verview report before sending Alow EPR Editing Default Provider Lookups to Master STF serve Save Options Store Document Identity in RTF V Save Demographics in RTF Deable Save	Dipalay Provider IDs Append Sender Address details Opture as REF message Force al documents to not for release initially V Remove NonDipalaying Images From RTF Use Server Practice Name in Messages V Disable Merging Field Data Do not capture RTF				

- 7. Select a Default Sending Doctor for this site.
- 8. Check [] Logged in user is Author
- 9. Select Reports of Interest.



- 10. Select each of the Report Areas for the type of Practice the site is related to.
- 11. Click Apply and OK.

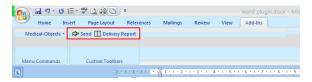
Word Plug-in displayed in Word 2003, 2007, 2013

The Word Plug-in feature also gives you an icon in Microsoft Word to send your letters.

1. In Word 2003 the Interface will look like below.



 In Word 2007 the Interface will look like below. If you would like the word Plug-in on the Quick Access Bar, Just right click the Word Plug-in toolbar and select Add to Quick Access Bar in the menu.



 In Word 2013 and above the interface will look like below. A new tab called Medical Objects (or Add-Ins in older versions of the Word Plugin) will be created in the program on installation of the Word Plug-in.

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RLE HOM	E INSERT	DESIGN	PAGE LAYOUT	REFERENCES	MAILINGS	REVIEW	VIEW	DEVELOPER	Medical Obje	ets			S	ign in
Medical-Objects *	Send Delivery Report													
Menu Commands	Sending Options													^

If this Add-In tab does not display, Please contact Medical-Objects Helpdesk on (07) 5456 6000.