



ACUTE POSTOPERATIVE PAIN

APOP: A Quality Improvement Initiative

Guide to Installation of APOP e-DUE Audit Tool

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Introduction

The e-DUE Audit Tool is one of the education and quality assurance activities provided free of charge by National Prescribing Service Limited (NPS) to hospitals who register their details on the relevant NPS website.

This program will facilitate the collection of audit data and the subsequent generation of an export file and summary report in an electronic format.

On the following pages are step-by-step instructions on how to install the APOP e-DUE Audit Tool.

This product has been developed as a .NET application which uses Microsoft .NET Framework 2.0. This is included within the installer so that it can be installed if not present already.

Different screens will be presented according to whether Microsoft .NET Framework 2.0 first needs to be installed.

Please read this before you start

This software works on Windows 2000 or above and Internet Explorer 6 or above. It has not been developed for, nor tested, on Macintosh.

The desired settings are as follows:

- A screen resolution of 1024 x 768 pixels.
This can be checked/changed by right clicking on the desktop, then selecting the properties option, then the settings tab.
- Default language of 'English (Australian)'.
This can be checked/changed by clicking on the start button, then selecting settings, then control panel and clicking on regional and language options.
- Date and time settings of Australian Eastern Standard Time (AEST).
This can also be checked/changed in the control panel – clicking on Date and Time.

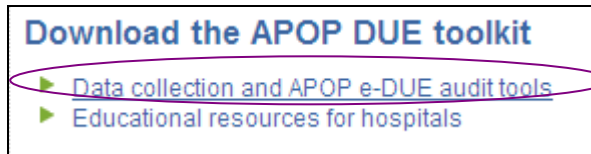
You may need to consult your IT Administrator in relation to the following:

- The logged in user needs 'write' access to the local drive (i.e. c:\) to install the software as an NPS folder is created to store the required files.
- Files are also created when the software is used and filed within the NPS folder that was created when the software was installed. The logged in user will need 'write' access to the folder that is created.

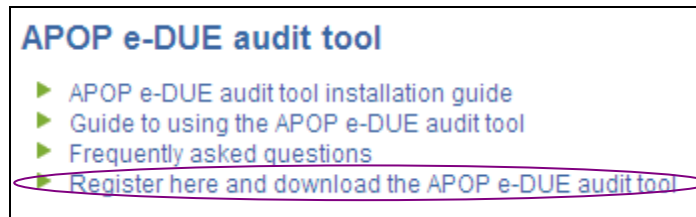
An active Internet connection, preferably a broadband connection, is required for some aspects of this software. It contains hyperlinks to allow the user to access relevant NPS websites.

Downloading APOP e-DUE Audit tool from the website

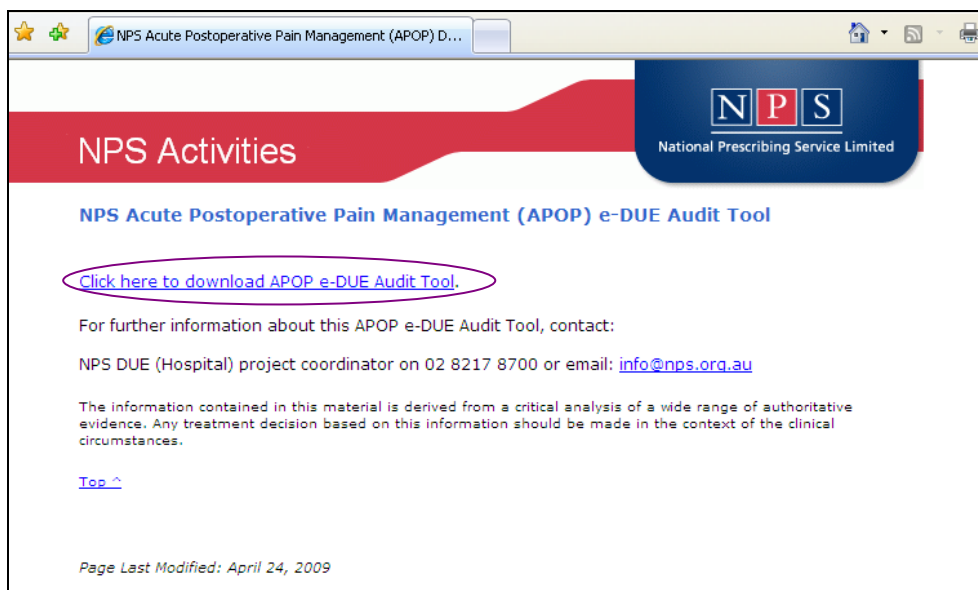
1. On the website, scroll down to locate the hyperlink to the APOP e-DUE audit tool.



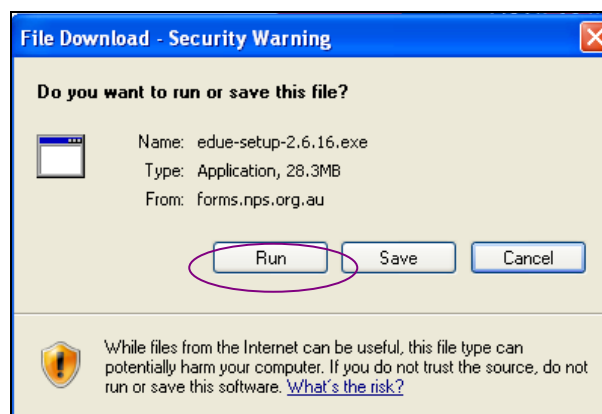
2. Click on the 'Register here and download the APOP e-DUE audit tool' hyperlink



3. Click on the [Click here to download APOP e-DUE Audit Tool](#) to commence downloading.



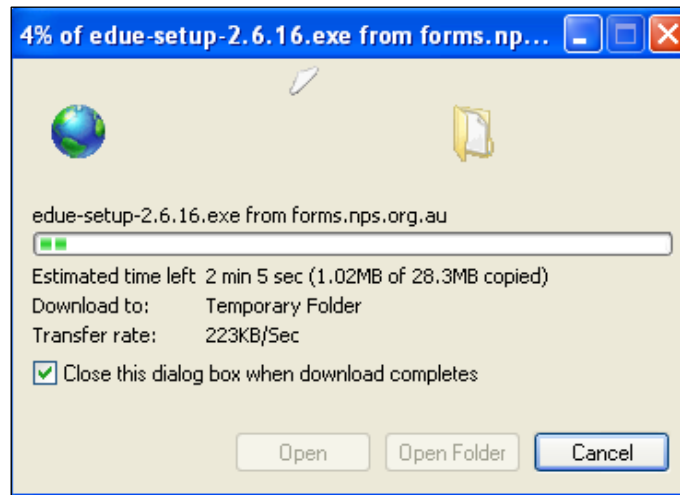
4. Select [Run].



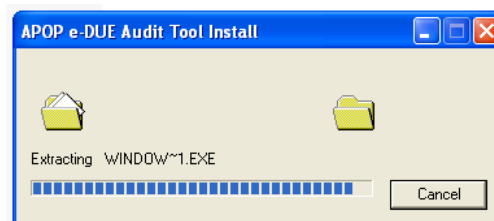
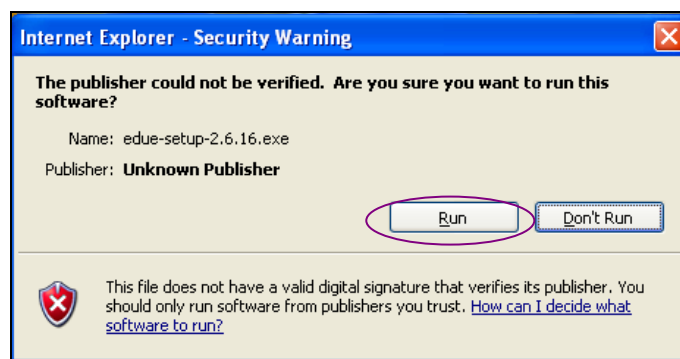


While selecting the [Save] option allows you to nominate somewhere other than the local drive to save the files, the software has not been designed to work on other drives, and using another drive may result in errors.

The following screen will be displayed. You do not need to press any buttons, unless you wish to stop the download – by clicking on [Cancel].



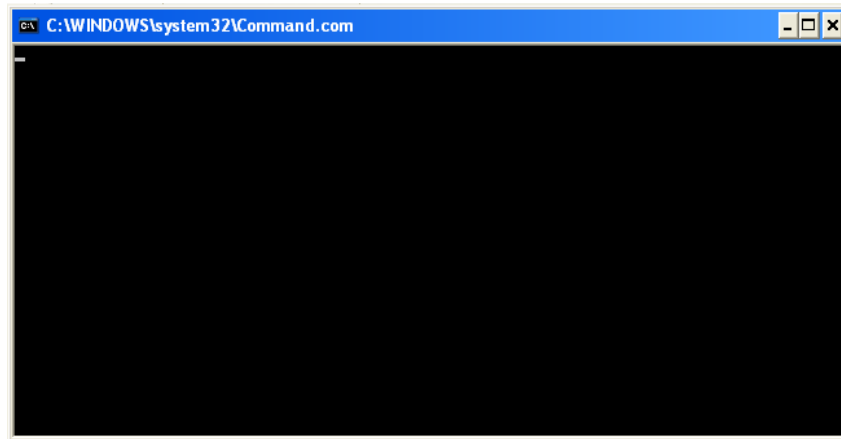
5. Select [Run].



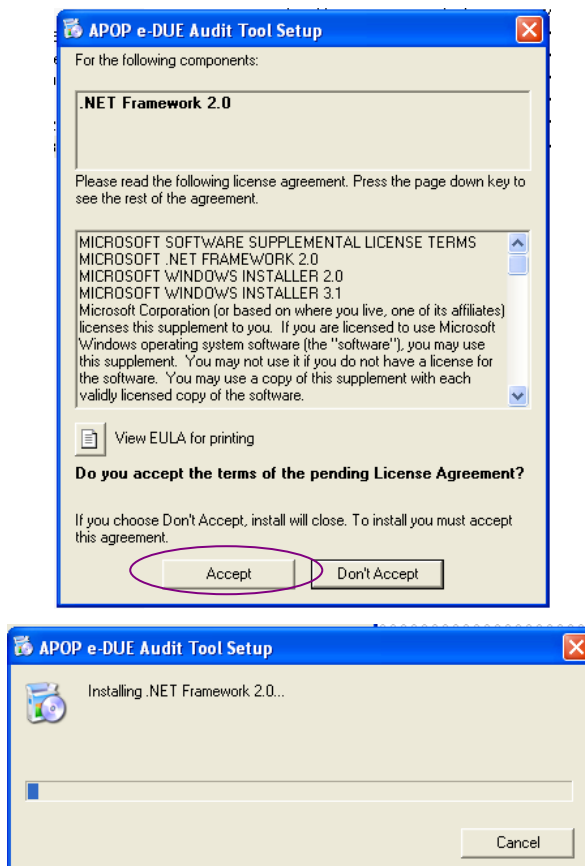
Installing Microsoft .NET Framework 2.0, if necessary

The installer will determine whether you also need to install Microsoft .NET Framework 2.0, so there are two (2) options from here:

- If you do not have Microsoft .NET Framework already installed on your PC, a number of screens will display in quick succession. You do not need to press any buttons, unless you wish to stop the installation.
- If you already have Microsoft .NET Framework installed, you do not need to follow this section and can progress to 'Installing APOP e-DUE Audit Tool' section (page 5).



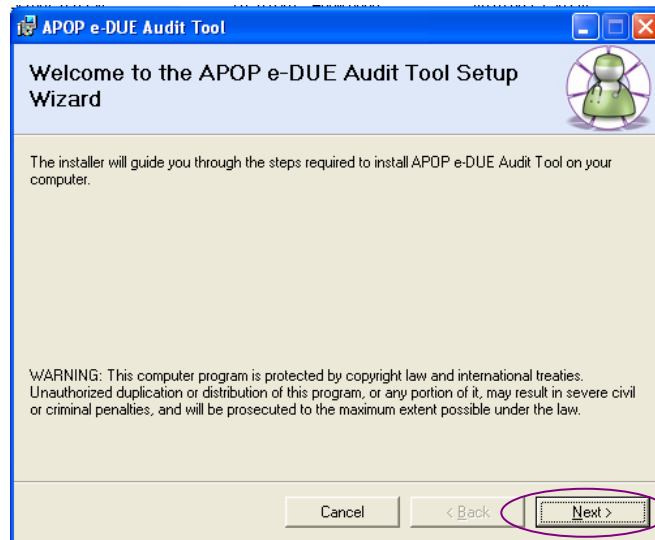
At the following, you must click on [Accept] to commence the installation of Microsoft .NET Framework:



It may take some time before the 'Welcome to the APOP e-DUE Audit tool Setup Wizard is displayed.

Installing APOP e-DUE Audit Tool

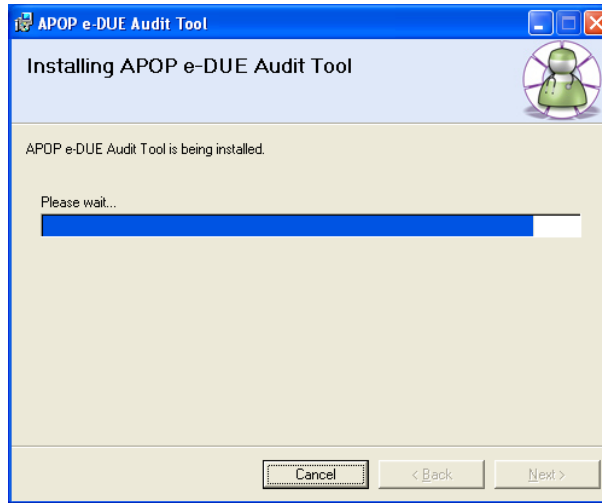
1. At the following screen, click on [Next]



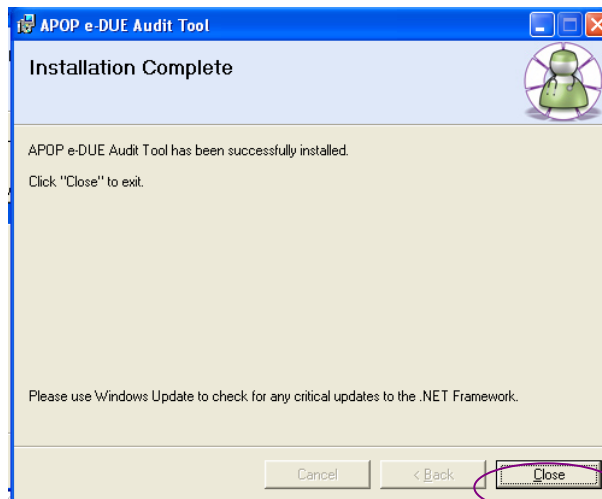
2. Click on [Next], to confirm you are ready to install.



The following screen will display, followed by a pop up to confirm the installation is complete:

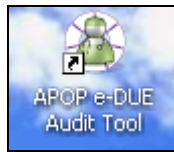


3. Click on [Close], to exit from the installer.



Accessing the APOP e-DUE Audit Tool

1. Locate and click on the icon on your desktop



OR

1. Access it via the Start Menu - Start > Programs> eDue> APOP e-DUE Audit tool

