

# Setting up Karo in HealthLink

There are three things you need to do to set up Karo in HealthLink:

- 1. Set up the Karo folders
- 2. Set up the Karo message type
- 3. Send a test message so we can check everything is working

## 1. Set up Karo folders

Before you can set up the Karo mailbox/message type, you need to create the folders where the Karo files will be stored.

These folders will be with all the other HealthLink folders and will be under the HLink\FF\_In and HLink\FF\_Out folders.

Once the folders are set up, they will look like this. If you already have folders like this, skip straight to <u>Set up the Karo message type.</u>





#### To set up the folders:

- 1. Log on to a PC where you can access and edit the HealthLink folders.
- 2. Go to Windows Explorer or My Computer, whichever you are most comfortable with.
- 3. Click on Local Disk (C) on the left hand side. (If your HealthLink is on another drive, choose that instead of the C: drive).



4. Locate the HLink folder and double click on it. (If this folder does not exist, you are not on the HealthLink PC or you need to ask your network engineer to help you).

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5. Locate the FF\_In Folder and double click on it.





6. Go to the File Menu and select New, then Folder

C:\HLINK\FF_in		
File Edit Viev	v Favorites Tools Help	
New	🕑 🛅 Eolder	ka.
Create Shortcu	t Shortcut	-
Delete	🚔 Briefcase	
Rename	Microsoft Word Document	Name

The folder name will be highlighted. Type 'KARO' to rename the folder. If this doesn't rename the folder, right click on it and select **Rename**, then type 'KARO'.



- 7. Now we need to repeat those steps to create the archive and rejected folders inside the KARO folder:
  - Double click on the Karo folder, go the File Menu and select **New**, then **Folder**.
  - Type in the word 'archive' to rename the folder. If this doesn't rename the folder, right click on it and select **Rename**, then type 'archive'.
  - Double click on the Karo folder, go the File Menu and select New, then Folder.
  - Type in the word 'rejected' to rename the folder. If this doesn't rename the folder, right click on it and select **Rename**, then type 'rejected'.
- 8. Now we need a KARO folder in the FF\_Out folder, so right click on the folder called KARO and select **Copy**.





- 9. In the left hand side of your screen, double click on the folder called FF\_Out.
- 10. Right click in a space on the right hand side of the screen and select **Paste.** This should create a folder called KARO containing the archive and rejected folders.
- 11. A folder called Karo should now be in the FF\_Out folder.

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## 2. Set up the Karo message type

- 1. Log on to the PC where you can access the 'HealthLink' messaging application (usually the server).
- 2. Open HMS Advanced Options via the Start Menu -> Programs -> Healthlink Six.





3. Select User Settings via the Configuration Menu.

File	Configuration Utilities	Logon/Logoff Help
Sch	Global Settings	Service Loas Restricted Files
-	User Settings	
- 51	Look And Feel 🔹 🕨	
St	Reset Default Save As Default	30 <u>-</u> m

- 4. Now we need to add the KARO message type:
  - Select Message Types (middle tab)
  - Click on Add (on right hand side)
  - Type 'KARO' and click on **OK**

	Add
BROADCST	
CBG QUERY	Edit
CMDHBICS	
DIABETES	Remove
GMS	
GPSURV	
HBL Add Item	
Message Handling Options	
Request acknowledgement me	Cancel
Request acknowledgement me	Cancel No
Request acknowledgement me Prefix sender's EDI account to filename? Archive outgoing messages for 14 days?	Cancel No Yes C No Yes C No

Karo will now be in the list.



- 5. Click on **Directories** (NB half way down the page, not at the top!)
- 6. Currently they have 'other' as part of the name. This needs to be changed, so click on **Edit/More** to change them.

ILNEAA	Add
/MS	Ed#
ARO	
IDSEINK	Remove
IDZNET	
AB	
IEDDOCS	· •
Dutgoing Message Directory	
C. HLINHOTHER_OUTLARD	
ncoming Message Directory	
ncoming Message Directory	

- 7. Replace the word 'other' with the letters 'FF' in **each** directory name just say 'yes' to the warning message you get when you first start!
- 8. Then click on **Close** (the picture below shows what it should look like once you have finished).



Outgoing Messages	 Incoming Messages	
Outgoing Message Directory	Incoming Message Directory	
C:VHLINK FF_out ARO	 C: HLINK FF_inV ARO	
Outgoing Message Error Directory	Incoming Message Error Directory	
C:VHLINKVFF_outWARO/rejected	 C: HLINK FF_inWAROvejected	
Acknowledgement Message Directory C:\HLINK\FF_in\ARO Acknowledgement Message Error Directory	 Outgoing Message Archive Directory C:VHLINK/FF_outVAROVarchive Incoming Message Archive Directory C:VHLINK/FF_isiNAROVarchive	<u> </u>
C. VILING VILING ANOVEJECIEU	 C. VILING VI _INVANCIAICHIVE	

- 9. Ensure the Outgoing and Incoming Message Directories now end with \FF\_out\KARO and \FF\_In\KARO.
- 10. Then click on the **Processor** tab.

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utgoing Message Directory	
CHLINK/FF_out/KARO	
coming Message Directory	
NHLINKVFF_inVKARO	

- 11. Make sure the screen is filled in as below:
  - 'Generic File' is checked (do **NOT** click on 'Structured File' or you'll have to start all over again!)
  - 'Single Recipient' is the Processor Parameter
  - 'Use the filename as the messageID' is checked
  - 'karodata' is the recipient



Application Ty	pe		
Application Typ	De KARO		
	Generic File	C Structured File	
Processor Par	ameters		
Single Recipie	nt		•
V Use the fil	ename as the messageID		

12. Lastly you need to save these changes, so click on File, then Save, then Exit.

ile Configur	ation Utilities	Logon/Logoff Help
New	Ctrl+N	
Open	Ctrl+O	
Save	Ctrl+S	Add
Save As	Ctrl+V	Edit
Save All	Ctrl+A	
Close	Ctrl+C	Remove
Exit	Ctrl+X	2. C

## 3. Send a test message

- 1. Log on to a PC where you can access and edit the HealthLink folders.
- 2. Go to 'Windows Explorer' or 'My Computer', whichever you are most comfortable with.
- 3. Click on Local Disk (C:) on the left hand side. (If your HealthLink is on another drive, choose that instead of the C: drive).
- 4. Click through the folders as follows: HLink FF\_Out Karo.



5. Right click in some empty space, then choose **New** and **Text Document** (rename it if you want to). See below:



- 6. Double click on the text document you have just created.
- 7. Write a short message eg 'Hi Karo testing from ABC Service'.
- 8. Save your file.
- 9. Force HealthLink to run or just wait until next time it runs by itself.
- 10. Send us an email (to <u>patricia@karo.co.nz</u> or <u>pho@karo.co.nz</u>) to let us know you have sent a test message. Then we can check it has arrived!

For further assistance, don't hesitate to contact us at Karo on (04) 384 1177.