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 Set up the Karo message type.
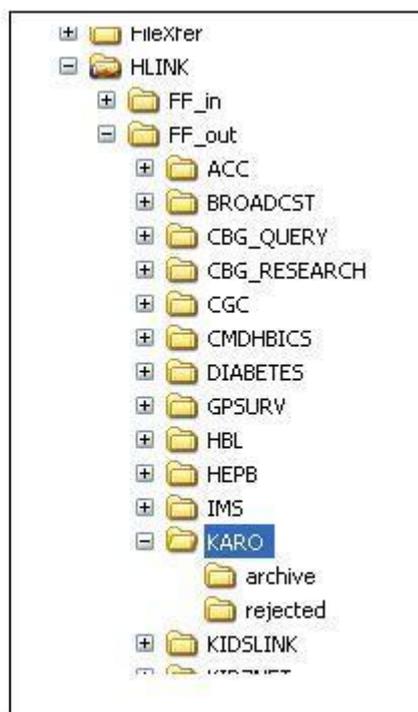
To set up the folders:

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).
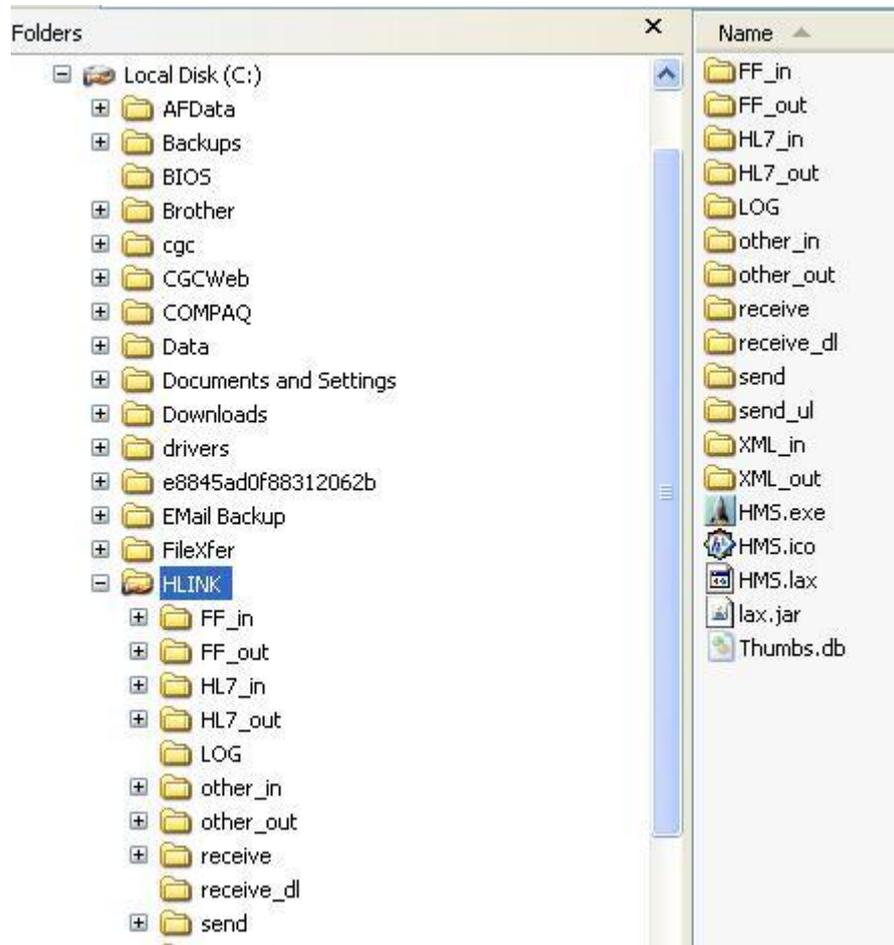

4. Locate the HLink folder and double click on it. (If this folder does not exist, you are not on the HealthLink PC or you need to ask your network engineer to help you).
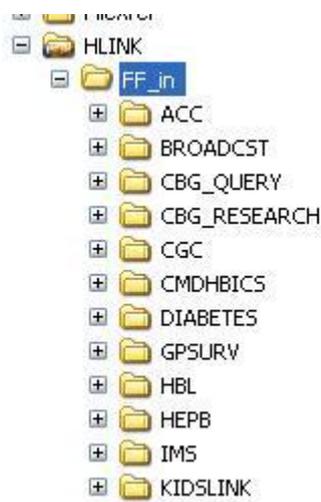
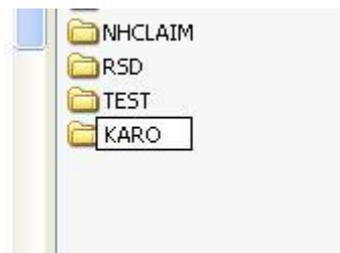5. Locate the FF_In Folder and double click on it.

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

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**.
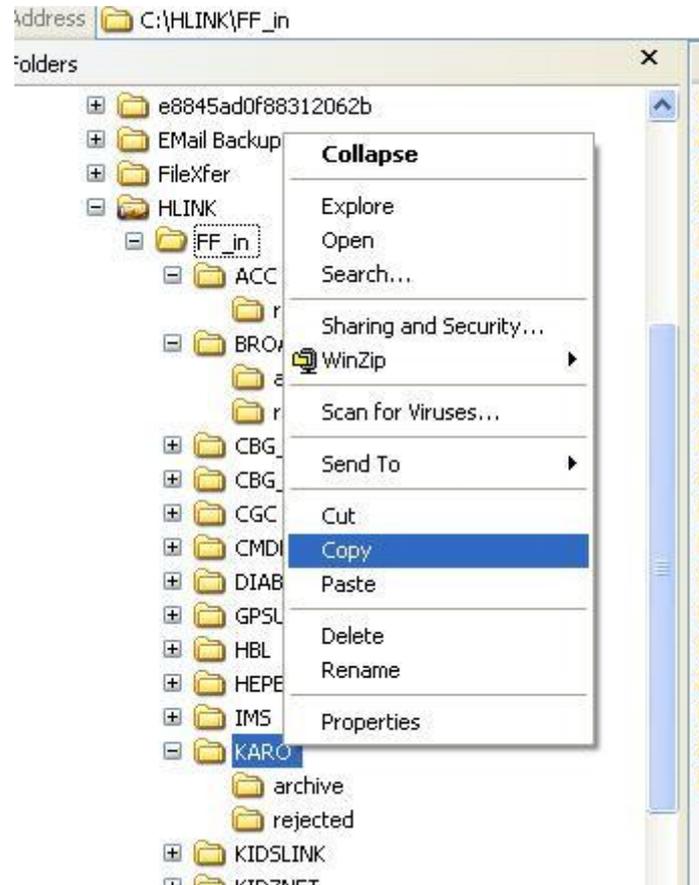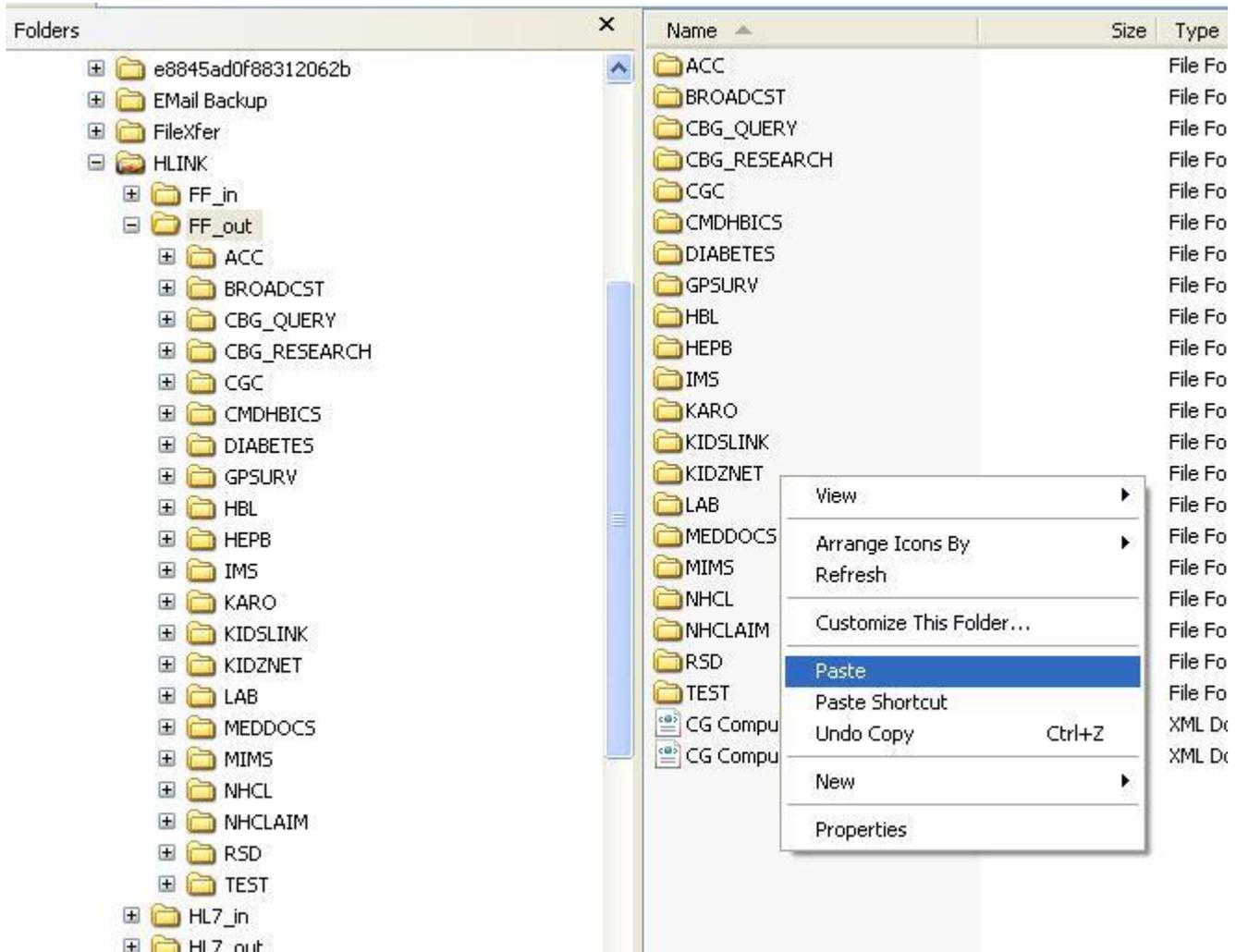
9. In the left hand side of your screen, double click on the folder called FF_Out.

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.

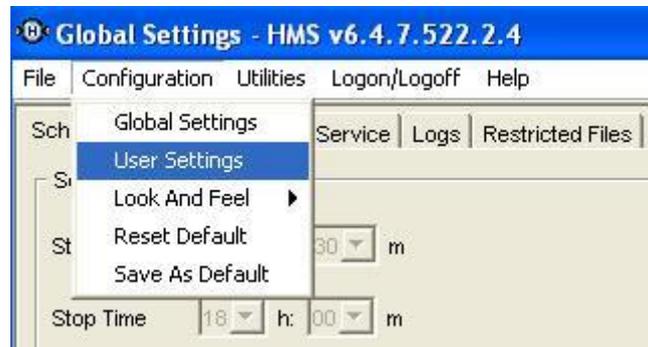11. A folder called Karo should now be in the FF_Out folder.

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.
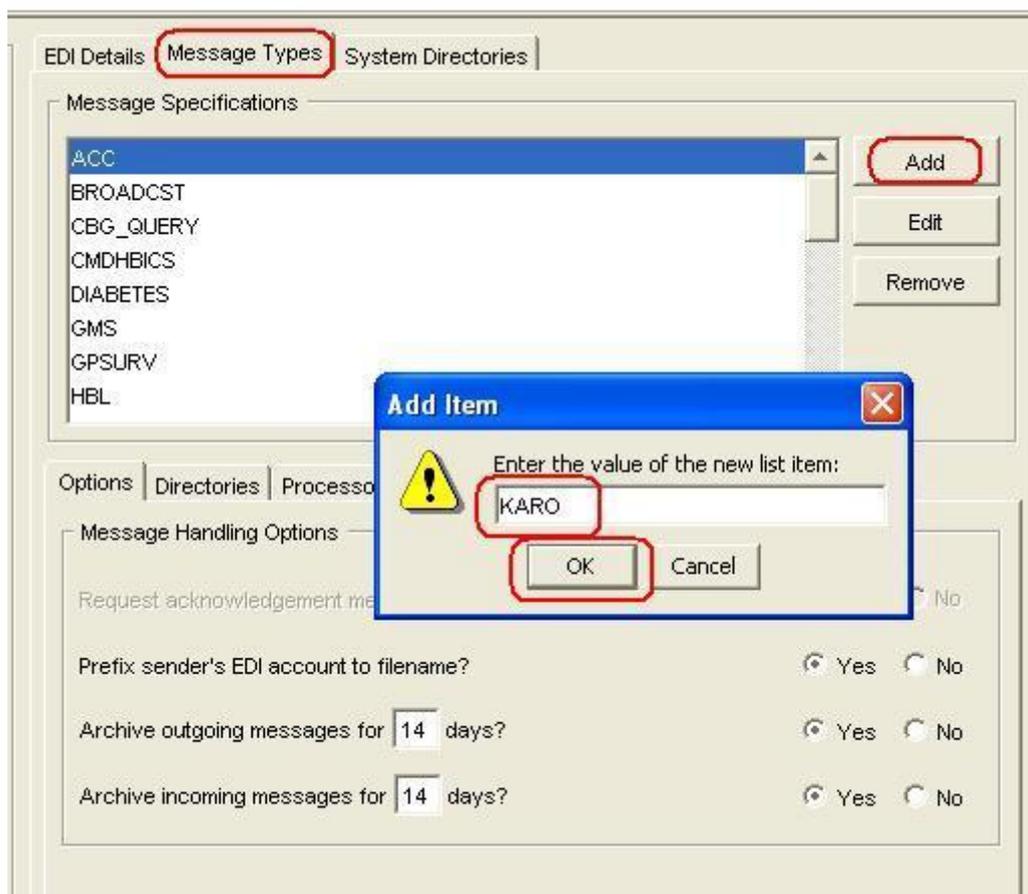
3. Select **User Settings** via the Configuration Menu.

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**

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.
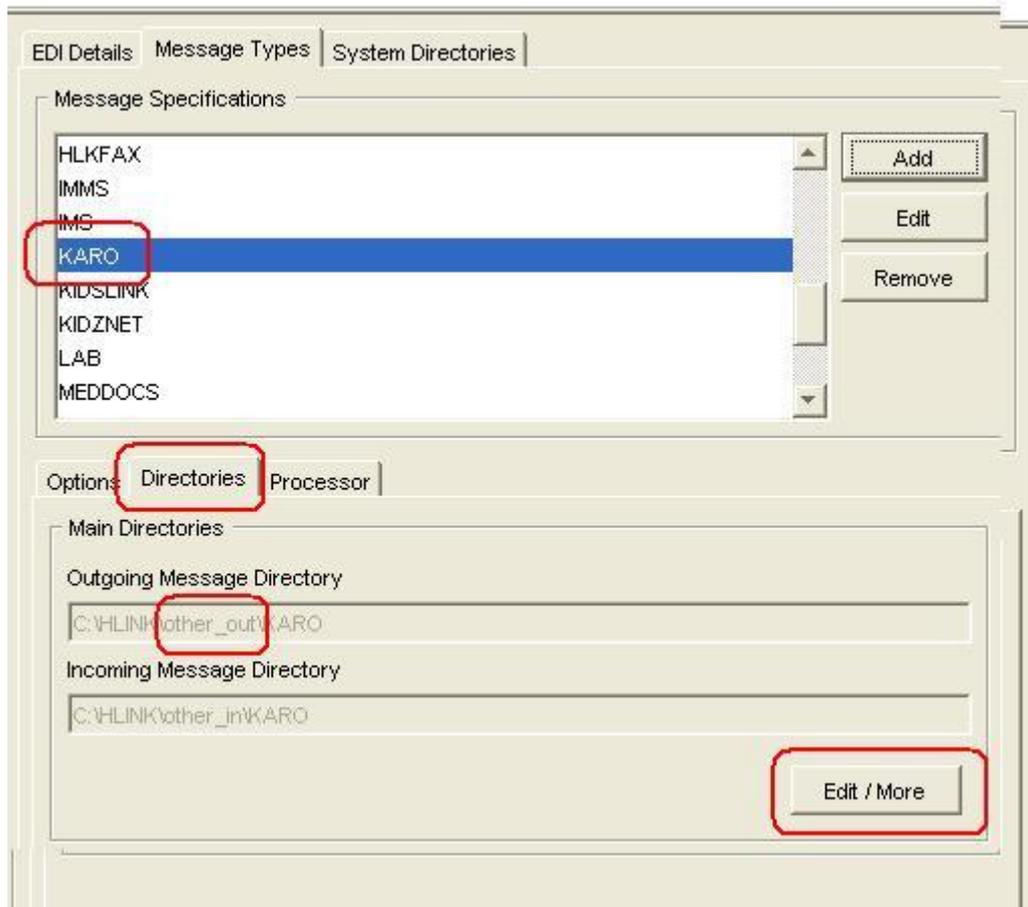
7. Replace the word 'other' with the letters 'FF' in **each** directory name - just say 'yes' to the warning message you get when you first start!

8. Then click on **Close** (the picture below shows what it should look like once you have finished).
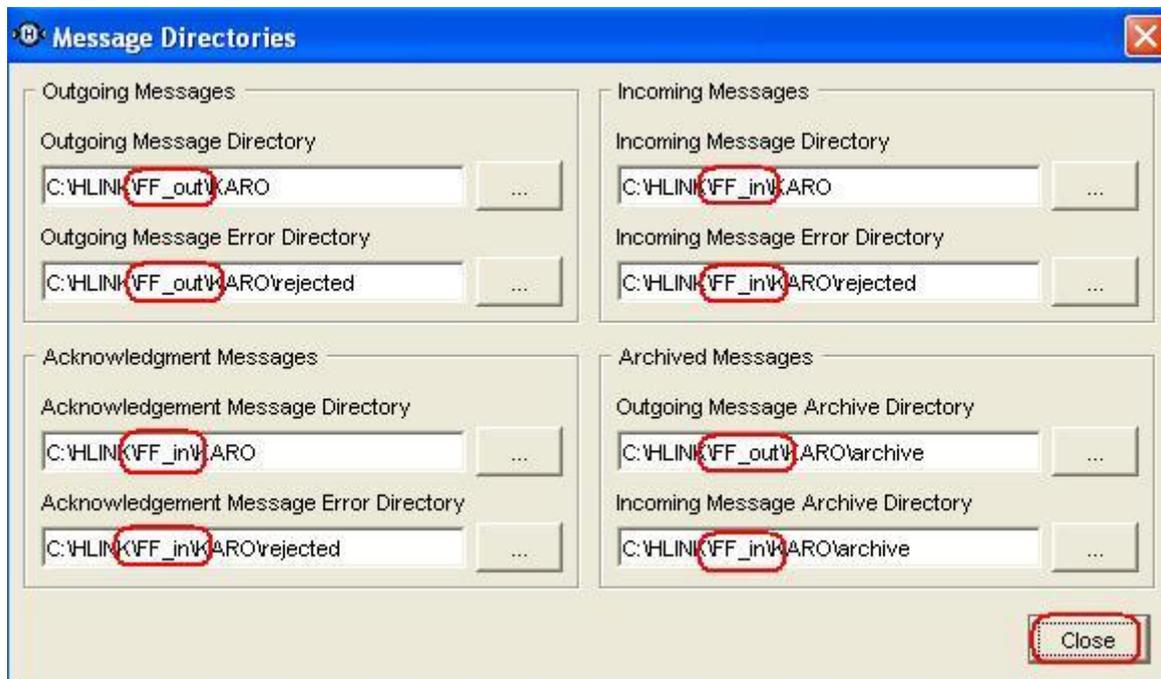
9. Ensure the Outgoing and Incoming Message Directories now end with \FF_out\KARO and \FF_In\KARO.

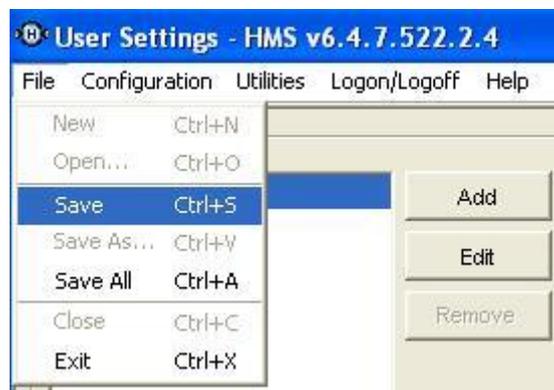10. Then click on the **Processor** tab.

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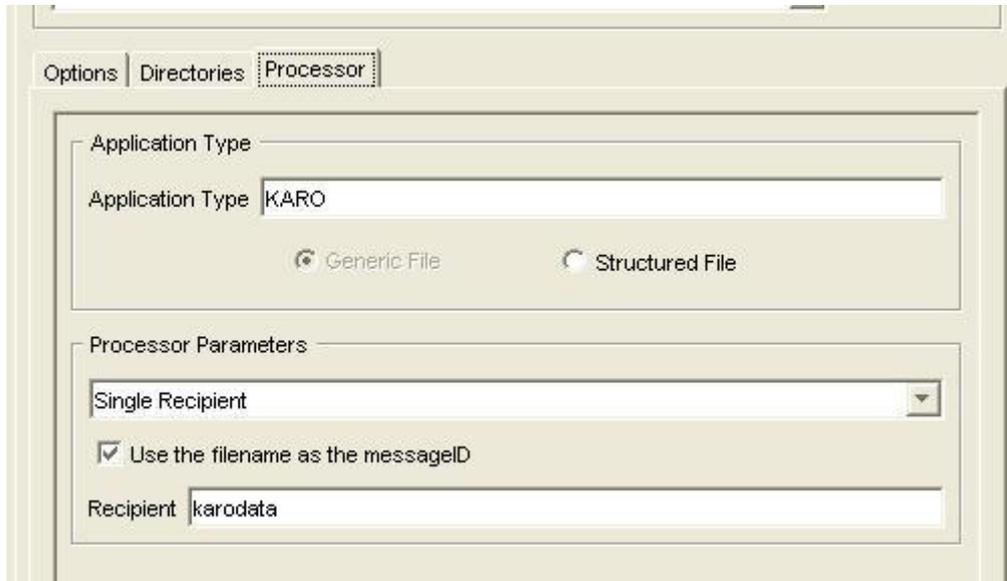
12. Lastly you need to save these changes, so click on **File,** then **Save,** then **Exit**.

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:
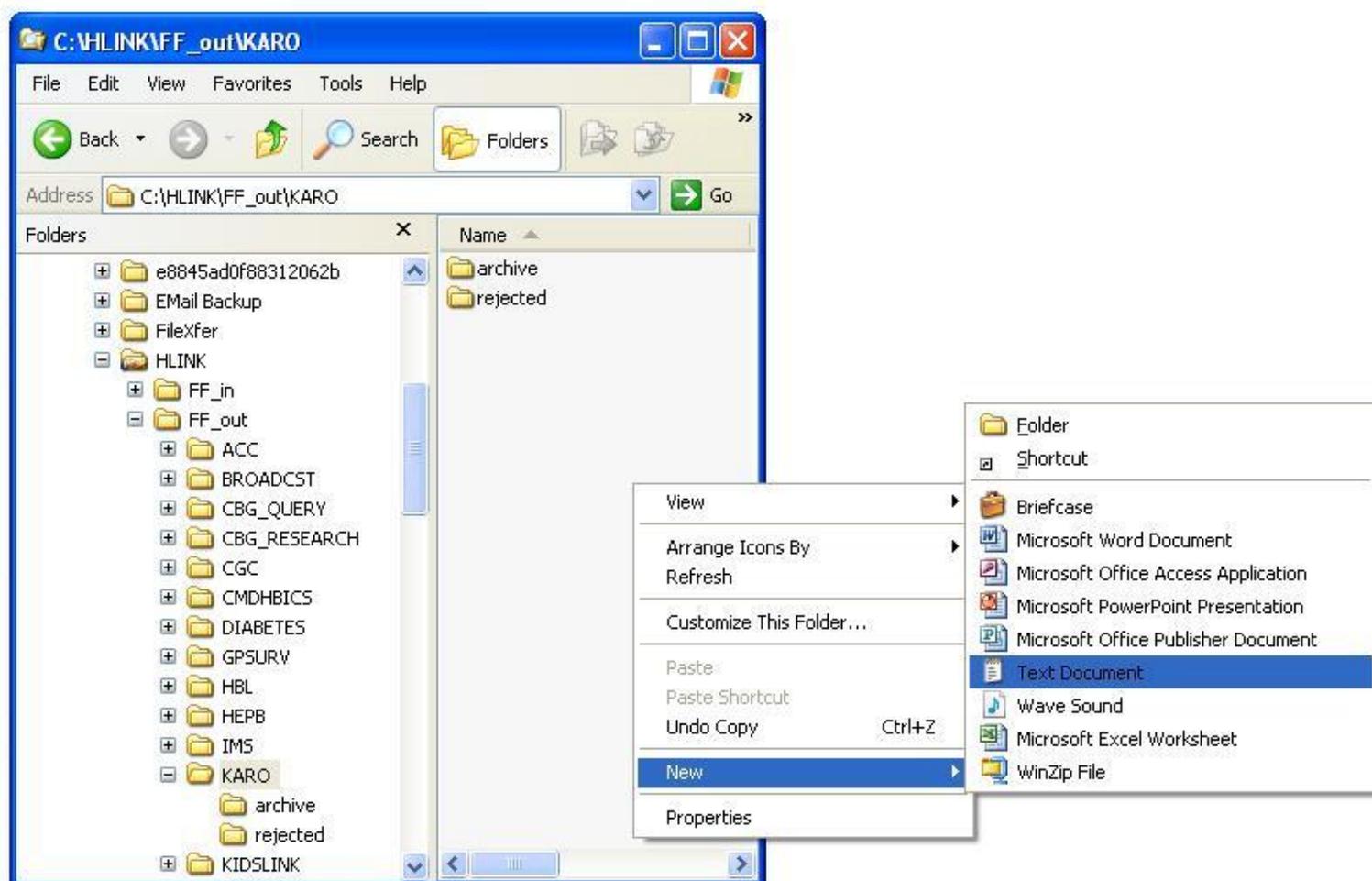
6. Double click on the text document you have just created.

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 patricia@karo.co.nz or pho@karo.co.nz) 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.