

# DHA PASS POLYPHARMACY MART 2.0

## INSTALATION INSTUCTIONS & NOTES

### ABOUT THESE INSTRUCTIONS

Due to each user's computer setup being slightly different these instructions and the user's results may vary from site to site. For the most part, the screen captures in this document were from a computer running Windows Vista. If you are running a different Windows operating system, we recognize the images presented may not be exactly the same, but they should be close enough for you to find the equivalent task in your system.

If for whatever reason you are unable to complete one of the steps as outlined in this document, please contact your local IT team as a first step. If, for whatever reason, your IT group cannot assist you, please feel free to contact us here at the DHA PASS (866-275-4732 option 8) and we will assist you as best we can. We understand every installation and group may have their own security restrictions in place, and while it is our goal to make this process as easy as possible for everyone, we will make every effort to do what we can to get you up and running.

### DOWNLOAD & INITIAL SETUP

- 1) Log into the PEC Secure Web Server using the credentials that have been set up for your group and navigate to your group's Polypharmacy MART 2.0 folder.
- 2) Download the "release.zip" file from your folder.
- 3) Download the "<Site>Polypharmacy Data.xml" from your folder.
  - a. Mark the location you download this file to as you will need it later.
- 4) Unzip the "release.zip" file. There are many ways to extract data from a compressed file or "unzip" a file. We will cover the two most common ways in this document.
  - a. Navigate to the location you save the "release.zip" file on your computer and right click the file.
  - b. If you have WinZip installed, you should see a menu similar to [Figure 1](#). If WinZip is not installed on your computer, you may see a menu similar to [Figure 2](#).
    - i. If neither of the above options is available to you, please contact your local IT administrator to find out how your organization can unpack the file.
    - ii. If your IT administrator cannot assist you, please contact the DHA PASS and we will work on getting a different version to you.
  - c. Select the option that is most suited to your computer's setup, and follow the instructions presented to unzip the file.
    - i. While you are able to extract the data to any location on your computer you have access too, it is recommended you do not extract and run the application from your desktop. We recommend you unpack the data to your Documents or Downloads folder if possible and then create a shortcut on your desktop (covered later) to run the program.

- 5) (Optional – if you complete this step, you may skip the next one) Create a shortcut on your desktop to run the application
  - a. Anywhere on your desktop, right click and choose New -> Shortcut from the menus that appear ([Figure 3](#)).
  - b. When the wizard to create a shortcut opens, use the Browse button to navigate to where you extracted the Release folder and contents to. Depending on how your computer is set up, you should see something similar to [Figure 4](#) or [Figure 5](#). Select the file indicated in the appropriate figure and then click OK.
  - c. Click Next.
  - d. While we recommend naming your shortcut “Polypharmacy MART”, you may provide whatever name you like and then click Finish.
  - e. Use the newly created shortcut to open the application.
- 6) (Skip if you completed Step 5) Navigate to the location you unzipped the “Release” folder in Step 4.
  - a. Open the folder so you can see the contents. Depending on how your computer is set up, you should see the files listed with their extensions ([Figure 6](#)) or without ([Figure 7](#)).
  - b. CAUTION – it is very important to determine whether or not you can see file extensions or not. As you can see in [Figure 7](#), many of the files look like they have extensions visible but they do not. Opening the wrong file will falsely lead users to believe the application they download does not work when in reality the user opened a file required by the application to run correctly and not the application itself.
    - i. IF YOUR RESULTS LOOK SIMILAR TO THOSE IN [FIGURE 6](#), double click the “PolypharmacyMART.exe” file indicated in the image to open the application.
    - ii. IF YOUR RESULTS LOOK SIMILAR TO THOSE IN [FIGURE 7](#), double click the “PolypharmacyMART” file indicated in the image to open the application.
      1. While the file you want SHOULD be the first file in the folder, there is no way we can guarantee that. Please use the name of the file and the icon present in the image to verify you are trying to open the correct one.
      2. If the images you see with each file in the folder look different, this may be due to differences in Windows versions. Please consult your local IT administrator to help identify the correct icon for an executable application.
- 7) Using the dialog box that appears ([Figure 8](#)), navigate to the XML document you downloaded (<Site>Polypharmacy Data.xml or <Site>Polypharmacy Data if you cannot see the file extensions). Select the XML file, click Open (you can also double click the file to do this automatically), and then click OK.
  - a. You should not have to use this dialog at program start up again as the application will remember the path to your data file.
  - b. Every month when a new XML data file is loaded to your organizations folder on the PEC secure server, download the file to a location of your choosing and use the menu option Data -> Load Data File ([Figure 9](#)) from inside the application to view your new data.

## IMAGE REFERENCES

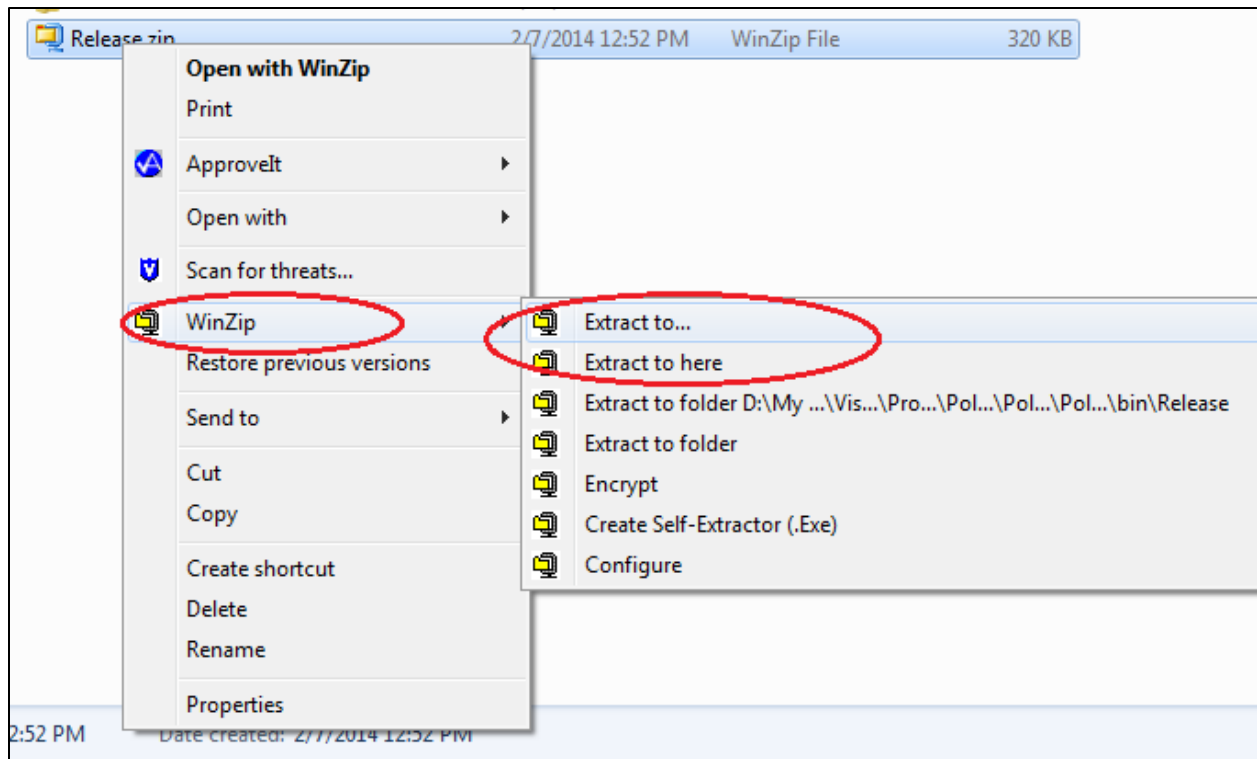


Figure 1: Extracting files with WinZip

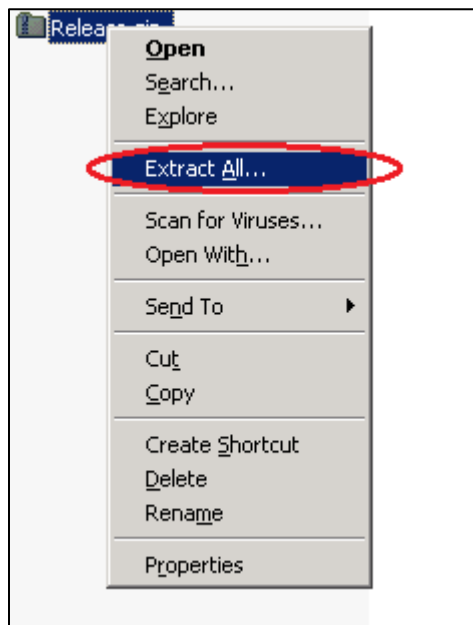
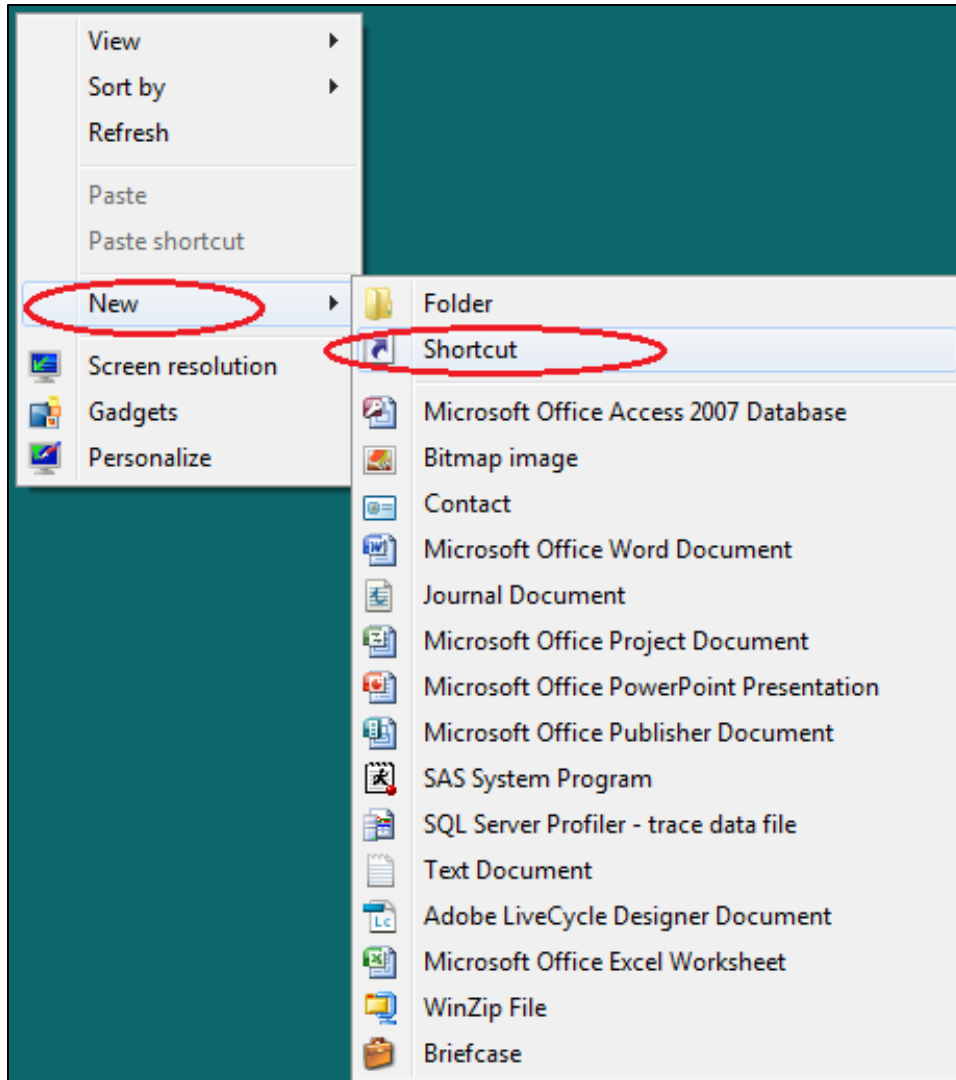


Figure 2: Extracting files with Windows default



[Figure 3: Create a shortcut from the desktop](#)

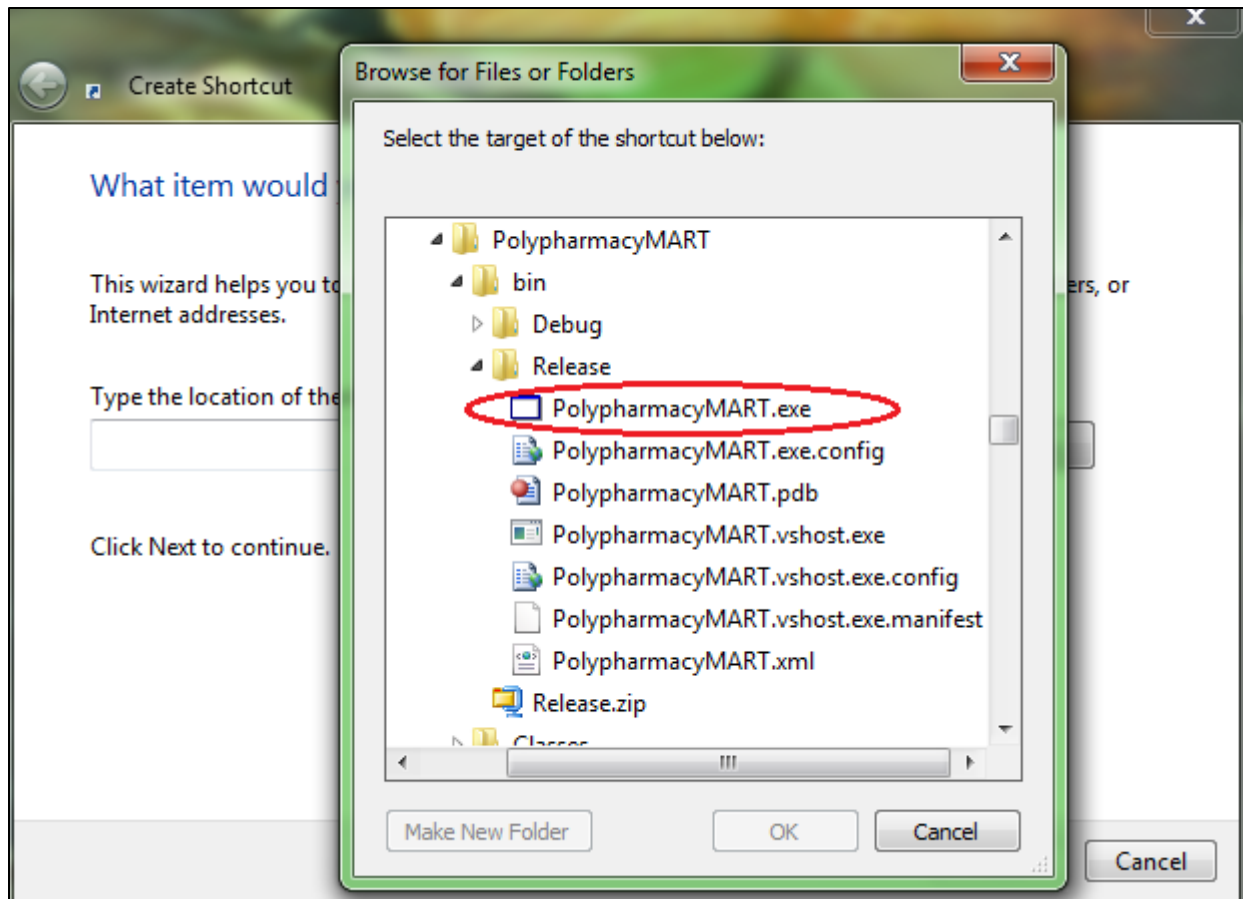


Figure 4: Shortcut file selection with file extensions

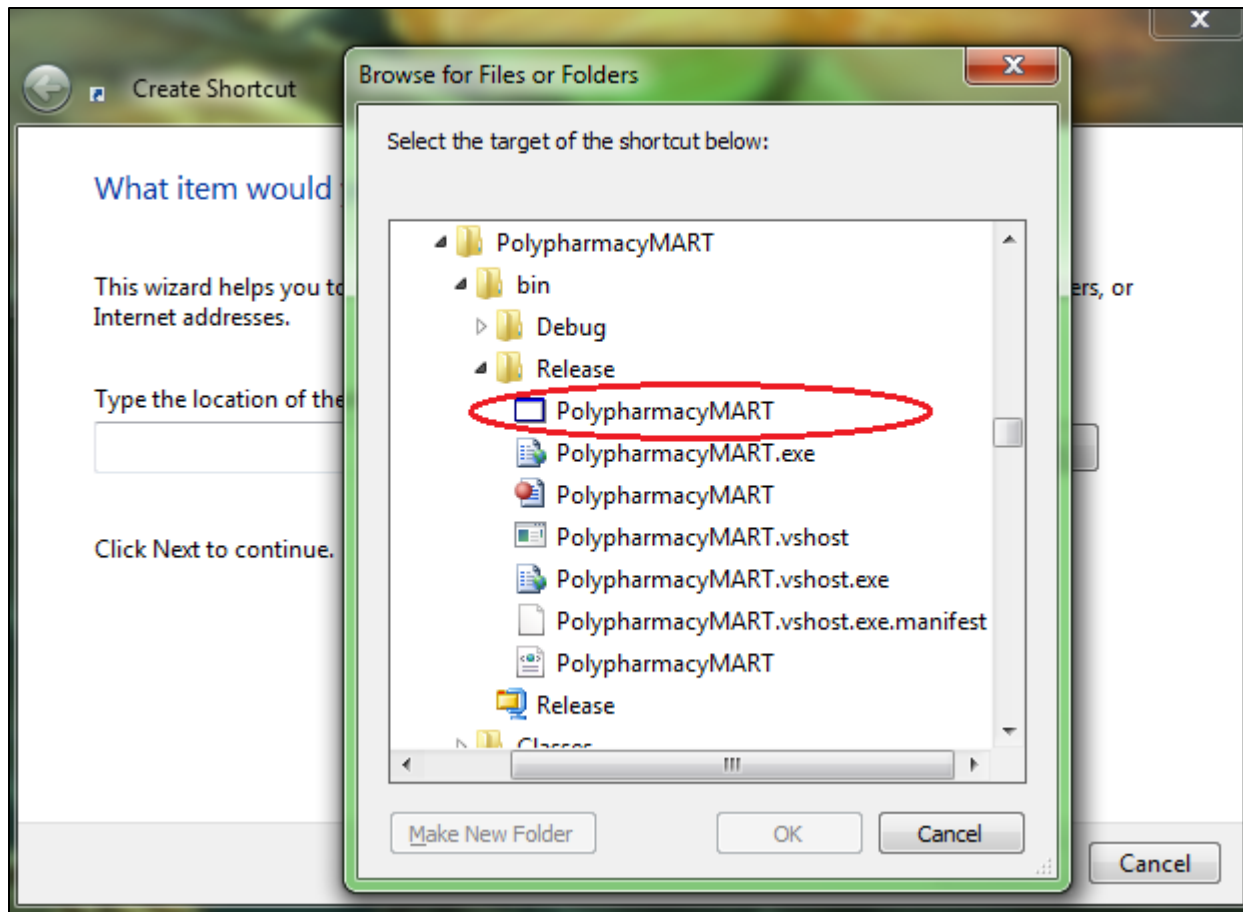









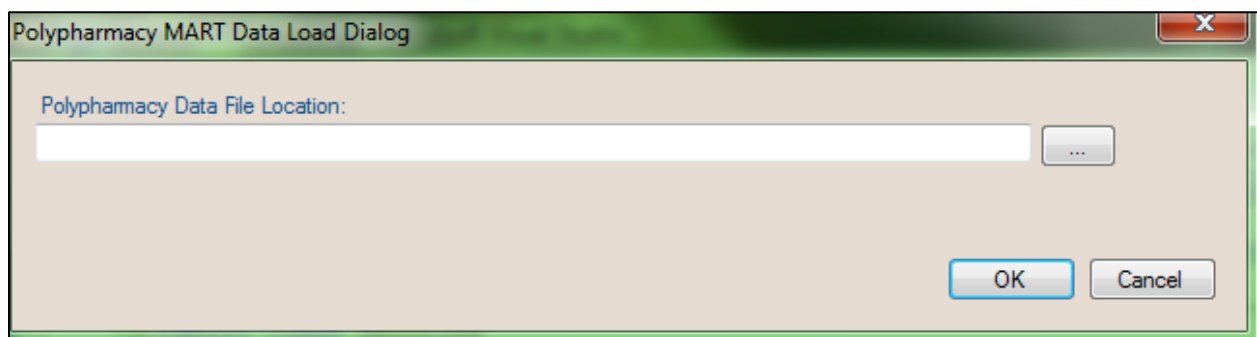
Figure 5: Shortcut file selection without file extensions

Name	Date modified	Type	Size
PolypharmacyMART.exe	2/7/2014 12:51 PM	Application	521 KB
PolypharmacyMART.exe.config	9/3/2013 10:35 AM	XML Configuratio...	3 KB
PolypharmacyMART.pdb	2/7/2014 12:51 PM	Program Debug D...	650 KB
PolypharmacyMART.vshost.exe	3/18/2014 10:28 AM	Application	14 KB
PolypharmacyMART.vshost.exe.config	9/3/2013 10:35 AM	XML Configuratio...	3 KB
PolypharmacyMART.vshost.exe.manifest	6/10/2009 4:14 PM	MANIFEST File	1 KB
PolypharmacyMART.xml	2/7/2014 12:51 PM	XML Document	4 KB

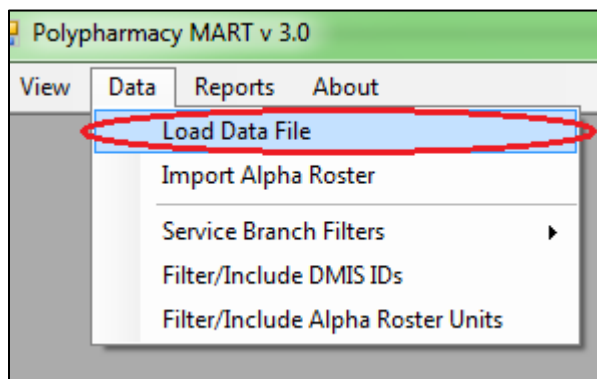
Figure 6: Release folder contents with file extensions visible

Name	Date modified	Type	Size
 PolypharmacyMART	3/19/2014 12:53 PM	Application	521 KB
 PolypharmacyMART.exe	9/3/2013 10:35 AM	XML Configuratio...	3 KB
 PolypharmacyMART	3/19/2014 12:53 PM	Program Debug D...	650 KB
 PolypharmacyMART.vshost	3/19/2014 1:01 PM	Application	14 KB
 PolypharmacyMART.vshost.exe	9/3/2013 10:35 AM	XML Configuratio...	3 KB
 PolypharmacyMART.vshost.exe.manifest	6/10/2009 4:14 PM	MANIFEST File	1 KB
 PolypharmacyMART	3/19/2014 12:53 PM	XML Document	4 KB

[Figure 7: Release folder contents with file extensions hidden](#)



[Figure 8: Initial data load dialog box](#)



[Figure 9: Menu option to load data from inside the application](#)