

Ph: 1300 720 274 www.ch2.net.au

# Simple Order System (S0S) Install Instructions

Version 9.4

SEPTEMBER 2014

Refer to the document 'SOS IT Requirements' on the CH2 website, <u>www.ch2.net.au</u>, for installation and system requirements.



### UDownloading SOS from the CH2 Website

1. Download the latest version from the CH2 website at <a href="http://www.ch2.net.au/contact/sos">http://www.ch2.net.au/contact/sos</a>

CH2		
HOME ABOUT CH2 Y	hospital ~	PRIMARY CARE $\checkmark$ AGED CARE $\checkmark$ VET CARE $\checkmark$ INTOUCH $\checkmark$ CONTACT US $\checkmark$
<u> </u>		
WHO WE ARE	>	
COMPANY INFORMATION	>	SOS
CAREERS AT CH2	>	The Simple Order System (SOS) has revolutionised the supply process, giving healthcare providers direct
EXECUTIVE TEAM	>	access to CH2's inventory of over 15 000 products via their PC.
SOS	>	The SOS software is free of charge, easy to use and allows the healthcare professional to control the
SUSTAINABILITY	>	entire ordering process.  • Ordering is faster and more flexible.
THIRD & FOURTH PARTY LOGISTICS	>	<ul> <li>The price and availability of CH2's entire product range can be checked by the user before an order is sent electronically via SOS.</li> <li>Searches can be conducted for all products of a similar description to find the best price or a suitable</li> </ul>
SPONSORSHIP	>	alternative. • You can view your purchase history and current orders.
AWARDS & RECOGNITION	>	On-site installation, training and ongoing support are supplied free of charge.      Setup SOS      If you would like to be set up with SDS please contact your Business Development Manager on 1300 720 274.      Download SOS software      Table Loop C for a line to be
		To download SOS Software click here

- Click the 'SOS.msi' link. Save this file to a location on your PC you will easily find later such as 'My Documents'. Allow a few minutes for the download.
- 3. When the download is complete, close your Web browser and find the 'SOS.msi' file you have downloaded.
- 4. Double click this file to begin the installation. Proceed to '*Installing SOS*'.



#### Installing SOS

1. Now that you have started the installation process, the 'SOS Setup Wizard' will guide you through the installation process. Click 'Next' to proceed.



2. The 'Select Installation Folder' screen shown below appears. Change the Folder field to read C:\SOS\ by deleting \Program Files. Click 'Next' to continue. (You may install SOS to another location if preferred).

sos Select Installation Fol	der		×
The installer will install SOS in the I	ollowing folder.		
To install in this folder, click "Next" below or click "Browse".	'. To install to a different new or	existing folder, enter one	
Folder: C:\Program Files\S	OS\	<u>B</u> rowse	
You can install the software on the Volume C: F: T	following drives:	Disk  2 12 12 Disk Cost	
	<u>C</u> ancel <u>P</u>	revious	kuund
Eolder: C:\SOS\		Browse.	

3. Click 'Next' on the 'Confirm Installation' screen and let the installation run (approx. 1 minute). When the 'Installation Complete' screen appears, click 'Close'. If there are any issues, a message will be displayed.

🖶 sos	_ <b>_</b> ×
Confirm Installation	
The installer is ready to install SOS on your computer.	
Click "Next" to start the installation.	
<u>C</u> ancel <u>Previous</u>	Next

4. The successful Installation of SOS will create a shortcut icon on your desktop. Double click this icon to open SOS.



5. The screen below left will appear. Click 'OK'.

About 505	
CH2	Current Font Selection
Clifford Hallam Healthcare	Select From Available Fonts Script Modern
DK products and services, please contact your Customer Service Representative.	Marlett Arial Arial CE
Version 8.2.3	Arial Greek

- 6. The Printer Font Screen shown above right will appear. Click on the desired font (we recommend 'Arial'), then click 'Exit'.
- 7. Click 'Exit' from the menu bar to close SOS then reopen SOS. Windows takes a few seconds to verify and complete the installation. Proceed to the next section 'Configuring SOS'.

## **Configuring SOS**

1. With SOS open, click 'Setup' and 'Connect' from the menu.

🏪 S.O.S. Main Menu - Lo	ogin ID 'ROWENDY'
Setup Offline OnLine Abo	ut
Printer	•
Connect Ctr	I+M
Ordering Ctrl	1+0
Special Profiles	
E-Mail Address	
Auto Process Password	
Simp	ole Ordering System

 The 'Connection Parameters' screen shown at right will appear. Enter your SOS Login in the 'Login ID' field. The Login ID is generally RO (R for Remote O for Order) followed by the 6 digits of your Customer Number, or the last 6 digits if you have a 7 digit account number.





- 3. If you don't know your SOS Login ID, contact the CH2 Helpdesk at (03) 9554 0495 and we will provide you with one.
- 4. To see if your computer is able to connect with the SOS server, click the 'Test Connect' button.

Connection Parameters				
Eind Modem				
Login ID       Connection Type         © Internet       © Modem         © Secure Connect       Connect				
L.P. Address sos.ch2.net.au Gateway Process Proxy Process				
<u>I</u> est Connect				
Diagnostic Display				
Save Cancel				

5. Click 'Connect' from the menu bar and a login prompt should appear as shown below. SOS is now ready for use. Click 'Exit' then click the 'OK' button in 'Connection Parameters'. Proceed to 'Connecting to SOS'.

🐃 Connected to: 10.50.1.40				
E <u>x</u> it	<u>C</u> onnect			
IRIX (	(0200)			
□logi	n:			

6. If the login prompt does not appear, please contact either CH2 or your IT personnel (as access to SOS may be blocked by your system). Refer to 'SOS IT Requirements' on the CH2 website for more information.

## Connecting to SOS

1. From the Menu Bar, click 'Online' then 'Connect to CH2'.



2. The password prompt, shown below, will appear. Type in your password (as supplied by CH2). SOS should now connect.



3. Refer to the SOS User Manual on our Website for further instructions.

If you have any questions, contact the CH2 Help Desk on (03) 9554 0495, your local Representative or see our Website at <u>www.ch2.net.au</u>.