



Clifford Hallam Healthcare

Ph: 1300 720 274

www.ch2.net.au

Simple Order System (SOS)

Install Instructions

Version 9.4

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



Quality
Endorsed
Company
ISO 9001 Lic: DEC0264
SAI Global

Sydney

Newcastle

Melbourne

Brisbane

Perth

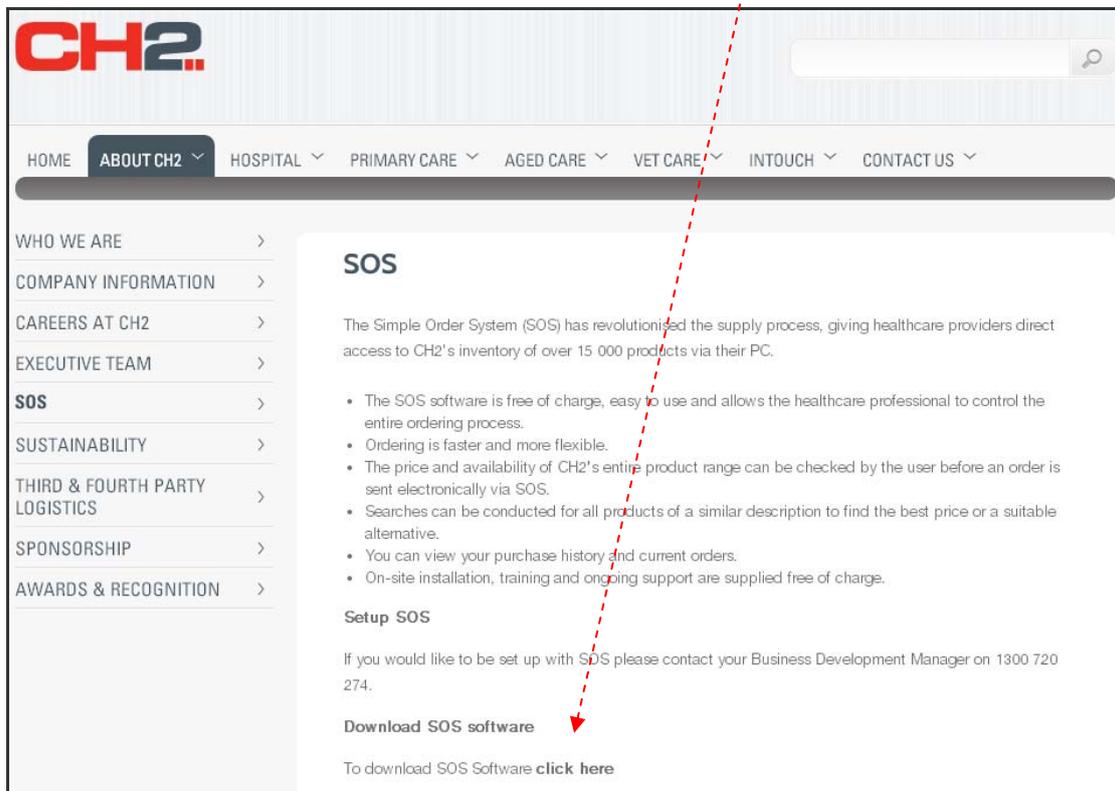
Adelaide

Hobart

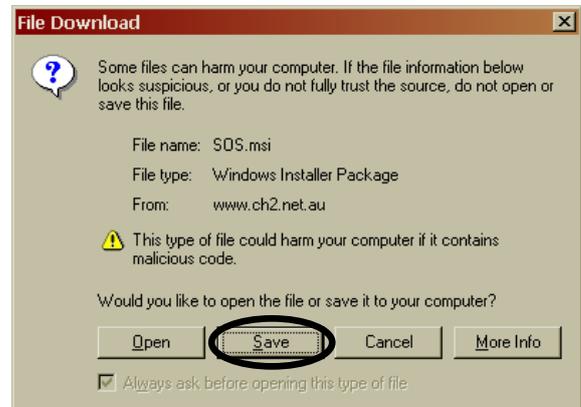
SEPTEMBER 2014

Downloading SOS from the CH2 Website

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



2. 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'**.

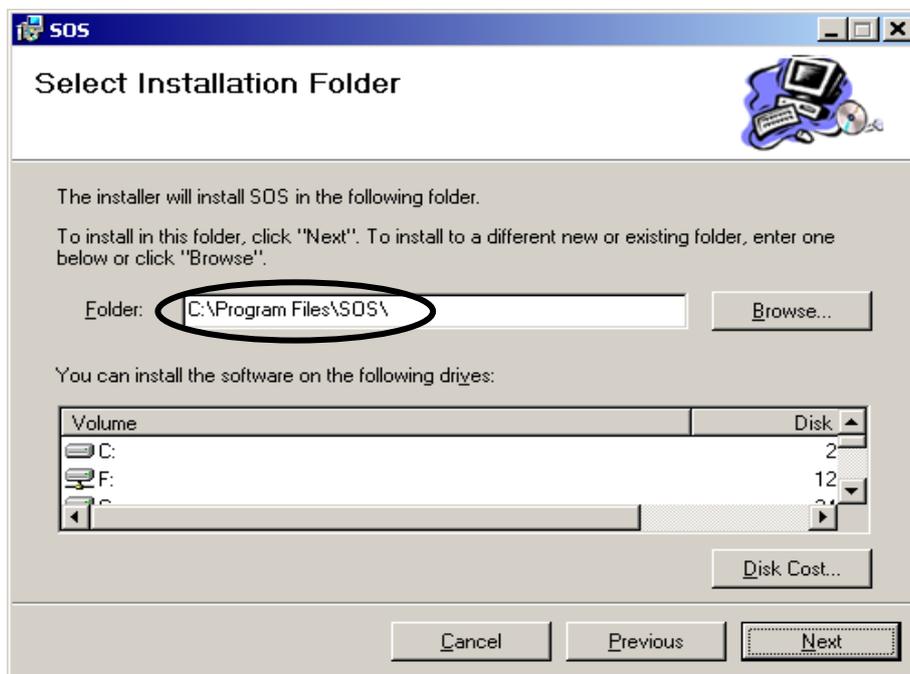


Installing SOS

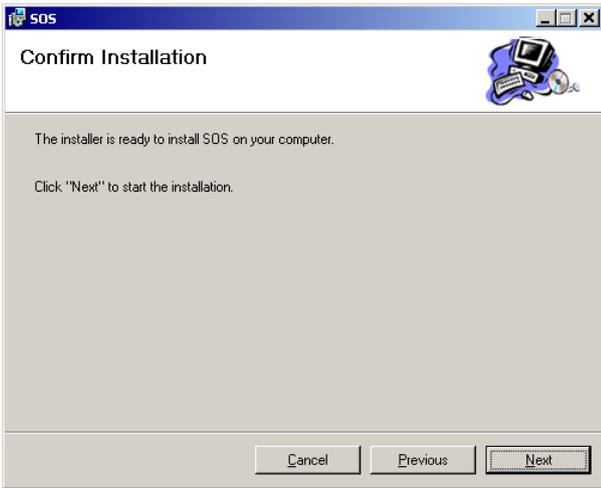
1. Now that you have started the installation process, the 'SOS Setup Wizard' will guide you through the installation process. Click 'Next' to proceed.



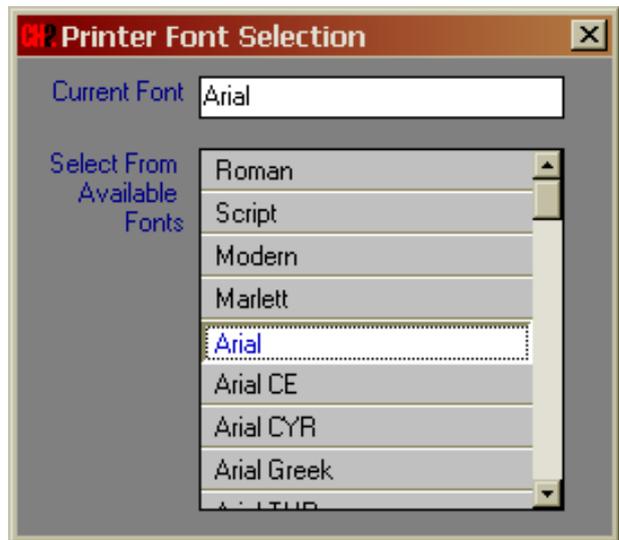
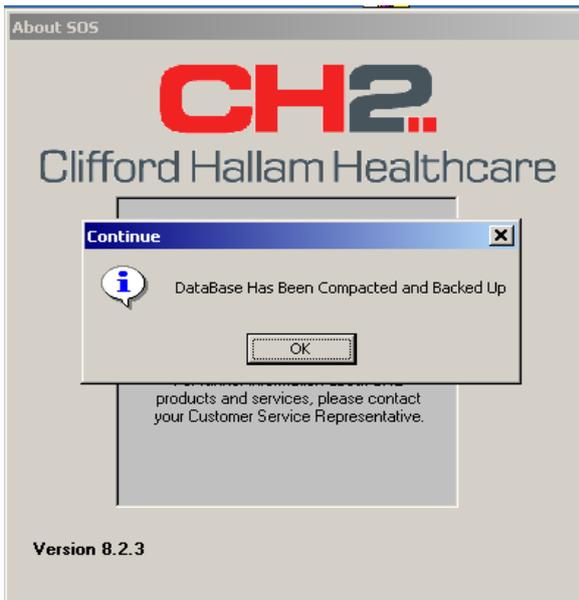
2. The 'Select Installation Folder' screen shown below appears. Change the Folder field to read C:\SOS\ by deleting \Program Files. Click 'Next' to continue. (You may install SOS to another location if preferred).



- 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.



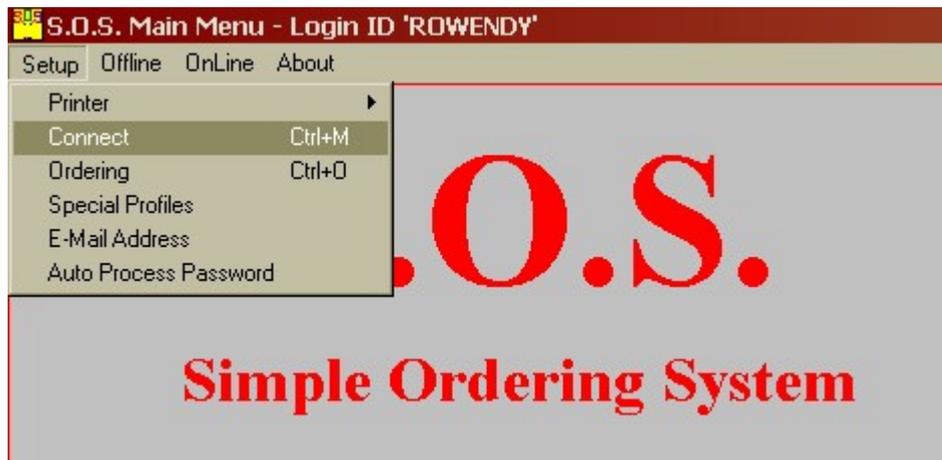
- The successful Installation of SOS will create a shortcut icon on your desktop. Double click this icon to open SOS.
- The screen below left will appear. Click 'OK'.



- The Printer Font Screen shown above right will appear. Click on the desired font (we recommend 'Arial'), then click 'Exit'.
- 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.

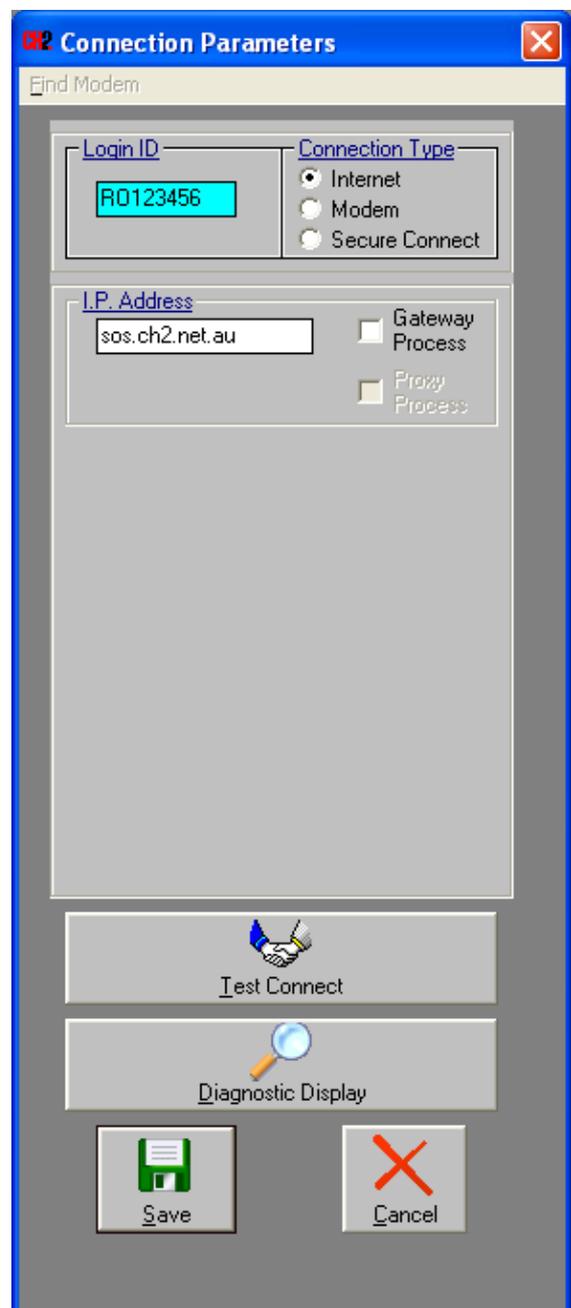


2. The 'Connection Parameters' screen shown at right will appear. Enter your SOS Login in the 'Login ID' field. The Login ID is generally RO (R for Remote O for Order) followed by the 6 digits of your Customer Number, or the last 6 digits if you have a 7 digit account number.

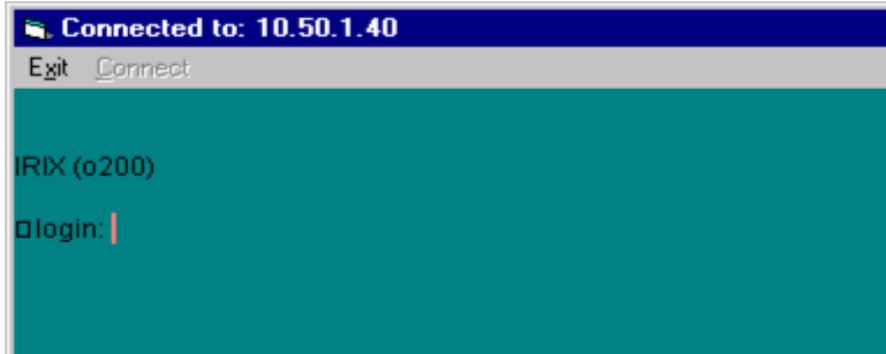
My SOS Login ID is:

RO _____

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.



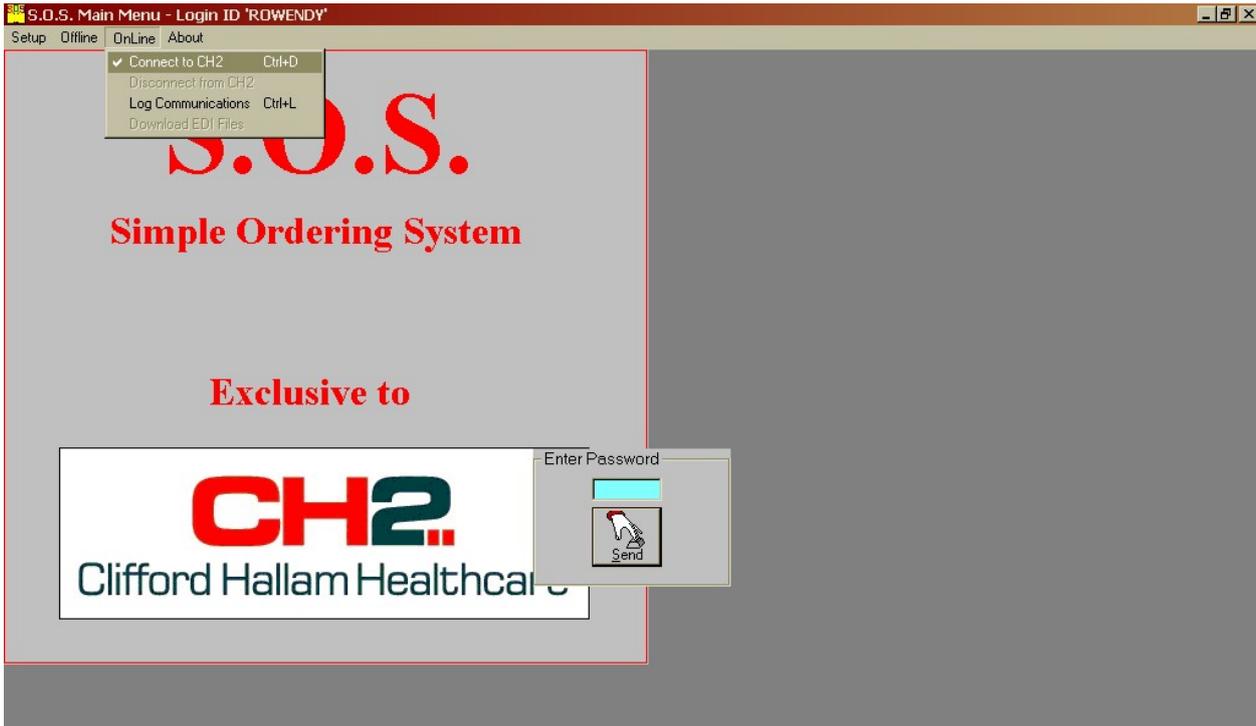
- Click 'Connect' from the menu bar and a login prompt should appear as shown below. SOS is now ready for use. Click 'Exit' then click the 'OK' button in 'Connection Parameters'. Proceed to ***Connecting to SOS***.



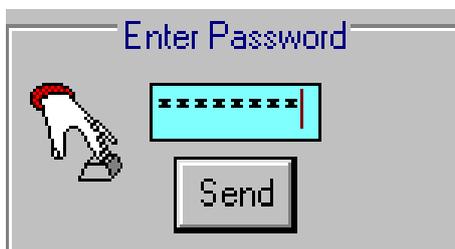
- If the login prompt does not appear, please contact either CH2 or your IT personnel (as access to SOS may be blocked by your system). Refer to 'SOS IT Requirements' on the CH2 website for more information.

Connecting to SOS

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



- 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 www.ch2.net.au.