

Read Me First File* (rfudirv3.pdf)

***– Updated December 2005**

Important Information for Installing and Operating the IRISV3 Program:

Before downloading Version 3.1 of the IRISV3 program from the CMS web site, read the entire contents of this file as shown below:

Contents

- 1. Required Equipment**
- 2. Additional Software Required to Run IRISV3**
- 3. Installation**
- 4. Operation**
- 5. Printing IRISV3 Reports**
- 6. Concluding Remarks**

1. Required Equipment

This section describes the computer hardware needed to run IRISV3. IRISV3 will run on any modern 100% **IBM compatible personal computer (PC)** equipped with:

- [REQUIRED] A 3.5 inch disk drive or CD-R/RW drive.
- [REQUIRED] A fixed (hard) drive with at least 10 megabytes of dedicated space available and 8 megabytes of random access memory (RAM).
- [REQUIRED] A PC compatible printer, preferably one that can print at twelve characters per inch.

Warning: IRISV3 is a single user program. In some cases it can be run from a network file server, but should not be used in a multi-user environment (that is, with more than one user entering or changing data at the same time).

2. Additional Software Required to Run IRISV3

- [REQUIRED] **MS-DOS**, Version 5 or higher supplied with the Windows 9x (95, 98 and ME) family of operating systems, or the **MS-DOS Virtual Machine** supplied with the Windows NT (NT, 2000, and XP) family of operating systems (see note below on Windows operating systems).
- [RECOMMENDED] If you have access to:
 - dBASE 4 or higher (preferred), or any database program whose data file format is compatible with dBASE III Plus (ACCESS, FOXBASE, PARADOX, and others); or
 - any spreadsheet program that can import dBASE data.

These programs will enable you to access and use your IRIS diskette/CD files ("M3xxxxxx.dbf" and "A3xxxxxx.dbf" where xxxxxx is the provider's six-digit Medicare identification number) without using the IRISV3 program as an interface.

Note: IRISV3, an MS-DOS based application, will run under various Windows operating systems. However, you may experience difficulties running this program in certain installations of the Windows NT family of operating systems.

Discussions of running MS-DOS programs under the Windows NT family of operating systems can be found at the following two Microsoft Web pages: <http://support.microsoft.com/kb/q196453/> and <http://support.microsoft.com/kb/314106/EN-US/>. Note that much of the information contained on those two pages also applies to earlier versions of this family of operating systems.

In addition, we have found that a certain user rights issue sometimes prevents some DOS programs from running under XP. It is not sufficient to give the Authenticated Users group full control of the folder in which the program and data files are located. Instead the local user account (Users(Computer Name\Users)) must be given full control rights to this folder.

In any case it is recommended that you consult with your organization's technical support staff to help resolve any DOS/Windows incompatibility issues that may arise.

3. Installation

IRISV3 is designed for execution from your computer's hard disk. You will install IRISV3 on drive C (use a different hard drive designation letter if drive C is unavailable for installing software applications), but if you want to run from a network drive or a different partition, simply copy the entire system onto the appropriate drive when installation is complete and leave the original on drive C as a backup.

Before you begin installation, make sure there is at least 10 megabytes of open space on your hard drive that can be dedicated to IRISV3, and read the instructions below thoroughly before you begin installation:

(a) To begin installation, start your computer, and wait for the Start button to appear.

Click on Start, point to Programs or Accessories to click on Windows Explorer, and click on "(C:)". Then position the cursor to the top of the screen and click on File, point to New, and click on Folder.

At this point you will create a new folder called IRISV3 on your hard drive to house the IRISV3 program. Just type "irisv3" (do not type in the quotations) as the folder name for the folder housing the IRISV3 program; make sure that this folder name or another folder name of your choice is limited to 8 alphanumeric characters.

(Note: If you previously installed the IRISV3 program in the IRISV3 folder, it is recommended that you copy four files (empnames.dbf, irisadm.dbf, irisasgn.dbf, and irismast.dbf) from the IRISV3 folder into another folder on your hard drive, LAN drive, diskette, or CD. You may then copy these files to the IRISV3 folder after reinstalling the IRISV3 program in this folder. See the instructions below for reinstalling the IRISV3 program and reinstate the data from the copied files by implementing the program initialization instructions in 3.(d) below.)

Installation/Reinstallation of IRISV3 program:

Click on Start, point to Programs or Accessories to click on Internet Explorer
Position the cursor in the Internet address space

Type "<http://cms.hhs.gov/IRIS/>"

Click on "Download IRISV3 (Ver. 3.1) Now" in the Downloads sector at the bottom of the CMS web site page for "IRIS Software Files"

Click on the Save button at the bottom of the File Download screen, save the file named "irv3wfud.zip" in the "c:\irisv3" folder, click on the Close button in the Download Complete screen, and click on the Close button icon ("x") on the top of the screen to leave the CMS web site

Go to "c:\irisv3", double-click on the "irv3wfud.zip" file, and click on the "Extract" button at the top of the WinZip screen
Make sure "c:\irisv3" is in the "Extract to" space before clicking on the Extract button at the top of the right-hand corner of the Extract screen

If the "Confirm File Overwrite Screen" appears, then click on the Yes to All button on the bottom of this screen and then click on the Close button icon ("x") on the top of the screen to leave this listing of extracted files

If the "Confirm File Overwrite Screen" does not appear, then Click on the Close button icon ("x") on the top of the screen to leave this listing of extracted files

Continue with the installation/reinstallation instructions in 3.(b) through (d) below.

- (b) Checking your MS-DOS Configuration. Before you can run IRISV3, you must check to see that MS-DOS is properly configured for operating this program. To do this, read and execute the following instructions carefully. This step must be performed on drive C, regardless of the drive letter on which the program was installed.

- (1) For PCs with Windows 9x Family of Operating Systems:

First determine whether a file named CONFIG.SYS exists in the root directory on drive C. Then issue these commands:

Click on Start

Point to Find or Search to click on Files or Folders

Type "config.sys" to the right of "Named" [file or folder]

Make sure "(C:)" appears to the right of "Look in" [drive]; if not, click on the inverted triangle and click on "(C:)"

Click on Find Now button

Double-click on "config.sys" in the "C:\" folder

If necessary, open up this file by scrolling down to Notepad, click on Notepad and click the OK button

If CONFIG.SYS exists, it is essential that it contain two important lines. One begins with the word "BUFFERS" and the other begins with the word "FILES". If both exist, and both lines contain numbers greater than 29 (it is recommended that both lines contain the high number 99), you may proceed to step 3.(c) after clicking on the Close button icon for the Notepad and "Find:Files..." screens.

If CONFIG.SYS does not exist or if it needs modification, create/update this file as follows:

Click on Start

Point to Programs or Accessories

Click on Notepad

Click on File

Click on New or Open "config.sys" in the "(C:)" drive (be sure to type "config.sys" as the file name to open up this file)

Type the lines or correct the numbers on the lines as follows:

```
buffers=99
```

```
files=99
```

Click on File

Click on Save As

Make sure "(C:)" appears to the right of "Save in" [drive]; if not, click on the inverted triangle and click on "(C:)"

Just type "config.sys" to the right of "File name"

Click on the Save button and click on "Yes" if "config.sys" already exists

Click on the Close button icon to leave the "config.sys" file

- (2) For PCs with Windows NT Family of Operating Systems:

First determine whether a file named CONFIG.NT exists in the System32 folder within the Winnt folder (e.g., c:\winnt\system32) on drive C. Then issue these commands:

Click on Start
Point to Find or Search
Click on Files or Folders
Type "config.nt" to the right of "Named" [file or folder]
Make sure "(C:)" appears to the right of "Look in" [drive]; if not, click on the inverted triangle and click on "(C:)"
Click on Find Now button
Double-click on the "config.nt" file in the "c:\winnt\system32" folder
Scroll down to the bottom of this file for the configuration commands
Click on Start
Point to Find or Search
Click on Files or Folders
Type "config.nt" to the right of "Named" [file or folder]
Make sure "(C:)" appears to the right of "Look in" [drive]; if not, click on the inverted triangle and click on "(C:)"
Click on Find Now button
Double-click on the "config.nt" file in the "c:\winnt\system32" folder
Scroll down to the bottom of this file for the configuration commands

If CONFIG.NT exists, it is essential that it contain two important lines. One begins with the word "BUFFERS" and the other begins with the word "FILES". If both exist, and both lines contain numbers greater than 29 (it is recommended that both lines contain the high number 99), you may proceed to step 3.(c). after clicking on the Close button icon for the Notepad and "Find:Files..." screens.

If CONFIG.NT does not exist or if it needs modification, create/update this file as follows:

Click on Start
Point to Programs or Accessories
Click on Notepad
Click on File
Click on New or Open "config.nt" (click on "C:\", click on "Winnt", click on "system32", type "config.nt" as the file name to open up this file, and click on the Open button)
If necessary, scroll down to the bottom of this file for the configuration commands
Type the lines, or correct the lines or numbers on the lines as follows:

```
buffers=99
files=99
```

Click on File
Click on the Save button and click on "Yes" if "config.nt" already exists
Click on the Close button icon to leave the "config.nt" file

(3) Reboot or restart your computer to activate the changes you just made.

- (c) The program is now installed and ready to use. Always move to the IRISV3 folder before executing the program. To start IRISV3 from Windows Explorer, issue these commands:

Click on Windows Explorer
Click on My Computer
Click on the "irisv3" folder in the C drive
There are 3 options for operating the IRISV3 program: 1) Double-click on the "irisv3.exe" file in the middle of the IRISV3 folder; 2) right click on the "irisv3.exe" file and click "Open"; or 3) click on Start, click on Run, type "cmd" and press the Enter key (<Enter>) to activate the DOS command screen, type "c:" and press <Enter>, type "cd\irisv3" and press <Enter>, type "irisv3.exe" and press <Enter> to run the IRISV3 program (note: after exiting the IRISV3 program, type "exit" to leave the DOS command screen
If necessary, click on the Maximum button icon to enlarge the IRISV3 screens

- (d) Program Initialization. The following steps must be performed the first time you run IRISV3. Do not attempt to execute any other IRISV3 functions until this step is complete. Before proceeding, note that data entry in IRISV3 is not case sensitive; that is, all alphabetic characters are presumed to be upper case.

Start IRISV3 as in 3.(c). above:

Select "**Reference Files/Data Management**" from the IRIS Main Menu by pressing <5> and run each of the first four procedures in the next menu that appears. The "**IRIS REFERENCE DATA MANAGEMENT**" menu reappears after each procedure is completed.

(1) First, select "**Set up Administrative Data**" by pressing <1>, and answer the prompts that appear on the screen. One of these prompts has space for entering a file path, and each piece of the path should not exceed 8 character elements. Be sure to press the letter "s" to save the entered data.

(2) Second, select "**Employer Names**" by pressing <2> and enter the list of employer names for the resident data selection list. If this step is not implemented, only the provider name that was created in the first procedure will be the sole employer name in this list.

(3) Third, select "**Rebuild Data Indexes**" by pressing <3>. This causes IRISV3 to create index files which enable the program to search and display data in various orders that are required by the different program functions.

(4) Fourth, select "**Generate Data Help Windows**" by pressing <4>. This causes IRISV3 to create the text screens that are used when the help key is pressed during program execution.

After completing these four procedures, select "**Exit**" by pressing <X>.

4. Operation

You are now ready to run IRISV3. Be sure to familiarize yourself with the contents of IRISV3 Operating Instructions and explicit instructions for entering data into the IRISV3 program before running IRISV3. A copy of these instructions (irv3dfu6.pdf) is in the IRISV3 folder. To obtain a printout of these instructions and other information, use Adobe Acrobat Reader (Version 6.0 or later version) to open up this file and print it in HP LaserJet or equivalent mode for best results.

5. Printing IRISV3 Reports

(a) Local printers. Some users may experience difficulties in getting Windows to print reports from their locally attached printer. It is suggested that you make arrangements with a member of your organization's technical support and have them consider these selections as a possible solution to printing reports from the IRISV3 program as follows:

- (1) For PCs with Windows 9x Family of Operating Systems:

Click on Start, point to Settings, click on Printers, and click your right mouse button on the local printer icon
Click on Properties
Click on Details and click on the Port Settings button
If necessary, remove the check mark from both settings in the "Configure LPT Port" screen and click the OK button
Click on Spool Settings, click on Print Directly to Printer, and click the OK button
Click on the Close button icon to leave the "Properties" and "Printers" screens

It is also suggested that you or your organization's technical support person contact your printer's manufacturer or visit their website for guidance on how to print from a DOS application on Windows 95, 98 or ME.

(2) For PCs with Windows NT Family of Operating Systems:

Click on Start, point to Settings, click on Printers, and click your right mouse button on the local printer icon
Click on Properties
Click on Advanced, click on Print Directly to Printer, and click the OK button
Click on the Close button icon to leave the "Properties" and "Printers" screens

- (b) Network printers. If you are using a network printer instead of a locally attached printer, it is suggested that you make arrangements with a member of your organization's technical support and have them consider this possible solution to printing reports from the IRISV3 program:

(1) For PCs with Windows 9x Family of Operating Systems:

Click on Start, point to Settings, click on Printers, and click your right mouse button on the local printer icon
Click on Properties
Click on Details and click on the Capture Port Settings button
Click on the LPT printer port (e.g., LPT3) for the network printer and click the OK button
Click on the Close button icon to leave the "Properties" and "Printers" screens

(2) For PCs with Windows NT Family of Operating Systems:

The Windows NT command to use for running DOS applications in regard to redirecting LPT1 to a network printer in a Windows NT environment is:

```
NET USE LPT1\\servername\printersharename/persistent:yes
```

An example of a server name would be RICAPP04, and an example of a printer share name is AUD_AUTO.

This command should be issued from a command line before starting any DOS applications. In other words, a command line can be run by clicking on the Start button and selecting the Run option. In the "Open" field, type CMD, then click on "Okay". This will start a Command Line session.

Before closing, if you wish to restore LPT1 as a local printer, the command line to use is:

```
NET USE LPT1/DELETE
```

6. Concluding Remarks

It is recommended that you make a copy of these instructions for installing and operating the IRISV3 program.

if you still experience difficulties with this program, send an e-mail to: iris@cms.hhs.gov.