Site Web Client Requirements and Setup

The HITRACK 4 Web Companion client interface is web-based and accessed via the web browser installed on the client's computer.

- Windows Vista or newer operating system.

- Modern Web Browser: IE 11+, Firefox 27+, Chrome 32+.

- The HITRACK web application site must be added to the Internet Explorer "Trusted Sites" list and "Automatic prompting for file downloads" must be enabled for Trusted Sites.

  - To do this in Internet Explorer go to the HiTrack Web site and select Tools and then Internet Options. From here select the Trusted Site icon from the Security tab. After selecting the icon click the Sites button to open the Trusted Sites list that allows you to add the HiTrack site.

  - To allow prompting for downloads click on the Custom Level… button for the Trusted Sites zone. Enable automatic prompting by filling in the radio button under the Downloads section.

- JavaScript must be enabled for the HITRACK web application site.

- Popup windows must be allowed for the HITRACK web application site.

  - Most browsers provide feedback if a pop-up is blocked. The option to "Always allow for this site" should be used.

- A PDF viewer (i.e. Adobe Reader) if using the Reports feature.

- Microsoft Office Word 2003 (or newer) is required for Letters

- Microsoft .Net Framework 2.0 is required on client computers where users choose to use the Merge Companion upload tool.

  - The Merge Companion provides automated upload features and renames screening equipment merge files as they are processed.

User Logins

The central (state) coordinator will provide sites with logins and initial passwords. Normally at least one user at each site will have the "Facility Administrator" access right so that Merge Sources, Letters and other settings can be configured. Contact the central coordinator for more information about Logins.

Merge Companion Setup

The following preparation should be done for sites that merge their screening equipment data at the central (state) office and each facility that will be using the Merge Companion.

Central Office preparation:

- Doctor and Screener lists must be obtained from sites moving from **HiTrack 3.5** to HiTrack 4 Web. (This is not needed for new sites or sites that have been using HiTrack 4 already)

    - To obtain these files instruct the Facilities to use HiTrack 3.5's Utilities→Export Program Information to create these files. Once created these files should be emailed to the central office.

    - Add Merge Sources for HT3.5 pednames.txt and HT3.5 screener.txt to the Facility in central database and use the Merge feature to locate and import these lists.

    - Resolve any pending items for active screeners and doctors. Pending items for inactive screeners and doctors may be discarded.

- Set up a user login in the State Database for the Hospital with merging rights.

    - Make sure their login only has access to the Facilities for which they are authorized.

    - If you are adding them enter in an expiration date and assign them to a user group with Merging Access Rights.

- Add Merge Sources to their Facility for their equipment in the central database.

    - Provide the path on *their* computer that contains their merge files, these paths can be obtained by email.

- Provide the state website URL to each Facility. e.g. "https://statewebsite.gov"

- Provide the exact Facility name spelling (from the State Database) to the Facility

Site Configuration:

- Review the Web Browser setup using the Web Companion Client Requirements Document listed in this document.

- Download the Merge Companion

    - Open the state website URL and sign in.

    - Click on the Merge toolbar icon and switch to the Automated Upload

    - Right click on the Merge Companion link and save it to the Desktop

- Minimize the Web Browser and double-click the new Merge Companion icon on the Desktop.

- Click on the "Configuration Options" link. Type in the User name and Facility name exactly as they are listed in the State database.

- Enter or Paste the State website into the URL field and add the Merge Companion location so that it is listed as:
  "https://statewebsite.gov/**HiTrack_4/HiTrack_4_WS/WSMergeCompanion.asmx**"

- Click Save. When all of the fields are correct the Options area will close and the Merge Sources list will be filled. If not, an error message will be shown. Contact the HiTrack Help Desk to troubleshoot error messages.

- To Merge equipment data files select the appropriate Merge Source the type in a password and click Start. The Start button will be disabled if the expected filename is not found.