

## Configuring Helper for InfoScriber

1. If InfoScriber has been purchased through the Helper sales department, you'll be registered at that time. If InfoScriber was purchased at another time, please call our support department at (781) 937-0080 to register Helper for use with InfoScriber.
2. Once you've registered, you'll need to configure Helper to send your data to InfoChannel. To do this, you'll need to have the Helper Server Administration utility installed. If you're running Helper in a networked environment, you will already have this utility, which should be located on the desktop of your server computer and you can skip to step 3. The icon on your server desktop will look like this:

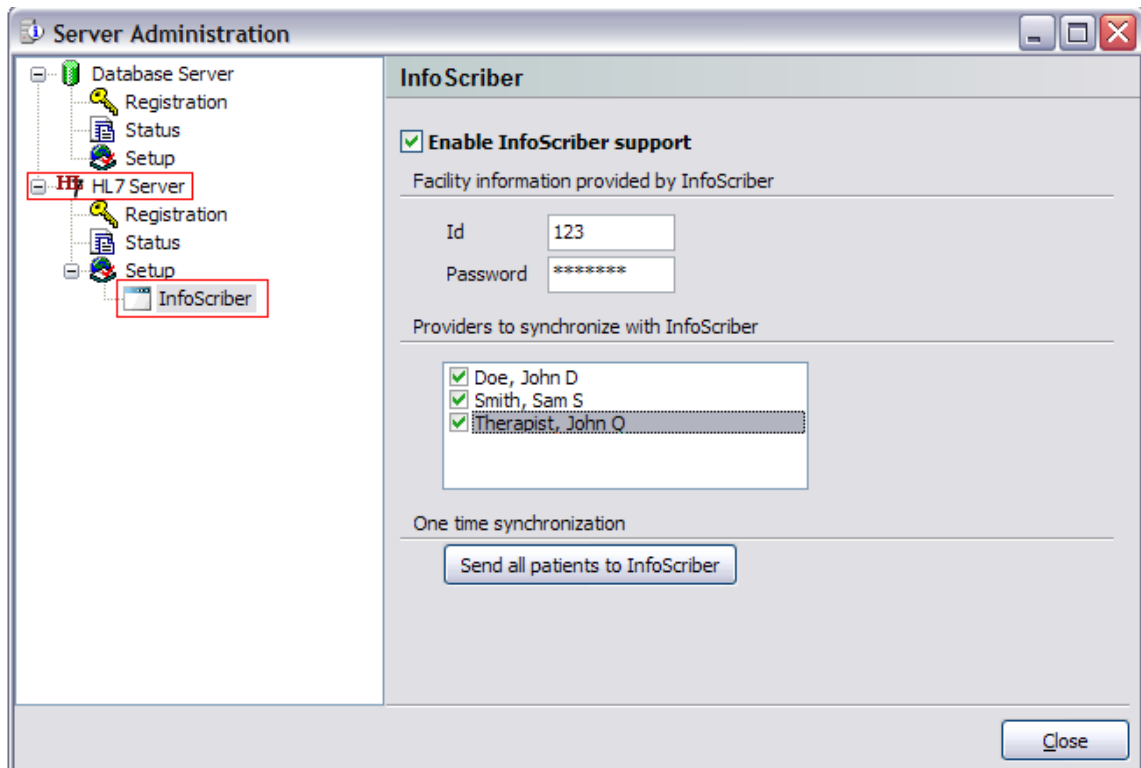


If you are running a stand-alone version of Helper, you will need to install this utility which can be found on your Helper program CD or you can download it from our website at: <http://www.helper.com/customercenter/> . Once at the website, click on "Product Upgrades" and download the Helper Database Server. The installation wizard will guide you through the server install process. Once you've finished the installation, configure the database server according to the instructions found in the Helper Network Installation Instructions found on your Helper CD or go back to the web address above and click on "Customer Support" and scroll down until you see the Helper Network Installation Instructions document.

[www.helper.com](http://www.helper.com)

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3. Once you've found or installed the Helper Server Administration utility, double-click on the desktop shortcut to open it up. On the left hand side of the screen you'll see an option for HL7 Server, which when expanded will reveal an option for InfoScriber:



Make sure the "Enable InfoScriber Support" box is checked. Enter your InfoScriber Facility ID & Password (will be provided by InfoScriber). Select the providers you wish to sync with InfoScriber and click the "Send all patients to InfoScriber" button.

Once that process has completed, InfoScriber will process this batch of patients within 24 hours. After that point, any new patients entered into Helper will automatically synchronize with InfoScriber at periodic points throughout the day.

If you have any questions or problems with this initial setup process between Helper and InfoScriber, please call our technical support department at (781) 937-0080.

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