

## Medtech32 Version 19.0 Installation Upgrade Checklist

### IMPORTANT NOTE

**Medtech recommends that all Medtech upgrades and database back-up and restore processes are performed by a Medtech Certified Technician or your Practice Technician. For a list of Medtech Certified technicians please visit the Medtech Global Website: [www.medtechglobal.com](http://www.medtechglobal.com).**

Pre-Requisite Procedures	
<p>The practice is on Medtech32 Version 18.17 or above.            NOTE: If the practice is <u>NOT</u> on Medtech32 Version 18.17, please <u>DO NOT</u> continue.</p>	<input type="checkbox"/>
<p>A <u>SUCCESSFUL</u> Interbase BackUp and Restore has been performed on <u>ALL</u> databases.</p>	<input type="checkbox"/>
<p>A <u>COMPLETE</u> backup of the MT32 directory, and <u>ALL</u> databases located in the MT32\Data directory has been completed successfully.</p>	<input type="checkbox"/>
<p><u>ALL</u> users (including remote users) have logged out of Medtech32 and <u>ALL</u> scheduled utilities, backup or maintenance tasks that require access to the databases have been stopped.</p>	<input type="checkbox"/>
<p>The Medtech32 Scheduler, NIR Directory Monitoring Utility, ACC Directory Monitor, Clinical Audit Tool Action Monitor and ManageMyHealth Online Appointments Manager have been shut down.</p>	<input type="checkbox"/>
<p>The ManageMyHealth Communicator and the ManageMyHealth SMS Communicator windows services have been shut down.  <b>NOTE:</b> These will need to be manually restarted after running the Version 19.0 installation.</p>	<input type="checkbox"/>
<p>The release notes and installation instruction documentation has been reviewed and is understood.  <b>IMPORTANT:</b> This documentation contains valuable information that, if not read, could seriously affect the upgrade progress and/or possible down time of your network.</p>	<input type="checkbox"/>
<p>Ensure you are logged onto Windows with Administrative rights when performing <u>ANY</u> installation, update, or maintenance tasks.  <b>IMPORTANT:</b> If the practice has been setup and configured to use the SureMed Insurance Form then you <b>MUST</b> be logged onto Windows with <u>Domain Administrator</u> rights when performing the upgrade to Version 19.0 . Failure to do this may result in disruption to the SureMed Insurance Form functionality and may require re-configuration.            Please refer to the SureMed Connected Care Installation Checklist-19072010.pdf on the Version 19.0 installation CD in the \Documents\Release Notes and Other Documents\SureMed Forms Documentation folder.</p>	<input type="checkbox"/>

<u>ALL</u> Briefcasing laptops with outstanding Briefcased data have been checked-in.	<input type="checkbox"/>
You are logged onto the Medtech32 Server and all users are logged out of Medtech32.	<input type="checkbox"/>

Installation Procedures	
The update has been run on the Medtech32 Server.	<input type="checkbox"/>
The update has been run on any laptop that is used for Briefcasing. <b>NOTE:</b> <u>ALL</u> Briefcasing laptops MUST be updated to the same version and build as the Medtech32 Server.	<input type="checkbox"/>

Post Installation Procedures	
If any of the following utilities were shut down prior to installation, please ensure they are restarted: <ul style="list-style-type: none"> <li>a. Medtech32 Scheduler</li> <li>b. NIR Directory Monitoring Utility</li> <li>c. ACC Directory Monitor</li> <li>d. Clinical Audit Tool Action Monitor</li> <li>e. ManageMyHealth Online Appointments Manager</li> </ul>	<input type="checkbox"/>
If any of the following windows services were shut down prior to installation, please ensure they are restarted: <ul style="list-style-type: none"> <li>a. ManageMyHealth Communicator</li> <li>b. ManageMyHealth SMS Communicator</li> </ul>	<input type="checkbox"/>
Login to Medtech32 and ensure database connection is successful.	<input type="checkbox"/>

If you have any questions regarding the information contained in this checklist please contact:

Medtech Helpdesk on **0800 2 MEDTECH (633 832) - Option 1**