

# HEALTHSPACE

## PART 1 INSTALLATION

**Users must be logged into the computer with a User account before installing.**

\*\*\* If you do not have Administrative rights to the OS the install will abort. \*\*\*

Open the following Link:

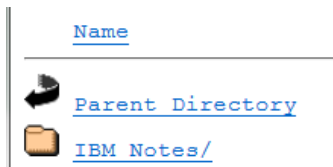
<https://hsl.healthspace.com/>

**Then Select US client files from the menu and login**

user: usdownload

password: healthspaceus

Click on the IBM Notes folder.

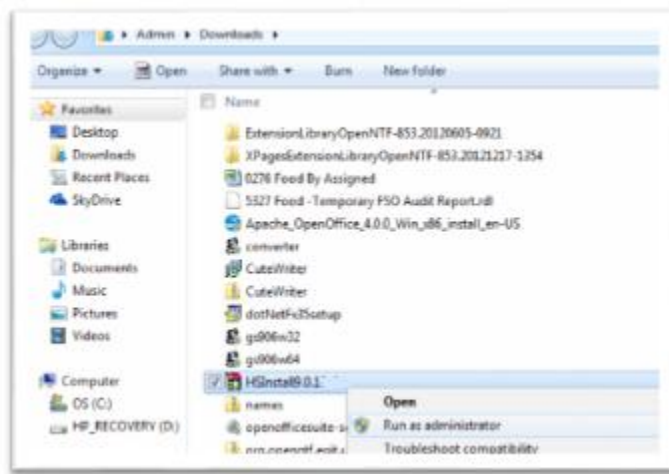


Left click on the HSInstall9.0.1.7.exe Link and select Save...

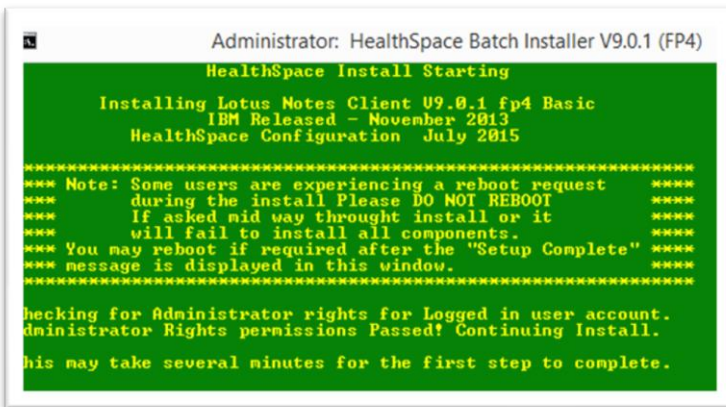
Once the download is complete there will be an option to open or View downloads.  
Click On View Downloads and locate the file in the Downloads folder.

**Right click on the file and choose Run as administrator.**

**You may need the Systems Administrator password.**



If there is a message to run the program from an unknown publisher, click on **Run** to continue.  
Click the **Install** button to unpack the install package.  
Once the installer is unpacked it will run automatically.



```
Administrator: HealthSpace Batch Installer V9.0.1 (FP4)

HealthSpace Install Starting

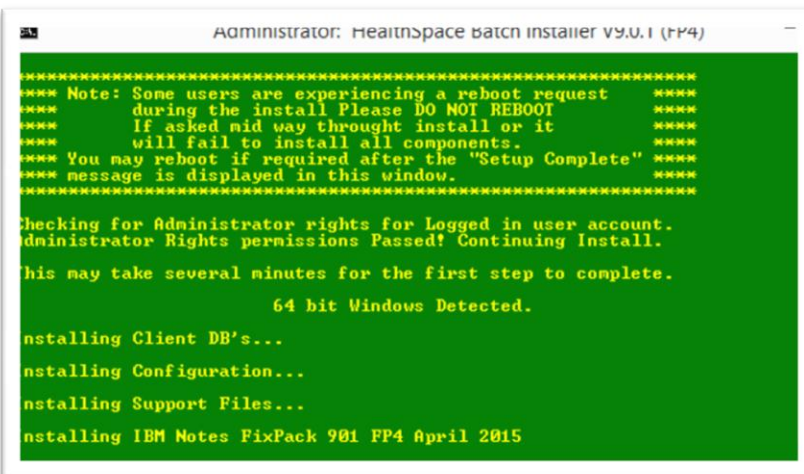
Installing Lotus Notes Client V9.0.1 fp4 Basic
IBM Released - November 2013
HealthSpace Configuration July 2015

*****
*** Note: Some users are experiencing a reboot request      ***
*** during the install Please DO NOT REBOOT                ***
*** If asked mid way through install or it                 ***
*** will fail to install all components.                   ***
*** You may reboot if required after the "Setup Complete"   ***
*** message is displayed in this window.                   ***
*****

Checking for Administrator rights for Logged in user account.
Administrator Rights permissions Passed! Continuing Install.
This may take several minutes for the first step to complete.
```

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PART 2 THE FIXPACK WILL THEN INSTALL AUTOMATICALLY.



```
Administrator: HealthSpace Batch Installer V9.0.1 (FP4)

*****
*** Note: Some users are experiencing a reboot request      ***
*** during the install Please DO NOT REBOOT                ***
*** If asked mid way through install or it                 ***
*** will fail to install all components.                   ***
*** You may reboot if required after the "Setup Complete"   ***
*** message is displayed in this window.                   ***
*****

Checking for Administrator rights for Logged in user account.
Administrator Rights permissions Passed! Continuing Install.
This may take several minutes for the first step to complete.

64 bit Windows Detected.

Installing Client DB's...
Installing Configuration...
Installing Support Files...
Installing IBM Notes FixPack 901 FP4 April 2015
```

After the Main program is installed press any key to finish the installer.

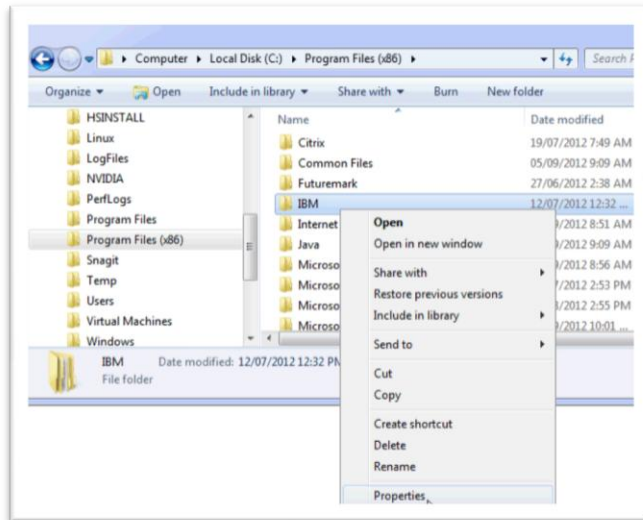
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## PART 3 SETTING UP FILE PERMISSIONS FOR THE NOTES FOLDERS

Navigate to the c:\Program Files Folder using Windows Explorer.

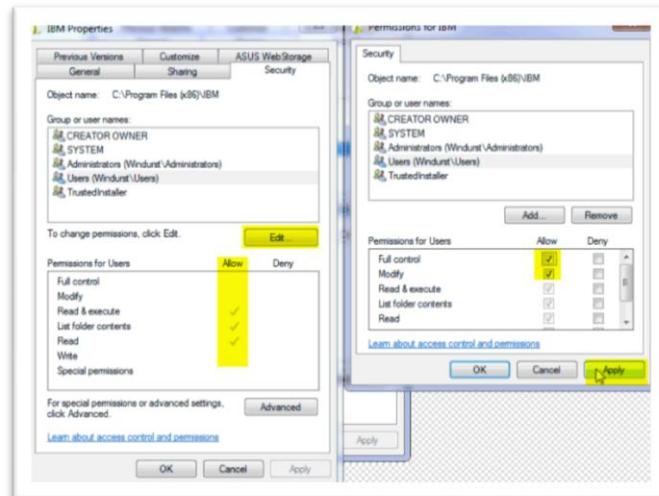
**\*\*For 64 bit installs, navigate to C:\Program Files (x86).**

Right click on the IBM folder and select Properties.



Click on the Security tab and check to see if the user has Full Read and Write permissions.

If they do not then click on Edit and then click on the user or user group then check the Allow Full Control check box and apply.



**Note: Some files may still need to be manually checked for access if the user receives Midas file errors when they open their EHS Live Database.**

**If this is the case then perform the steps above on the following two files located in the IBM \LotusNotes folder:**

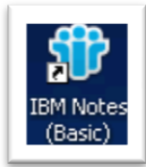
**NLSXRTC.DLL**

**LICMIDAS.DLL**

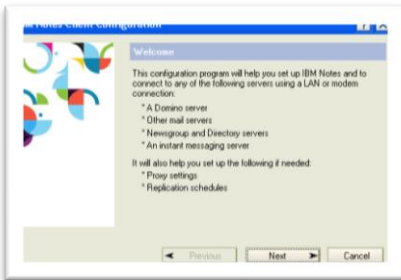
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## PART 4 CONFIGURING NOTES FOR THE FIRST TIME

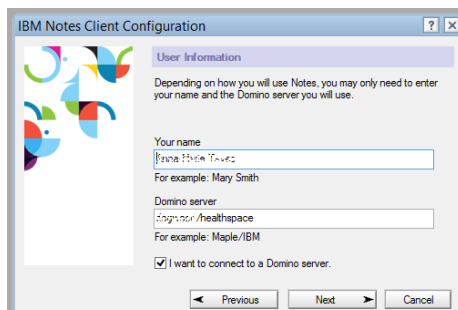
The user's ID file should be saved to the desktop and the user's password should be available before starting. Launch the program by double clicking on the IBM Notes icon on your desktop.



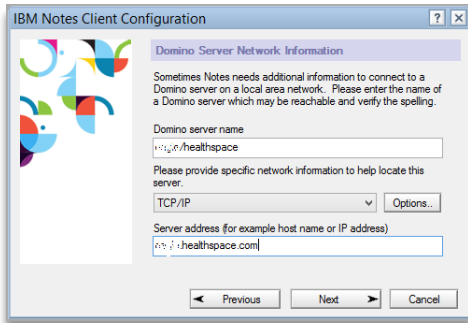
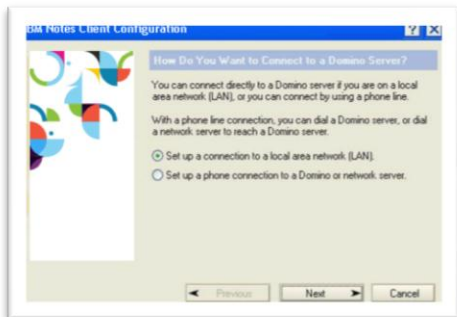
Click **Next** to start the user configuration.



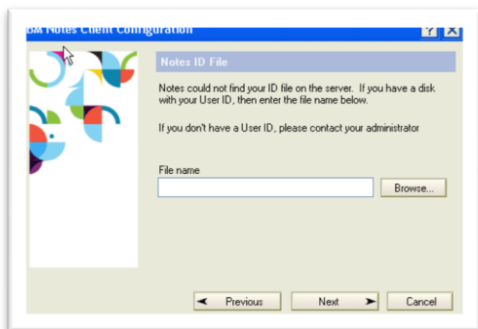
Enter the user's first and last name and click **Next**.



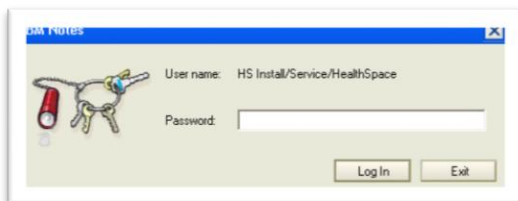
Click **Setup** a connection to a Local Area Network



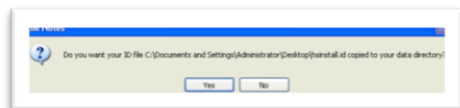
The Server name is **Eagle/HealthSpace**  
 TCP/IP address is **eagle.healthspace.com**



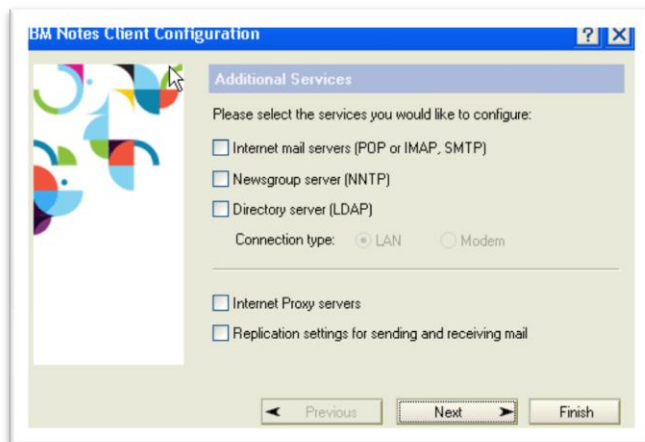
Click on browse to find your .id file  
 Click **Open**. Click Next  
 Enter the user's password and click **Log In**.



Click Yes to copy the ID file to the data directory.



Click **Next**



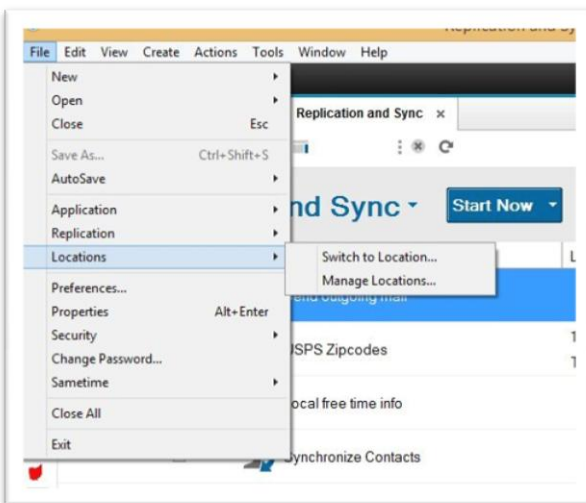
**When Notes setup is complete click OK**

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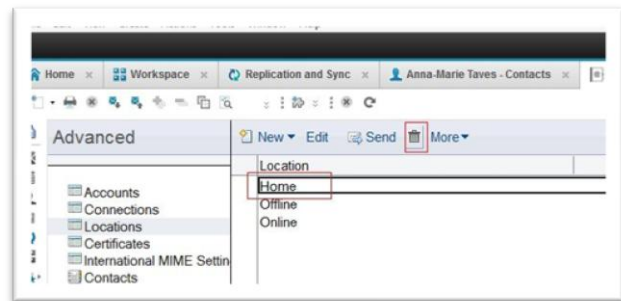
## PART 5 SETUP LOCATIONS AND DISABLE INSTANT MESSAGING

Once the Install and Notes configuration are complete the next step is to set up the online and offline locations.

Go to File>Locations>Manage Locations.



Extra locations that appear in this view may be deleted, only Online and Offline are needed. To delete a location, left click on it once in the view and select the trash can symbol at the top.



The Online location should be edited. Double click to open the location document and double click again once the document is open to edit.

Enter your email address in the Internet Mail address field.

Connection Configuration Wizard | Save & Close | Cancel

Location: Online

Basics | Servers | Ports | Mail | Internet Browser | Replication | Instant Messaging | Advanced... | Administration

Basics	
Location type:	Local Area Network
Location name:	Online
Internet mail address:	YourEmail@mail.com
Prompt for time/date/phone:	No
Proxy configuration:	
Default display name:	Display primary names

In the Mail tab set the Mail file: to mail.box and the Domino mail Domain to HealthSpace

Connection Configuration Wizard | Save & Close | Cancel

Location: Online

Basics | Servers | Ports | Mail | Internet Browser | Replication | Advanced... | Administration

Mail	
Mail file location:	Local
Mail file:	mail.box
Domino mail domain:	HealthSpace
Internet domain for Notes addresses when connecting directly to the Internet:	
Recipient name type-ahead:	Local then Server
Activate recipient name type-ahead:	On Each Character
Recipient name lookup:	Stop after first match
Mail addressing:	Local then Server
<input type="checkbox"/> Type-ahead shows server contacts before local	
Send outgoing mail:	through Domino Server
Format for messages addressed to internet addresses:	MIME Format
Transfer outgoing mail if:	messages pending

On the Servers tab make sure Dogwood/HealthSpace is listed as below.

1 Connection Configuration Wizard 2 Save & Close 3 Cancel

**Location: Online**

Basics | Servers | Ports | Mail | Internet Browser | Replication | Advanced... | Administration

**Servers**

Home/mail server:	dogwood/HealthSpace
Passthru server:	dogwood/HealthSpace
Catalog/domain search server:	
Domino directory server:	dogwood/HealthSpace

Internet Browser tab. To use the web reports icon on the Welcome screen of the application to move to the reporting server, set up Microsoft Internet Explorer in the Internet browser field.

Connection Configuration Wizard Save & Close Cancel

**Location: Online**

Basics | Servers | Ports | Mail | Internet Browser | Replication | Instant Messaging | Advanced... | Administration

**Internet Browser**

Select the browser to use when you choose the menu item "Preview in Web Browser" in Domino Designer.

Internet browser: Microsoft Internet Explorer

Go to File-Preferences to choose which browser to use in this client.

Select the Save & Close button at the top of the screen when finished

To make a new location document, click the new button at the top.

Offline location: Only the first two tabs Basic and Mail will need information entered.

Choose No connection as the Location type

Name this location document Offline

Enter your email address in the Internet mail address field.

Save & Close Cancel

**Location: Offline**

Basics | Mail | Internet Browser | Replication | Advanced... | Administration

**Basics**

Location type:	No connection	Prompt for time/date/phone:	No
Location name:	Offline	Default display name:	Display primary names
Internet mail address:			

In the Mail tab set the Mail file: to mail.box and the Domino mail Domain to HealthSpace





### To disable Instant Messaging in Notes at startup!

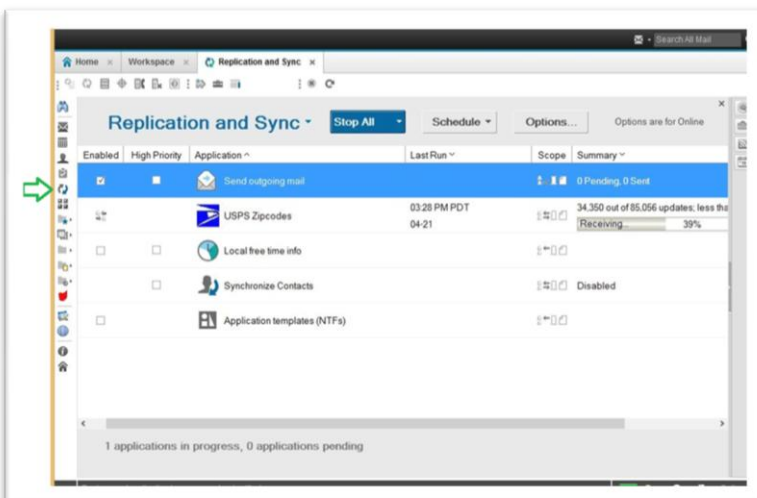
In Notes, open your Location document (File > Mobile > Edit Current Location).  
Switch to the Instant Messaging tab.  
In the Connect field, change the selection from "At Notes Logon" to "Manually".  
Select the Save and Close button.

## PART 6 REPLICATION

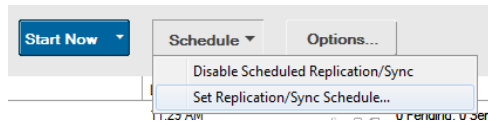
Go to the Replication and Sync page by clicking on its bookmark.

The bookmark for this page is two arrows on the left side of the screen.

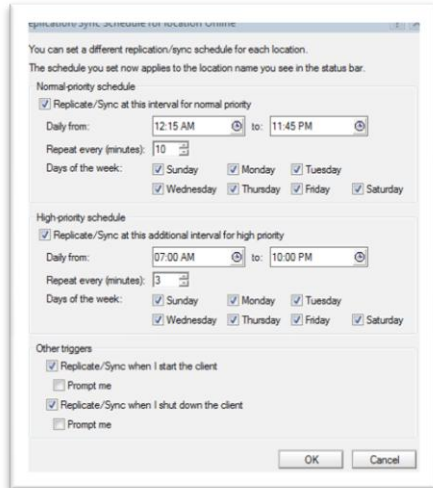
To make this page the homepage right click on the bookmark and select Set Bookmark as Home Page.  
The program will then open on this page at every future log in.



Select the Schedule button at the top of the screen and click on Set Replication/Sync Schedule...



The Schedule should appear as follows:

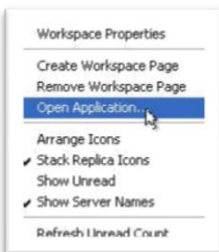


## PART 7 BOOKMARKING THE SPECIFIC DISTRICTS LOCAL DATABASES

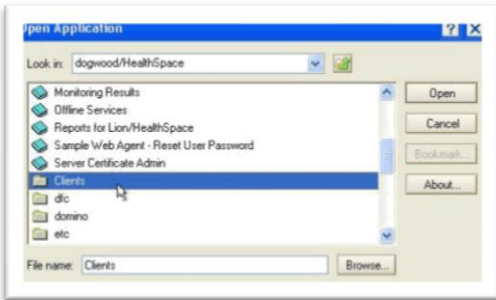
Note: The following steps will show an example database  
Please use your province and district folder where applicable.  
Click on the open workspace Icon on the left side of the Notes Client



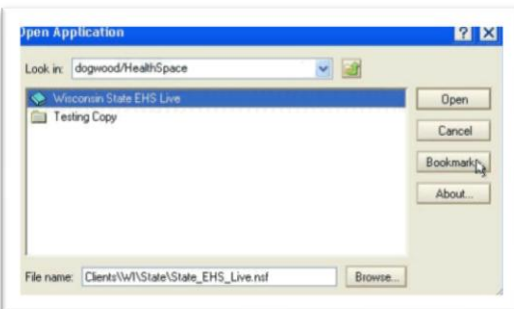
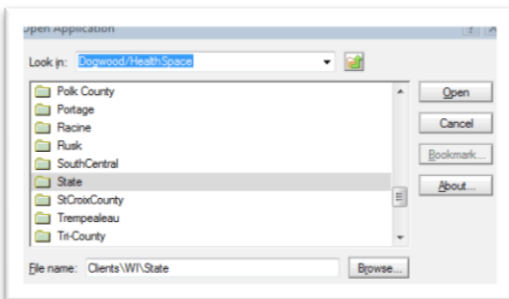
Right click on a blank area of the Workspace and select Open Application.



Enter the Server name in the "Look in" box and select the Clients folder.



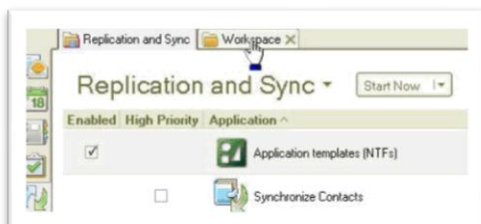
Double click the Clients folder and then your province folder, single click on Example EHS Live and click bookmark.



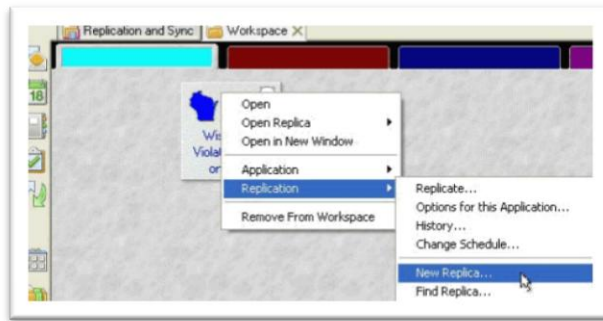
Click OK and then cancel on the Open Application box.

## PART 8 CREATING USERS LOCAL REPLICAS

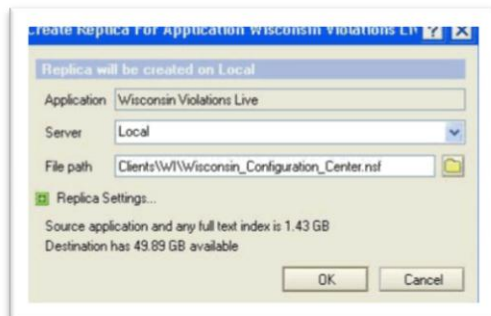
Click on the Workspace Tab.



Right click on the Example Violations and select Replication --> New Replica..

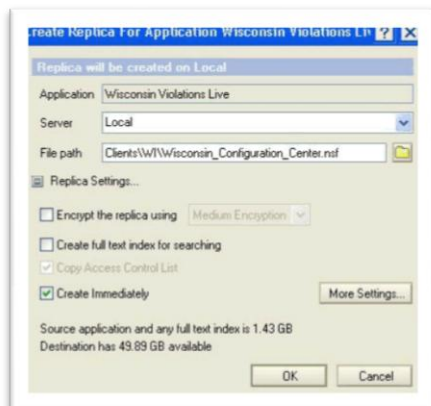


Click the green plus sign to open up the Replica Settings...

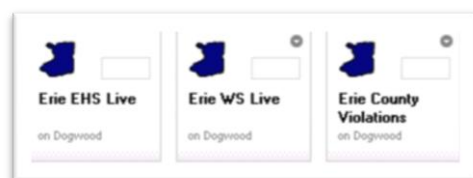


Check the Create full text index box below it and hit OK.

Continue this process for all the required databases.



Local Databases should include your Districts EHS live, Districts WS live (only if required by your area), and the Configuration or Violations database.



Other Databases that should be bookmarked are your Support Forum, User Guide, and any other related District Testing Databases.

While the new locals are generating do not close the program, disconnect from the internet, let the computer go to sleep mode or open the locals until they are complete. The machine may be locked if it will not go in to sleep mode.

Once the local replicas are finished replicating the Notes setup and installation will be complete and users are free to open the live database or close the program.