# Welcome!

CAREWare Quick Start guides will walk you through the basics of setting up, managing and using the main CAREWare functions. It is intended for non-technical users who just need to get basic information in and out of CAREWare.

# About This Guide #1: Downloading and Installing CAREWare

This document does NOT cover setting up CAREWare on a server or network, setting up multiple providers, or other more advanced topics. If you are installing CAREWare on a new machine, but transferring your data from another PC, please follow all the steps here and then refer to the Backup and Restore section of Guide #9.



PLEASE NOTE: The client data used in these manuals is purely fictional.

Guides in this series:

- 1. Downloading and installing CAREWare
- 2. Creating contracts and services
- 3. Entering Clients and their Service and Clinical Data
- 4. Customizing tabs and fields
- 5. Customizing clinical data
- 6. Prebuilt reports (including the RSR)
- 7. Creating basic custom reports
- 8. Creating more advanced reports
- 9. User and System Administration

## For additional information:

Please refer to the **Frequently Asked Questions** page on the CAREWare programmers' website:

http://www.jprog.com/wiki/

Or contact the help desk at <a href="mailto:cwhelp@jprog.com">cwhelp@jprog.com</a>.

### Revision date: September 21, 2012

## First Things First What do I need to get started?

### Hardware (Your Computer)

You're going to need a computer powerful enough to run CAREWare:

It needs to be running at least Windows XP.

It should have at least 2 GB of RAM, 30gb Hard-drive and a 2.00 GHz processor (Pentium 4).

If you are running CAREWare on a Wide Area Network (WAN) with multiple providers networked or connected to a central server, you'll need to consult with your IT departments regarding connection protocol, firewall settings, etc.

### How can I tell if my computer is powerful enough?

Let's run a quick check.

1. Click the **Start** button in the lower left hand corner of your screen.

In XP, it looks like this:



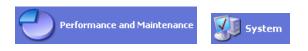
In Windows 7, it looks like this:

Control Panel

2. On the right hand side of the menu, select the **Control Panel** option.

Windows 7:

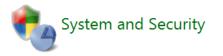
3. In XP, if you are in Category view, select **Performance and Maintenance**, then **System**.



If you are in Classic view, select **System** from the list of options.

### OR

If you are in Windows 7, select **System and Security**. Then under **System**, select **View amount of RAM and processor speed**.



System View amount of RAM and processor speed

You'll see a display of your system setup:

Computer:	
Intel(R) Core(TM)2 Duo CPU	
E7400 @ 2.80GHz	
2.79 GHz, 3.25 GB of RAM	
Physical Address Extension	

XP

	System	
		_
	Rating:	5.5 Windows Experience Index
	Processor:	Intel(R) Core(TM)2 Duo CPU P7350 @ 2.00GHz 2.00 GHz
	Installed memory (RAM):	4.00 GB
	System type:	64-bit Operating System
Windows 7	Pen and Touch:	No Pen or Touch Input is available for this Display

### ALTERNATE OPTION:

1. Open a Windows Explorer window, and right-click "My Computer" (XP) or "Computer" (Windows 7) and select "Properties" on the bottom of the menu.

### The ".NET Framework"

You'll need a piece of free software called the "Microsoft .NET Framework version 2.0" installed on your computer, as well as the Service Pack 2 update. Go to the CAREWare website for the latest link for these files.

- 1. Under System Requirements, click the Microsoft .NET Framework version 2.0 link.
- 2. You will be directed to a Microsoft.com page. Click the **Download** button.
- 3. Save the file to your Desktop.

- 4. Double click the file to run and follow the instructions.
- 5. Then, from **System Requirements** on the CAREWare page, click the **Service Pack 2** link.
- 6. You will be directed to a Microsoft.com page. You will have several options here.
  - a. If you are running Windows XP, download the NetFx20SP2\_x86.exe file.
  - b. If you are running Windows 7, refer to your system setup above. (Note that Windows 7 systems should already have the required .NET version installed.)
    - i. If it says "32-bit operating system," download the **NetFx20SP2\_x86.exe** file.
    - ii. If it says "64-bit operating system," download the **NetFx20SP2\_x64.exe** file.
- 7. Save the file to your Desktop.
- 8. Double click the file to run it and follow the instructions.

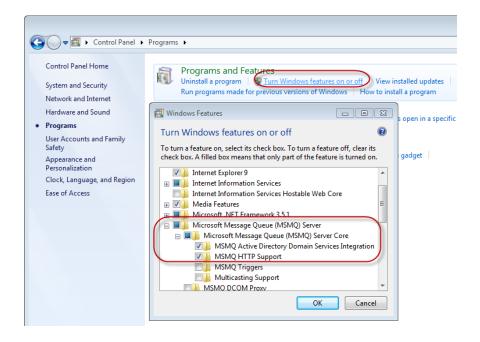
### Windows 7 and Windows Vista users

Windows 7 and Vista users will need to perform an extra step before they can create clients in CAREWare, by installing "Message Queuing" as a Windows service.

- 1. Open the Control Panel.
- 2. Click **Programs** and then, under **Programs and Features**, click **Turn Windows Features on and off**.
- 3. Expand Microsoft Message Queue (MSMQ) Server, expand Microsoft Message Queue (MSMQ) Server Core, and then select the check boxes for the following Message Queuing features to install:

MSMQ Active Directory Domain Services Integration (for computers joined to a Domain)

MSMQ HTTP Support



4. Click **OK**. If you are prompted to restart the computer, click OK to complete the installation

### CAREWare 5 (latest build)

Next, you'll need to download CAREWare from the HRSA web site: <u>http://hab.hrsa.gov/manageyourgrant/careware.html</u>.

If you're upgrading the business tier, simply download the latest build. It is highly recommended that you remove your current build using the Add/Remove Program function (Windows XP) or Programs and Features (Windows 7) in your control panel before installing the updated build. Please see the section, "Upgrading the Business Tier," later in this document.

<u>If you're new to CAREWare</u>, you'll be downloading and installing the full setup file and then upgrading the business tier build.

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# Installing CAREWare (full version, including client, data, and business tiers)



PLEASE NOTE: This is for a single user or LAN setup. For more complicated installations (wide area network, firewalls, etc.), please contact the CAREWare helpdesk.

<u>If you are a Windows 7 user</u>, you will need to be the administrator of your computer. Ask your technical support person for these permissions if you do not have it, or have that person begin the install for you as an 'Administrator'. We recommend that CAREWare be installed under the actual User Profile, whenever possible.

- 1. You should first change your User Account settings in Windows to ensure a smooth installation.
  - a. Open the Control Panel and go to User Account settings.



b. Set the notifications to Never Notify.

Choose when to be notified about changes to your computer

User Account Control helps prevent potentially harmful programs from making changes to your computer. <u>Tell me more about User Account Control settings</u>

Always notify	
	Never notify me when:
	<ul> <li>Programs try to install software or make changes to my computer</li> </ul>
	I make changes to Windows settings
	Not recommended. Choose this only if you need to use programs that are not certified for Windows 7 because they do not support User Account Control.
Never notify	

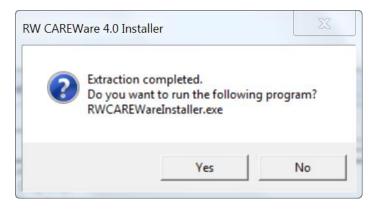
2. After downloading, double-click the CAREWare Setup file.

### 3. You'll see this screen:

C:\CW_Setup		Refresh
🖻 🌗 CW_Setup		*
B B DRIVERS B B HP B B B MSOCache		-
Overwrite files: Always	- Statistics	
	Available:	287,107M
Display messages	Stored:	153M
Create error log	Extracted:	OK
Recreate folders	Warnings:	0
Create program group(s):		
Register extension(s):		
<ul> <li>Run after extraction: RWCAREWareInstaller.exe</li> </ul>		
Created with the Registered Version of PKS	6FX® for Windows	
About Test	Back Finish	Cancel

**NOTE:** The menu header refers to the "4.0 Installer," but this will install the 5.0 version.

- 4. You will be prompted to unzip files to C:\CW\_Setup. Change the directory if you wish, then click **Finish**.
- 5. Make sure the box is checked next to "Run after extraction: RWCAREWare Installer.exe"
- 6. When prompted to run the CAREWare installer, click **Yes**.



7. You will be prompted to install CAREWare's separate components, or "tiers."

### Installing the Business Tier

1. Check the box next to the Business Tier (first option) and click **Next**.

Customize your CARE	Nare installation
	Welcome to RWCAREWare Installer. Use the options below to customize your installation.
Health Resources an	Check here if you want to install the CAREWare Server Application (Business Tier) on this computer.
d See	Check here to install a new SQL Server 2008 Express Instance and CAREWare database or Upgrade an existing instance to SQL Server 2008 Express on this computer.
Human Services	Check here to install the CAREWare client application on this computer.
0	Cancel Next >>

2. Click **Install** next to the install information.

Ins	tallation N	/lenu		
		wing applications have been selected to be installed on your r. Click the install link next to each item to install it.	local	
	1	The business tier server application is used to connect to a CAREWare database and retrieve/store data for client programs. Click the install link to install it now.	<u>Install</u>	
		Back	Exit Setup	.#

3. When the Setup Wizard appears, click **Next**.



4. You will be prompted where to install the business tier. The default installation address is: C:\Program Files\CAREWare\RW CAREWare Business Tier\. [Program Files (x86) on a 64-bit machine.]

RW CAREWare Business Tier		🕳 🗇 🗙
Select Installation Fo	lder	
	AREWare Business Tier to the follo Next". To install to a different folder,	
Eolder:		
C:\Program Files (x86)\CA	REWare\RW CAREWare Busines	Browse
		Disk Cost
Install RW CAREWare Busin computer:	ess Tier for yourself, or for anyone v	who uses this
computer.		
Everyone		



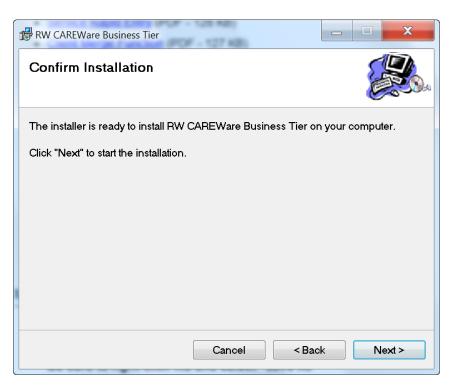
NOTE: If you are on a local area network, we recommend installing the business tier on a file server. This will ensure that custom reports, user permissions, etc. will be backed up daily with all other file server data.

The "Everyone" and "Just me" options refer to how Windows handles network users.

If you install CAREWare for "Everyone," this will allow other network users who sit at your machine, but log onto your computer as themselves, to see the application and use it. <u>This is our recommended setting.</u>

If you select "Just me," only you will see the application when you are logged into your machine as yourself. "Just me" is an extra layer of security; however, if you select "Everyone," you won't have to reconfigure CAREWare each time a computer is transferred to a new user.

- 5. Click **Next**.
- 6. You'll be asked to confirm the installation. Click Next.



The End User License Agreement contains important information on legal responsibility and use of the data. On the Terms page, select "I Agree" and click **Next**.

RW CAREWare Business Tier		
License Agreement		
Please take a moment to read the below, click "I Agree", then "Next	÷ .	
END USER	R LICENSE AGREEME	ENT
ATTENTION: THIS IS A LICENSE IS GRANTED PROGRAMMING SHOP MODIFIED OR AMENDE OTHER THAN JPROG. AS FRFFWARF BUT IS	BY JEFF MURRAY'S , INC. (JPROG) AND ED BY ANYONE OR A THIS PRODUCT IS D	D MAY NOT BE ANY ENTITY DISTRIBUTED
🔘 I Do Not Agree	I Agree	
	Cancel < Ba	ack Next >

The business tier will install. You'll get an Installation Complete message at the end of the process.

Success		X
i	The business tier service was successfully sta	arted.
		ОК

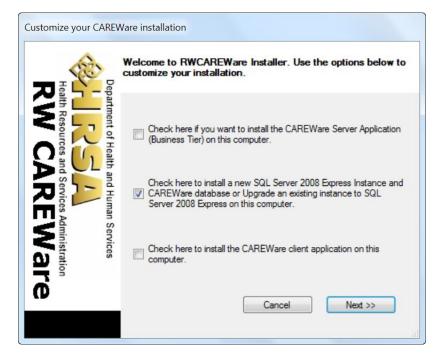
- 7. Click **OK**. You will be returned to the install menu.
- 8. Click **Back** to move to the next phase.

### **INSTALLING THE DATA TIER**

CAREWare data is stored in a database using a format called "SQLServer<sup>®</sup>" (SQL stands for Structured Query Language). You don't need to worry about this unless you are working in an organization that maintains other SQL Server databases on the same server as CAREWare. If

you have an IT manager or consultant, we recommend that you consult them before selecting an existing SQL Server instance.

1. Check the box next to the SQL Server Express Install option and click **Next**.



2. Click **Install** next to the install information.

Installation N	lenu	
	wing applications have been selected to be installed on your r. Click the install link next to each item to install it.	local
1	The CAREWare data tier contains default CAREWare data files. The installation process will create the CAREWare database for you as well as attach them to a SQL Server instance.	<u>Install</u>
	Back	Exit Setup

3. Select Domestic or International installation, depending on your location, and click **Next**.

Customize your CAREV	Vare installation
	Select the type of installation below.
Department of Health and Human Services	Installation type: Omestic U.S. installation     International installation
re	Cancel Next >>

4. The Data Tier Setup Wizard will display.

If you don't have a SQL Server database you're linking to, select "Install a new instance of SQL Server 2008 Express." If you have an older instance of SQL Server, you can select it and upgrade it to 2008.

SQ	Lauthentication (Mixed M		QL Server 2008 or SQL Expre er you want to install a new ir se or use an existing one.	
Se	etup options			
	The installer detected the uses mixed mode authent	following SQL Server insta ication and does not alread	ΩL Express which you will use nces. Select an instance bek y have CAREWare installed.	ow that
the instance you wish to use from the list. SQL Server Instance SQL Server Version CAREWare		CAREWare Installed?	Authent	
	CAREWARE	2000	Yes	Mixed N
	•	m		+

Data Tier Setup Wizard
This wizard will guide you through setting up the CAREWare data tier.
The CAREWare data tier requires an installation of SQL Server 2008 or SQL Express that uses SQL authentication (Mixed Mode). Indicate below whether you want to install a new instance of SQL Server 2008 Express to run the CAREWare database or use an existing one.
Setup options
<ul> <li>Check here if you already have an instance of SQL Express which you will use for the CAREWare database.</li> </ul>
The installer was unable to detect any SQL server instances that use mixed mode authentication. Type in the name of the instance you wish to use.
Check here if you want CAREWare to install a new instance of SQL Server 2008 Express to use as the CAREWare database.
< Back Next >>

In the first screenshot, CAREWare recognized a previously installed instance of the database. In the second, which is for a fresh install of CAREWare, you would not see that and you would check the item on the bottom to install a new instance.

- 5. Click **Next**. You'll be asked for some more database information.
  - a. For an existing database, seen below, you'll be asked to provide the SA password (System Administrator password) for that database.

The database you ha	ave chosen to upgrade	a is	
CAREWARE			
Database logon info	ormation:		
Usemame:	SA		
Password:		Show Password	l

b. For a new database, seen below, you'll be asked to configure the setup, including creating an "SA password" (System Administrator password) for the new database.

Data Tier Setup Wizard
Configure the setup for your new SQL Server 2008 installation.
SA Password: Enter the password for the SA (database system administrator) account. The SA account has full access to any data stored in this database instance, so manage this password carefully. It is very important that you remember this password. Password: Show Password
Confirm Password:
Database instance name:         Enter an instance name for the new SQL Server 2008 instance. If this is your first or only instance, this name is not required.         Instance Name:       CAREWare
Cancel Next>>

For network systems running SQL Server, these passwords are critical as they protect against unauthorized database access. Database Administrators of network installations should manage and maintain these passwords. <u>This is not the same as your CAREWare login password</u>.

c. The SA Password has specific requirements, seen below. "Password," for instance, would not be an allowable password.

Password should contain a minimum of 8 characters	× )
The sa password must be at least 8 characters in length and must meet 3 of the following 4 criteria:	
<ol> <li>The password must contain at least one upppercase letter</li> <li>The password must contain at least one lowercase letter</li> <li>The password must contain at least one number</li> <li>The password must contain at least one non alphanumeric character. Ex. # %</li> </ol>	5
0	

An example of an acceptable password would be Pa\$\$word1. (Do not use this example!)

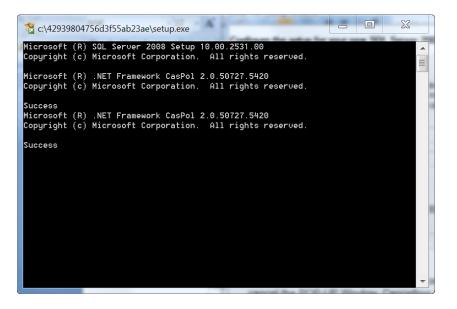
WARNING/REMINDER: Write down the SA password and store it in a safe place; if lost, you will not be able to access your data!

The help desk has encountered a number of instances where the individual who originally installed CAREWare changed the SA password, has since left the agency, and did not write down, document and pass this info along to other staff members! That password (and the individual) are nowhere to be found.

- d. By default, the database instance name is CAREWare. It's recommended you leave this as is.
- 6. Click **Next** to continue. The screen will refresh with a message about installation.

SA Password:				
Enter the password for the SA (database system administrator) account. The SA account has full access to any data stored in this database instance, so manage this password carefully. It is very important that you remember this password.				
	Password: Hide Password			
	Confirm Password:			
Enter an instance name for the new SQL Server 2008 instance. If this is your instance, this name is not required.				
Instance Name: CAREWare				
Waiti	ng for SQL Server installation to complete Please do not			
** Calci	el the POP-UP Window. Cancelling it may result in a SQL			

The pop up window will look like this. As noted, DO NOT CLOSE IT.



This installation process may take some time. The green bar's progress is not indicative of actual progress, so don't be alarmed if the bar starts over.

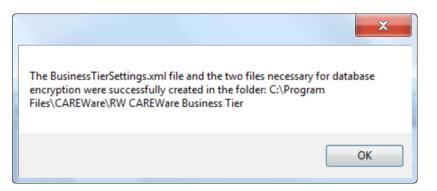
7. You'll now be asked for the SA password for the database. If you want to make sure you're typing it correctly, click **Show Password** to see the characters instead of \*\*\*\*\*\*\*\*. Enter the password and click **Next**.

The database instan	ce you have chosen is:		
CAREWare	ce you have chosen is.		
Database logon info	ormation:		
Usemame:	SA		
Password:		Show Passy	vord

8. A success message will appear after the install.

Data Tier Setup Wizard
The data tier has been successfully installed.
The data tier setup has completed successfully. Check the 'Create Busines TierSettings xml File' box in order to create the default Business TierSettings xml file in the proper location. In the process, the default Data TierEncryptionKey xml and Data TierEncryptionKeyPassword xml files, which are needed for decrypting encrypted data in CAREWare, will be created in the same location. The CAREWare server cannot run unless all three of these files are in the same directory as the servers executable file (RWCAREWareBusinessTier.exe).
Here is a valid connection string to connect to your CAREWare database: Server=ORLAND- PC\CAREWare;Database=CW_Data;User ID=cwbt;Password=CWtemp100%;pooling=false
☑ Create BusinesTierSettings xml File
<b>Finish</b>

- 9. The CAREWare database owner is the default user of CAREWare, named "cwbt." The default password is "cwbt100." This is the password that connects your specific CAREWare Business Tier to the Database. (This is not your CAREWare login/password.) Again, because this password is public, we recommend that you change it – and store it in a safe place. But again, DO NOT Lose this password. Smaller agencies may simply wish to retain the default "cwbt".
- 10. Click **Finish**. You'll see a success message for the BusinessTierSettings.xml file creation. You may need to access this file in the future; see QS 9 for more information.



11. Click **OK**. You'll receive a popup asking if you'd like to install SQL Server Management Studio. This is not necessary, but recommended as it will allow a number of database management tasks, including troubleshooting, to be performed in the future.



This link will take you to the CAREWare programmers' website, which has a number of links to required/recommended tools. For your reference, if you want to click "No" here, the direct link to SQL Server Management Studio 2008 is:

http://www.microsoft.com/downloads/details.aspx?familyid=08e52ac2-1d62-45f6-9a4a-4b76a8564a2b&displaylang=en



<u>AT THIS POINT, WE RECOMMEND YOU RESTART YOUR COMPUTER.</u> This will ensure that the business and data tiers are performing properly when you install the Client Tier.

### INSTALLING THE CLIENT TIER

1. If you have restarted your computer before continuing, go to the CW\_Setup folder you created (C:\CW\_Setup is the default) and double click the **RWCAREWareInstaller** file.

(OR, at this point in the install, you can click the RWCAREWareClientTierSetup file to go directly to the Client Tier install.)

2. Check the box next to the Client Tier Install option and click **Next**.

Customize your CARE	Ware installation Welcome to RWCAREWare Installer. Use the options below to customize your installation.
Health Resources an	Check here if you want to install the CAREWare Server Application (Business Tier) on this computer.
AREW	Check here to install a new SQL Server 2008 Express Instance and CAREWare database or Upgrade an existing instance to SQL Server 2008 Express on this computer.
ministration	Check here to install the CAREWare client application on this computer.
۵ آ	Cancel Next >>

3. Click **Install** next to the install information.

In	stallation N	/lenu		
		owing applications have been selected to be installed on yo r. Click the install link next to each item to install it.	our local	
	1	The client application is used to connect to a CAREWare server application and view/enter client data. Click the install link to install it now.	<u>Install</u>	
		Back	<u>Exit Setup</u>	.#

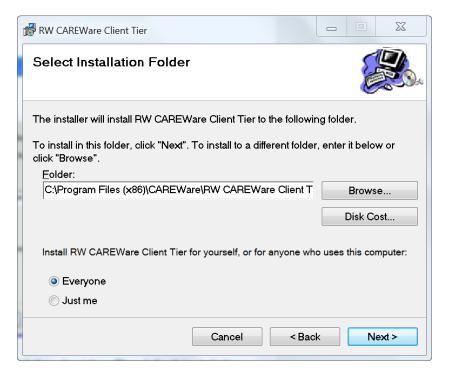
4. Click **Next** from the Welcome screen.



5. You will be prompted where to install the client tier. The default installation address is C:\Program Files (X86)\CAREWare\RW CAREWare Client Tier\. Use Browse... to find a different location. Disk Cost will tell you whether or not you have room on the target location for the installation.

The "Everyone" and "Just me" options are described above under the Business Tier installation section.

Click Next.



6. Click **Next** to start the installation.

1	RW CAREWare Client Tier
	Confirm Installation
	The installer is ready to install RW CAREWare Client Tier on your computer.
	Click "Next" to start the installation.
•	
	Cancel < Back Next >

7. Agree to the Terms. The client tier will install. Afterward, you'll be returned to the install menu. Click **Exit** to finish.



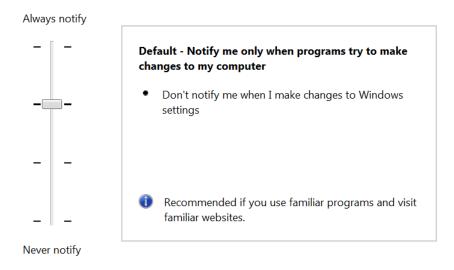
8. You'll get an **Installation Complete** window.

RW CAREWare Client Tier	
Installation Complete	
RW CAREWare Client Tier has been successfully installed.	
Click "Close" to exit.	
Please use Windows Update to check for any critical updates to Framework.	the .NET
Cancel < Bac	k Close

- 9. Click **Close** to return to the menu, then **Exit** (or just Close if you ran the Client Tier setup directly.)
- 10. Remember to go back to the Control Panel / User Account settings, and reset your notification settings back to the default level:

### Choose when to be notified about changes to your computer

User Account Control helps prevent potentially harmful programs from making changes to your computer. <u>Tell me more about User Account Control settings</u>





### Important Notes on Passwords

We recommend the following:

- 1. Leave the Business Tier (BT) username and password as they are shipped with CAREWare, namely 'cwbt' and 'cwbt100'.
- Keep the default username and password (cwtemp and TEMPCW100) until you are fully comfortable using CAREWare and creating user accounts and assigning user rights.

Remember that HIPAA Security rules will require you to create new user names and passwords and remove the "cwtemp" user once you have created and tested your new user accounts and rights, since this login is publicly available information and comes with all permissions, and retention of this login could compromise data security.

# Upgrading the Business Tier only

If you are already a CAREWare user, and you only need to upgrade the Business Tier, you can follow the steps below. Following all these steps makes a clean upgrade more likely. Note that the screen shots below are for Windows 7.

### Uninstall the Current Business Tier

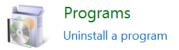
- 1. Use the Control Panel to uninstall the Business Tier from your computer.
  - a. IN WINDOWS XP:

Click Start, click Control Panel, and then double-click Add or Remove Programs.

In the Currently installed programs box, select the RW CAREWare Business Tier, and then click **Remove**.

If you are prompted to confirm the removal of the program, click Yes, then follow the instructions onscreen.

- b. IN WINDOWS 7:
- c. Click **Start**, then **Control Panel**, and then click **Uninstall a Program** under Programs and Features.



d. From the list, select the RW CAREWare Business Tier, and then click Uninstall.

	Programs   Programs and Features	
Control Panel Home	Uninstall or change a program	
View installed updates	To uninstall a program, select it from the list and then click Uninstall, Chan	ge, or Repair.
Turn Windows features on or	, J , J , J , J , J , J , J , J , J , J	
off	Organize • Uninstall Change Repair	
	Name Uninstall this program.	Publisher
	Microsoft Visual C++ 2008 Redistributable - x64 9.0.30729.6161	Microsoft Corporation
	Microsoft Visual C++ 2008 Redistributable - x86 9.0.30729.17	Microsoft Corporation
	Microsoft Visual C++ 2008 Redistributable - x86 9.0.30729.6161	Microsoft Corporation
	Mobile Broadband Generic Drivers	Novatel Wireless
	Wozilla Firefox 11.0 (x86 en-US)	Mozilla
	Mozilla Thunderbird (7.0.1)	Mozilla
	Sequence and the sequence of t	Apple Inc.
	RW CAREWare Business Tier	jProg, distributed by HRS
	RW CAREWare Client Tier	jProg, distributed by HRS
	Samsung MonSetup	Samsung

e. Follow the directions onscreen to complete the removal of the business tier.

### Install the new Business Tier

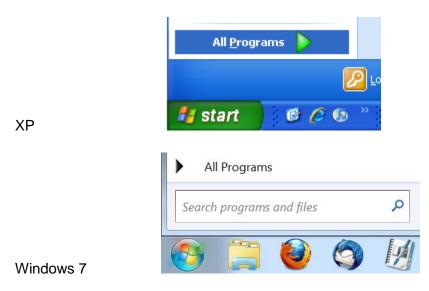
<u>If you are a Windows 7 user</u>, you will need to be the administrator of your computer. Ask your technical support person for this privilege if you do not have it, or have that person begin the install for you under their privileges.

- 1. Download the new business tier from the HRSA Website to your desktop, then double click it to begin the install.
- 2. Start CAREWare as you normally would and log in. You will be given a message asking you if you want to upgrade the business tier.
- 3. Click OK/YES. After the process has completed, you'll be prompted to log in again, and the business tier upgrade will complete.

IMPORTANT: Once the business tier has been upgraded, all users on a network will be prompted to automatically update their client tiers upon their next login.

# Running CAREWare for the First Time

1. After you've successfully completed installation, go to the **Start** menu and select **All Programs**.



2. Find RW CAREWare Client and click **Run RW CAREWare**.

XP	Programs       Documents       Settings	•	_	Windows Media Player SAS Microsoft SQL Server 2008 RW CAREWare Client	'	ser Name: cwtemp
	🝌 RW CAREWare Client					
Win 7	🚸 Run RW CAREWare					

The initial CAREWare login screen will appear.

RW CAREWare Login						
Department of Health and Human Services						
RW CAREWare						
Version 5.0						
Build 545						
User Name:						
Password:						
2.0 50727 5458	Login	Cancel	Options>>			

You will see the current business tier build number under Version 5.0, in this case 545.

- 3. Enter the default login user, **cwtemp** and the default password, TEMPCW100. This is case-sensitive, so make sure TEMPCW is in caps.
- 4. If you have installed CAREWare on a stand-alone system, you can click Login. If you are using CAREWare on a network, you'll have to select your server. Click the Options button to see server information.

RW CAREWare Login						
Department of Health and Human Services						
RW CAREWare						
Version 5.0 Build 545						
User Name:						
Password:						
Server: ORLAND-PC Port: 8124 20.50727.5458 Server List Login Cancel < <options< td=""></options<>						
Encrypt Communication Channel						

The default server is your local computer.

Except for agencies running CAREWare behind a firewall, the port number should remain 8124.

If you are connecting to CAREWare on a server, click **Server List** to see or add other servers. Check with your System Administrator to obtain the correct CAREWare 'server name/address'.

Server List	
Server Name/Address:	<u>S</u> ave
Port Number:	Ca <u>n</u> cel
Server Name/Address	Server Port
ORLAND-PC	8124
<	•
Add Edit Delete	<u>C</u> lose

5. After you enter your password and click **Login**, you'll be prompted to choose a domain. This is how CAREWare manages access to provider domains by users, versus 'super users' who also have access to the Central Administration domain.

"Standard" provider domain users you set up later won't see this menu as they'll be directed into their default provider domain.

Domain Selection						
Domain						
Central Administration						
Default						
,						
Seconds remaining until exit:	6		<u>O</u> k		<u>C</u> ancel	

You'll have 20 seconds by default to choose a domain.

6. Select "Central Administration" for access to high-level configuration options, or "Default" to go directly to your provider database, which will be empty on a clean install.

# Where do I go from here?

For information on configuration, see the guide, "User and System Administration."

For information on restoring from an existing CAREWare database, see the guide "User and System Administration."

For information on setting up services, see the guide "Contract and Service Setup."