



How to download and install Best Practice Data (Drug) update from the web site?

This FAQ is intended to answer common questions about downloading and installing Best Practice Software updates from the Best Practice Software web site.



Important: Best Practice drug database updates should be applied by a system administrator. As with all system updates Best Practice Software recommends performing a Best Practice Backup prior to performing any changes.



Tip: Best Practice database upgrades only need to be installed on the Best Practice server and can be run LIVE meaning that all users can be accessing the system while the update is being performed.

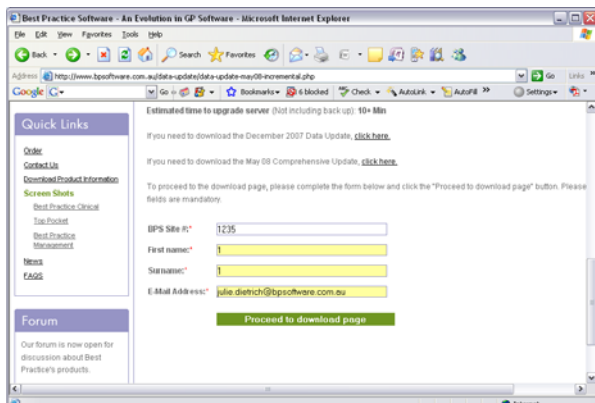
Downloading the Best Practice Data Update



1. Open your internet browser and enter the Best Practice Uniform Resource Locator (URL) www.bpssoftware.com.au

You will be directed to the Best Practice home page where the links to the Best Practice Updates are located.

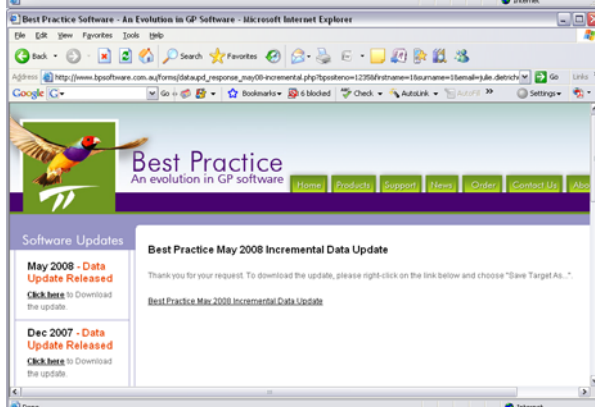
Click on the wording for the **required update** or click on the **'Click Here'** link under that update released wording.



2. You will be directed to the Best Practice update page.

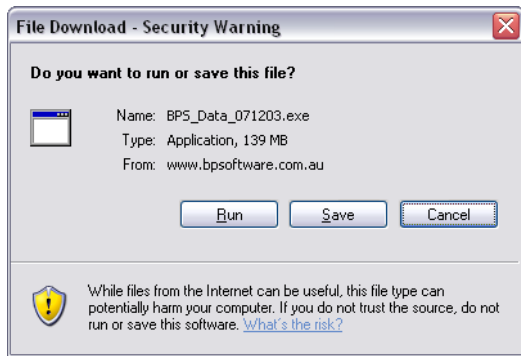
Type in your **BPS Site ID**, your **first** and **last name** and your **email address**.

Click the **'Proceed to download page'**.



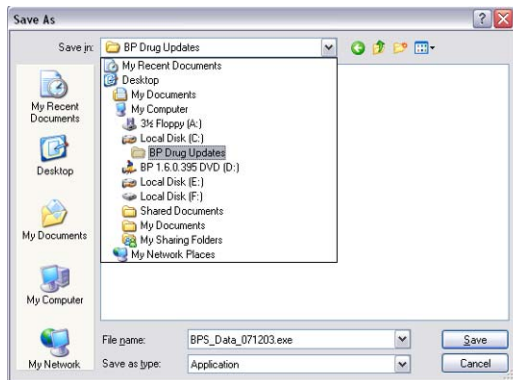
3. You will be directed to the download page where there will be a link for the relevant Data update.

Check that this is the correct update. Either click on the link or right click on the link and select 'Save target as'.




- If you clicked on the link, the Windows File Download – Security Warning screen should display and ask you **'Do you want to run or save this file?'**

It is recommended that you press **'Save'**.




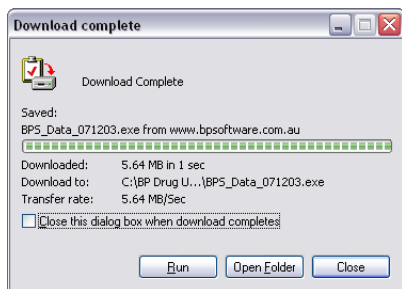
- The **'Save As'** dialog box will appear. Browse to the folder that you want to save the file in.

 **Tip:** We recommend that you create a folder somewhere on the system where you save all the Drug updates that you download.

If you are not familiar with how to create a folder, either click on the **'Desktop'** button on the left hand side of the screen or speak to your system administrator for assistance with the download.

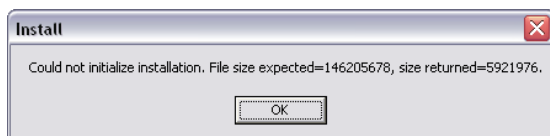
Click **'Save'** to start the download.


 **Tip:** If you select Desktop as the location to save the file, the file will be saved to the desktop screen on the server where you can subsequently run it from. This is not recommended as a long term solution for future updates and the screen will become very congested with files.



- When the file has been downloaded to the server, the **'Download complete'** dialog box will appear.

If you are planning to run the update at a later stage click **'close'**. When you are ready to run the update, find the downloaded file in the folder you specified above and double click on the file. It should be called something similar to **'BPS_Data_071203.exe'**. Refer to the steps on **'Installing the Best Practice Data Update'** on the following pages for how to run the update.



 **Note:** If the **'Install'** screen to the right appears, the file downloaded is not the correct size and you should download it again.

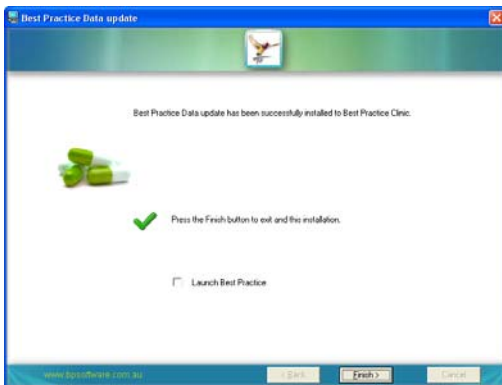
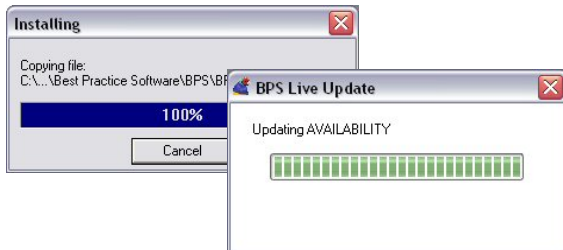
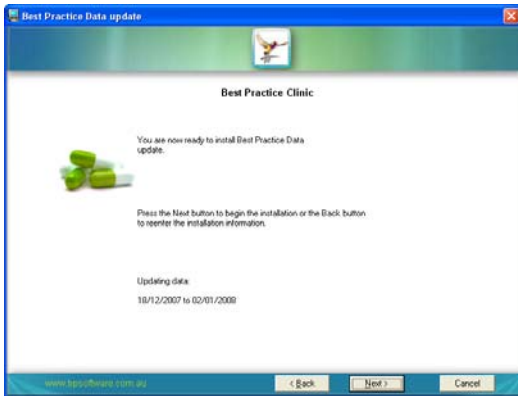


- If you want to run the update now, click the **'Run'** button to start the update.

The **'Internet Explorer – Security Warning'** screen will appear. Click the **'Run'** button on this screen to continue with the update.



Installing the Best Practice Data Update



1. The Installation screen will appear and show you the drug database date that it is updating from and to.

Check that these are correct and if you have performed a back up and wish to proceed, click the **“Next”** button to commence the installation.

2. Best Practice drug update will now install files to your server that it requires to update your system. (Do not cancel unless instructed by a Best Practice Support Technician).

3. Best Practice will then execute the Live Update engine to install the drug update. (This can take some time to install – please be patient)

4. When complete the screen to the left will be displayed. The update is now complete. Click **‘Finish’** to exit the installation screen.

5. Log into Best Practice and go to **Help > About > System info**. Look for the field Drug Database updated. It should reflect a date in the same month as the update applied.

MORE INFORMATION

For more information consult the Best Practice Help Library or contact us via:



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