

Thank you for selecting Health Financial Systems IRIS software. Please read this document. You will find answers to the questions you are likely to have when you start using the software.

Installation:

1. To install the IRIS software, you must have administrative rights on your computer.
2. Open your Internet browser and go to our website www.hfssoft.com. At the top of the main page you will see a series of links. Select the “Downloads” link.

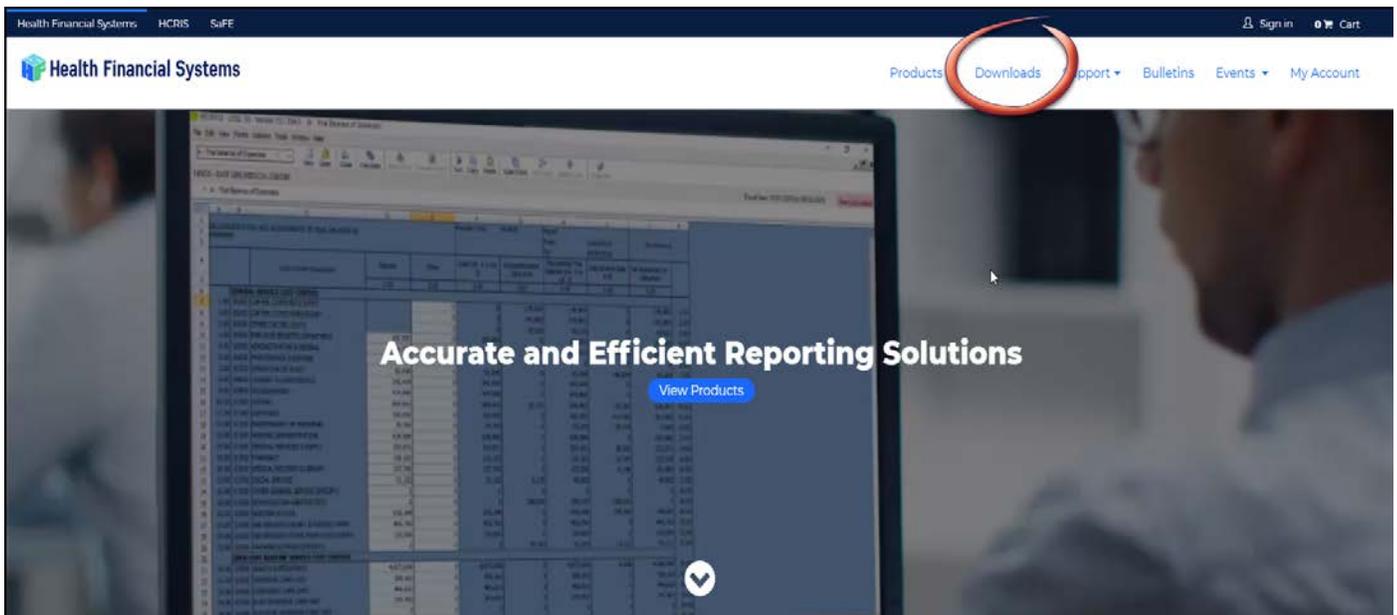


Figure 1 - Downloads link on main page

3. You will be prompted to enter your username and password.

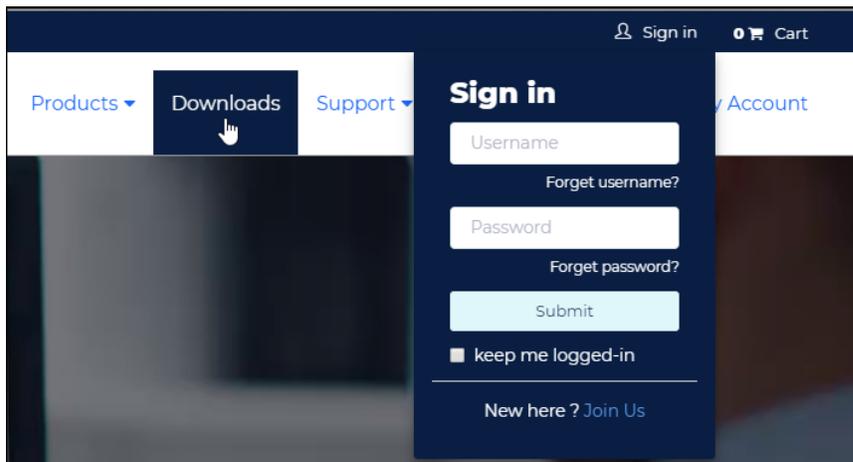


Figure 2 - Sign In

4. If you can't remember your username, click the appropriate link and enter your email address to have your username sent to you. If you forgot your password, click on the link to have an email sent to you that will enable you to reset your password.
5. If you are a new user and don't have a username or password, click on the "Join Us" link to register as a new user and obtain a username and password.
6. After you enter your username and password click the Submit button. After your username and password are verified you will see the Download Center.

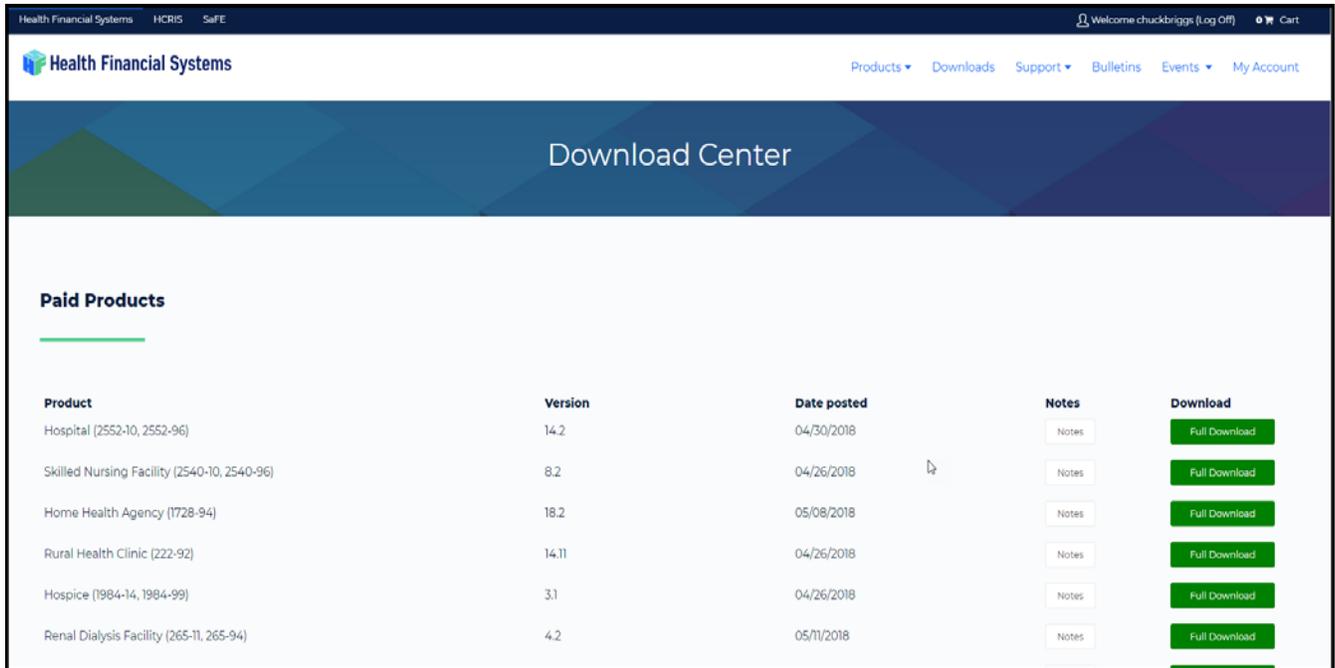


Figure 3- Download Center

7. You will see the IRIS software at the bottom of the list of software modules. Click the Full Download button to download the installation files. The IRIS installation process is different than most of the other software products. These are the specific IRIS installation instructions:
 - (a). Click on the Download button, you will see either the Open or Save button.
 - (b). We suggest you chose the save option. This is a zipped file that you may need to access after running the install.
 - (c). The file downloads to a temporary folder (normally your download directory) and is called HFS-IRIS-Setup.zip.
 - (d). If this is the initial installation of the software, run the setup.exe file located in the zipped file. If you are just getting an update, run the HFSIRIS.msi file.
 - (e). You will see a series of windows and prompts. Respond to each of them to install the software. After running the file, your software will be installed or updated.

- After the installation is complete, you can start the software by double clicking on the IRIS desktop icon.



Figure 4 - IRIS Desktop Icon

- In the future you will receive email notification of any updates to your software. When you receive notice of an update, perform the Check for Updates procedure by selecting “Check New Updates” in the software.

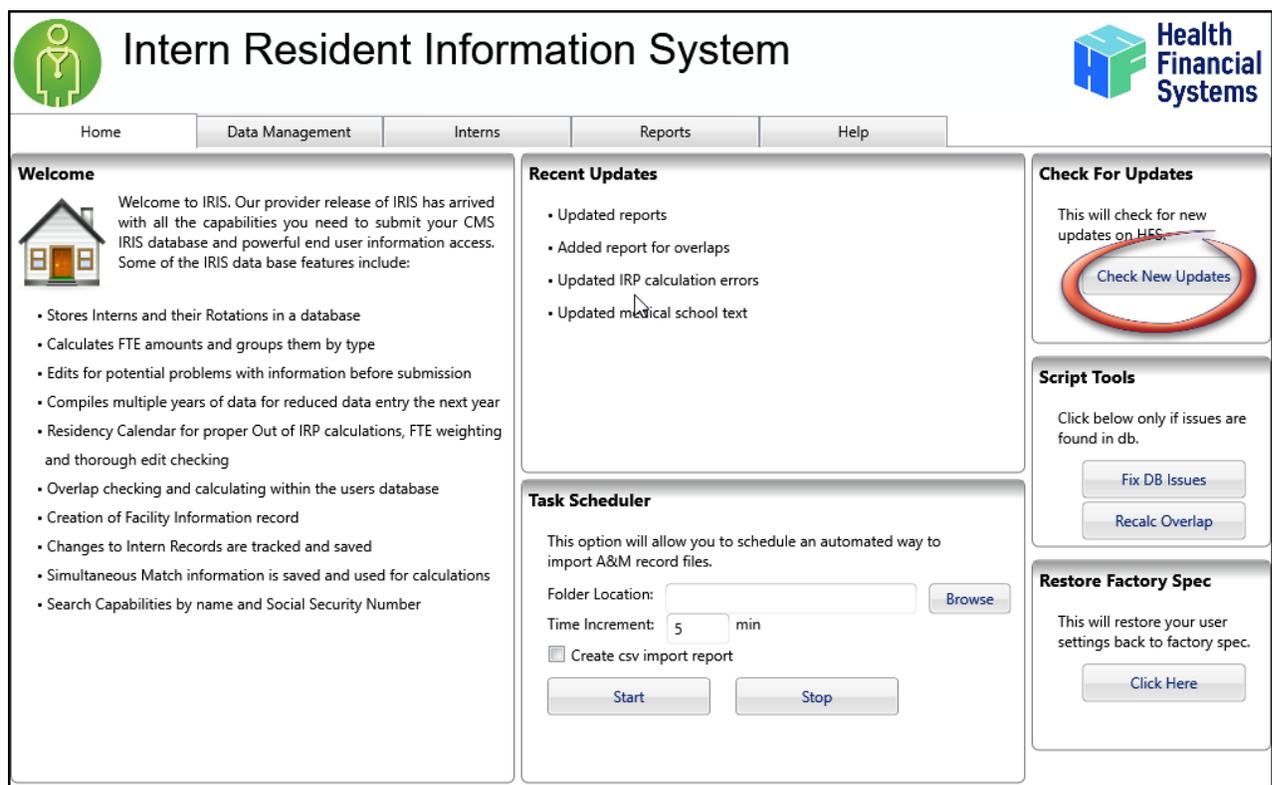


Figure 5 - Check for Updates

- You can access our user manual from the IRS product page on our website, www.hfssoft.com. You can also download the IRIS user manual from this [link to IRIS User Manual](#).
- You can contact our customer support team Monday through Friday (excluding holidays) between the hours of 5:00 a.m. to 5:00 p.m. (PST) by calling (888) 216-6041 or by email (support@hfssoft.com). We encourage you to call and ask questions. Using the software should be a pleasant experience. If you can't figure something out, just call us. We probably know the answers to your questions. We welcome your questions and we appreciate any comments and feedback. You can submit comments and feedback by clicking on “Submit Feedback” in the Help section of the File Operations window of the Task Pane.)