

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.

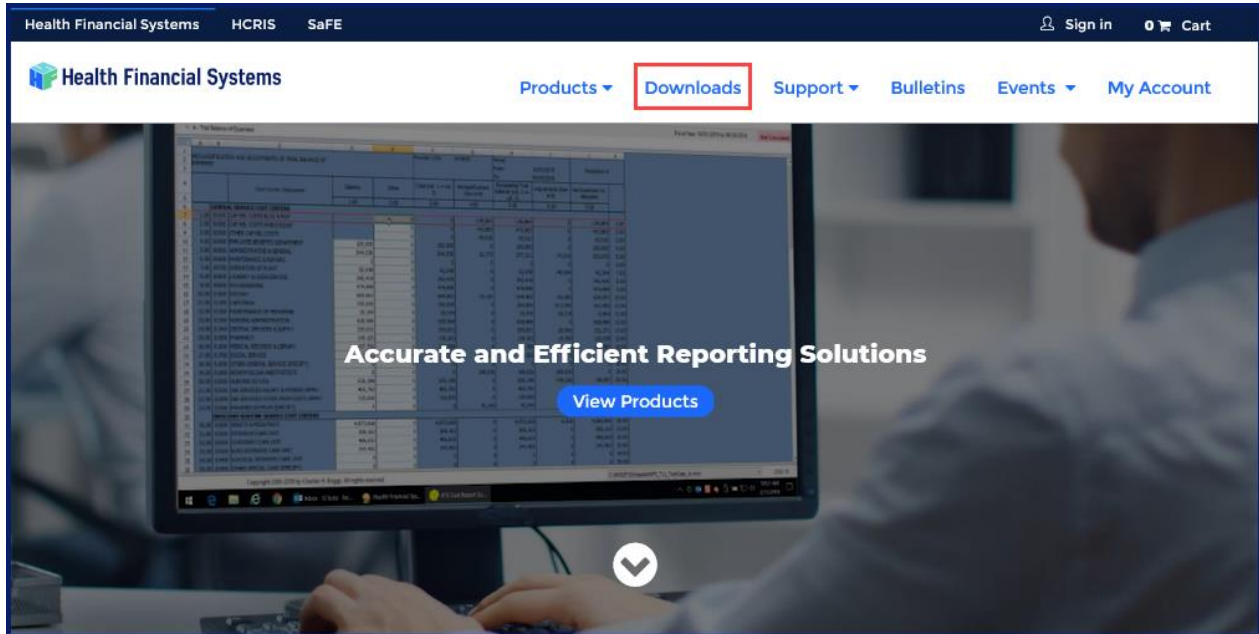


Figure 1 - Downloads link on main page

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

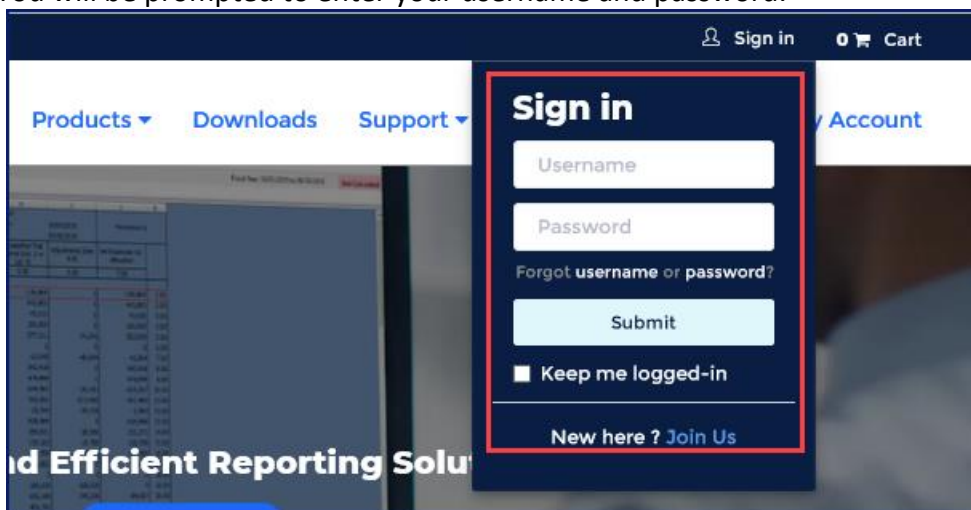
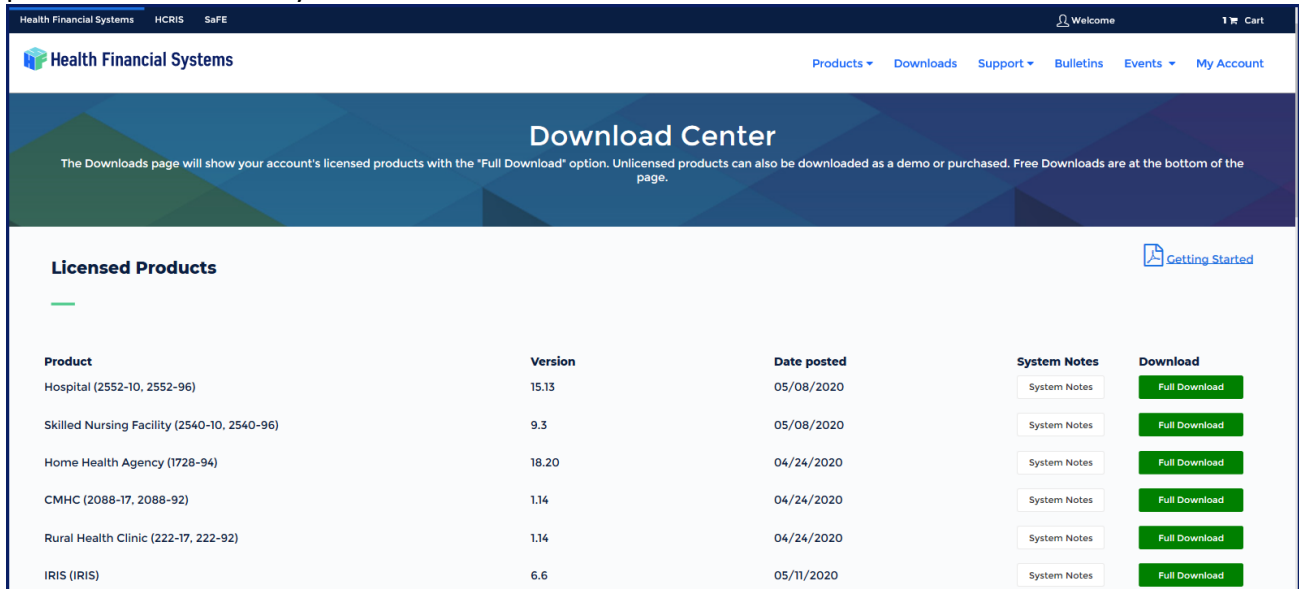


Figure 2 - Sign In

4. If you cannot 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 do not 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.



The Downloads page will show your account's licensed products with the "Full Download" option. Unlicensed products can also be downloaded as a demo or purchased. Free Downloads are at the bottom of the page.

Product	Version	Date posted	System Notes	Download
Hospital (2552-10, 2552-96)	15.13	05/08/2020	System Notes	Full Download
Skilled Nursing Facility (2540-10, 2540-96)	9.3	05/08/2020	System Notes	Full Download
Home Health Agency (1728-94)	18.20	04/24/2020	System Notes	Full Download
CMHC (2088-17, 2088-92)	1.14	04/24/2020	System Notes	Full Download
Rural Health Clinic (222-17, 222-92)	1.14	04/24/2020	System Notes	Full Download
IRIS (IRIS)	6.6	05/11/2020	System Notes	Full Download

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.
 - f) The setup program will install the software to C:\Program Files (x86)\Health Financial Systems\IRISSetup directory, unless you specify a different location. The program may be installed to and run from a network drive, but we do not recommend it because the software generally runs faster from your hard drive. We do allow the database to be run on a network drive to allow multiple users access but each user should have the program installed on their machine.

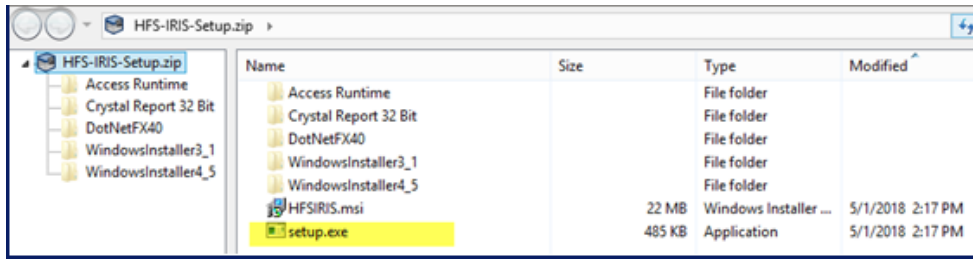


Figure 4- HFS IRIS Setup

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



Figure 5 - IRIS Desktop Icon

- Once the HFS IRIS icon has been clicked the IRIS home page will come up.

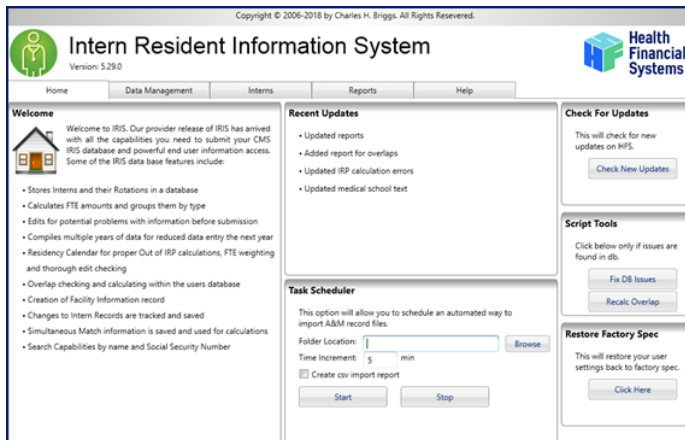


Figure 6 – HFS IRIS Home Page

- If you have the following screen (Figure 7) pop up in the forefront then there is an issue with rights to where the database resides. You will want to select the New button and input “SQL” in the DB Name field, then select the Browse button to locate where you want to have the IRIS database housed (you are able to create a folder within this screen). Once you identify the directory, select OK – then Save. It will then prompt to update the database to the most current version installed.



Figure 7 – Database Connection Screen

10. In the future you will receive email notification of any updates to your software. When you receive notice, perform the Check for Updates from the IRIS Home page (top right corner). You will need to have the HFS cost report software installed on your machine and also it requires you to have full rights to the directory where IRIS is installed (default is c:\Program Files (x86)\Health Financial Systems\IRISSetup directory).
11. 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.)

***Note – Your database will contain protected data. This data should be stored in a secure environment. Your IT department should be contacted for any questions and to ensure that the data is stored in compliance with your company's security policies.