

Thank you for selecting Health Financial Systems cost report 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 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.

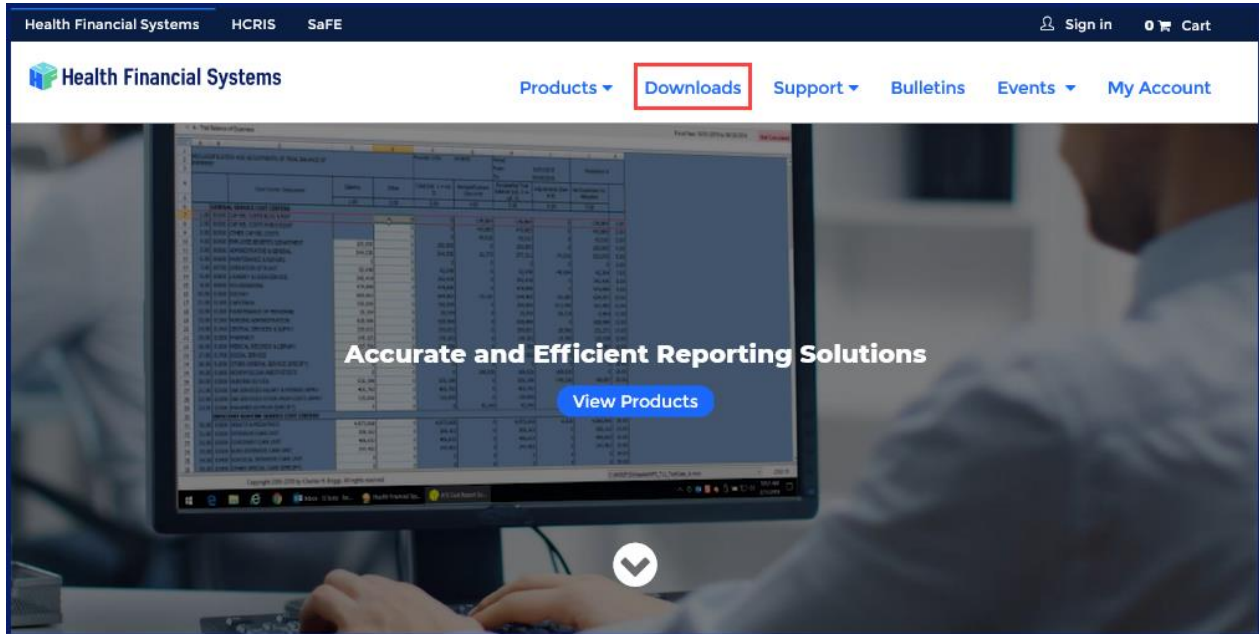


Figure 1 - Downloads link on main page

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

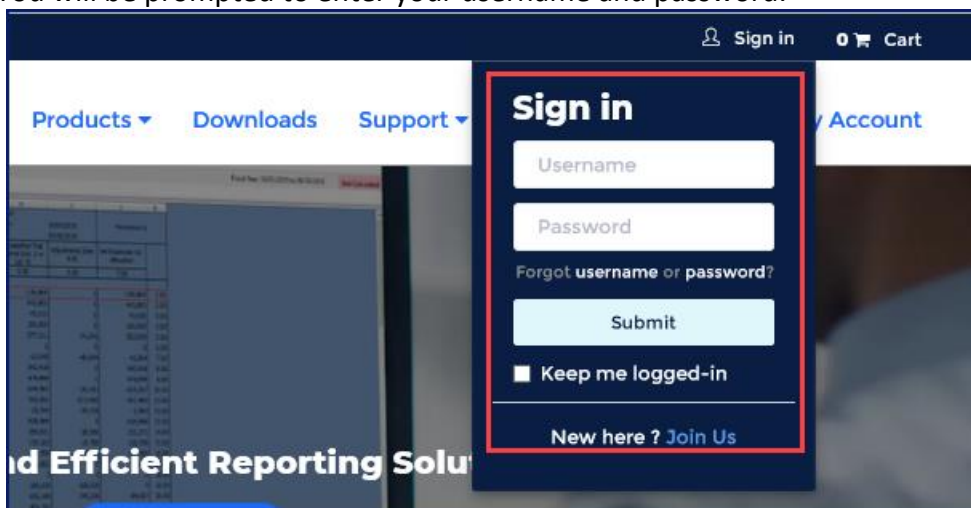


Figure 2 - Sign In

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.

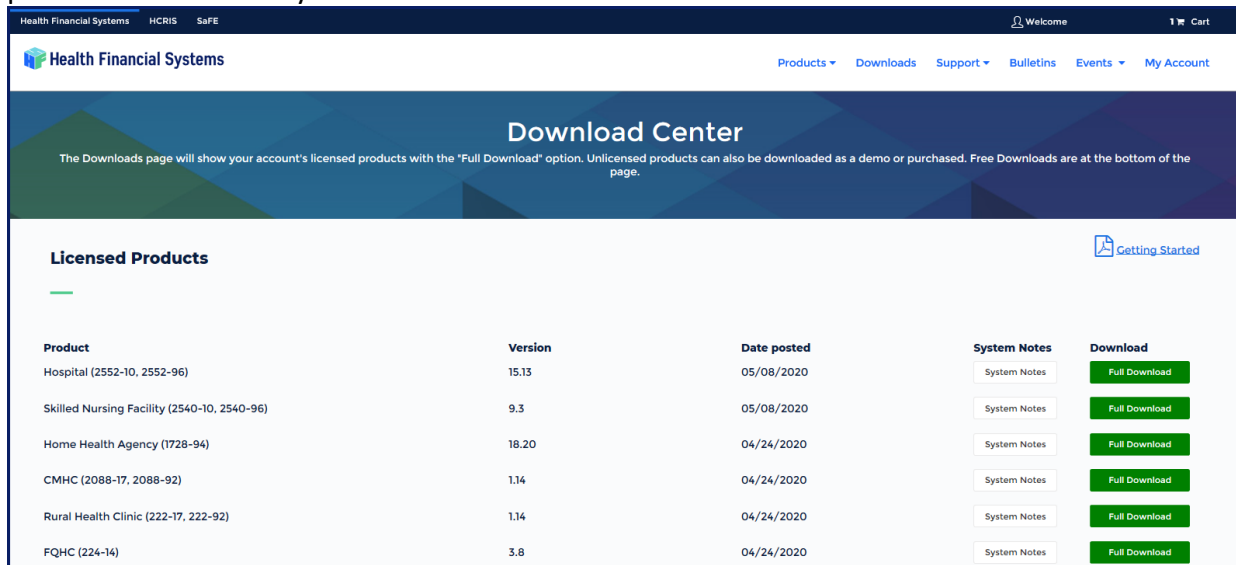


Figure 3- Download Center

7. The software products that you have licensed will display a button with the caption “Full Download”. Other software products will only be available to download as demos. Find the software product you purchased and click the “Full Download” button. Respond to the various prompts you will see during the process. By default, the setup program will install the software to C:\MCRIF32, unless you specify a different location. The program may be installed on and run from a network drive, but we do not recommend it because the software generally runs faster from your hard drive.
8. After the installation is complete, you can start the software by double clicking on the blue/green HFS desktop icon.



Figure 4 - HFS Desktop Icon

9. If the software does not start when you click the blue/green icon, you may need to run the program as an administrator. Depending on your operating system, right click on the HFS desktop icon and select “Properties” then chose “Run as Administrator” or “Run in Administrative Mode”. The software should startup normally.

10. 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 for Updates” from the Help menu in the software. In addition to this, when you open your HFS software, if an update is available, an update bar will appear at the bottom of your software alerting you to update.

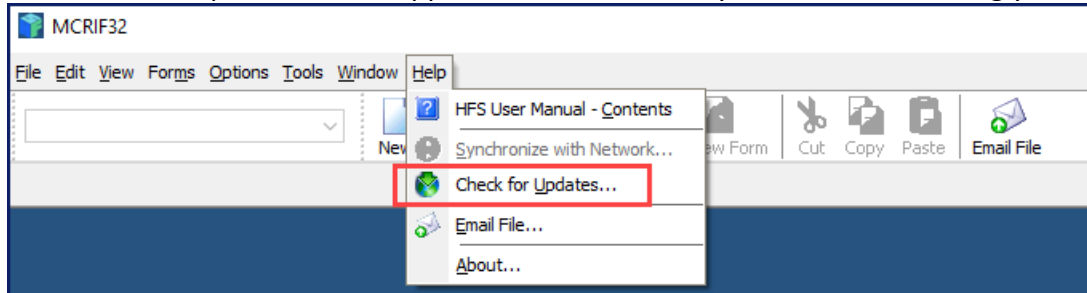


Figure 5 - Check for Updates

11. You can access our user manual and the CMS cost report instructions from within the software while working on a cost report by clicking on Help and selecting either *CMS Instructions* or *HFS User Manual - Contents*. Clicking on *Contents* will open the online user manual. The user manual help can also be accessed by clicking on the Help topic in the Task Pane. Press F1 while you are working on your cost report to open the CMS Instructions for the worksheet you are currently working on.
12. You can contact our customer support team Monday through Friday (excluding holidays) between the hours of 5:00 a.m. (EST) until 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 cannot 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” under Help in the Task Pane.)