



Phreesia

Changing the Patient Experience

user
manual

the patient experience starts
here

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www.phreesia.com



1.0

How phreesia integrates with your network

1. PACKAGE CONTENTS

The Phreesia System is shipped to your practice with everything needed to get The Phreesia System up and running. The quantity of the following items will depend on the particular needs of your practice.

1. WebPads
2. Base Stations
3. Chargers
4. USB Keyboard
5. (optional) Wireless Router

2. INSTALLATION INSTRUCTIONS:

The Phreesia System is shipped with the individual WebPads pre-configured for your practice. Your responsibilities to get the system running will be to connect the WebPads to the wireless network, setup the printer, and then start handing the devices to your patients.

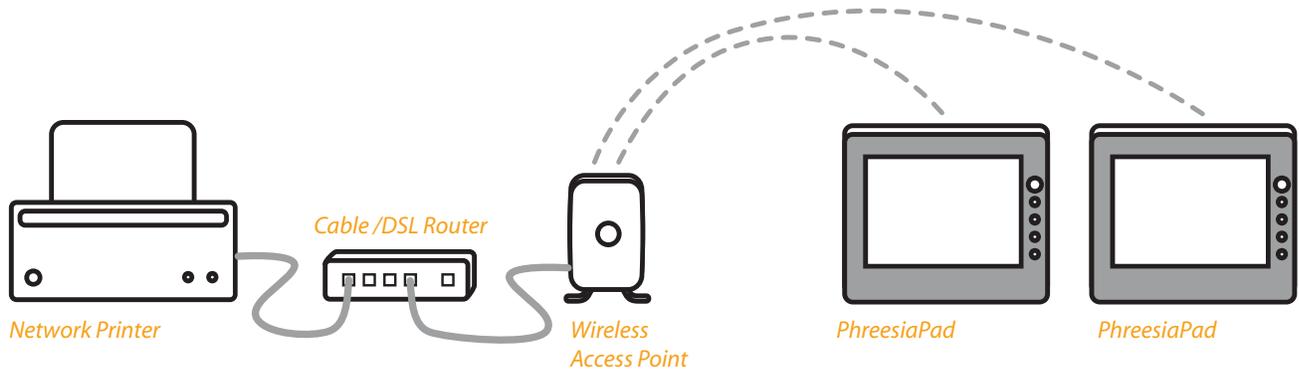
There are four possible configurations for Phreesia. Depending on the configuration you opted for when signing up, you will need to follow the appropriate steps below:

Configuration A: Practice Supplied Printer and Practice Supplied Wireless Router

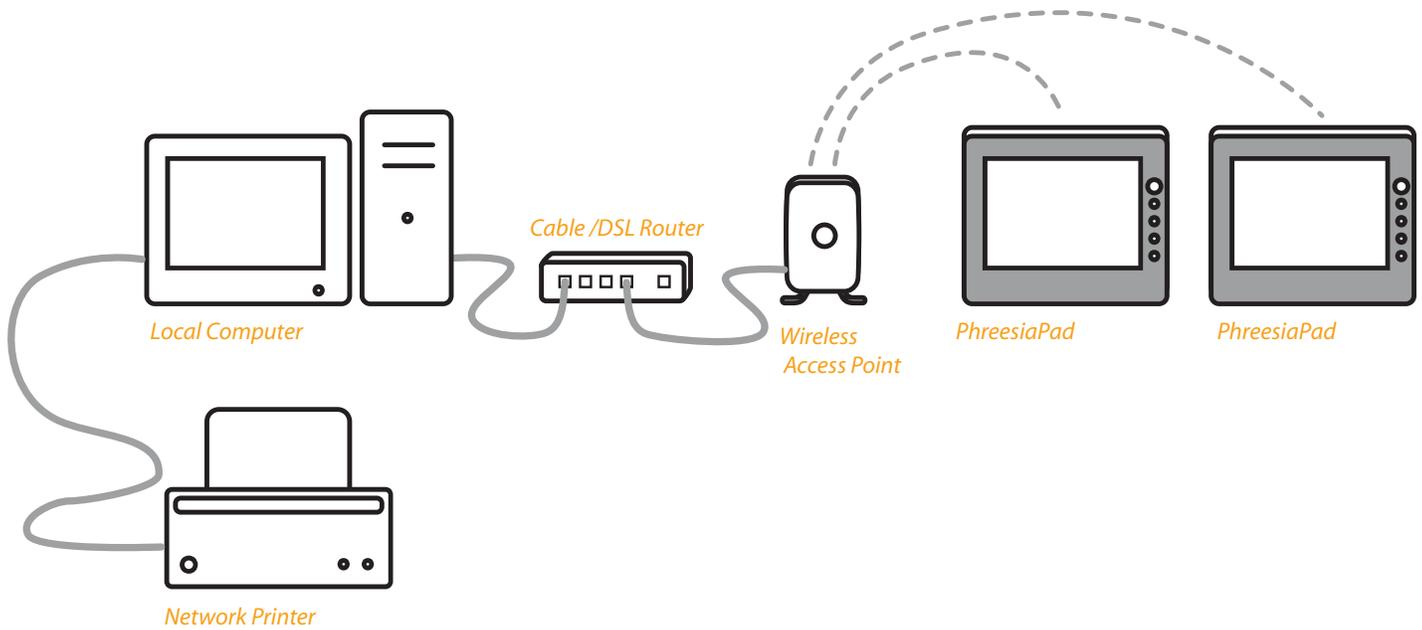
Configuration B: Phreesia Supplied Printer and Practice Supplied Wireless Router

Configuration C: Practice Supplied Printer and Phreesia Supplied Wireless Router

Configuration D: Phreesia Supplied Printer and Phreesia Supplied Wireless Router



PRINTER CONFIGURATION: LOCAL NETWORK PRINTER



PRINTER CONFIGURATION: SHARED LOCAL PRINTER



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Install instructions

2.1 INSTALLATION STEPS

1. Unpack contents of shipment
2. Plug in AC adapters to base stations
3. Place WebPads in base stations
4. Turn WebPads on
5. Plug provided keyboard or your own USB keyboard into the USB port on the top or the side of the WebPad. The ports are located beneath a rubber cover.
6. Follow appropriate steps from steps 2.1.0 through 2.1.4

2.1.0: CONFIGURATION A:

Practice Supplied Printer and Practice Supplied Wireless Router

Peripherals needed:

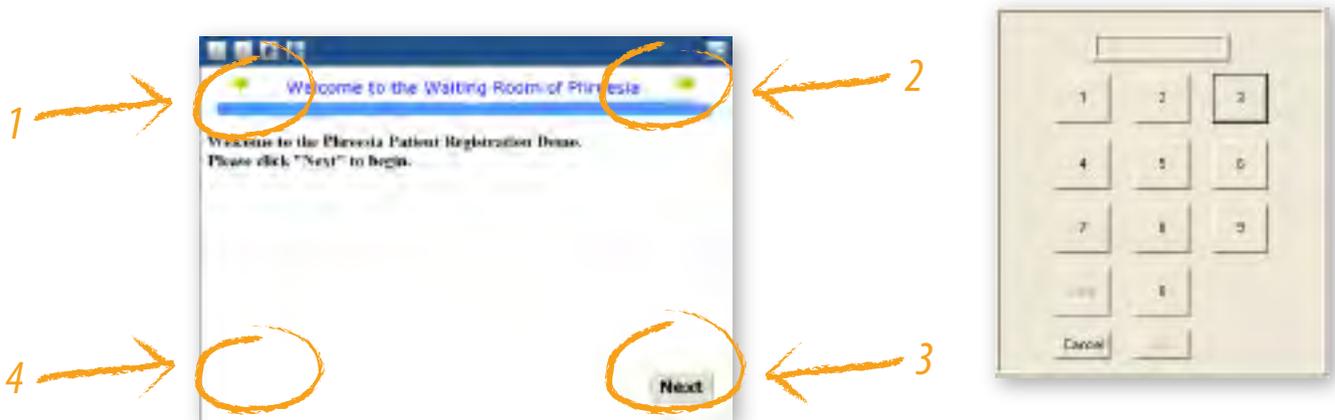
- USB keyboard and mouse

Information needed:

- Wireless network SSID
- Wireless network encryption method and key
- Name of network printer
- Username and password to allow WebPads to connect to network printer

1. EXITING THE PHREESIA KIOSK APPLICATION

- 1.1. Exit the Phreesia Kiosk Application by tapping all four corners of the screen with the stylus, starting with the upper left hand corner and moving CLOCKWISE. After tapping each corner, a dialog box will appear asking for a **pass code**:
- 1.2. **Enter 7878 and then press "OK"**. You will now be presented with the familiar windows screen



Enter Pass code 7878 and click "OK"



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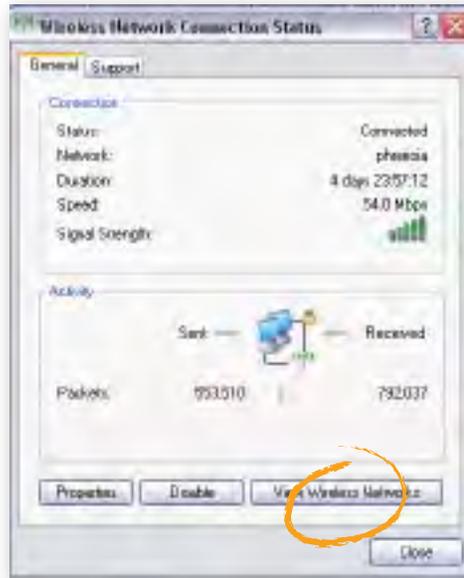
Install instructions

Configuration A

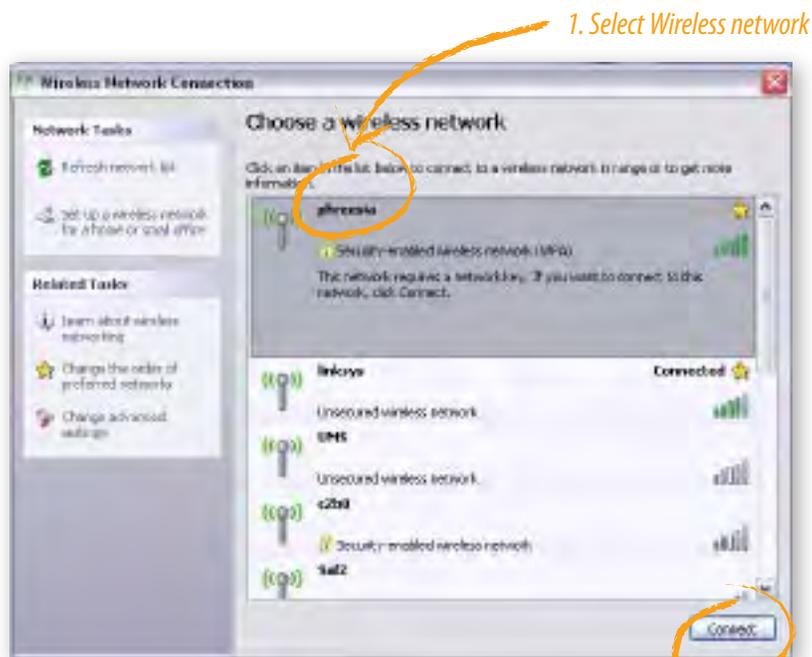
2. ADDING THE WEBPAD TO THE WIRELESS NETWORK



- 2.1. In the lower right hand corner of the screen, click on the wireless network icon:
- 2.2. The following menu will appear. Click on the "View Available Wireless Networks" icon.
If the menu in section 2.3 appears, skip ahead.



- 2.3. Select the wireless network you wish to connect the WebPad to, and click "Connect":





2.0

Install instructions

Configuration A

2.4. Enter the Wireless Encryption key, if needed:



2.5. Click "Connect" and you should now be connected to your wireless network. You can test connectivity by opening the Internet Explorer Browser and going to Google.com



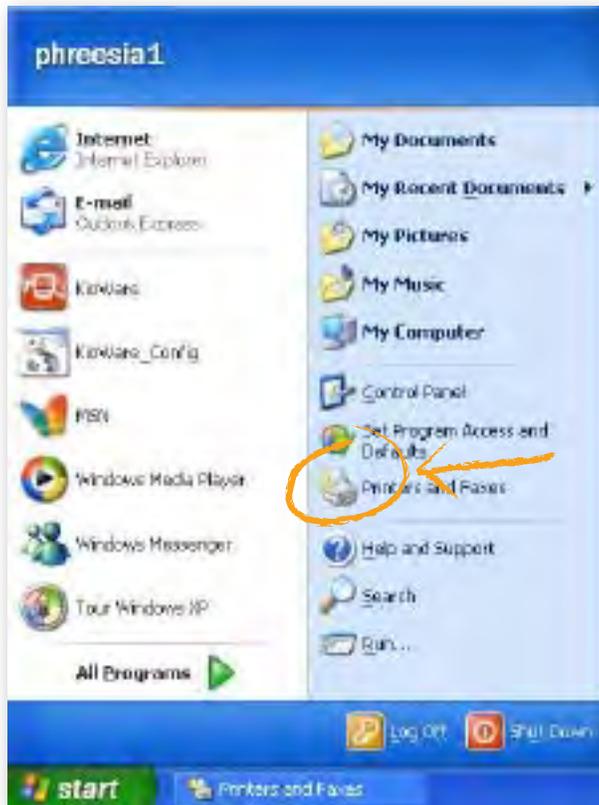
2.0

Install instructions

Configuration A

3. ADD THE NETWORKED PRINTER TO THE WEBPAD AS THE DEFAULT PRINTER

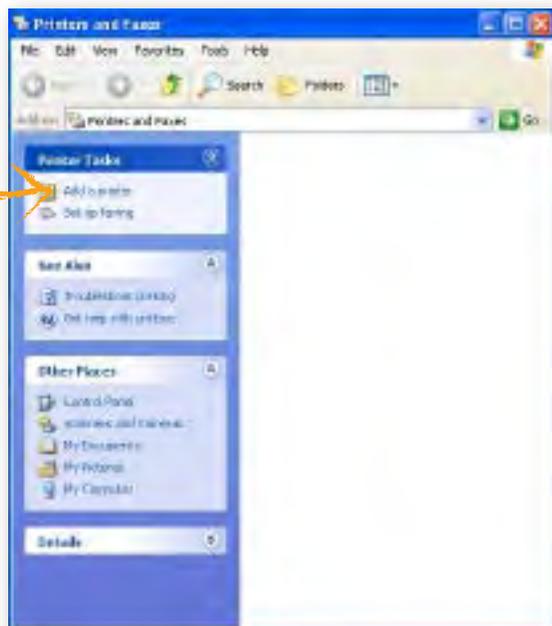
3.1. Go to the Printers and Faxes Control Panel from the Windows Start Menu:



1. Select printer and faxes

3.2. Click "Add a Printer":

add a printer





2.0

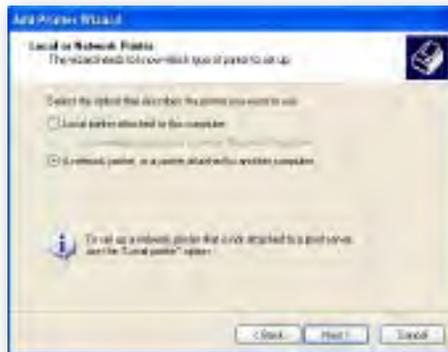
Install instructions

Configuration A

3.3. Click "Next":



3.4. Select "A network printer or a printer attached to another computer" and click "Next".



3.5 Enter the name and path to the printer and hit "Next". You may be prompted to enter a username and password. Enter a username and password for the network of the computer the printer is attached to:



3.6. The printer should now be added. Make sure it is set as the "Default Printer".

4. REPEAT THE ABOVE STEPS FOR EACH OF THE WEBPADS SHIPPED TO YOU.



2.0

Install instructions

Configuration B

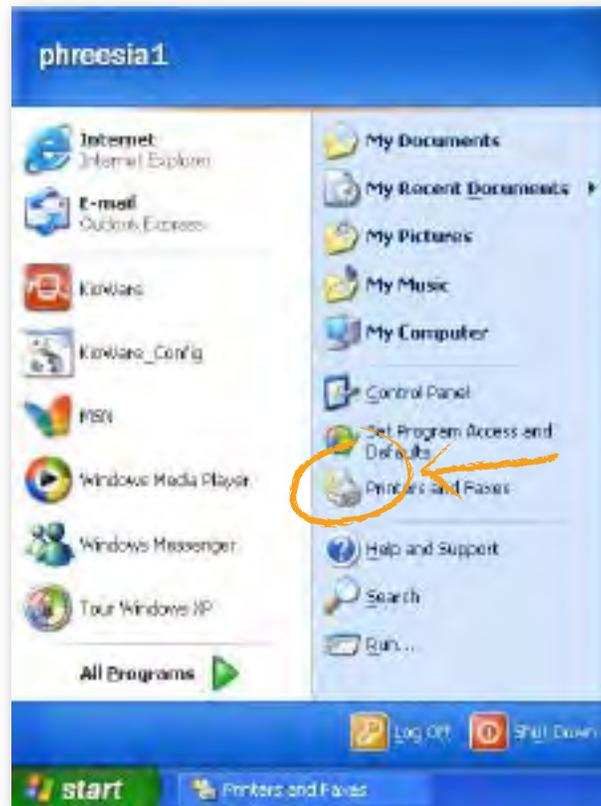
Unpack printer from the box. Using a USB cable connect the printer to any of your network computers, try to set the printer up to the closest computer to the front desk. Before you turn on the printer you have to install the drivers

Installing printer drivers:

Insert the disk into your computer CD-ROM and follow the installation steps:

When your printer is successfully installed, turn your printer on. The printer will align automatically when finished.

Hit the start button and go to printers and faxes.



1. Select printer and faxes

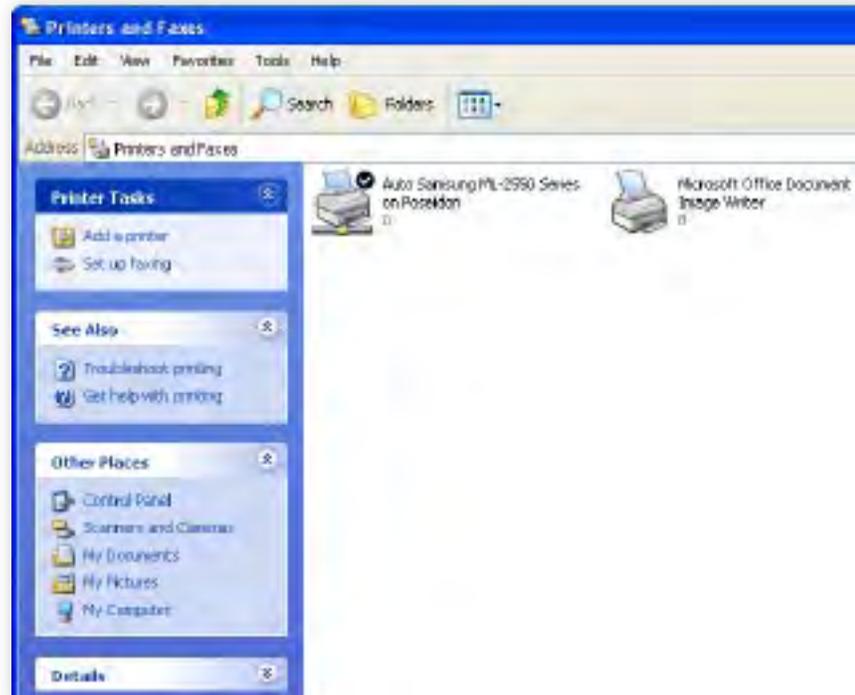


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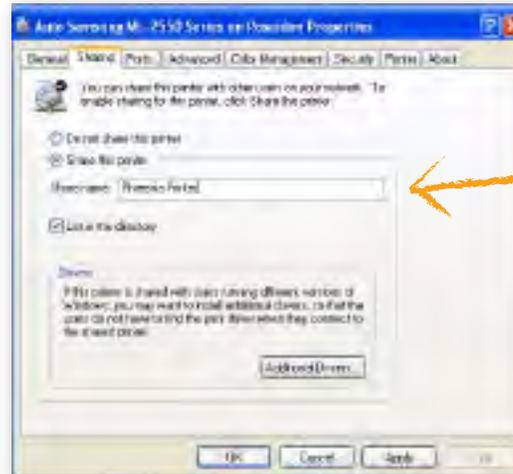
Install instructions

Configuration B

After you click on printers and faxes you should see the following screen:



Right click on the printer you have just installed and choose properties. After clicking properties, go to the sharing tab and check the "Share this printer" box. When prompted for name, type "Phreesia Printer," as in the following image:



Click "Apply" and then "OK".

Your printer is now setup and shared over the network.



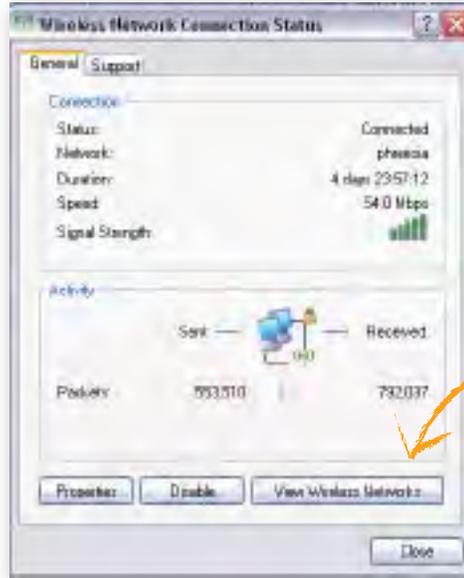
2.0

Install instructions

Configuration B

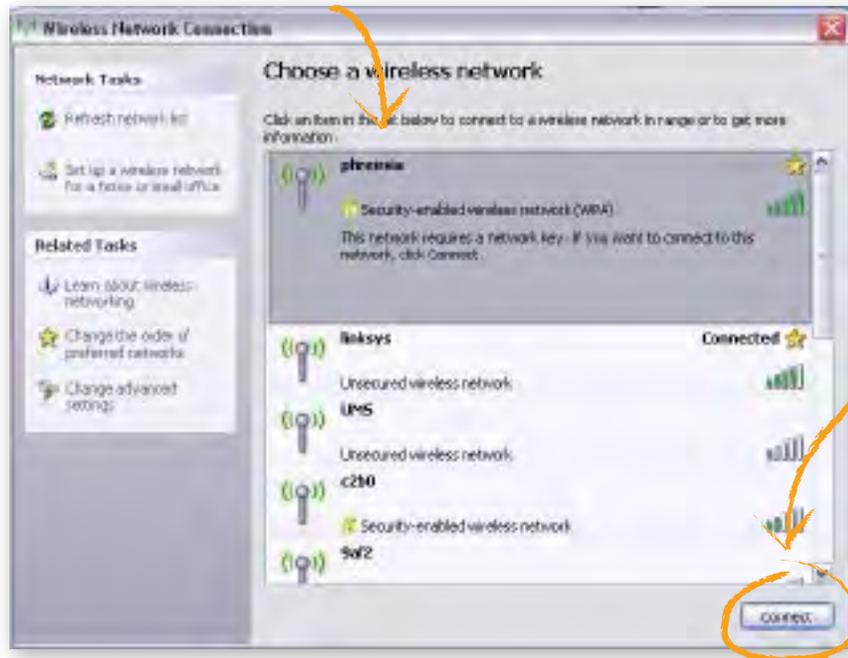
5. ADDING THE WEBPAD TO THE WIRELESS NETWORK

- 5.1. In the lower right hand corner of the screen, click on the wireless network icon: 
- 5.2. The following menu will appear. Click on the "View Available Wireless Networks" icon. If the menu in section 2.3 appears, skip ahead.



- 5.3. Select the wireless network you wish to connect the WebPad to and click "Connect":

1. Select Wireless network



2. click "connect"



2.0

Install instructions

Configuration B

5.4. Enter the Wireless Encryption key, if needed:



5.5. Click "Connect" and you should now be connected to your wireless network. You can test connectivity by opening the Internet Explorer Browser and going to Google.com



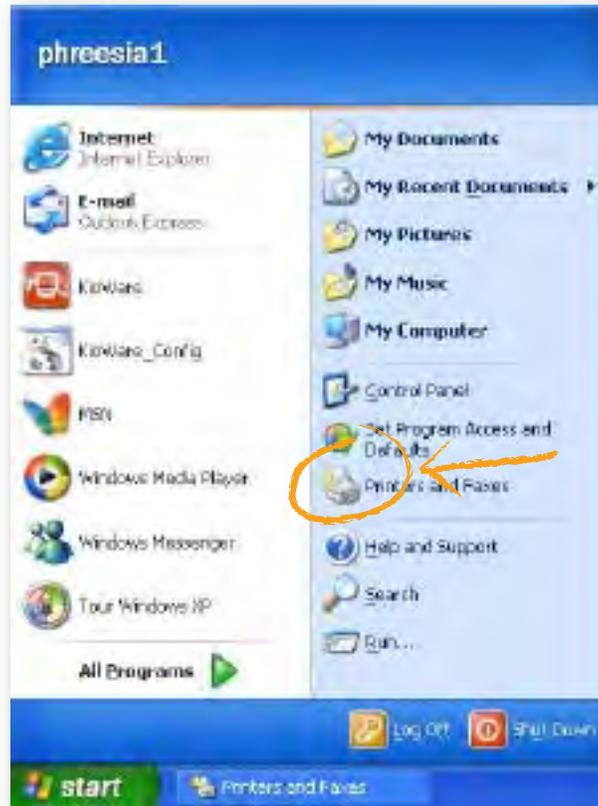
2.0

Install instructions

Configuration B

6. ADD THE NETWORKED PRINTER TO THE WEBPAD AS THE DEFAULT PRINTER

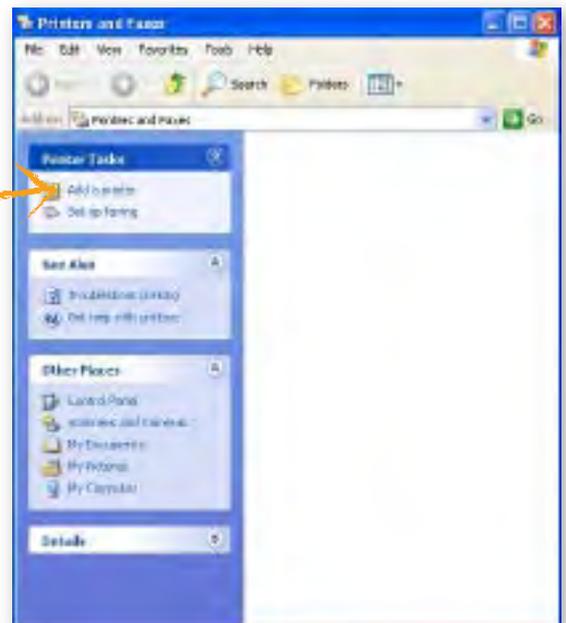
6.1. Go to the Printers and Faxes Control Panel from the Windows Start Menu:



1. Select printer and faxes

6.2. Click "Add a Printer":

add a printer





2.0

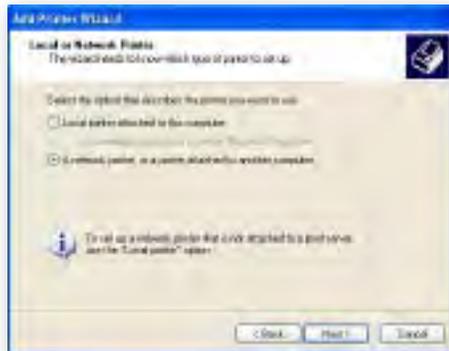
Install instructions

Configuration B

6.3. Click "Next":



6.4. Select "A network printer or a printer attached to another computer" and click "Next".



6.5 Enter the name and path to the printer and hit "Next". You may be prompted to enter a username and password. Enter a username and password for the network of the computer the printer is attached to:



6.6. You will be looking for "Phreesia Printer" when you find it, click "OK" and add it to your printer list, since it's the only printer setup it will be also the default printer



2.0

Install instructions

Configuration C

CONNECTING THE WIRELESS-G ACCESS POINT

When Phreesia supplies the wireless Access Point Router here is what you need to know:

Phreesia has pre-configured the router, so when you receive it all you need to do is connect it to your network switch or network router. There is only one place where the network cable can connect since it is an access point router.

For info about the access point router follow this link:

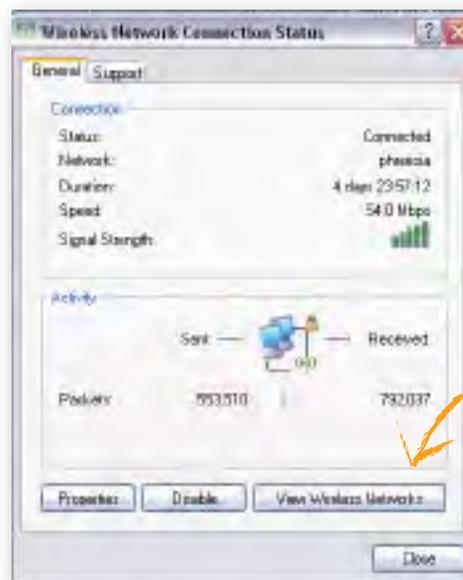
http://www.linksys.com/servlet/Satellite?c=L_Product_C2&childpagename=US%2FLayout&cid=1114633909840&pagename=Linksys%2FCommon%2FVisitorWrapper <http://www.linksys.com/servlet/Satellite?c=L_Product_C2&childpagename=US%2FLayout&cid=1114633909840&pagename=Linksys%2FCommon%2FVisitorWrapper>

Follow the instructions to connect your Webpads to the wireless network

Add the WebPad to the Wireless network

6.7. In the lower right hand corner of the screen, click on the wireless network icon: 

6.8. The following menu will appear. Click on the "View Available Wireless Networks" icon. If the menu in section 2.3 appears, skip ahead.



Select the wireless network you wish to connect the WebPad to and click "Connect":



2.0

Install instructions

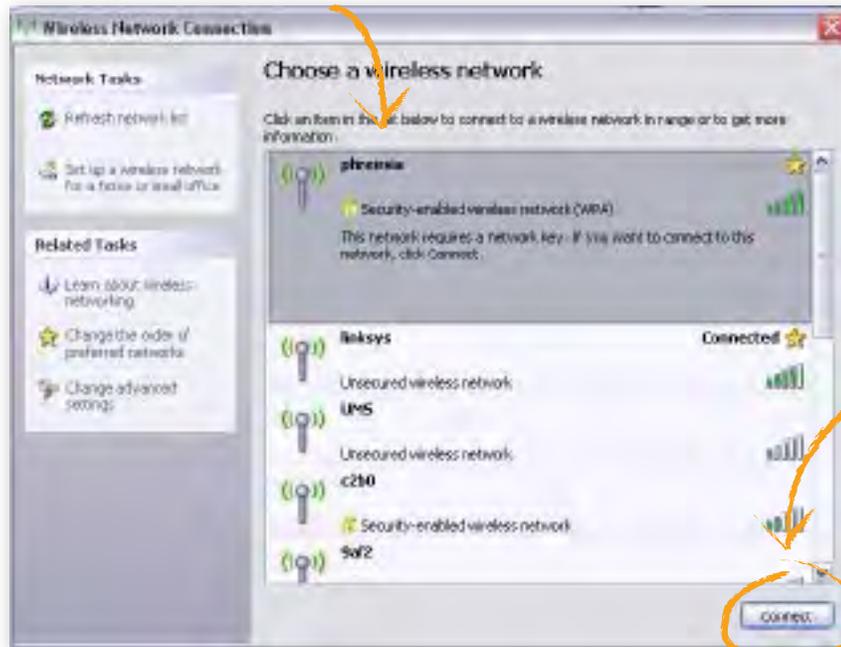
Configuration C

6.9 Enter the Wireless Encryption key, if needed:



6.10. Pre configured key will be Phreesia1

1. Select Wireless network



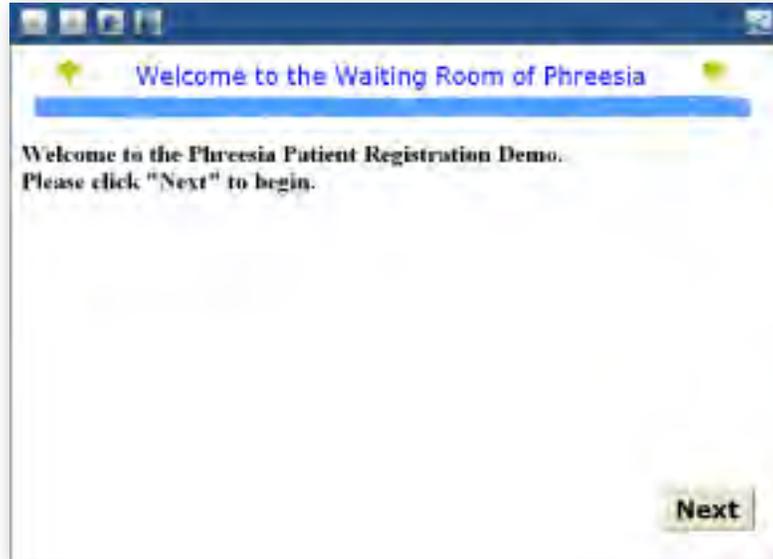


2.0

Install instructions

Configuration C

7. RESTART WEBPADS AND MAKE SURE THE KIOSK APPLICATION STARTS AUTOMATICALLY. THIS MAY TAKE SEVERAL MINUTES AFTER BOOTING. WHEN THE WEBPAD IS READY, THE HOME SCREEN WILL LOOK LIKE THE FOLLOWING:



8. TEST THE PATIENT INTERVIEW AND MAKE SURE THAT THE REPORT IS PRINTED AT THE END.
9. START HANDING THE DEVICES OUT TO PATIENTS!