

# The Recognizing Excellence Audit Tool Installation Guide

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## Introduction

The Recognizing Excellence Audit Tool is a Microsoft Access 2003 database application. **You do NOT need Microsoft Access to run this application.**

**To install on one computer**, follow the Installation A instructions below.

**If you would like multiple people to be able to use the Recognizing Excellence Audit Tool at the same time using different computers**, follow the Installation B instructions.

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## Index

Installation A (one computer).....	2
Installation B (more than one computer or cannot save to C: drive or hard drive).....	5
Appendix A (Troubleshooting).....	10

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**Please note:** *The Recognizing Excellence Audit Tool Users Guide* can be found on the Recognizing Excellence website. To locate the Users Guide:

1. Go to [providers.bluecrossmn.com](http://providers.bluecrossmn.com)
2. On the right hand side is a section called “What’s Inside.” Choose the sixth box down by clicking on “Pay-for-performance program.”
3. On the left hand side is a section called “Clinics.” Click on the “Learn more” link.
4. In the “How to Participate” section, at the bottom of the page, find and click on the link called “Audit Tool Users Guide – 2011 (PDF) updated 12/16/11”

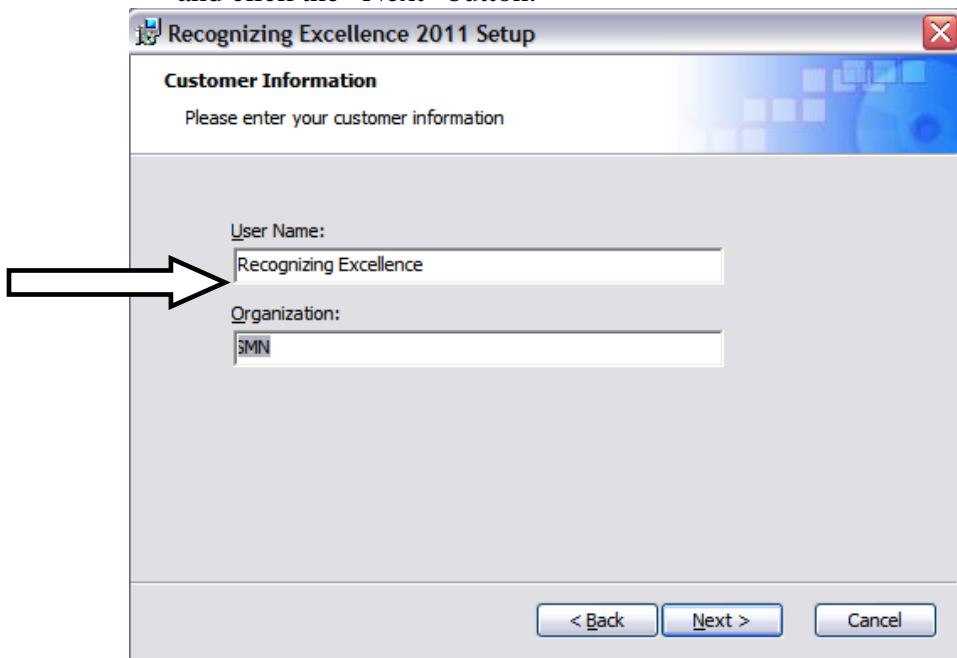
# How to Install the Recognizing Excellence Audit Tool

## Installation A – One Computer

- 1.) Insert the CD into the CD-ROM drive.
- 2.) The window shown below will automatically open once the CD has been placed in the CD-ROM drive. Click the “Next” button.

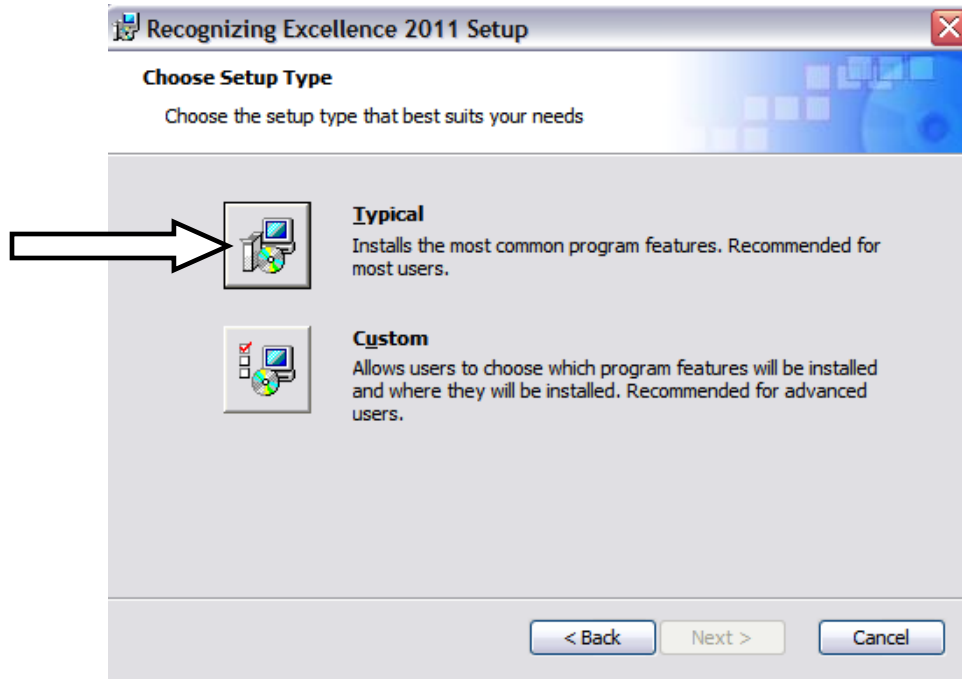


- 3.) The following screen will appear. Enter your clinic information on this screen and click the “Next” button.

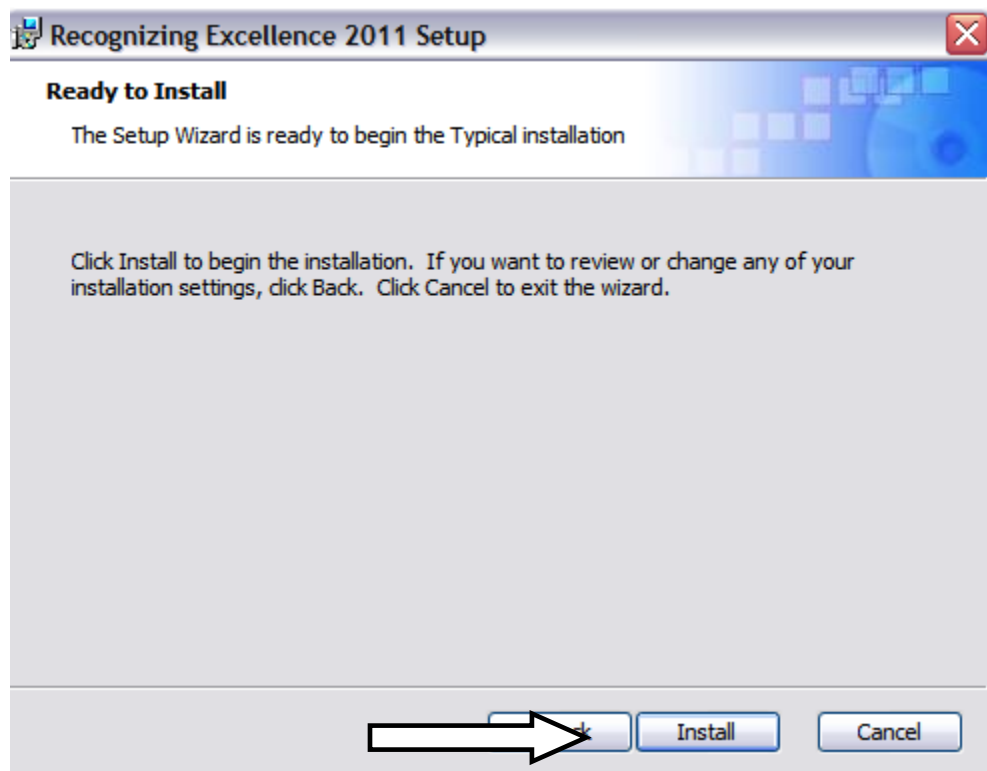


## How to Install the Recognizing Excellence Audit Tool

- 4.) Once the below screen appears, click on the “Typical” install button. Then click the “Next” button.

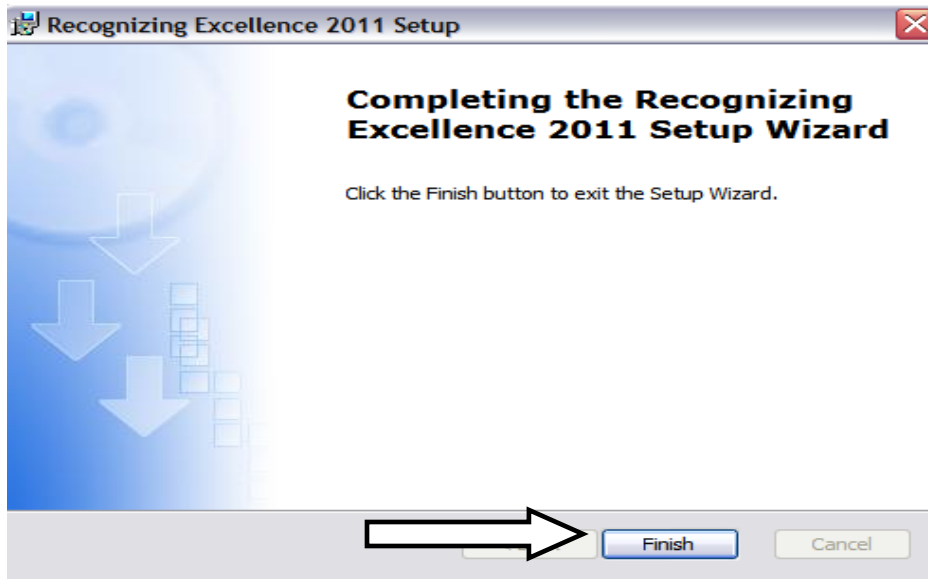


- 5.) Click on the “Install” button and the program will automatically install. The installation may take a few minutes.

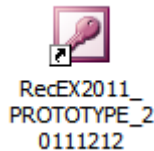


## How to Install the Recognizing Excellence Audit Tool

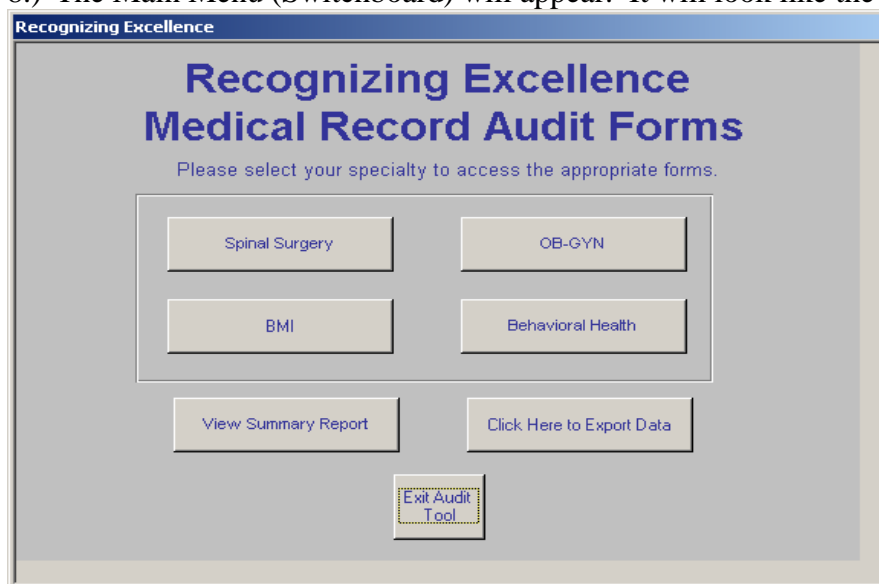
- 6.) Once the installation has been completed, you will see the screen below. Click on the “Finish” button to complete the install.



- 7.) An icon called “RecEx2011\_PROTOTYPE\_20111212” will be created on your desktop. It will look something like the picture below. Double click on this icon.



- 8.) The Main Menu (Switchboard) will appear. It will look like the form below:



- 9.) Please refer to the Recognizing Excellence Audit Tool Users Guide for information on using the audit tool to collect measurement data from your charts.

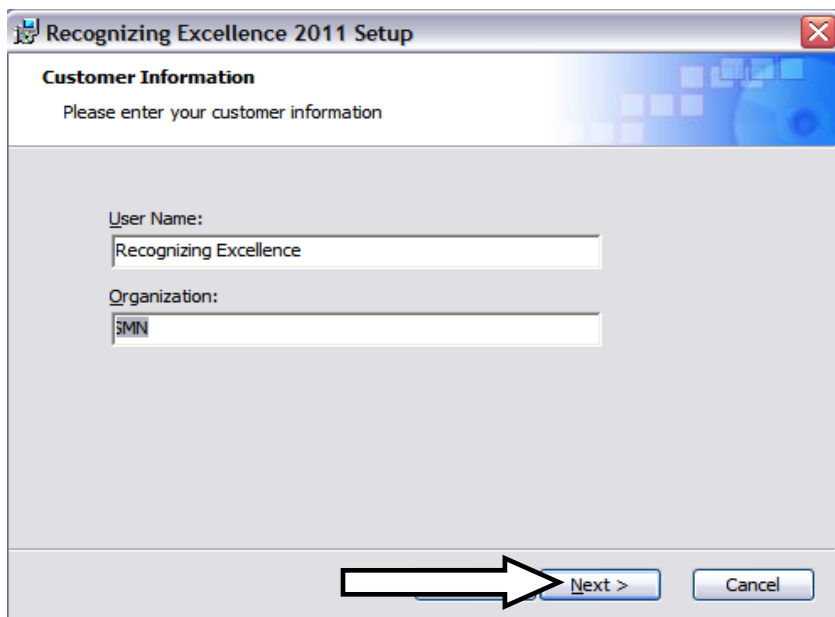
## How to Install the Recognizing Excellence Audit Tool

**Installation B – Installation for groups that wish to allow more than 1 computer to use the Recognizing Excellence Audit Tool at the same time. This installation process can also be used if you do not have access to your C: drive.**

- 1.) Insert the CD into the CD-ROM drive.
- 2.) The below window will automatically open once the CD has been placed in the CD-ROM drive. Click the “Next” button.

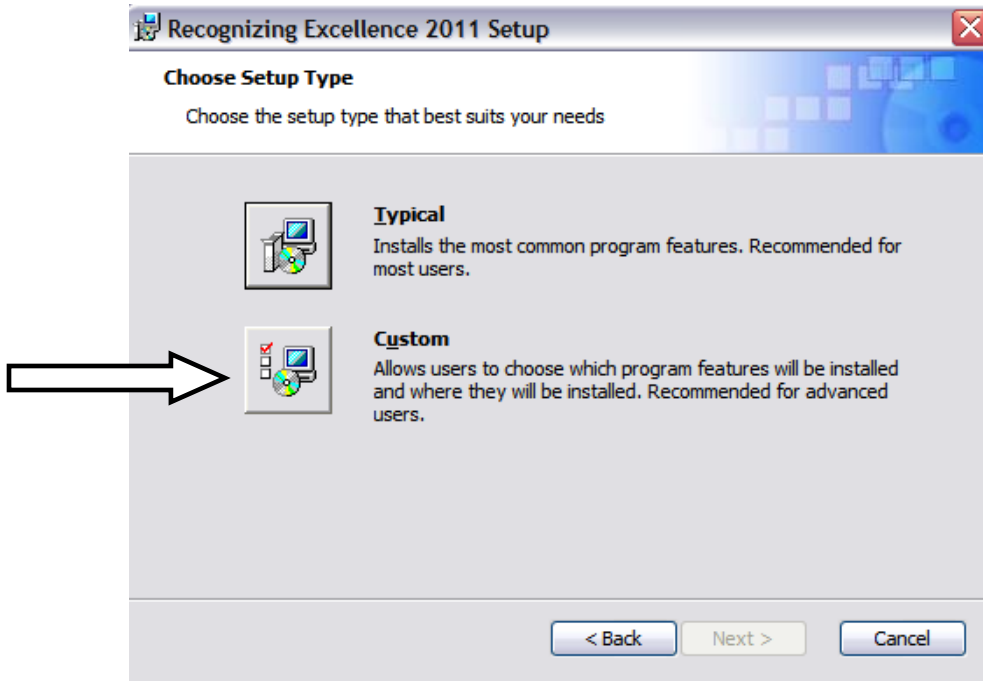


- 3.) The following screen will appear. Enter your clinic information on this screen and click the “Next” button.

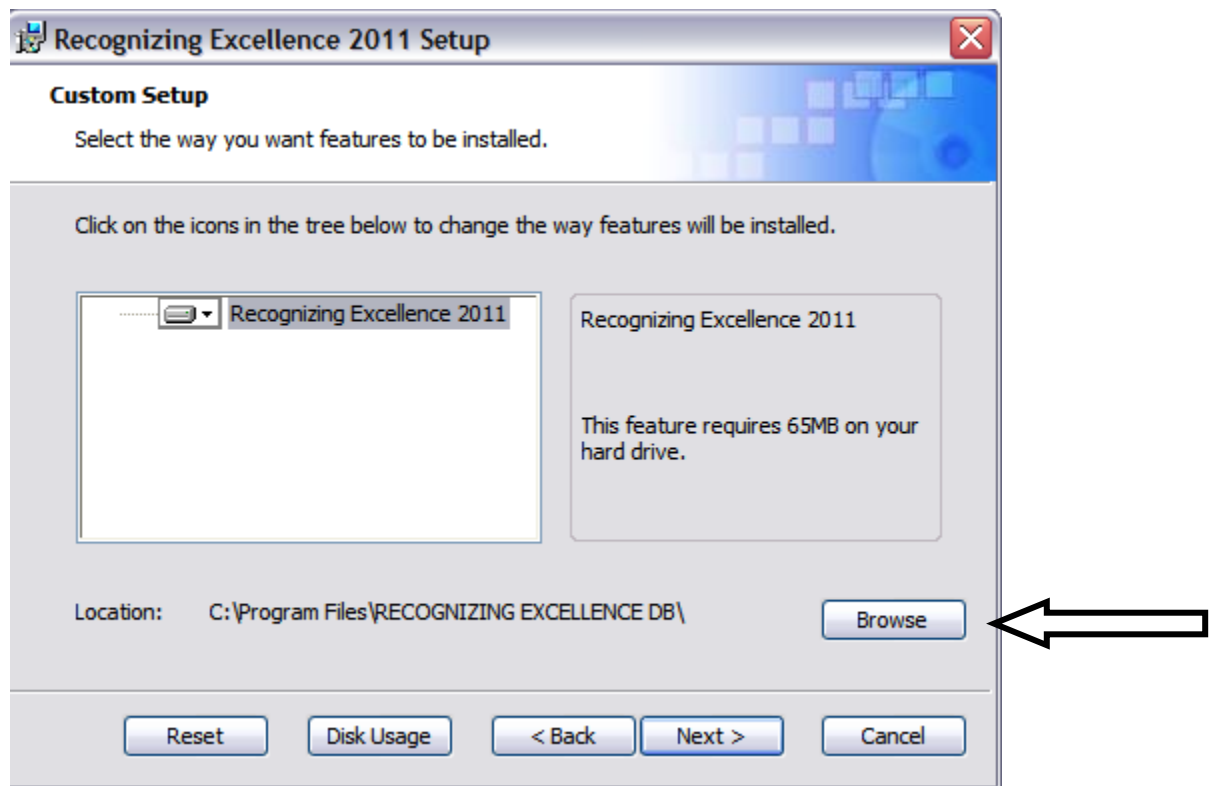


## How to Install the Recognizing Excellence Audit Tool

- 4.) Once the following screen appears, click on the “Custom” install button. Then click the “Next” button.

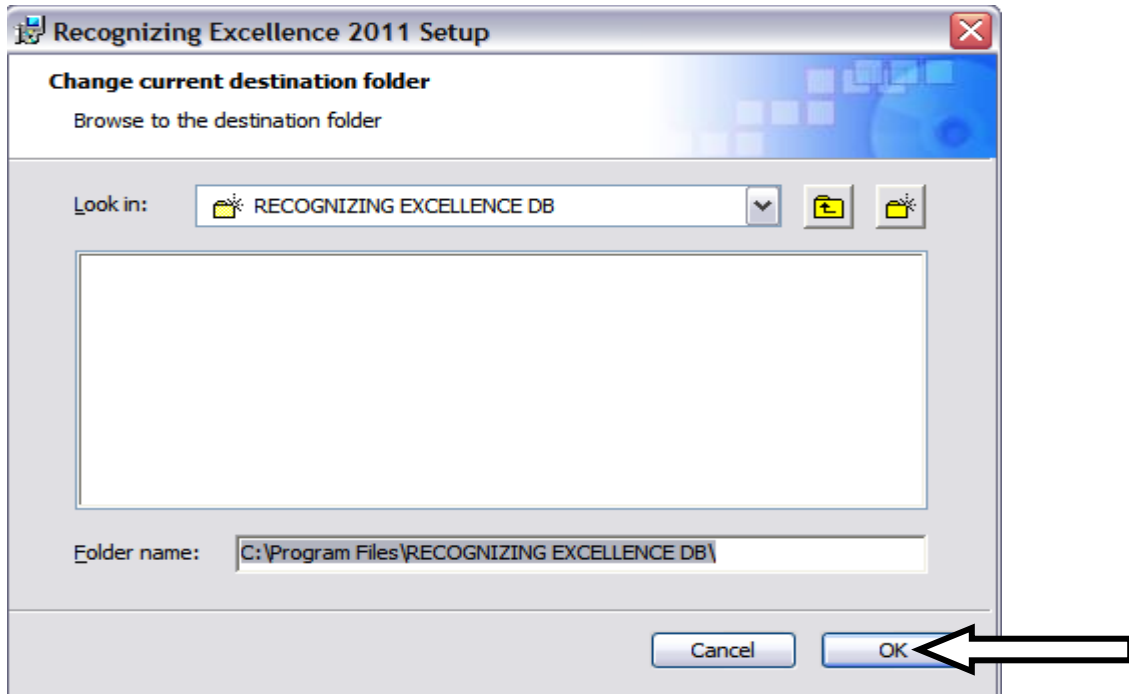


- 5.) The following screen will appear. Click the “Browse” button.

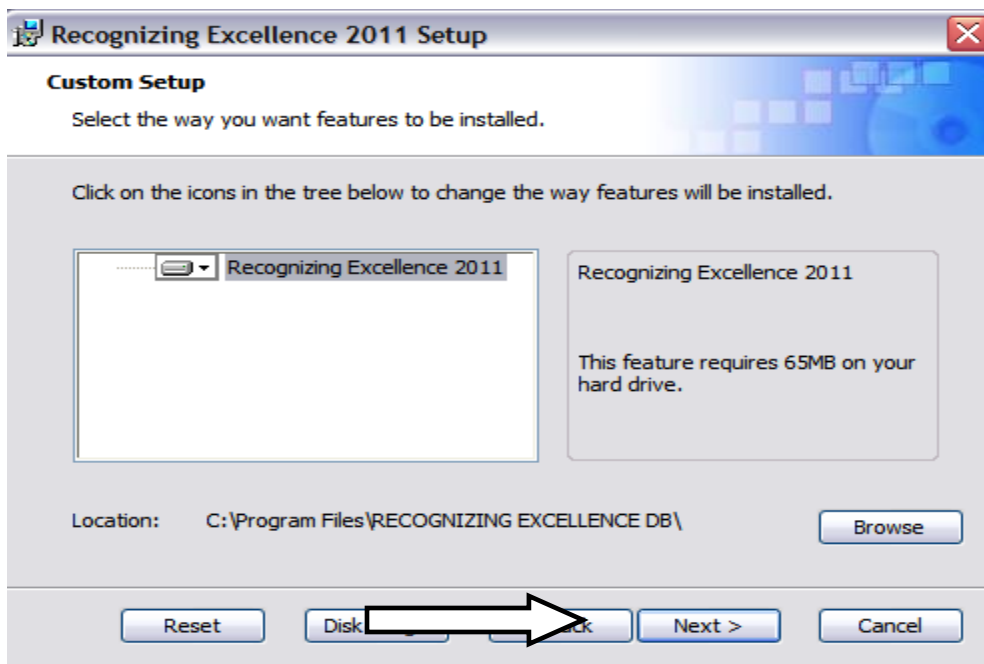


## How to Install the Recognizing Excellence Audit Tool

- 6.) Choose the location (drive/folder) where you would like the program to be installed. If more than one computer is using the program this must be a shared network drive. Click the “OK” button once you have the right drive/folder listed in the Folder name. **Write down the location where you are installing this program. You will need this for step 13.**

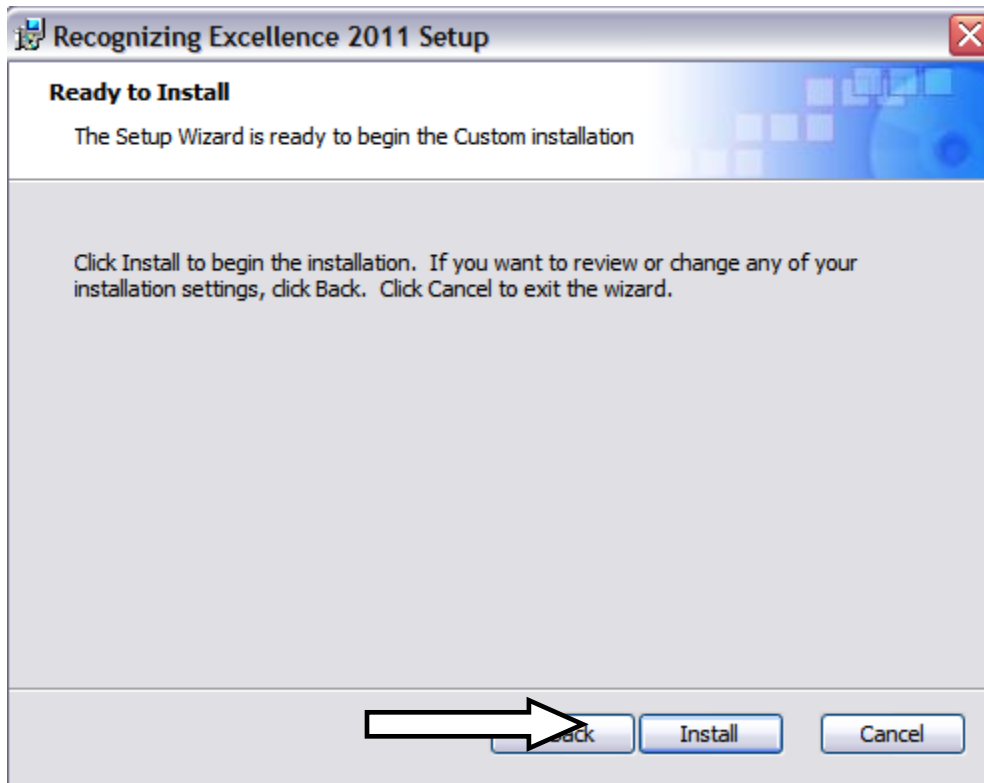


- 7.) You will be brought back to the below screen. Now click the “Next” button.

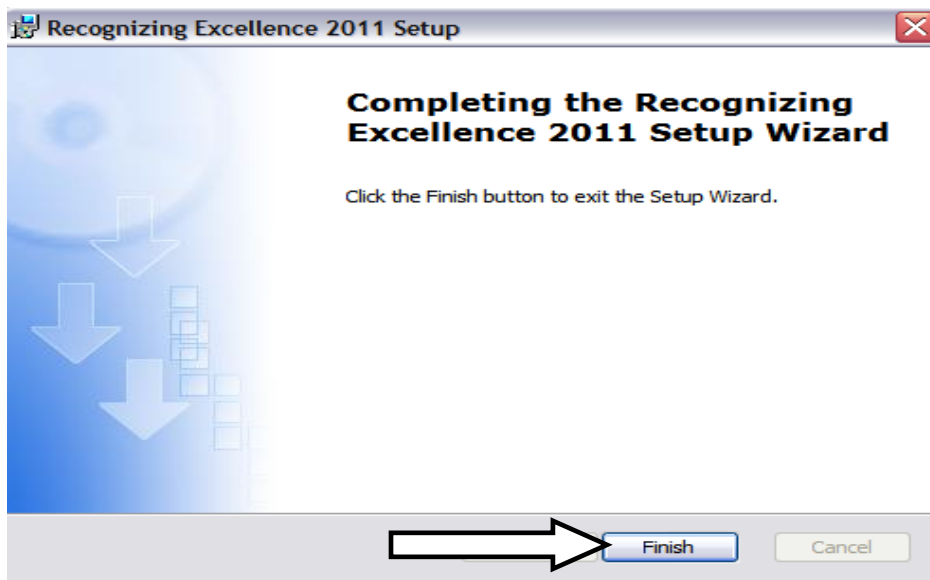


## How to Install the Recognizing Excellence Audit Tool

- 8.) Click on the “Install” button and the program will automatically install. The installation may take a few minutes.

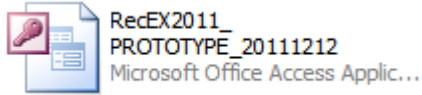


- 9.) Once the installation has been completed, you will see the screen below. Click on the “Finish” button to complete the install.

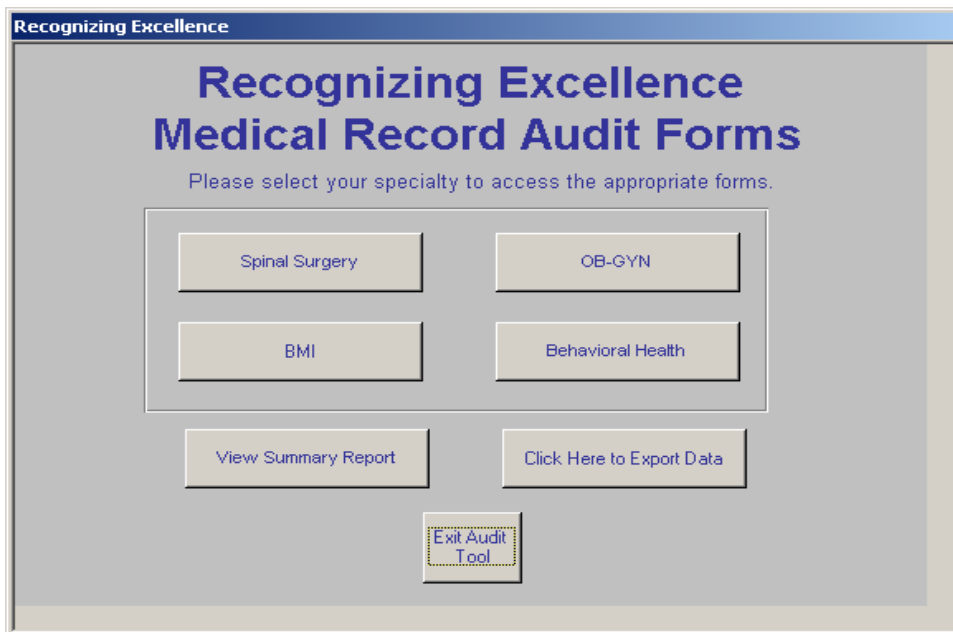


## How to Install the Recognizing Excellence Audit Tool

- 10.) An icon called “RecEX2011\_PROTOTYPE\_20111212” will be created on your desktop. It will look something like the picture below. Double click on this icon.



- 11.) Please refer to the Recognizing Excellence Audit Tool Users Guide for information on using the audit tool to collect measurement data from your charts.
- 12.) The Main Menu (Switchboard) will appear. It will look like the form below:



# How to Install the Recognizing Excellence Audit Tool

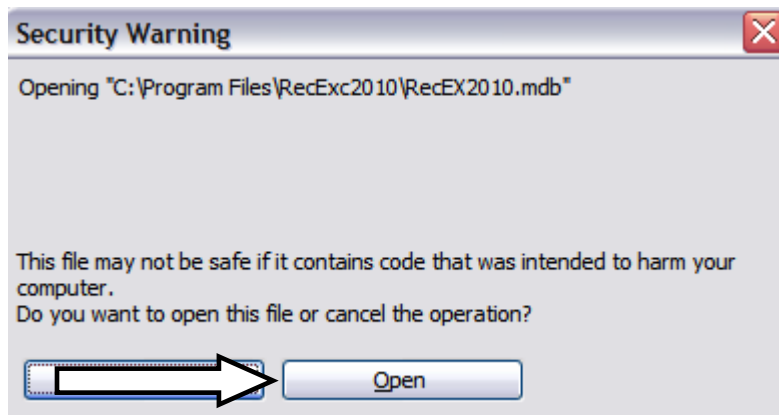
## Appendix A -- Troubleshooting

1.) If you get an **error message that does not allow you to install the software on your hard disk drive** (most often referred to as the C: drive), try to complete the Installation B instructions. If this does not work, please talk to your Network Administrator or local computer helpdesk. You may not have permission to install software on your hard disk drive or C:\Program Files directory.

2.) If the **Recognizing Excellence icon does not appear on your desktop**, then go to My Computer and double click the file; C:\Program Files\RECOGNIZING EXCELLENCE2011\ RecEX2011\_PROTOTYPE\_20111212.mdb. You can use the database by double clicking on RecEX2011\_PROTOTYPE\_20111212.mdb.

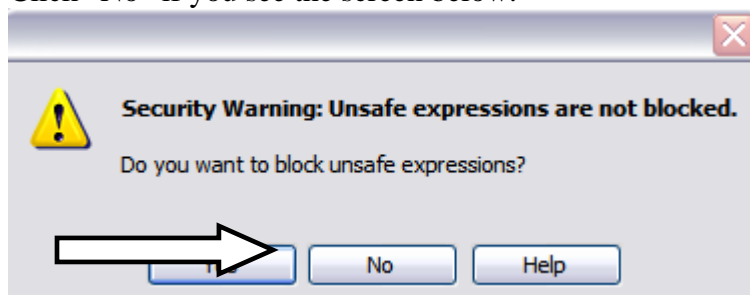
3.) If you get a **Security Warning** similar to the ones that follow, complete the instructions for the screen that appears for you.

Click "Open" if you see the screen below. You will then get to the Main Menu (Switchboard).



## Appendix A – Troubleshooting

Click "No" if you see the screen below.



# How to Install the Recognizing Excellence Audit Tool

## Appendix A – Troubleshooting

Click “Yes” if you see the screen below:



5.) If you have **additional questions**, please contact Tracy Krech at (651) 662-3627, toll free at 800-382-2000 ext. 23627, or email, [RecognizingExcellence@bluecrossmn.com](mailto:RecognizingExcellence@bluecrossmn.com).