

Progen4GL for Windows – Care Home System

The software supplied to you has been written in **Progen4GL for Windows**. The Limrose Group has been involved in developing software systems for over a decade now, and have produced a large number of packages and customised applications using this technology.

As the same 4GL-engine is used on all sites, the resulting software is **robust, reliable and easy-to-use**. It can also be customised at a modest cost to meet user requirements.

You can use this software almost intuitively, without reading the manual from cover-to-cover. However, you are expected to be familiar with the windows operating system and suggest that you use the system with the book in front of you.

Installation of the system is straightforward. However, **an authorised Progen4GL Consultant must install the multi-user version to realise its full potential.**

This system has been developed in conjunction with many enthusiastic users. Some users have now been using the Progen4GL system for over 10 years. The **Care Home System** now includes the necessary **XML support for Internet submission of reports via the Government Gateway as necessary.**

We have a policy of continuous development to keep pace with modern technology and this software runs on **Win98/XP/2000/NT** as supplied.

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INTRODUCTION

The PROGEN Care Home software system has been written in **PROGEN4GL for Windows** as a general purpose management tool for **Residential and Nursing Care Homes**, and similar organisations such as **Sheltered Accommodation for the Elderly** and **Small Hospitals**.

A run-time copy of the **Progen4GL Relational Database System** used in the package is included and no additional software is necessary to run it on **Win98, WinNT, Win2000 and WinXP** on IBM-compatible PCs. Memory requirements vary from a minimum of 64MB for Win98, 256MB for WinXP/Home and 512MB for WinXP/Prof.

The "standard" package consists of the following modules:

Module Title

Table

Resident Register	RESNEW
Create Invoice (Fee A/C)	SERVICE
Personal Expenses (Pexp A/C)	PEXP
Cash/Cheques Recd (Fee & Pexp)	CASHIN
Statement - Invoice/Fee Account	FSTATE
Statement- Personal Expense Acct	FPSTATE
Medication File	MEDICINE
Doctor's Visit Notes	DOCTOR
Daily Reports	DAYREP
List of Prescribed Medicines	MEDLIST
Service Codes	SLIST
Councils & Other Inv Addresses	COUNCIL

Resident Register is the main database **in which data must be entered first as all other modules are "linked" to it**. Most of the modules have no data in them when supplied, however some files, e.g. **List of Prescribed Medicines** and **Service Codes**, are usually supplied with some data that can be used as supplied or modified to meet your requirements. The **Council file** is also supplied with some data, which you must check and edit as necessary before using the package.

To use this software, you are expected to be familiar with the Windows Operating system. However, the software is "menu-driven" throughout to make it easier to use.

You also require a **Windows-compatible printer** for printing of the invoices, financial statements, medical reports etc. Most printers, including lasers and inkjets would be adequate for this purpose, however you must ensure that it is compatible with the operating system. We recommend that you purchase a good quality **"PCL-compatible"** laser or inkjet printer, and avoid cheaper "windows only" printers. **Some "older" printers may not work with WinXP or may require a different "driver"**.

If you have also purchased the **Care Plan System**, you should also refer to **Section 10** in this manual for further details. **Using the ingenious Progen Care Plan System, you can create professional Care Plans with minimal typing.**

1. INSTALLING THE CARE HOME SYSTEM

Before installing the software, shut down the computer and re-start it again. **Turn off any anti-virus and firewall software** and insert the **CD supplied in the computer**. Double-click on **My Computer**, and double-click the **CD ROM** drive. Then double-click the **Prog4GL** folder. To install the **VProgen4GL** database engine, double click the **VProgen4GL** icon. The other icon you will see is **VProgen**, which you can ignore for the time being.

To install Care Home application files, double-click **My Computer**, and then double-click the **CD ROM** drive. Double-click **Prog4GL** folder and double-click the **CareHomeSystem** folder. Double-click the **CHDemo** icon to install Care Home application files. Then, double click the **DProgen** icon to install further files necessary to run the Care Home system.

If you have been supplied with any floppy diskette, you must install it. Insert the diskette in the computer. Click Start/Run, type A:\INSTALL in the small window and then click the OK button.

The above installation procedure should install all necessary data files, Exe, Dynamic Link Libraries (.dll) and ActiveX Controls (.ocx) for Win98/XP/NT/2000 Systems. However, occasionally some .dll and .ocx may not install properly or may conflict with existing copies on your system. If this is the case, please see page 50 for manual installation of these files or contact Limrose for advice.

1.1 Getting Started

Click on the **START/Programs** option and click on **Vprogen4GL** to run the **Care Home System**.

The screen below shows the installed databases on the computer available via the **Progen4GL** system. Your computer may display fewer lines unless you have several applications using **Progen4GL**.



Double-click **Progen Care Home System** line to “**connect**” to the database and display the log-in screen shown below.



Type **User Name** and **Password** on the Log-in screen, then click on the **OK** button to take you to the next screen. **Demo systems** can be run with a blank entry for User Name and **PRDEMO** as the password.

For “**standard**” systems, type **SUPERVISOR** as the **User Name** and **CCCCCCC** (eight uppercase C’s) as the **Password** to get started. **You can then set up your own User Names and Passwords** (section 11.5) to suit your requirements. The next screen shows the tables and functions available to you.

Application “tables” and buttons available to you will depend on your User Code and the Password. Some buttons may have been “**disabled**” on your system and will not react when you click on them.

Progen4GL Relational Databases use interlinked “**tables**” to store data. Tables hold data as “**records**”, which consist of “**columns**” of information such as names, addresses etc. You can **VIEW** existing records in the tables, and **ADD** new records as necessary.

All new “full” systems, however, are supplied with no records in the Resident Register. Although there are some record in **SERVICE** and **COUNCIL** tables, you must edit them to suit your own requirements. **You must now ADD some records to the Resident Register to get started. Without data in the Resident Register, this package cannot be used.**

In this manual, we have minimised the use of “technical terms” and database “jargon” as far as possible, however it has not been avoided altogether.

You can safely **ignore the technical jargon** and continue with the package without a detailed understanding of how it works.

When you **CONNECT** to the **Care Home Resident Register & Invoicing** database, you should see the screen shown below.



Click on the **Resident Register** and then click the **ADD** button to **add new resident records to the database.**

1. [THE RESIDENT REGISTER](#)

The Resident Register is used for recording all necessary details of residents including Surname, Initials, Date of Birth, National Insurance Number, Religion, Doctor's name and address, next of kin, allergies, diet, sight, hearing etc. The Resident Register has no records in it when the software is

supplied to you and this is the first file in which you must enter data.

1.1 Adding New Residents

After reading this section, you should be able to:

ADD a new resident to the database.
Understand how to add and save records.
Understand how the Resident Register works.

In the **ADD** mode, the computer displays a flashing cursor in a “**textbox**” with **yellow** background for you to type the data. If you do not wish to type any data in this textbox, press the **Enter** key to go to the next textbox, and so on. However, some textboxes function in a different manner and feature restrictions on **data types, default entry, mandatory entry** etc.

Important – After you have typed the data manually at the keyboard, you must press the Enter key at the end for the data to be accepted by the computer. If you simply click out of the

box, you may inadvertently miss entering some important data.

The cursor should now be flashing in the **Surname** textbox with **yellow** background for you to type the information.

1.1.1 Surname - Type **Resident's Surname** and press the **Enter** key. **You can't skip past this "column" without typing some data.**

1.1.2. Initials and Title - The computer will now take you to the **Initials** and the **Title** columns to enter more data in a similar manner.

The computer will then automatically take you to the next “**column**”, and so on, till you reach the end of the “**table**”. If you have made a mistake in typing, you can correct it by using the **[Ins]** and **[Del]** keys, and overtyping as necessary. You can also return to a previous “**column**” for making corrections by using the **cursor up** key and go to the next “**column**” by using the **cursor down** key.

1.1.3. Known as, Status - In this column, you must type the preferred name e.g. **Ted, Edward** etc. and press the **Enter** key. The next column, **Status**, is optional and you can use it for recording the marital status of the resident, leave it blank, or use it for any other purpose.

Have you noticed the “Help Box” at the bottom of the screen? The green box which displays useful context-sensitive information about the column?

Watch the “Help Box” every time you enter data.

1.1.4 Birthdate - You must now type the birth date for the resident in the **DD/MM/YYYY** format (e.g. 15/03/1935 for 15th March 1935). The birthdate is used in the computer to identify a resident in a unique manner for social security purposes etc., and must be entered in the computer now. You can also type just 1/3/3, instead of the full 01/03/2003, for the computer to **automatically re-format the date** to the full **DD/MM/YYYY** as required.

The computer will not let you go past this point without typing a "valid" date against this prompt.

The next textbox is used for recording the **National Insurance number** for the resident. As this number is also used for social security and other purposes, you must enter it in the computer as soon as possible. The **Catagory** textbox can be used to record any other useful information such as **P** for Private etc. or left blank.

1.1.5 Resident code - You will now see that the computer automatically displays the **Resident Code** on the screen on the top line. The **Resident Code** (which you do not have to remember!) is used by the computer to **"uniquely"** identify each resident, and is used throughout the system. **Duplicate Resident Codes are not allowed by the computer.** If by chance there is already a resident in the computer with a similar code, the computer will tell you so and you will have to make a minor change to the initials or the title to distinguish between the two residents.

1.1.6 Sex and Start Date - You can now enter data in other textboxes in a similar manner. In the **Sex**

textbox, however you can only type **M** or **F** as the computer will not accept any other characters. The computer will also automatically convert lower case letters to upper case, and **m** and **f** will become **M** and **F** automatically on the screen in this textbox.

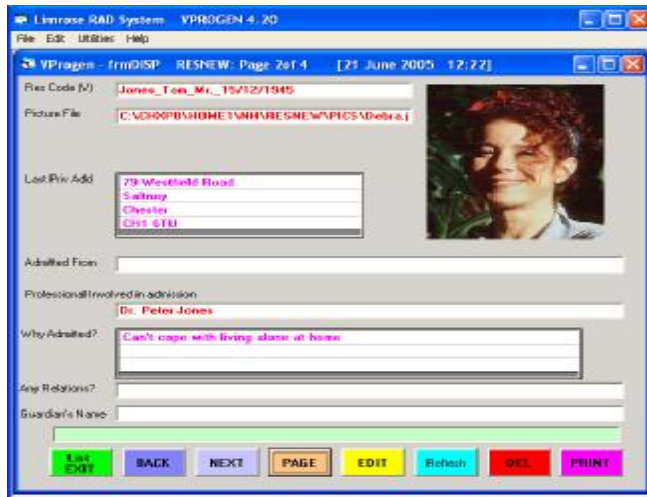
You can now add more information in other columns on Page 1 of the **Resident Register** in a similar manner. Name of the solicitor, social worker, undertaker and funeral type can now be typed (if known) or you can leave them blank at this stage and fill them later on by **"editing"** the record.

1.1.7 Next of Kin - You can enter up to two **Next of Kin** on page 1, with up to 6 lines of information for each member of the family against various prompts. When you have finished adding the information about the **Next of Kin**, the computer will automatically take you to the next page.

All prompts on Page 2 are quite clear, and you should have little difficulty in entering data in these columns, except perhaps the **Picture File**.

1.1.8 Picture File – This column works in a slightly different manner. You will be asked to **"Browse to select Picture"**. If you click the **Yes** button, you will be taken to Window's **Directory List Box** to select the picture. Navigate to the folder where the picture is, and **click on the picture file**. The selected picture will then appear in the picture window as you press the **Enter** key to go to the next column. If you click the **No** button, you can either type the name of the **Picture File** or leave it blank by pressing the **Enter** key. If you type a **short name**, such as **Kevin.JPG**, the computer will look for the picture file in

C:\CHXP\HOME1\NHRESNEW\Pics, the default folder for resident's pictures.. After you have added the picture, Page 2 screen should appear as shown below.



You can use a scanned image or digital photograph of the employee or other pictures in **BMP, GIF, JPG, WMF, ICO, CUR, RLE and EMF** formats. Use a low-resolution (about 75 dots) picture to save on disk space. The picture is included in printed reports, but not in the displayed "lists".

If you do not have the necessary information at hand, press the **Enter** key to go the next column. You can edit the resident's record later if required.

Page 3 of the Resident Record holds "**Case Comments**" including allergies, diet, weight, sight, hearing, teeth, mobility, walking, bladder, bowels, skin

and pressure points. Information in these columns can be typed as required.

1.1.9 Drug Allergies – Double-click the pop-up "**window**" to select the drug to which the resident is allergic. This "column" can hold up to twelve drugs to which the resident may be allergic. **If the drug required is not shown in the "window", type the first character of the drug to display more items in the list.** If the name still does not show, **it is not included in the List of Prescribed Medicines table and must be added to it manually.**

The cursor will now move to the next line under the **Drug Allergies** column and you can add another drug if required, and so on. If no further entries are required, press function key **[F1]** to go to the next column.

1.1.10 General Comments - You can type up to 7 lines of general comments about the resident under this heading. The computer will then take you to the **Invoice to** column.

1.1.11 Invoice to - This column holds the address to which the invoices can be sent when billing your residents, and usually holds the name and address of resident's relatives responsible for paying the invoices. **Do not use this textbox for Council's addresses as there is a separate table holding this information.**

1.1.12 Charging Period and Period Fee - These two columns hold information about the agreed charges. However, this data is for information only and is not

used anywhere else in this package. You may omit making any entries here if required.

You will notice that the computer **skips past financial columns on this page**. The data in these “**protected columns**” appears as you use the software. You are also not normally allowed to edit “**protected columns**”. However, you can edit some protected columns if necessary, see **Page 20**.

When you have entered data in the “**last**” box (which in this table comes several pages later on page 4), the screen background changes to **yellow** and the **SAVE** button is “**enabled**”.

You can however still edit the data on the screen before saving it. To edit data, click on the textbox. Use **Insert, Delete, Backspace** and cursor keys to edit the data as required.

You can now **SAVE** the data entered by you in the computer by clicking the **SAVE** button. **After the data has been saved, you will be presented with another blank data entry screen**. To exit from the **ADD** mode, click the **EXIT** button. You can also exit by pressing the **[ESC]** key on the keyboard.

Some Progen4GL tables, like the **Resident Register**, use several pages per record. The current page number and the total number of pages (if more than 1) are displayed in the “**blue**” bar at the top of the active window. You can use **PgUP** and **PgDn** keys, and the **PAGE** button, to move between pages.

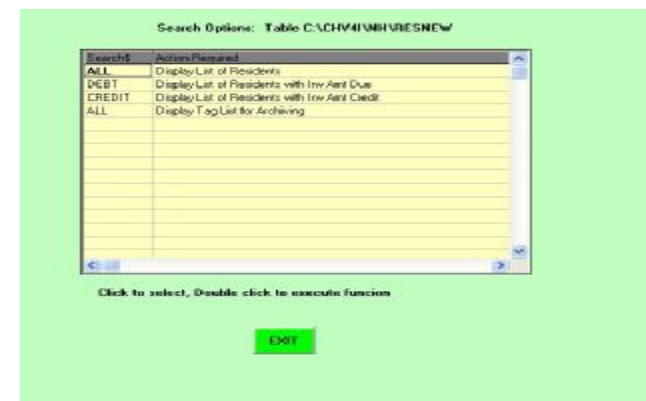
The pop-up “**window**” in the **ADD** mode can sometimes hide important information. The pop-up

window can be turned **OFF/ON** by the **Function Key [F10]** or by clicking the **List View/Hide** button.

The **SAVEPrint** button allows you to print "reports" from the **Resident Register** immediately after saving the record if required.

2. VIEWING THE RESIDENT REGISTER

The **VIEW** option in the **List of Tables** menu is used for viewing, editing, deleting and printing of reports. Click **Resident Register** in the **List of Tables** menu, and click the **VIEW** button for the computer to take you to the search menu shown below:



After you have read this section, you should be able to:

- Display, edit and print records individually.*
- Print Resident Register part 1 and 2.*
- Print Hospital Admission Form for Resident.*

Double click the first option shown to see the “query” screen shown below.

2.1 Resident Code – Double-click the **Resident Code** in the pop-up “window”. If the resident is not shown in the “window”, type the first character of resident’s surname in the “query box” for more items to be displayed. After selecting the resident, click the **Search** button.



Wild-card Search - If you type a ? in the **Resident Code** box (instead of the actual code) and click the **Search** button, all records will be found and displayed in the “multi-line grid” as shown on the next page.

Wild-card searches can be used for all columns except “dates”. Wild-card searches can also be used with “partial” keys. For example, **Jon?** will find all records for **Jones, Jonas, Jonathan, Jonnis** etc..

The default display mode after the **Search** button is clicked is the “multi-line grid”, which displays a one-line summary for each of the records found. Columns displayed on the grid can be altered if required. It also displays the number of “rows” found, see next page.

You can “highlight” a record by clicking on the line, and scroll up and down the grid using the cursor up/down keys. **PgUp** and **PgDn** keys may also be used if a large number of “rows” are found, in which case the **computer displays additional buttons to help navigate using “pages” of 500 rows or so.**



You can now print a **list of records** displayed by clicking the **PrintLIST** button or print more detailed reports via the **PrintFULL** button.

Tagged Records – To print reports from only some records displayed in the grid, you can make a further selection by “tagging” records. You can “tag” (or “untag”) the selected (i.e. highlighted) line by pressing the function key **[F1]**. Now, **only “tagged” records**

will be included in reports. You can also “exclude” tagged records from the printed list. All “tagged” records can be “untagged” by pressing function key [F9], and all “untagged” records “tagged” by pressing function key [F8]. To “unTag” a previously tagged record, press function key [F1].

Full Display - You can display a record in “full” by double clicking on the line, or by pressing the **Enter** key if the line is already **highlighted**.

The computer can also be set up to go automatically to the “full” display mode *if only one record is found if necessary*. **Page 1 of the record is always displayed first** as shown below.

The screenshot shows a form with the following data:

- Patient Code: GHAI_RAMESH_MRI_11/02/08
- NI No: [Empty]
- Surname: GHAI
- First Name: RAMESH
- Title: MR
- Known as: MR GHAI
- Status: MARRIED
- Birthdate: 11/02/1938
- Sex (M/F): M
- Doctor: DR SIDDIQUI
- Ad1: 166 LANSBURY DRIVE
- Ad2: HAYES
- Town: MIDDLESEX
- Tel: 040-3858
- Room No: 19
- Religion: HINDU
- Category: [Empty]
- Decoded: [Empty]
- Start Date: 28/09/1998
- Finish Date: 22/10/1998
- Solicitor: JULIA WASSSELL 01895-812191
- Social Worker: [Empty]
- Undertakes: [Empty]
- Funeral Type: [Empty]
- Next of Kin(1): MRS GHAI, WIFE, 581-1901
- Next of Kin(2): MRS S. NAGPAL, NEIGHBOUR, 581-8411
- Address - 1st Next of Kin: 291 BALMORAL DRIVE, HAYES, MIDDLESEX
- Address - 2nd Next of Kin: [Empty]

Buttons at the bottom: Exit, BACK, NEXT, PAGE, EDIT, Refresh, OK, PRINT.

As you can see, this is the same screen you have seen before when adding data, except that it now shows the data entered by you previously.

To “edit” the record, click the **EDIT** button which will change the screen **background** to yellow. Click on the

textbox and edit the data using **Insert, Delete, Backspace and other cursor** keys. **Click the SAVE button to save the data after editing.**

The amount of information displayed in the “full” mode depends on the “**User Access Level**”. Most care home packages are however supplied with the highest User Level (999) and all data is displayed in the “full” mode unless specifically requested.

In all Progen4GL applications, columns can be designated as **unprotected**, “**partially protected**” or “**fully protected**”. **You are not allowed to edit “fully protected” columns at all, but “partially protected” columns can be edited by pressing the function key [F6] if necessary.** If the computer won’t let you edit some data, contact Limrose for advice.

You are also not allowed to edit or delete “**protected records**”. **Once a record has been deleted, it cannot be restored by you.**

The **Refresh** button seen in the “full” display is used in “**multi-user**” systems to refresh the screen to display the most up-to-date information and is not used in single-user systems.

Many command “**Buttons**” and “**Objects**” on forms also feature “**Tool Tips**”, which you can read by passing the mouse cursor over them. For example, the “**tool tip**” for pictures tell you to **click on the image** (if present) to **see an uncompressed and larger image** as included in printed reports.

2.2 PRINT button in “full” display – In the “full” display mode, you can click the **PRINT** button

to print reports from the displayed record. On clicking the **PRINT** button, the computer takes you to the "**Print Menu**" where you can select the report to print. Most **windows-compatible printers** can be used for printing reports.

We are now going to look at the financial aspects of this package.

3. FINANCIAL TRANSACTIONS

The financial part of this package has the following functions:

Create Invoices (Fee A/c) - Creates and "batch post" invoices for billing residents and local authorities for services provided. This file is used in conjunction with the **Service Codes** and **Cash/Cheques Recd** tables to keep track of financial transactions for residents. Invoices can be edited (or deleted) till they have been "**posted**", after which you cannot edit or delete an invoice. Financial details from invoices are automatically sent to Financial Statements and other tables when the invoice is finally "**posted**".

Cash In - Allocates cash and cheques received to Fees/Personal Expense accounts, and **updates Resident Register** and the two **Statement tables**. All money received in settlement of an invoice, contribution to the personal expenses or arrears/advance is entered in this table.

Personal Expenses - Keeps track of Personal Expenses for the resident, **which must be kept separate from Invoice/Fee account**.

Financial Statements – You can **View** and **Print** Financial statements giving a chronological account of the transactions and balances due for the **Invoice/Fee** and **Personal Expenses** accounts. You can view the financial statement(s) and print details for any resident over a specified period.

Service Codes – This table is used to record charges and descriptions for services provided. It is usually supplied with some data that can be used by you after minor modifications. More **Service Codes** can be added, or existing codes deleted or modified to meet your requirements.

3.1 Create Invoices (Fee A/c)

This table allows invoices to be created in advance if necessary. Invoices can then be checked, edited and printed, and then finally "**posted**" to the ledgers. **After an invoice has been "posted", it cannot be edited or deleted.**

Optionally, the package can be altered without any charge to post the invoices as soon as they are created and SAVED.

Click the **Create Invoices (Fee A/C)** option in the **List of Tables Menu**, and click the **ADD** button for the computer to take you to the invoicing screen.

After reading this section, you should be able to:
Create and print invoices for services provided.
Add and edit "Service Codes"
POST invoices individually or in batches.

The screenshot shows a software interface for invoicing. A pop-up window titled 'Resident Code' is open, displaying a list of residents. The list has columns for 'Name', 'Date to', and 'Service Provided'. The residents listed include: BANNIAT, NARAJAN, MR., 20/03/03; BATH, R. SINGH, MR., 13/09/01; BHAMPAL, CHAMAN, MRS., 20/05/03; BIBI, KUMI, MRS., 01/01/03; BIBI, RESHAM, MRS., 01/01/05; BIBI, ZAHAB, MRS., 01/01/04; BRAH, MOHINDER, MR., 14/11/05; CHOPAN, SANTI KALP, MRS., 03/04/02; DHANMAL, ATTAR, MRS., 02/10/04; DHODIA, JASHODA, MRS., 01/01/04; DHUPPER, BALDEV SINGH, MR., 02/09/77; ELIAS, ANTHONY, MR., 23/04/04. The main window has fields for Resident Code, Surname, Period Covered, Invoice to, Status, Bal Due, and INV TOTAL. A comments field is also present. A status bar at the bottom indicates 'Press [F5] and select Resident Code from Window... Press [F2] to Cancel Data'.

The cursor should be in the **Resident Code** box with a pop-up “**windows**” showing a list of residents.

3.1.1 Resident Code - Double click the required resident in the pop-up “**window**”. The computer will now “**read**” all necessary information about the selected resident into the invoicing programme, and the cursor will move to the next column.

However, if you have a large number of residents, you may have to type the first character of the resident's surname for it to show in the pop-up “window”.

If the pop-up “window” hides any important part of the data entry screen, you can press the function key [F10] to turn it OFF/ON. You can also use the ListView/Hide button for this purpose.

3.1.2 Invoice Date - Type the **Invoice Date** in the format **DD/MM/YYYY** e.g. 17/7/2003 or 17/07/03 for 17th July 2003. Alternatively, press the **[F7]** or the **Enter** key for today's date. The computer should also then automatically display the next **INVOICE No** in the textbox just above.

3.1.3 Period/Desc - You can type any relevant information e.g. “**Covers from 1st January 2003 to 31 March 2003**” etc. as necessary in this box.

3.1.4 Date From and Date To - Type the date as **DD/MM/YYYY** or as 7/9/03 etc. and press **Enter**. Alternatively, you can press function key **[F7]** key for today's date, or **Enter** for a blank entry. The cursor will then move to **Service Provided** column.

3.1.5 Service Provided - You can now either **manually type what the charges are for** (specially if there is no appropriate Service Code in your system) and press the **Enter** key, or **double click on the list of “service codes” in the pop-up window**.

3.1.6 Qty and Rate - The cursor will now move to the **Qty** column. Type the **Qty** and press **Enter**. For manually typed data under the **Service Code** column, you may have to type the **Rate** as well. If the **Rate** displayed for any entry is incorrect, you can edit it now (or later) before the invoice is finally “**posted**”.

3.1.7 Adding more lines - The computer will now take you to the next line in the invoice, and so on. When you have entered the last line in the invoice, press the function key **[F1]** to terminate further entries in the main body of the invoice, and go to the **Invoice To** column.

3.1.8 Invoice To - You must now select the address to which the invoice must be sent. You can send the invoice either to the **address you have entered previously in the Resident Register** (usually one of the relatives) **or** to the **Local Authority** in the **Council table**. Select the address required by **double clicking** the pop-up “window”.

3.1.9 Comments - You may type up to four lines of comments here, which will be **printed on the invoice** at the bottom. If you do not wish to type any comments, press the **Enter** key.

3.1.10 SAVE button - As you have now finished data entry for the invoice, the form background will change to yellow and the **SAVE** button will be enabled. You can still edit the invoice before saving it by clicking the **SAVE** button.

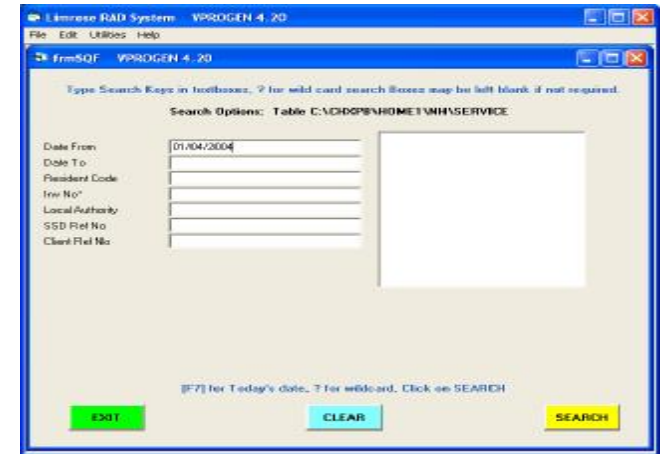
You can use the **SavePRINT** button if you wish to print the invoice now. Double click on the displayed list of reports, and follow the screen prompts in the windows printing system.

Occasionally, you may wish to **type a message within the main body of the invoice without entering any rate or quantity**. You can do so provided that you leave a blank line between the invoice data and the message.

Press the **[ESC]** key or click **EXIT** to return to the **List of Tables** menu.

3.2 View, Edit and Post Invoices

To **VIEW** an existing invoice (whether posted or not), click the **Create Invoices (Fee A/c)** option in the **List of Tables** menu, and click the **VIEW** button. Double-click the first option in the **Search List** menu for the computer to display the “query screen”.



3.2.1 Date From - Type the **Date From** in the **DD/MM/YYYY** format and press the **Enter** key. However, you can also just type 3/7/3 for 03/07/2003 etc. for the computer to re-format the date automatically. However, if the starting date does not have to be taken into account for the search, press **Enter** without typing anything in this box.

Type **Date To** in the next box if required.

3.2.2 Resident Code – You must now enter the **Resident Code** in the next “query box”. Double click

the **Resident Code** in the pop-up “**window**” for the **Resident Code** to be entered in the box.

The cursor will now move to the **Inv No** box and the pop-up “**window**” will display a list of invoices. For the purpose of this search, we will *ignore this and other “search criteria” boxes available on this form.*

Click the **SEARCH** button to commence the search.

C:\CHIVAN\NHVSERVICE\SERVICE - Flows found: 3
To Tag/UnTag line, click second and press (F1) press (F9) to clear all Tags

Inv Dt	Inv No	Resident Code	INV TOTAL	Bal Due
1 24/10/2003	736	ALLEYNE, RALPH_MF_20/02/23	544.40	496.40
3 24/10/2003	738	BATH, R. SINGH_MR_12/09/31	90.00	40.00
4 24/10/2003	739	BHANRA, CHAMAN_MRS_20/05/20	996.00	777.00

Inv No	INV TOTAL	Bal Due
	1580.40	1313.40

Buttons: EDIT, TOTAL ALL, PrintLIST, PrintFULL

The computer will now display the list of invoices found in the grid as shown above. You can now print the list by clicking on the **PrintLIST** button, or print invoices in full by clicking the **PrintFULL** button. At this stage, you can also “**tag**” the list to make further selection if required (see page 18/19 on tagging).

3.2.3 Full Display - Double click on a line to see the invoice in “**full**”. You can now print the displayed invoice if necessary by clicking the **Print** button.

3.2.3 Editing of invoices before “posting” – In the “**full**” display mode, note the **Status** box on the left hand side just above the **Comments** box. If the **Status** box is blank, you can **EDIT** or even **DELETE** this invoice now if necessary. Both the **EDIT** and **DEL** buttons should be enabled and “**visible**” now.

If the **Qty** or **Rate** columns are edited, **INV Total** and **Bal Due** columns are automatically re-calculated. You can also edit the **Invoice To** box if required by manually deleting the entry first, and then double clicking the required address in the pop-up “**window**”.

However, if the **Status** box shows **POSTED**, you can neither edit nor delete the invoice. **After an invoice has been “POSTED”, the EDIT and DEL buttons become invisible or disabled.** You can however always print an invoice by clicking the **PRINT** button.

You can always tell whether an invoice has been “posted” or not by looking at the “Status” box on the screen. You can thus create invoices in advance, edit them as necessary by altering the **Inv Date**, **Qty**, **Rates** etc. and **SAVE** it again any number of times. Finally, you can **POST** the invoice(s) to the ledgers (and the Resident Register) in due course.

Some users do not require the delayed “posting” of invoices. Your system can therefore be easily set up (at no extra cost) to “**post**” invoices **immediately as they are saved for the first time**, if required.

3.2.3 Posting of Invoices – **Till an invoice has been “posted”, no related tables or other data is “updated”.** An “**unposted**” invoice can be edited and saved as many times as required, and even

deleted if necessary. When the invoice is eventually posted, all related tables are “**updated**” and it becomes a “**protected record**”. **A protected record, as mentioned earlier, cannot be either edited or deleted.**

The Invoice Number of a deleted invoice is not re-used, and it is suggested that you keep a note of all deleted invoices for the benefit of your Auditors. However, do not delete if possible.

To **POST** an invoice, you should double-click the “**Batch Select and Post Invoices**” option in the **Search List** menu. Then, enter the necessary criteria to find the invoice(s).

A list of “unposted” invoice(s) will then be displayed in the list in the “**grid**”. Note the new **BATCH POST** button just below the grid now. To **POST** all invoices displayed in the grid, press the function key **[F8]** to “**Tag All**”, then click the **BATCH POST** button.

To **POST** only some of the invoices (not all), you must “**tag**” them first. To “**tag**” an invoice, click the line to **highlight**, then press the function key **[F1]**.

You can now click the **BATCH POST** button. The computer will then tell you **how many invoices have been selected by you for posting, and ask you to confirm if you wish to post them now.**

When invoices are "posted", corresponding records in the Resident Register, Statement tables, Nominal Ledger, Audit Trail and other tables are “updated” automatically.

3.3 Service Codes Maintenance

Service Codes are used in creating invoices and it is necessary that you have the **most up-to-date information in this table.** Although you can override the prices and description by editing the invoices, it is more convenient to have the correct data in this table to start with.

You have already seen how “**service codes**” are used in conjunction with invoicing. You are supplied with some entries in the **Service Codes** table and can add new codes, or edit existing ones to suit your requirements. We will now see how the **Service Codes** table works.

3.3.1 VIEWing the Service Code table - Return to the **List of Tables** menu by pressing the **[ESC]** key. Double-click **Service Codes** in the **List of tables** to enter the **VIEW** mode.

The computer will now display the **Search List** menu. Double click on the **List of Service Codes and Prices** for the computer to display the search screen. To **VIEW** all Service Codes, type a **?** in the **Service Code** “query box” and click the **SEARCH** button.

To view and edit a **Service Code** entry, double click on the corresponding line in the grid. Click the **EDIT** button, and make changes are necessary. Then save the edited record by clicking on the **SAVE** button.

You can also delete the displayed **Service Code** record by clicking on the **DEL** button. **Once a record has been deleted, it cannot be recovered by you.**

3.3. 2 – Adding New Service Codes

Click the **Service Codes** line in the **List of Tables** menu, then click the **ADD** button. You will now be presented with a new blank screen to add a new **Service Code**. Type the **Service Code, Description and the Price**. Save the record by clicking the **SAVE** button.

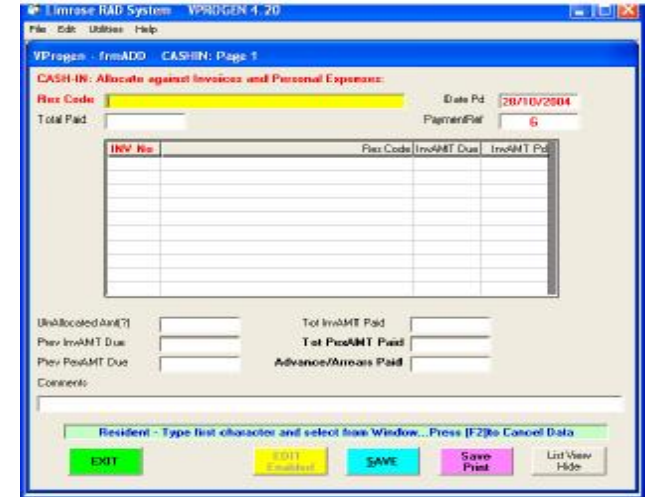
Please do not type £ or \$ (or any other currency symbol) in the Price column.

When adding new service codes, try to use a common starting phrase for similar items e.g. **Newspaper - Daily Mirror, Newspaper- Guardian** etc. Doing so will make selection easier when creating invoices as similar items are grouped together in the displayed list in the pop up window.

3.4 Cash/Cheques Recd (Fee/Pexp Account)

When you receive a cheque, or draw the Pension on behalf of a resident, in full or partial settlement of an invoice or as advance payment, you must enter it in the computer using the **Cash/Cheques Recd (Fee & Pexp)** option. Select the table and click the **ADD** button to display the screen shown on the next page.

You can allocate the amount received against **Fee Invoices, Personal Expenses and as Advance/arrears** in any proportion. **You must however allocate all amount received before you can save the record.**



3.4.1 Resident Code – Double-click the **Resident Code** in the pop up window to select the resident.

3.4.2 Total Paid - Type the amount received by you now and press the **Enter** key.

3.4.3 Inv Number – Type the Invoice Number and press the **Enter** key. The **Resident Code** and Amount Due against the invoice should now appear automatically in the two adjoining columns

3.4.4 Amount Paid – If whole of this invoice has been paid, just press the **Enter** key to go to the next line. If not, **type the actual amount** to be allocated against the invoice and press the **Enter** key.

Partial payment of invoices is allowed.

On the next line, type the **INV No** and the **Amount Paid** for the next invoice, and so on. If there are no further invoices to be allocated against, press the function key **[F1]** to go to the **Tot PexAmt Paid** column.

3.4.5 Tot PexAMT Paid – Type any amount to be allocated against **Personal Expenses** and press the **Enter** key.

3.4.6 Advance/Arrears Paid – Type any unallocated amount here as an advance or arrears payment.

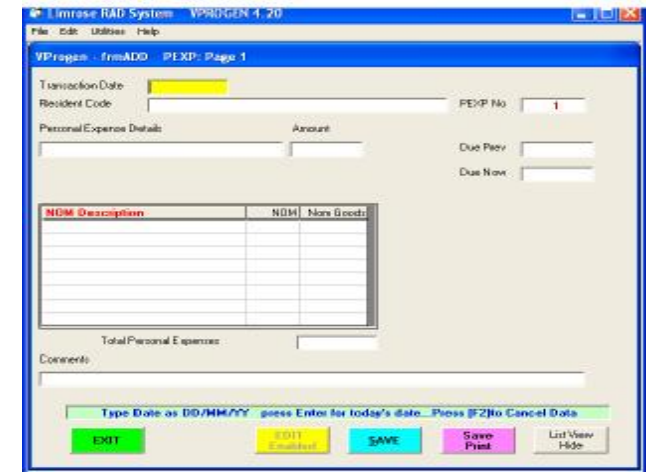
Note that as you type in various figures, the **UnAllocated Amount** in the box on the left keeps on changing. **You will not be allowed to save the record unless all cash received has been allocated.**

If all amount received has not been allocated, the screen background will change to purple and the cursor will move to the **Total Paid** box. You must now edit the total paid, amount allocated against the invoices, personal expenses or the advance/arrears columns to reduce the **UnAllocated Amt to zero**. Press the **Enter** key or the function key **[F1]** as you re-allocate the amounts. If all amount received has been allocated, the screen will again return to normal and you can click the **SAVE** button to save the record. **The computer will automatically update the financial statements, Resident Register, Audit trail and Nominal Ledger when the record is saved.**

3.5 Personal Expenses

Care Home owners are required to account for resident's personal expenses quite separately from the **Fee Account** to meet **UK legal requirements**.

To enter data in the **Personal Expenses** file, return to the **List of Table** menu. Click **Personal Expenses (Pexp A/c)** line, then click the **ADD** button to see the screen shown below:



3.5.1 Transaction Date – Type the date in **dd/mm/yyyy** format and press **Enter**. For Today's date, just press **Enter**. The computer will also accept dates typed as 3/07/4, 3/7/4 and 03/07/2004.

3.5.2 Resident Code – Double-click the Resident Code to select the resident.

3.5.3 Personal Expense Details and amount – Type details and amount and press **Enter**.

3.5.4 Nom Description and NOM Goods – The cursor will now jump to the **Nom Description** column. Type **PEXP** and double-click the required category in the pop-up window. Type the amount to be allocated against the line selected, and so on. If you have no more items to be allocated, press function key **[F1]** to go to **Comments**.

If you are also using Limrose’s Nominal Ledger, all data entered in this table will update the Nominal Leger and Audit Trail when the account is saved.

3.5.5 Comments - Type any comments now if required.

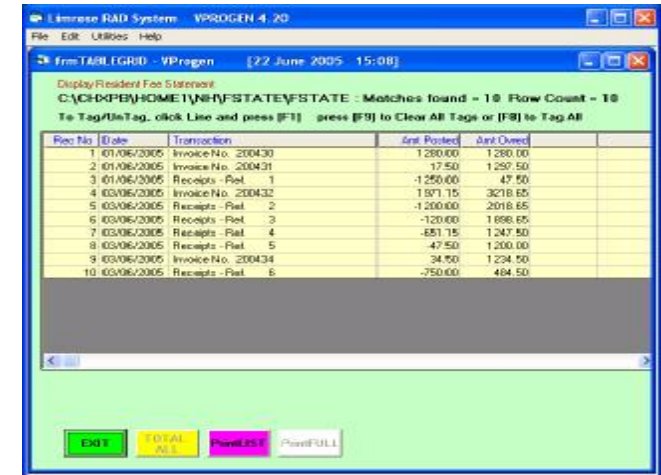
Save the record by clicking on the **SAVE** button.

To look at all financial transactions involving Personal Expenses, you should **VIEW** the **Statements – Personal Expenses Only** table.

3.6 Financial Statements

There are two **Financial Statement** options in this version - one for the **Invoice/Fee Account**, and the other for **Personal Expenses** only. Both work in a similar manner and have only the **VIEW** options. All entries in the financial statement files are made automatically.

Select the required **Financial Statement** and click on the **VIEW** button. Type **From/To** dates (if required) and enter the **Resident Code** in the appropriate “**query**” boxes. Click the **SEARCH** button to display all financial transactions in chronological order.



You can print the list of transactions by clicking on the **PrintLIST** button.

You are not allowed to display the financial transactions in the “full” mode, nor are allowed to add new records manually to the two financial transactions tables. **All records in both the financial transactions tables are created automatically.**

4. MEDICATION, DOCTOR'S AND DAILY NOTES

4.1 Medication File

This file is used to record medicines administered to residents. You can print the medication list and the **Record of Medication Form** complete with doses and times. You can also print the medication required on a weekly basis.

To see how the Medication file works, return to the **List of Table** menu, select the **Medication File** and then click on **ADD** button to see the screen below.

4.1.1 Resident Code – Double-click **Resident** in pop-up window to select the resident.

4.1.2 Entered by – Type your name or initials here, press **Enter**.

4.1.3 Medication - Select the medication by double clicking on the required line. If the "window" does not show the required medication, it must be added to the **List of Prescribed Medicines** before using this table.

4.1.4 Strength - The strength, e.g. 200 mg etc., will be automatically displayed now. If a different strength is being used, you must edit this data before saving the record.

4.1.5 Time, Qty and Comments - Type the time, quantity and comments in the respective columns and press the **Enter** key.

4.1.6 Daily and Weekly Qty - The computer **will automatically calculate the Daily and weekly quantity required**, and display it on the screen.

4.1.7. Allergies - The computer automatically display the **drugs to which the resident is allergic**. **If you try to administer a drug to which the resident is allergic, the computer prints a permanent "warning" message on the screen**. This message cannot be edited or removed by you once the record has been saved.

You can save this record now by clicking the **SAVE** button, and can add more records to the **Medication List** for the same or other residents in a similar manner.

You can display or print the Medication List for a resident by using the **VIEW** option.

6. LIST OF PRESCRIBED MEDICINES

To add new medication to the list, select the **List of Prescribed Medication** and click the **ADD** button.

As this is a very simple screen, it is not being discussed further. You can also edit or delete existing entries in the usual manner if required.

7. CLINICAL/DOCTOR'S NOTES

The **Clinical/Doctor's Notes** file is built up gradually as case histories are entered in the computer.

To see how to add notes in the **Doctor's Visit Notes** file, click the corresponding line in the **List of Tables** menu, and click the **ADD** button to see the screen shown below:

The screenshot shows a window titled 'VPROGEN 4.20' with a menu bar (File, Edit, Utilities, Help) and a title bar 'VProgen - frmADD DOCTOR- Page 1'. The main area contains input fields for 'Resident Code', 'Surname', and 'Doctor Name'. Below these is a table with columns 'Date', 'Doctor', and 'Notes'. At the bottom, there are buttons for 'EXIT', 'EDIT', 'SAVE', 'Save Print', and 'List View Hide'. A status bar at the bottom reads 'Press [F5] to select from window... Press [F2] to Cancel Data'.

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7.1.1 Resident Code – Select the **Resident Code** by double clicking on the line in the usual manner. The computer will now display the **Doctor's name** and telephone number and the cursor will pass to the **Date Column**

7.1..2 Date - Type the date in the **dd/mm/yyyy** format and press the **Enter** key.

7.1. 3 Doctor's Name – If the Doctor who actually made the visit is different from the regular doctor listed in the **Resident Register**, **you should edit Doctor's name before saving the record.**

7.1.4 Notes - You can now type up to 16 lines of notes about the visit. Type the first line and press the **Enter** key. The cursor will then move to the Date column again. Press the **Enter** key for the cursor to move to the **Notes** column, and type the second line of notes, and so on. When you have typed enough lines, press the function key **[F1]** to terminate further entries.

You can now save the screen by clicking the **SAVE** button. You can view and print **Clinical/Doctor's Notes** by using the **VIEW** option as required.

7.2 Nurse's Daily Reports

Nurse's Daily Report is very similar to the Clinical/Doctor's Visit Notes and has not been described in further details in these notes.

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8 LIST OF COUNCILS

This table lists names and address of **Local Authorities** and other organisations invoiced by you for services provided to residents. You can select the invoice address from either the (a) invoice address listed in the Resident Register or (b) one of the addresses in the **List of Councils** file as you have already seen in **Create Invoices (Fee A/c)**.

You can add new records to this table, as well existing ones as required. **However, do not attempt to edit or delete the specially marked record in this file.**

9. ARCHIVING RESIDENT RECORDS

You can "archive" resident records using the optional archiving module. If you are interested in this facility, please contact Limrose for further information.

10 - CARE PLAN SYSTEM

You should read this section if you have also purchased the Care Plan system.

The **PROGEN Care Plan** software has been written to produce personalised care plans for nursing homes, residential homes, doctor's surgeries, hospitals and other organisations in the care sector.

Personalised Care Plans can be produced by **minimal typing** using this software. This package is based on a database, not a word processor, and includes all necessary facilities to produce printed **Care Plans** without requiring any other software. All you need is an IBM- compatible PC and a compatible printer. The software is fully menu-driven, works in an intuitive manner, and is very easy to use.

The **Care Plan** software consists of the following tables:

<u>Module Title</u>	<u>Table</u>
Care Plan	PLAN (Main table)
Problems and Needs	PROBLEM (Phrase file)
Objectives	OBJECT (Phrase file)
Care Instructions	NURSING (Phrase file 3)

PLAN is the main **Care Plan** table, and is linked to the "**phrase**" tables. A personalised **Care Plan** consists of the name of the **Resident**, statement of the **Problems and Needs**, the **Objectives** and **Care Instructions**. Care Plans can be printed on most windows-compatible printers.

Care Plans are compiled by selecting from suitable phrases already stored in the computer in the three "phrase" files. Additional data can be typed or existing phrases edited before the plan is **SAVED**.

You can delete or edit existing data in the phrase files, and add new phrases to "customise" the system to meet your requirements. After some customisation of the phrase files, you should be able to create Care Plans almost without typing.

PROBLEM, OBJECTIVE and NURSING tables are the three "phrase" database file, and are supplied with some starter entries which you can **EDIT** or add to suit your requirements. New phrases can be added as required. Phrase databases are linked to the appropriate parts of the **Care Plan** table to make it an easy and ready-to-use software package.

10.1 Installation of the Care Home System

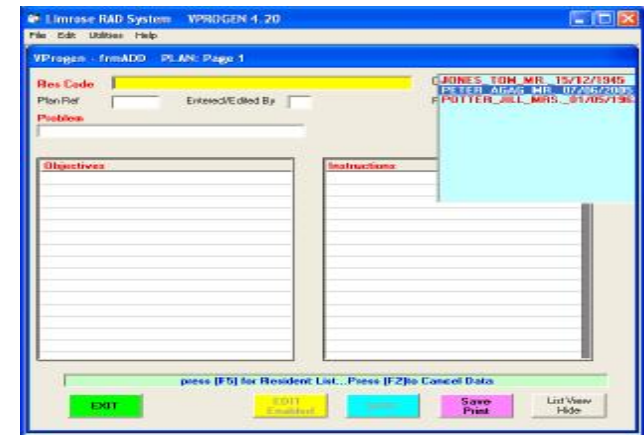
If the Care Plan system has been supplied to you as part of the Care Home or some other software package, separate installation is usually not necessary.

However, you may have been supplied the Care Plan System on a floppy diskette, in which case follow the floppy disk installation procedure on page 5. Care Plan application file will then be installed in the **C:\CHXP\HOME1\CAREPLAN** directory on your computer. Contact Limrose to obtain the pass code if required.

10.2 Creating New Care Plans

Double-click the **Care Plan** line in list of databases (page 6) to "**connect**" to the **Care Plan System**. Then click **Care Plan** and click the **ADD** button.

The computer will now take you to the **ADD** screen, with the cursor flashing against the **Resident Code** prompt as shown below.



10.2.1 Resident Code – Double-click the **Resident Code** in the pop-up window to select the resident.

10.2.2 Entered/Edited By - Type your initials or identifier now and press **Enter**.

10.2.3 Print Inhibit Flag - Press the **Enter** key to go past this column. If an **X** is entered in this box, data on this page will be **excluded from printed Care Plans**.

The “**print inhibit flag**” can be added at any time by editing the record to exclude obsolete or sensitive pages from being included in any printed plans.

10.2.4 Problem – You can either type the Problem using the keyboard, or **double click one of the “phrases” displayed in the pop-up window.**

10.2.5 Objectives - The computer will now take you to the **Objectives** area of the screen. Again, you can either type it manually on the keyboard, or **import it from the phrase list by double-clicking the window.** You can add up to 16 objective lines if necessary. Press function key **[F1]** to terminate further entries in this section, and go to the next section.

10.2.6 Instructions - The computer will now take you to the **Care/Nursing Instructions** part of the screen. You can now either type the instructions manually on the keyboard, or **import it from the phrase list by double-clicking the window.** You can add up to 16 instruction lines if necessary. Press the function key **[F1]** to terminate any further entries in this section.

The computer should now enable the **SAVE** button. You can still edit the data type by you before saving. Click on the **SAVE** button to open a fresh **ADD** screen, and so on.

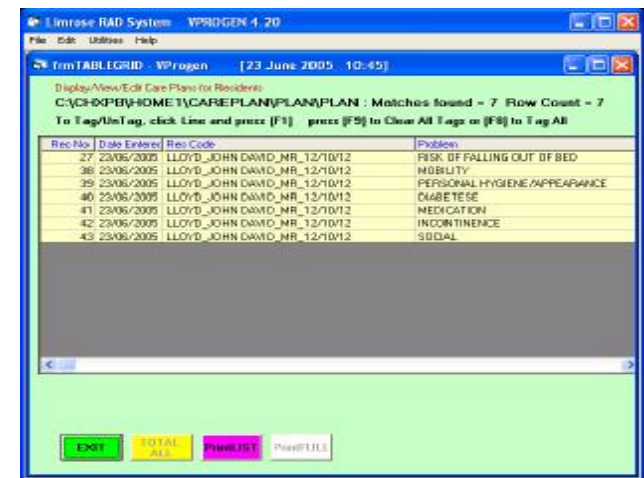
10.2.7 Adding More Pages to the Care Plan - As many pages as necessary can be included in a Care Plan, and further pages can now be added for the resident in a similar manner.

10.3 VIEW Care Plans

Click the Care Plan line in the **List of Tables** menu, and then click the **VIEW** button. After you have read this section, you should be able to:

Display and edit individual pages of a Care Plan
Print Care Plans for one or more residents.

You should now see the **Search List** menu. Double-click the **Display List of Care Plans** line. Then, double-click **Resident Code** to select the resident. Click the **SEARCH** button to see the list of care plan pages for the resident as shown below.



Double-click the line to display it in “**full**”. You can now modify the information on the displayed page after clicking the **EDIT** button, then save the edited page by clicking the **SAVE** button. You can also delete the page if necessary.

Printing Care Plans

To print Care Plans, select the care plans for the resident by double-clicking the **Resident Code** in the Search Options menu. This should display a list of all care plans for the resident in the multi-line grid.

You can now print the Care Plans by clicking the **PrintLIST** button. This would print the Care Plan for the resident selected in the portrait mode.

10.4 Customising Phrase Lists

You can fully customise the three phrase databases to suit your requirements. We will now see how to customise the Problem database. Other phrase databases can be customised in a similar manner.

10.4.1 Customising the Problems List

Return to the List of Tables menu, and double-click **Problems and Needs** line to enter the **VIEW** mode.

Type a **?** against the **Display List of Problems** prompt and click the **SEARCH** key. The **List of Problems** will now be displayed in the grid in alphabetical order.

Double click the required line to enter the “full” display mode, then click the **EDIT** button. Modify the data as necessary and save it by clicking on the **SAVE** button. You can also delete the phrase from the list if necessary.

10.4.2 - Adding New Problem Phrases

Return to the **List of Tables** menu. Click the **List of Problems** line, and then click the **ADD** button

Type the phrase on the keyboard, and save it by clicking the **SAVE** button.

You can customise the other two phrase tables in a similar manner.

11. GENERAL NOTES

11.1 Resident Codes - As you have seen, **Resident Codes** are built automatically by the system using the information entered by you in the **Resident Register**. **This code is used throughout the systems as the main “key” to connect the tables together. You should not therefore attempt to alter the Resident Code manually anywhere in the system.**

11.2 "Wild-card" Search - Wild-card searches are allowed in all Progen4GL databases. For example, **Jon?** would find all records for **Jonathan, Jonas, Jones** etc. The **?** must be typed immediately after the relevant characters.

In most cases, the computer will also assist you by using its “look ahead” facility as you type.

11.3 [ESC] and [F1] keys - The **[ESC]** key is used in Progen4GL to “abort” the current operation and return control to the previous menu if possible. It is similar to the **EXIT** button in most cases. If you press the **[ESC]** key, in the worst case you will lose the

most recently entered data. The computer will however ask you to confirm that you really wish to abort before actually exiting.

The Function Key **[F1]** has several roles in the Progen system. The **[F1]** key works like the **Enter** key most of the time, however it can also “**terminate**” further entries in “**multi-entry**” columns to go the next column. If you press the **[F1]** key instead of the **Enter** key, *you can also avoid data being imported from the pop-up “window” (thus leaving the column blank) if required.* **[F1]** key is however also used for “**tagging/untagging**” records (page 18).

11.4 INDEXing the Care Home Database – The Care Home system **automatically maintains all “index”** data as the system is used. **However, it is advisable to re-INDEX data tables from time to time if possible.** **INDEX** tables are used for searching the database and often some “**garbage**” is left behind when records are deleted and edited. Also, if a table becomes “**corrupted**”, it can be restored often simply by **re-INDEXing** it. You can **re-INDEX** a selected table, or all tables, if required.

To re-index, enter the Progen4GL database in the usual manner with **Supervisor Level** Password and User Code. Then return to the first screen showing the **PROGEN4GL** and **Limrose Copyright** screen. Single-click the database line to “**enable**” the **INDEX/CLEANUP** button. Then, click the **INDEX/CLEANUP** button to re-index the database and follow the on-screen prompts.

11.5 Changing Preferences – The software as supplied, should run on most PCs with a **600x800**

screen. However, some **windows may not look right, or buttons may not be displayed correctly, or at all, if screen or other settings are incorrect.** You can make changes to the initial settings yourself by using the **Utilities/Preferences** pull-down menu. These menus are accessible to you provided you have entered the system at **Supervisor Level (999)**. Preference files can also be edited manually if required.

Preferences Settings - which you may have to change, are (a) **Screen Resolution** (b) **Modem Port No** if you are using the “**auto dial**” or “**auto fax**” facilities (c) **SMTP Server Name** and **SMTP Server Port** if you are sending **Emails** via the **Progen4GL** system. **SMTP Server** details can usually be obtained by contacting your **ISP**. If you have any difficulties, please contact Limrose for further assistance.

User Passwords – You can assign passwords and access levels for new and existing users via the **Utilities/Password** pull-down menu. The pull-down **Utilities Menu**, in the top left hand corner of Progen screens, is accessible to you provided that you have entered the system using the “**Supervisor Level**” access code.

11.6 Installation & Run-time Troubleshooting – On some PCs, occasionally one or more **.OCX or .DLL files may not register or install properly.** You will find copies of most useful **.OCX** and **.DLL** files on the CD in the **Prog4GL/Support** folder. These files should work with most **Win98/XP/NT/2000** systems. However, it would be prudent to **save copies of your own existing .OCX or .DLL files to be restored if necessary.**

Missing .DLL files can be **simply copied to the C:\Windows\System or C:\Windows\System32 folders. However, you must make sure that a duplicate .DLL file does not exist in your system.**

The missing .OCX files must be “registered” by your Windows system. To do this, exit to the “**Command Prompt**”, **insert the CD in the computer** and type the following on the keyboard to “register” it:

REGSVR32 /S D:\Prog4GL\Support\XXXXX.OCX

Then, press the **Enter** key. In the command above, **D is your CD Rom Drive and XXXXX** is the missing .OCX file. If your CD is not the D: drive, replaced it with the drive letter.

The reason for turning off the anti-virus and “fire wall” system when installing new software is that some of the newly installed files are likely to be “executables” (.exe) that anti-virus and firewalls may not recognise as legitimate.

12. LICENSE & COPY PROTECTION

The software supplied to you is “**protected**” against unauthorised copying. Progen4GL executables can be “**backed-up**” for security purposes, but copies will not run on another computer. If the software has to be moved to another computer, ask Limrose for advice.

Limrose’s software products are covered by the terms in the **Software Licence Agreement**. The important thing to note is that the software is supplied on “**as is**” basis and “**licensed**” to you for using it on a specified computer(s) for a specified period. **You do not own the software**, and must ensure that unauthorised copies are not made for any reason whatsoever.

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