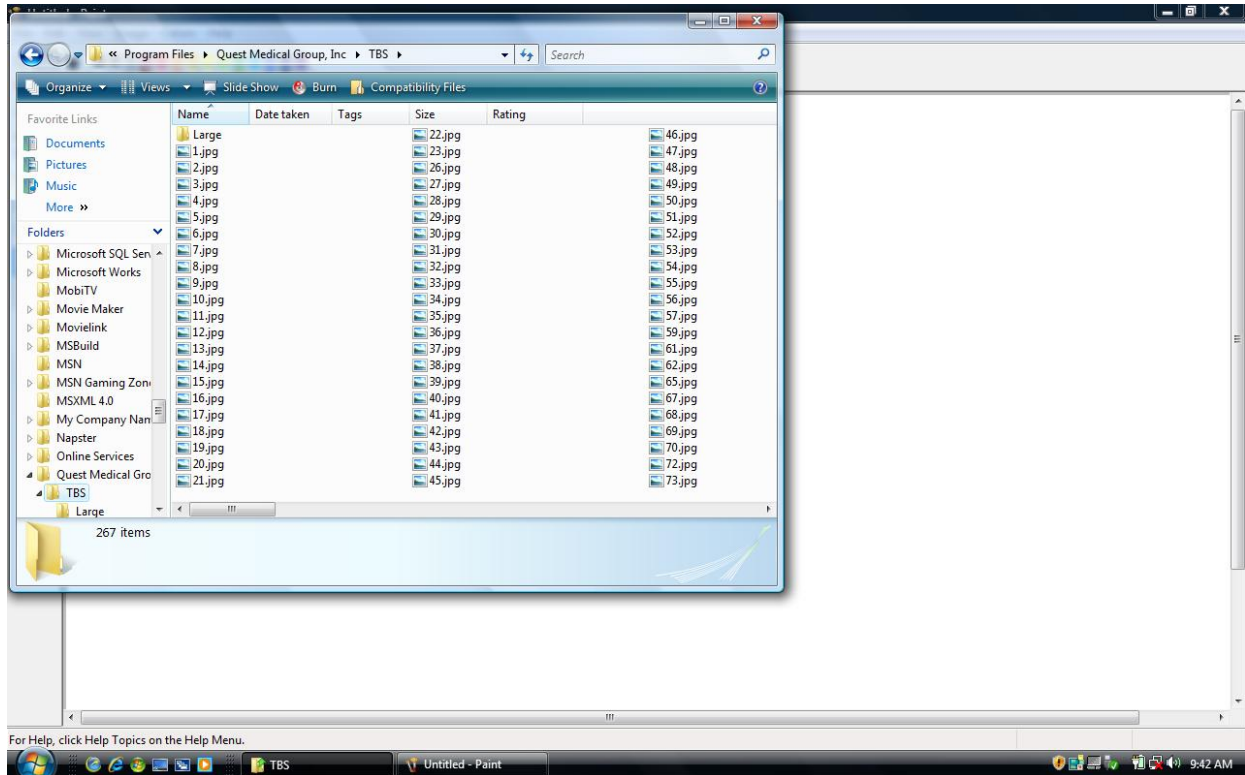
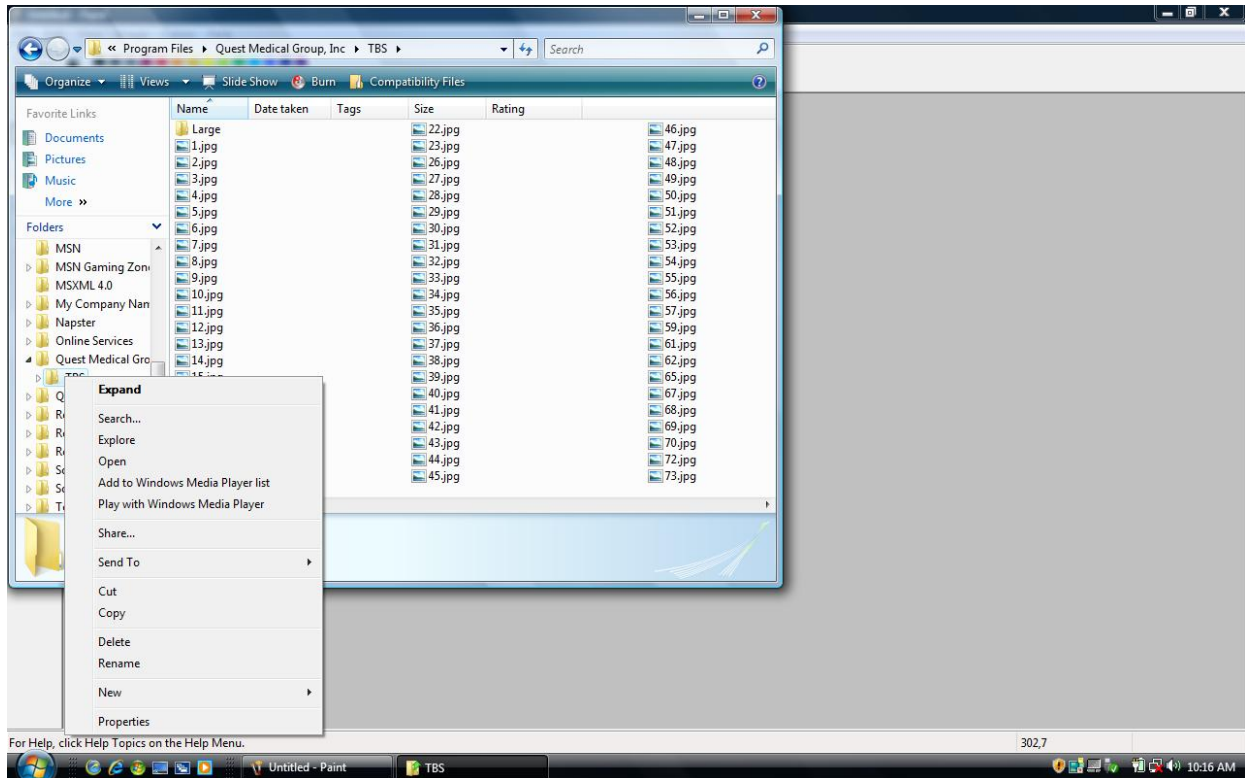


Instructions For Windows Vista, 7, & 8 – Compatibility (To Allow Access To TBS Patient Files)



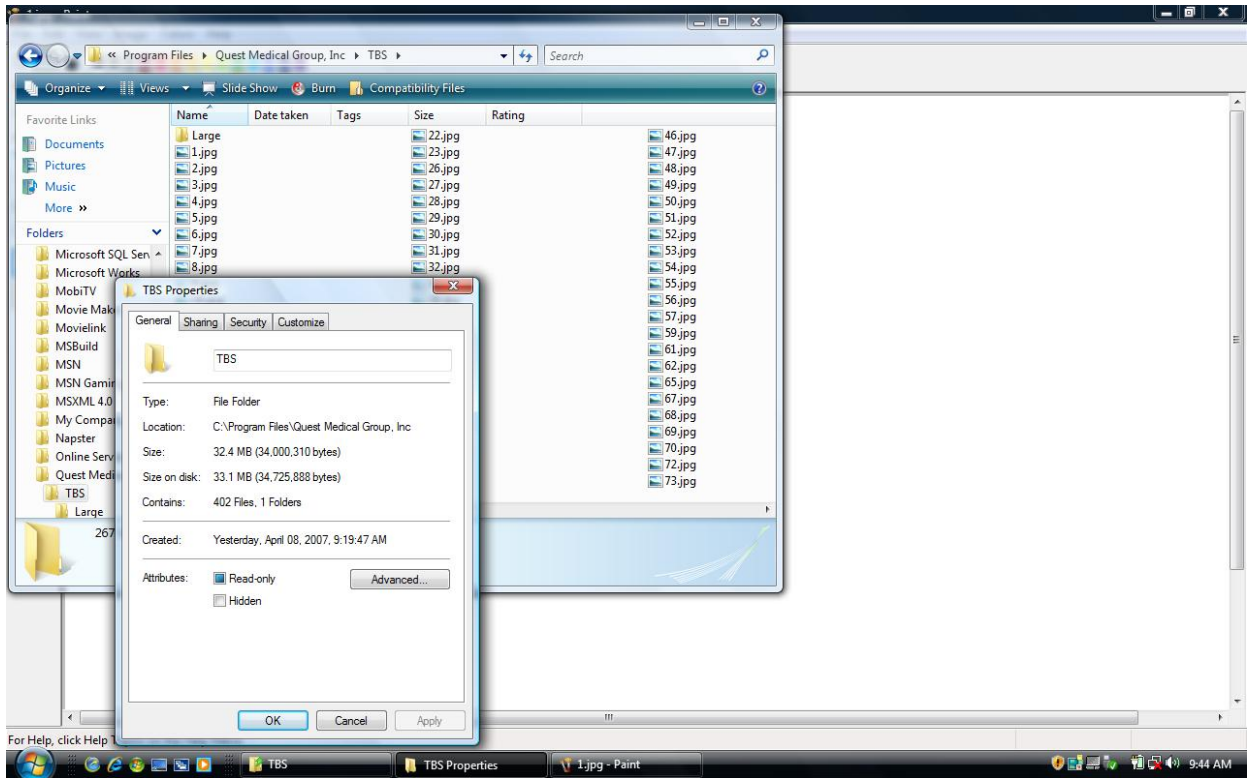
1. In Windows, under Explore, go to C drive
2. Under C drive, locate Program Files Folder.
3. Left click with mouse on either folder or arrow in front of program file folders.
4. Under the open program files folder, locate Quest Medical Group, Inc. file folder.
5. Select/click on Quest Medical Group folder. Under Quest Medical Group folder , select/open TBS file folder.



6. When TBS file folder opens, right click on TBS folder. A pop menu appears.

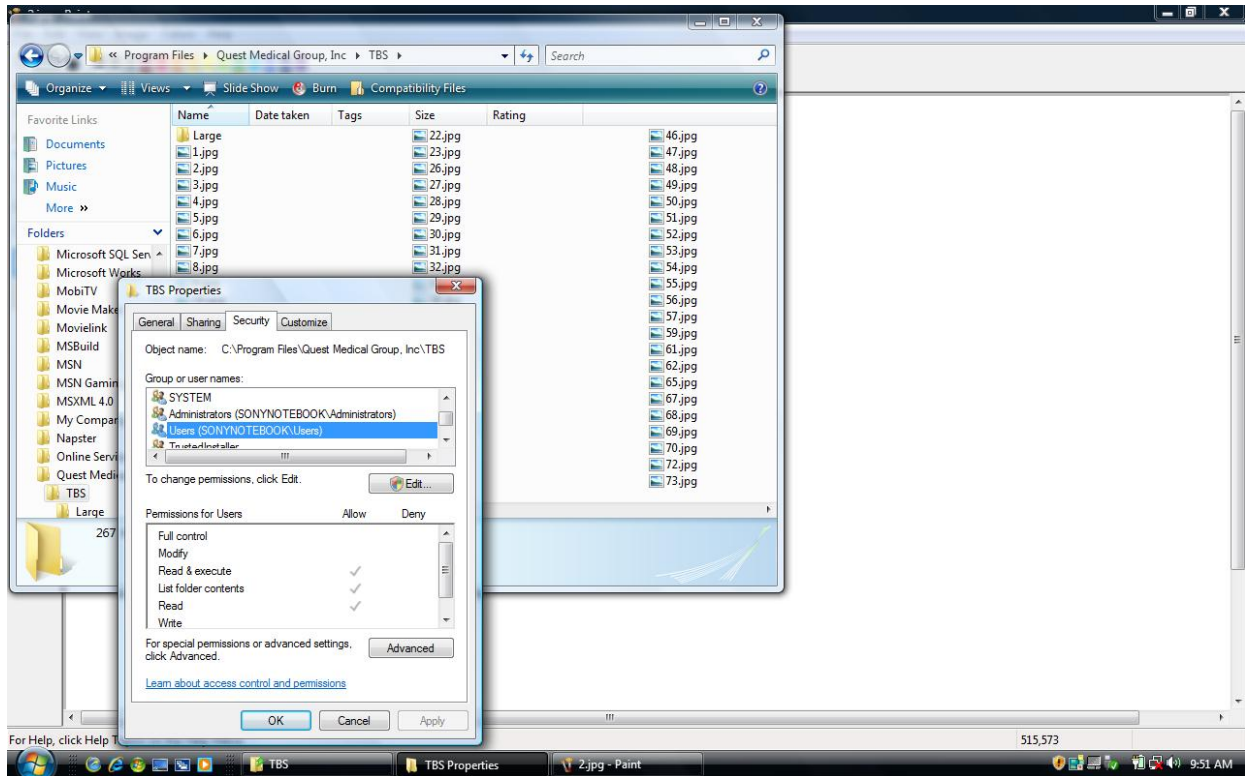
Note: If folders are not displayed, click/select on Folders at bottom on left hand side.

7. In the pop up menu, left click/select on Properties.



8. The TBS Properties Dialog Box appears.

9. Select, left click on the Security tab.

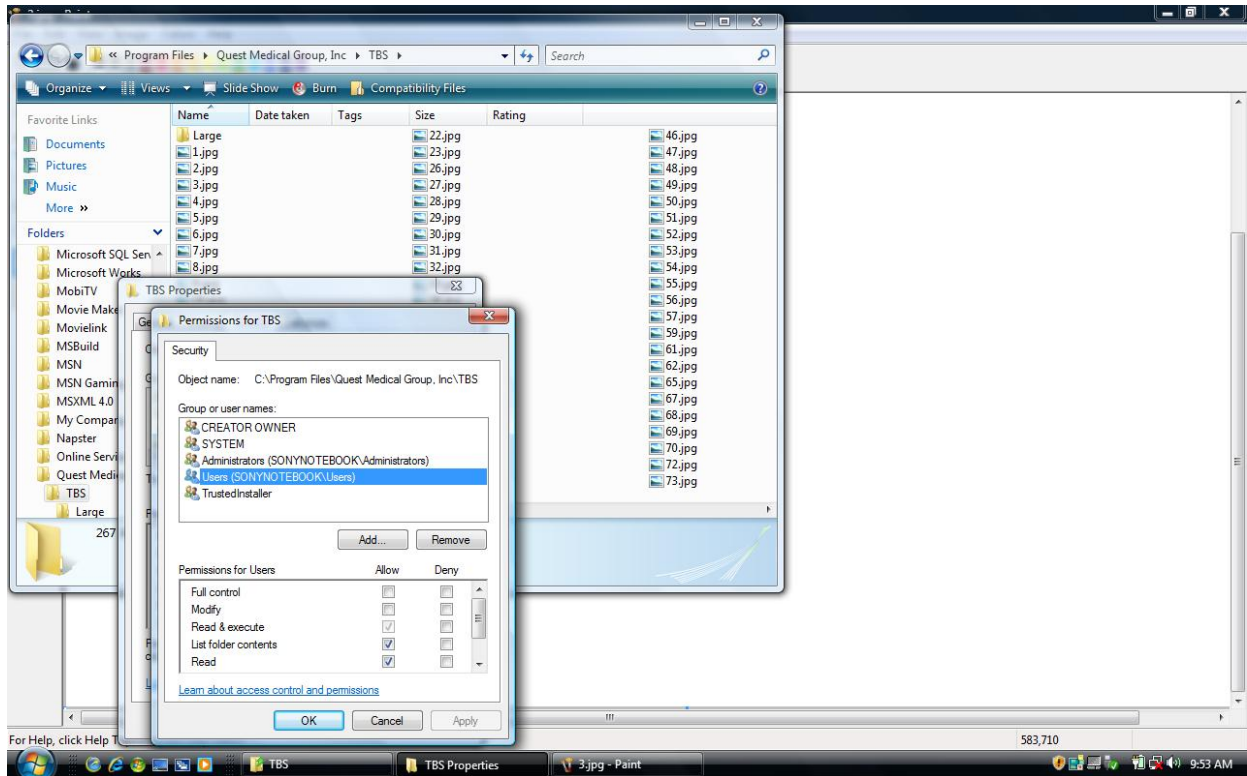


10. The Security Tab in TBS Properties Dialog Box opens/appears.

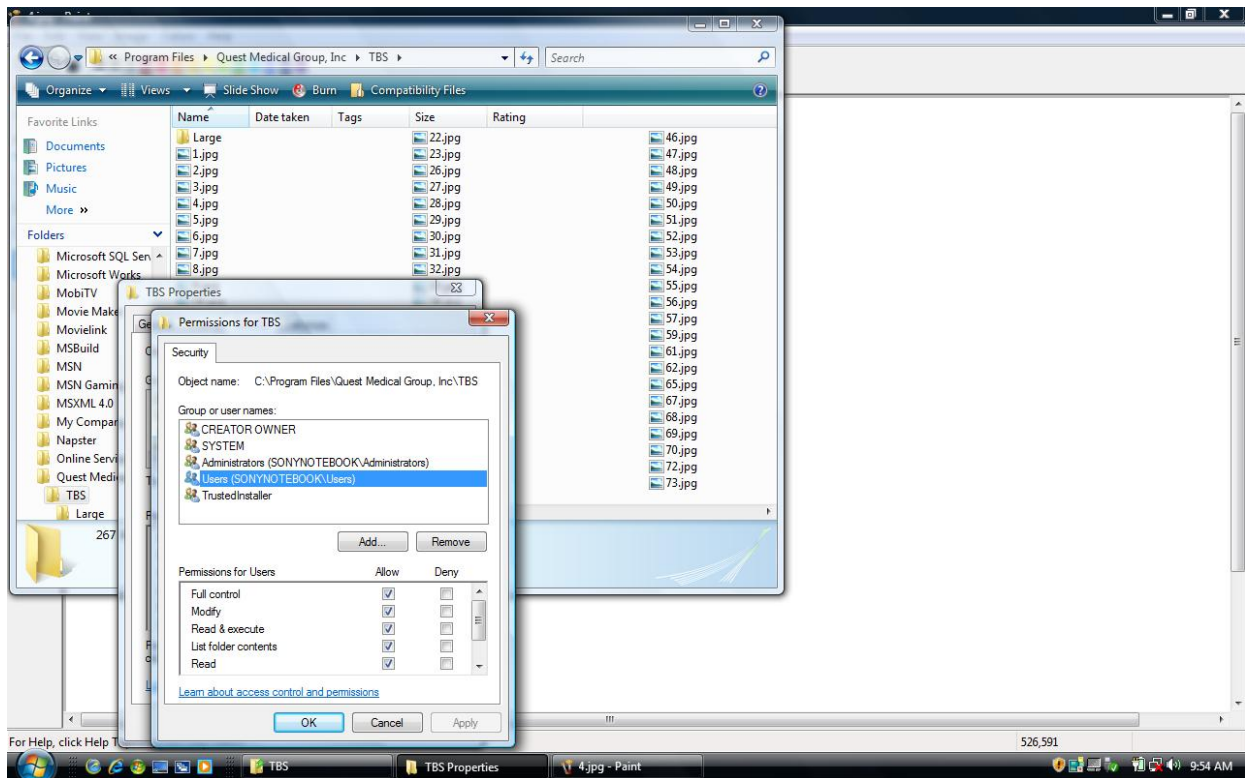
11. Select/highlight “Users”.

12. To change permissions, click Edit. Click on the Edit button.

13. If a message appears saying “Windows needs your permission to continue”, If you started this action, continue – Click/select Continue.



14. In the box where it lists the types of permissions to allow for users, under the Allow column, select/click in boxes for Full Control and Modify. Reselect "Users" if necessary.



15. After you have selected, allowed for Full Control and Modify, a check mark will appear in the boxes.

16. Click Apply.

17. Click OK.

18. Click OK again.

19. Windows Operating System is now modified to allow users to access/open TBS patient files in TBS software.

Word Processor Selection



In the Letter/Narrative Tab, the Cover Letter and Narrative must be printed separate from all other reports and are sent to the word processor of your choice. We recommend Microsoft Word. The files are created in Rich Text Format (RTF) and use tables to line up columns throughout, so an advanced word processor is recommended. To make sure any changes remain with the patient file use the save feature on your word processor and DO NOT save in another format or as a different name.

Use the browse button to select the location of your word processor. Typically, the file you will select for Microsoft Word is "winword.exe" and would be located in C:\Program Files (x86)\Microsoft Office\Office* (*some office installations have multiple office folders so you will have to look in each one for the file "winword.exe")