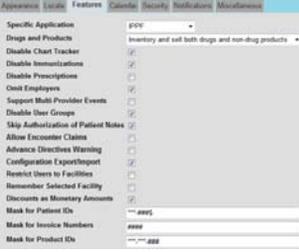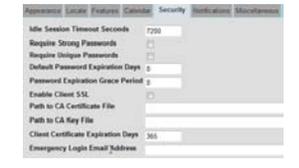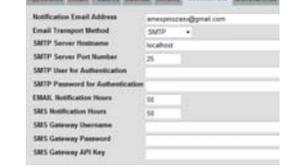# SUMMARY GUIDE OF SYSTEM ADMINISTRATION – INSTALLATION FUNCTIONS – VERSION 4.0 (Sep 2010)

POSSIBLE ROLES: IT MGR / CMIS STEERING COMMITTEE SUPERVISION	PROCESS 6.1.0 Global Setting

#	Description (Recommended or default options marked ☑, unmarked ☐, or in *italics & red*)	Menu options/screen info
0	Global settings or parameters allow users to control key aspects such as Appearance, Local, Features, Calendar, Security, Notifications and Miscellaneous elements of OpenEMR operation. This is one of the most useful functions contributing to system flexibility and data quality control, and is usually managed by a system administrator	If you have administrator user rights you will see: ☐ Administration Global
1	**Appearance settings:** Layout Style: No left menu, Radio buttons, *Tree View* Theme : Currently only one CSS theme *SkyBlue* Navigation Area Width: Frame width in pixels *200* Application Title: Assigned to login page/main window New Patient Form: (form used for adding new clients) Old-style static form without search or duplication check All demographics fields, with search and duplication check **Mandatory or specified fields only, search and dup check** Mandatory or specified fields only, dup check, no search	Patient Search Results Style: Type of columns in search page : Encounter statistics / *Mandatory&specific fields* Simplified Demographics: ☑ (Omit insurance and other) Simplified Prescriptions: ☐ (Omit form, route, interval) Simplified Co-Pay: ☐ (Omit method of payment) Use Charges Panel: ☐ (Old panel. Not recommended) Online Support Link: *URL for OpenEMR support* **Hint**: You can use 'Tool tips' (moving the cursor over the setting label to obtain onscreen additional help ➔	 **Navigation Area Width** Width in pixels of the left navigation frame.
2	**Locale settings:** Default Language: if no other one is chosen at login All Languages Allowed: ☑ Allow choices at login Allowed Languages: Select languages available at login Translate Layouts: ☑ Text from layouts to be translated Translate Lists: ☑ Text from lists to be translated Translate ACL Groups: ☑Text from ACL to be translated Translate Patient Note: ☑Text from PN to be translated Translate Document Categories: ☑Text to be translated Translate Appt Categories: ☑Text to be translated	Units for Visit Forms: Applies to Vitals and Growth charts Show both US and metric (main unit is US) **Show both US and metric (main unit is metric)** Show US only Show metric only Disable Old Metric Vitals Form: ☑ Disable recommended Telephone Country Code: *Enter your country code* Date Display Format: YYYY/MM/DD, *DD/MM/YYYY*, MM/DD/YYYY Currency Decimal Places: 0, 1 or 2 Currency Decimal Point Symbol: Period or Comma Currency 1000 Separator: Comma, Period, Space, None Currency Designator: *Enter your country currency code*	
3	**Features settings:** Specific Application:None,Athletic Team,*IPPF*, WLClinic Drugs and Products: Option to support inventory Do not inventory and sell any products Inventory and sell drugs only **Inventory and sell both drugs and non-drug products** Products but no prescription drugs and no templates Disable Chart Tracker: ☑Removes this feature Disable Immunizations: ☑Removes this feature Disable Prescriptions: ☐ Allows using this feature Omit Employers: ☑Omit in client demographics Support Multi-Provider Events: ☐ Calendar feature Disable User Groups: ☑Normally this should be checked	Skip Authorization of Patient Notes: ☑ Auth not required Allow Encounter Claims: ☐ Usually not checked Advance Directives Warning:☐Warnings in demographics Configuration Export/Import: ☑Supports export/import Restrict Users to Facilities: ☐ No access to schedule facilities set in User Admin Remember Selected Facility: ☐ Between logins Discounts as Monetary Amounts: ☐ Amount or % Mask for Patient IDs: Digits (#), -(dash) * (any character) Mask for Invoice Numbers: Digits (#), -(dash) * (any character) Mask for Product IDs: Digits (#), -(dash) * (any character)	
4	**Calendar settings:** Disable Calendar: ☐ Do not display Appt Calendar Calendar Starting Hour: *Select usual starting hour* Calendar Ending Hour: *Select usual starting hour* Calendar Interval: *Select smallest interval in minutes*	Appointment Display Style: Last name **Last name, first name** Last name, first name (title) Last name, first name (title: description) Providers See Entire Calendar:☑See all not just their own Auto-Create New Encounters: ☑ Auto create when client has @ arrived	
5	**Security settings:** Idle Session Timeout Seconds: Max time before auto logout (Default: *7200*) Require Strong Passwords: ☐ At least 8 chars including at least 3 of a number, lower case, upper case, symbol Require Unique Passwords:☐ Use none of the 3 previous Default Password Expiration Days: *0 = disabled* Password Expiration Grace Period: *0 = disabled*	Enable Client SSL: ☐ Secure Socket Layer Certificate Path to CA Certificate File: For creating SSL Certificates Path to CA Key File: For creating SSL Certificates Client Certificate Expiration Days: Days that the client certificate is valid Emergency Login Email Address: eMail address to receive emergency login user activation messages	
6	**Notification settings:** Notification Email Address: To receive administrative notifications Email Transport Method: PHPMAIL, SENDMAIL, *SMTP* SMTP Server Hostname: *localhost* SMTP Server Port Number: usually *25* SMTP User for Authentication: Empty if not used	SMTP Password for Authentication: Empty if not used EMAIL Notification Hours: # of hours in advance for email SMS Notification Hours: # of hours in advance for SMS SMS Gateway Username: Blank if not used SMS Gateway Password: Blank if not used SMS Gateway API Key: Blank if not used	
7	**Miscellaneous settings:** Path to MySQL Binaries: */usr/bin* Path to Perl Binaries: */usr/bin* Path to Temporary Files: */tmp* Path for Event Log Backup: */tmp* State Data Type: Text field Single-selection list **Single-selection list with ability to add to the list**	Country Data Type: Text field Single-selection list **Single-selection list with ability to add to the list** Print Command: *lpr -P HPLaserjet6P -o cpi=10 -o lpi=6 -o page-left=72 -o page-top=72 (sample for an HP6P)* Default Reason for Visit: Eg. *General Consultation* Default Encounter Form ID: *Leave blank* Patient ID Category Name: *Patient ID card* Medicare Referrer Is Renderer: For Medicare use only	