envisage
by numed

# Envisage Patient Check-In Installation Guide

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# Envisage Patient Check-In Installation Guide

This guide will show you how to install and configure your Envisage Patient Check-In software. If you are moving the software from one PC to another, follow the information as if you are replacing the PC and then close the software down and uninstall the software from the PC.

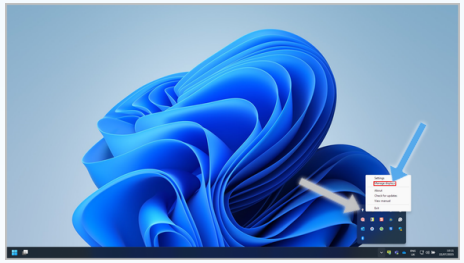
**Read this section first if you are replacing the PC that the Check In Software is installed on.**

Before decommissioning the PC that has the Check-In software installed on please follow the steps below to minimise downtime of the Envisage Patient Check-In machine. If the PC has failed or has already been decommissioned, please start a live chat using the link on this page and request that Numed support perform a factory reset on the Check-In. A factory reset can take approximately 30 minutes to complete, and the Check-In will be out of action during that time.

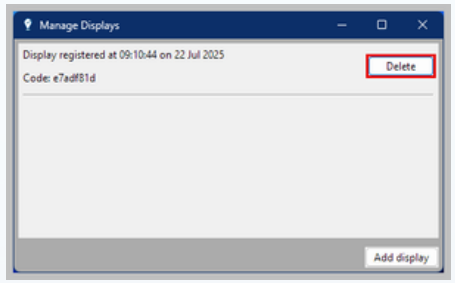
If you are moving the software from one PC to another, follow the steps below and then close the software down and uninstall the software from the PC.

## Delinking the Check-In machine from the software.

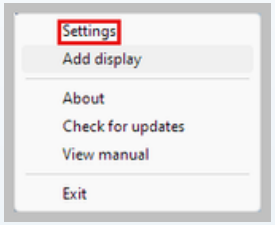
1. Locate the Envisage Check-In software icon in the notification tray of the PC, right-click and go to Manage Displays.



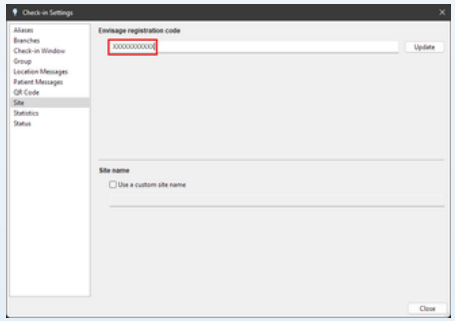
2. Delete the registered display.




3. Go back to the notification tray again and right-click on the Envisage Check-In icon. This time select Settings.




4. Envisage Patient Check-In Installation Guide.

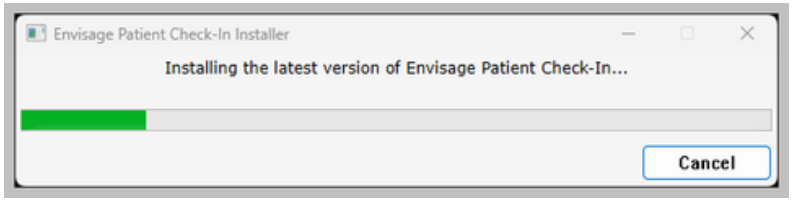


You are now ready to install the software on the replacement PC.

For the Self Check-In machine to work correctly, all steps in this guide need to be followed

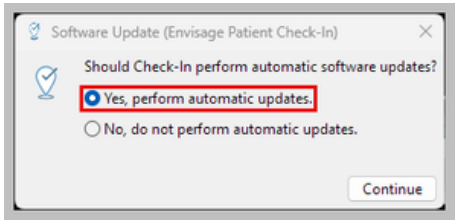
## Installation of Envisage Check-In Software

1 Download and run - https://downloads.numed.co.uk/software/Checkin/checkin-install.msi

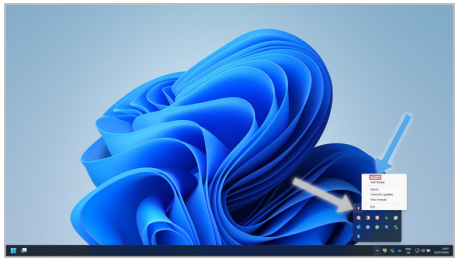



- If the download link doesn't work, try our alternative https://downloads.numed.co.uk/software/Checkin/checkin-install.zip

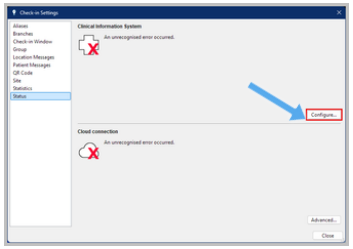
2 Select Yes and click Continue.




3 Locate the Envisage Check-In software icon in the notification tray of the PC, right-click and go to Settings.

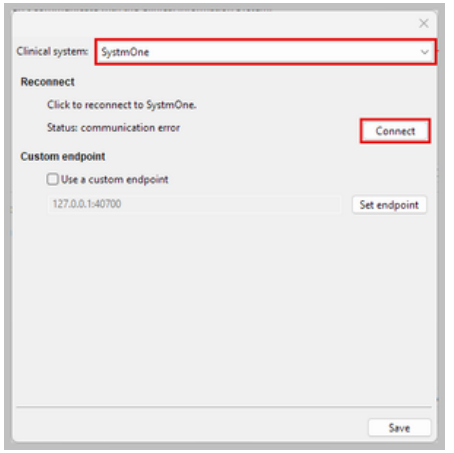


4 Click Configure on the Clinical Information System.



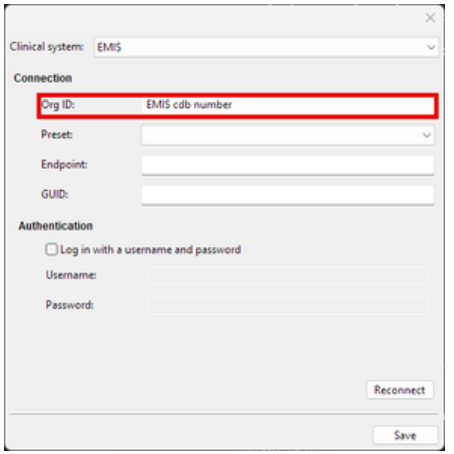
## TPP SystmOne - Configuration

Ensure SystmOne is open on the PC and then click Connect. SystmOne will then display a pop-up requiring you to approve the connection



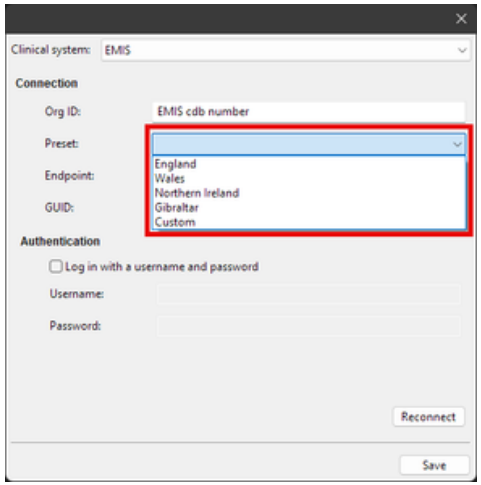

## EMIS Web - Configuration

1 Set the Org ID to the CDB number of their EMIS web.



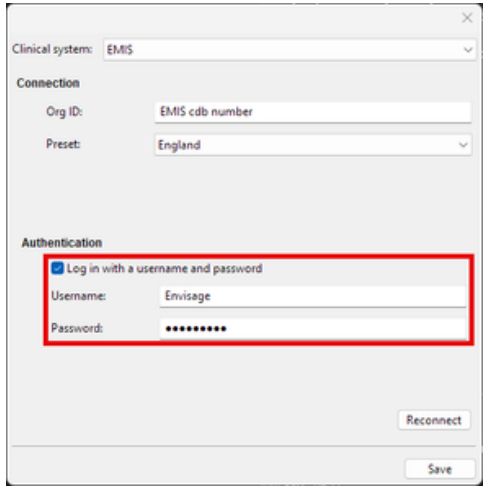
# EMIS Web - Configuration

2 Using the Preset drop-down menu, choose the correct region for the surgery.

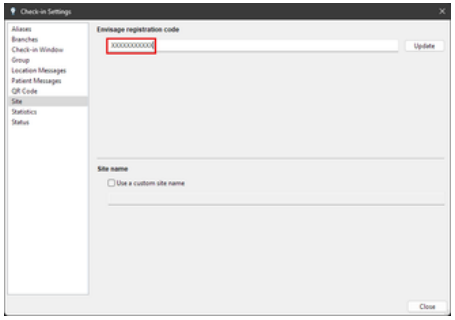



3 If all users of EMIS web on this PC are enabled for the Envisage Check-In partnerapi within the EMAS manager, click Save. Once clicked, you will need to activate the new Partner Product with EMIS web by entering an EMIS username and password and clicking Activate.

4 If there is a dedicated EMIS web user account for use by the Check-In, put the Username and Password in as below - note the Username may be different to the one in use. Once Save is clicked, you will need to activate the new Partner Product with EMIS web by entering the EMIS username and password for the dedicated Check-In user account and clicking Activate.

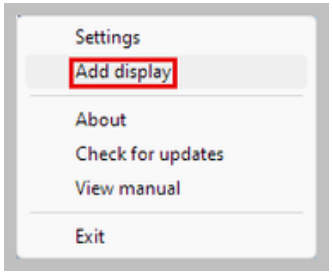



5 Go to the Site menu on the left-hand side and then enter the Envisage registration code. Click Close once done.



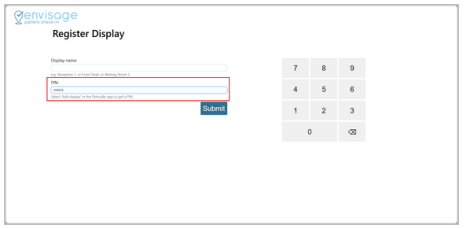
If the physical Check-In hasn't been installed at this point, you won't have a registration code.

6 Locate the Envisage Check-In software icon in the notification tray of the PC, right-click and go to Add display




7 Take note of the PIN displayed and go to the Check-In screen. You have 30 seconds to enter this pin on your check-in

8 On the Check-In, enter the PIN from the software before the timer runs out and click Submit.




The Envisage Patient Check-In is now ready for use.

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