

Thank you for using Health Financial Systems Compu-Max cost report software. Please read this document. You will find answers to the questions you are likely to have when you start using the software.

Installation:

1. To install the software, you must have administrative rights on your computer.
2. Open your Internet browser and go to our website www.hfssoft.com. At the top of the main page you will see a series of links. Select the “Downloads” link.

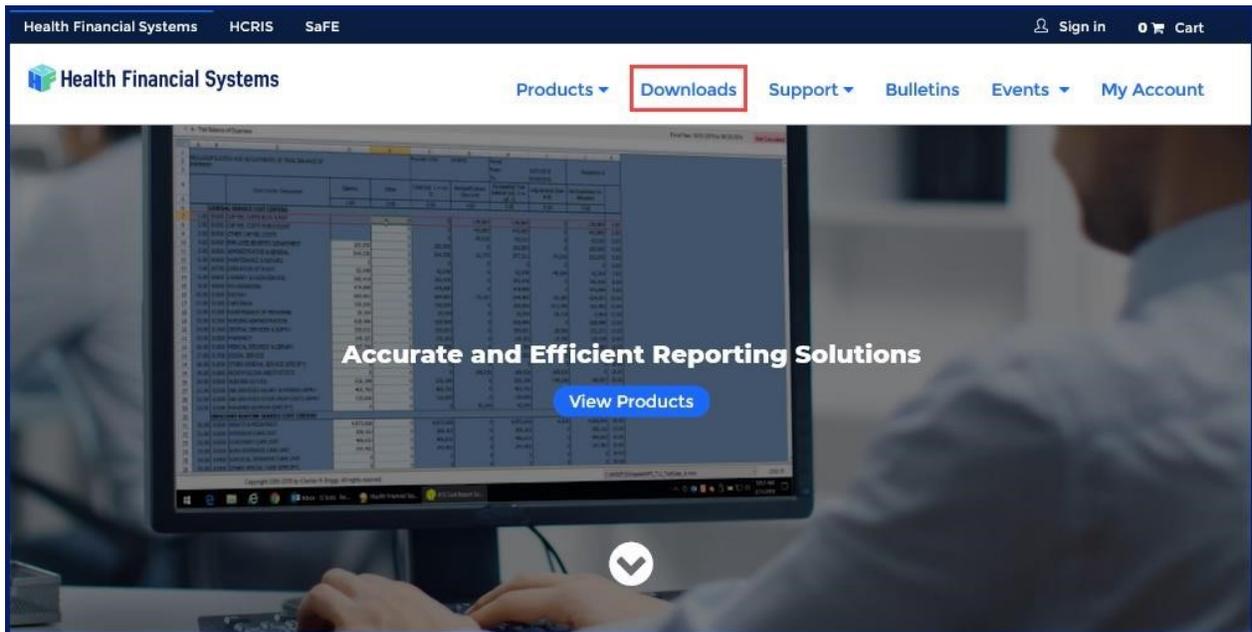


Figure 1 - Downloads link on main page

3. You will be prompted to enter your username and password.

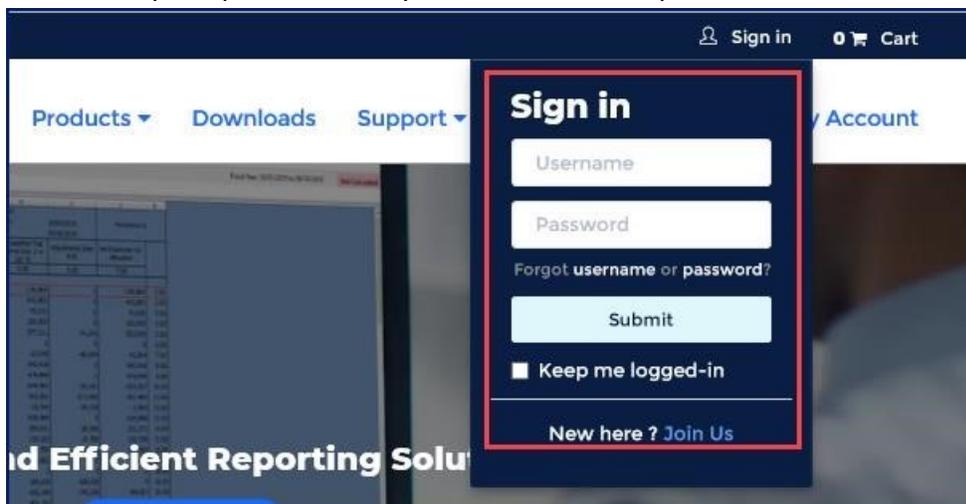
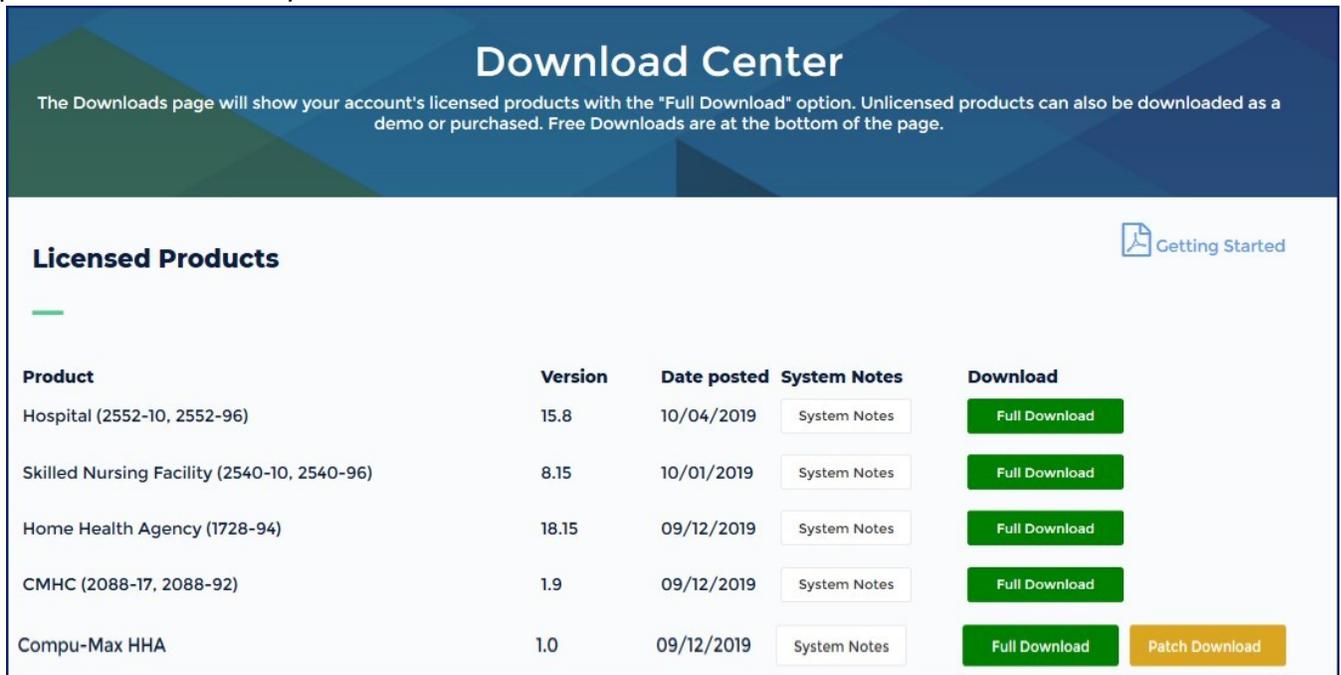


Figure 2 - Sign In

4. If you cannot remember your username, click the appropriate link, and enter your email address to have your username sent to you. If you forgot your password, click on the link to have an email sent to you that will enable you to reset your password.
5. If you are a new user and do not have a username or password, click on the “Join Us” link to register as a new user and obtain a username and password.
6. After you enter your username and password click the Submit button. After your username and password are verified you will see the Download Center.



Download Center

The Downloads page will show your account's licensed products with the "Full Download" option. Unlicensed products can also be downloaded as a demo or purchased. Free Downloads are at the bottom of the page.

Licensed Products  Getting Started

Product	Version	Date posted	System Notes	Download
Hospital (2552-10, 2552-96)	15.8	10/04/2019	System Notes	Full Download
Skilled Nursing Facility (2540-10, 2540-96)	8.15	10/01/2019	System Notes	Full Download
Home Health Agency (1728-94)	18.15	09/12/2019	System Notes	Full Download
CMHC (2088-17, 2088-92)	1.9	09/12/2019	System Notes	Full Download
Compu-Max HHA	1.0	09/12/2019	System Notes	Full Download Patch Download

Figure 3- Download Center

7. The software products that you have licensed will display a button with the caption “Full Download”. Other software products will only be available to download as demos. Find the software product you purchased and click the “Full Download” or ‘Patch Download’ button.

7A. Local Drive Installation

(Note: "255210" is used as an example form number. Please use the form number that is appropriate for your cost report, e.g. 254010, 198414, etc.)

1. When Full Download is selected from the Download Center, the Compu-Max file 255210FULLSETUP.ZIP will be downloaded.
2. Close all applications.
3. Download and save the 255210FULLSETUP.ZIP to the temporary folder.
4. Navigate to the temporary folder and extract the SETUP.EXE file (Double-click on the 255210FULLSETUP.ZIP file and then extract its content SETUP.EXE file).

5. Double-click on the "SETUP.EXE" file.
6. The installation software will then guide you through the installation of the system. When the installation process is complete, you will see a new Explorer folder/Start Menu group named "Compu-Max 2552-10", e.g. "Compu-Max 2552-10". This program group will typically contain three icons (Windows' versions prior to Vista). The first icon, labeled "Compu-Max 2552-10", provides access to the program itself. The second icon, labeled "Help File CM255210.HLP", provides direct access to the Compu-Max2552-10 online Help files. If you are using CompuMax for the first time, you may wish to review the Help function. For Medicare systems, the third icon provides direct access to the Q339 software, which can be used to complete your Form CMS-339-95 Cost Report Questionnaire (for Medicare cost reports only).
In the Start Menu for Windows Vista and Windows 7 there will only be one icon labeled "Compu-Max {form number}", e.g. "Compu-Max 2552-10. You may create a shortcut and place it on your "desktop" if it's not automatically created, by going into the C:\255210 and right clicking on CM255210.exe, select "create shortcut". Then drag the shortcut to your desktop.

7B. Centralized Network Drive Installation

1. Create a temporary directory on the network file server, which will hold the FULLSETUP.exe file.
2. Navigate to the temporary directory and extract the file (double click the file).
3. Individual users may then install the program to their specific workstation from the network, or the program can be installed on the file server for multi-user access. In either case, the installation software will create a new Program Manager group on each workstation from which the installation software is ran.
4. In a large network setting, the network administrator may prefer to set up procedures in accordance with company standards for installing Compu-Max.

7C. Multi-User Access

1. From each user workstation navigate to the temporary directory on the network file server
 2. Launch SETUP.EXE.
 3. Point the installation back to the network drive (*not the temporary directory*) and specify a directory name with no spaces in the name, or use the Compu-Max default directory name{drive}:\255210.
 4. This process will register appropriate system files in the user's Windows System directory.
8. You can contact our customer support team Monday through Friday (excluding holidays) between the hours of 5:00 a.m. (EST) until 5:00 p.m. (PST) by calling (888) 216-6041 or by email (support@hfssoft.com). We encourage you to call and ask questions. Using the software should be a pleasant experience. If you cannot figure something out, just call us. We probably know the answers to your questions. We welcome your questions and we appreciate any comments and feedback. You can submit comments and feedback by clicking on "Submit Feedback" under Help in the Task Pane.)