

# Setting Up a New Network User for the NC County Reimbursement Ledger Suite (NC-CORELS)

Version 1

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# NC-CORELS New Network User Setup

## Overview

The NC-CORELS program works in either a standalone or network setup. When a network setup has been installed then any number of users may access the system from their local workstation. These instructions detail the setup of a new user of a network installation. This will install the required supporting files and the desktop icon to run NC-CORELS.

## Prerequisites

These instructions assume that you have a network setup of the Maximus Ledger Suite already installed on your network and that NC-CORELS has been setup into that Maximus network installation. Refer to the instructions for installing NC-CORELS for more information.

## Support Files Setup

The support files are required as part of the programming language used for NC-CORELS and the retired Maximus Ledger Suite so therefore we will be using the network setup from Maximus to install the support files.

The SETUP.EXE file to be run is located in the NETSETUP directory under your Maximus network installation. Locate the file and double-click on the icon to run it.

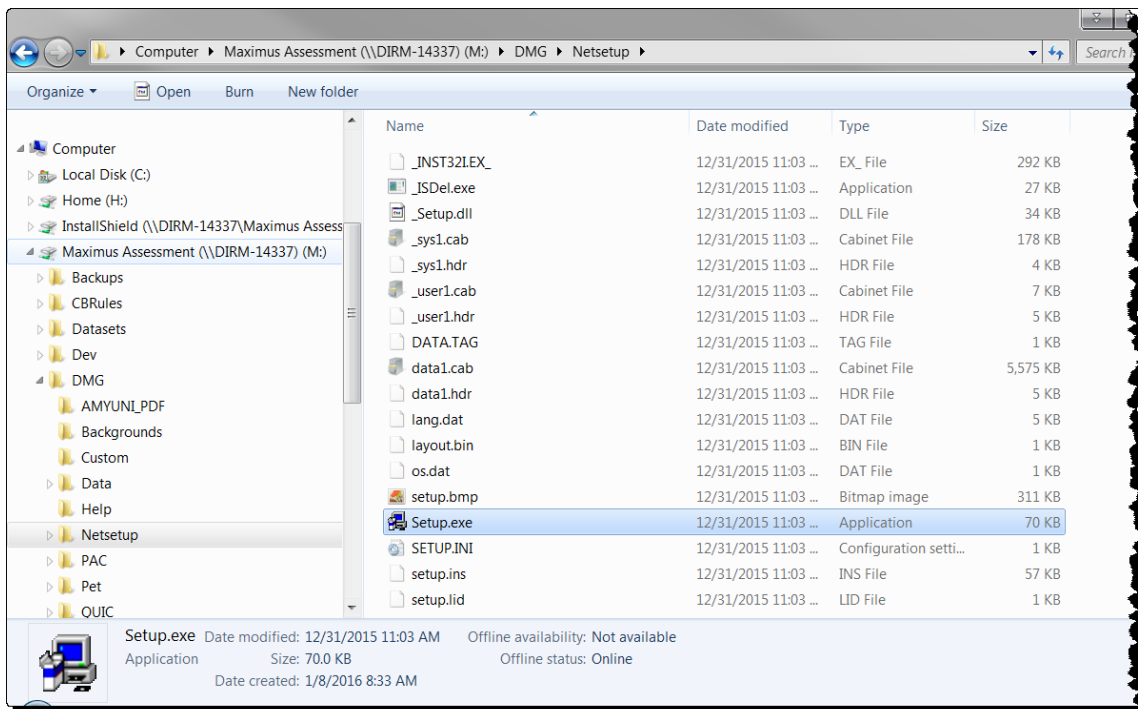


Figure 1 - Locate the network install of NC-CORELS or Maximus

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When the program starts up the following screen will be shown. Just click the **Next** buttons until you get to the screen which asks for a Destination folder.

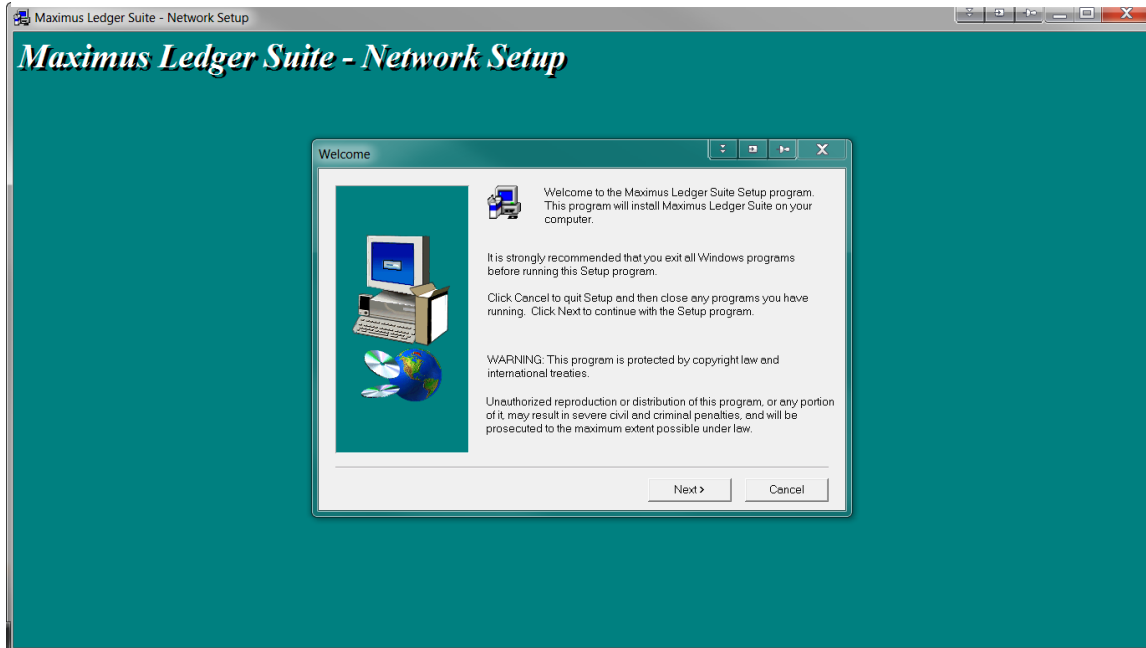


Figure 2 - Maximus Ledger Suite - Network Setup

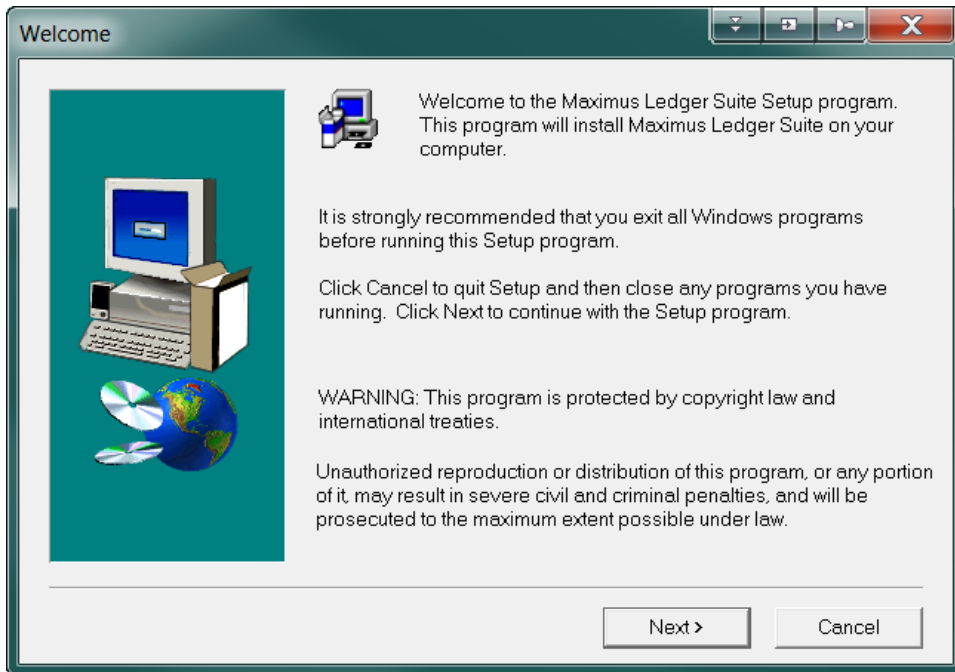


Figure 3 - Setup Welcome Screen

Click the **Next** button.

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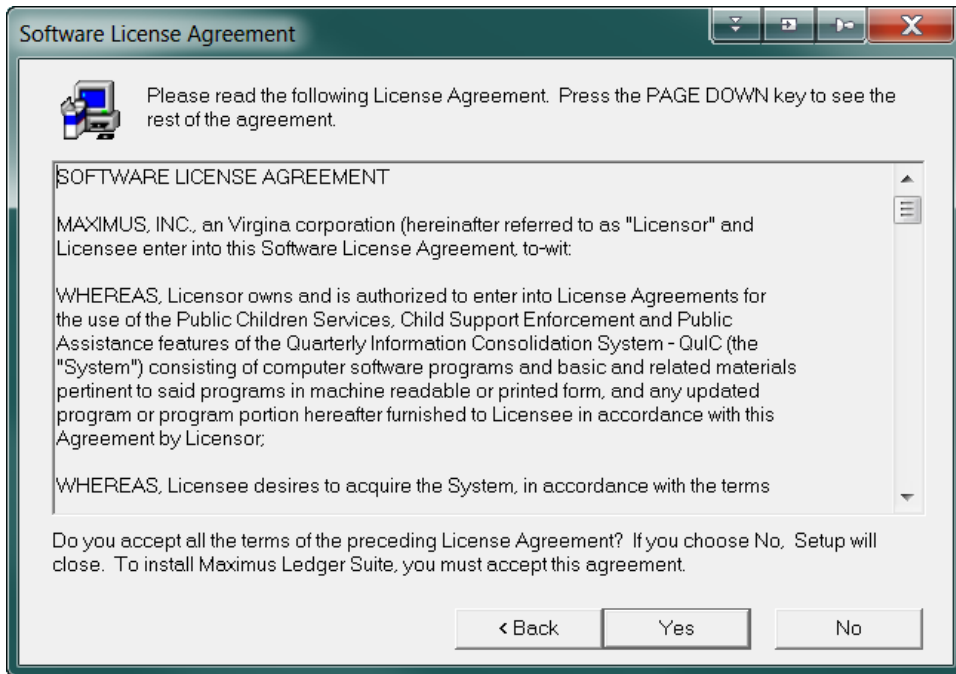


Figure 4 - Setup License Agreement

Click the **Next** button.

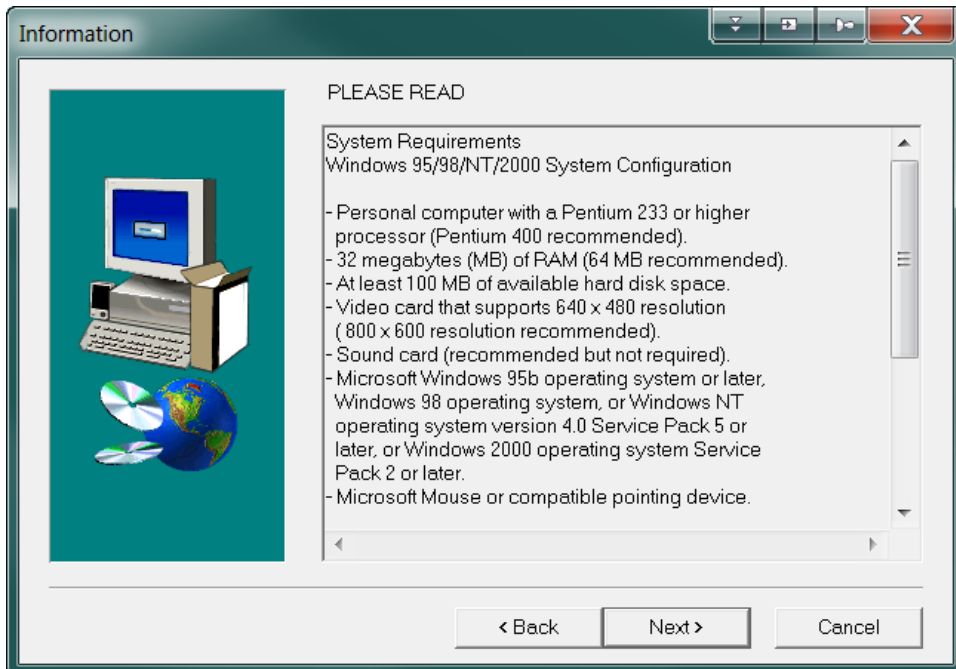


Figure 5 - Setup Information Screen

Click the **Next** button.

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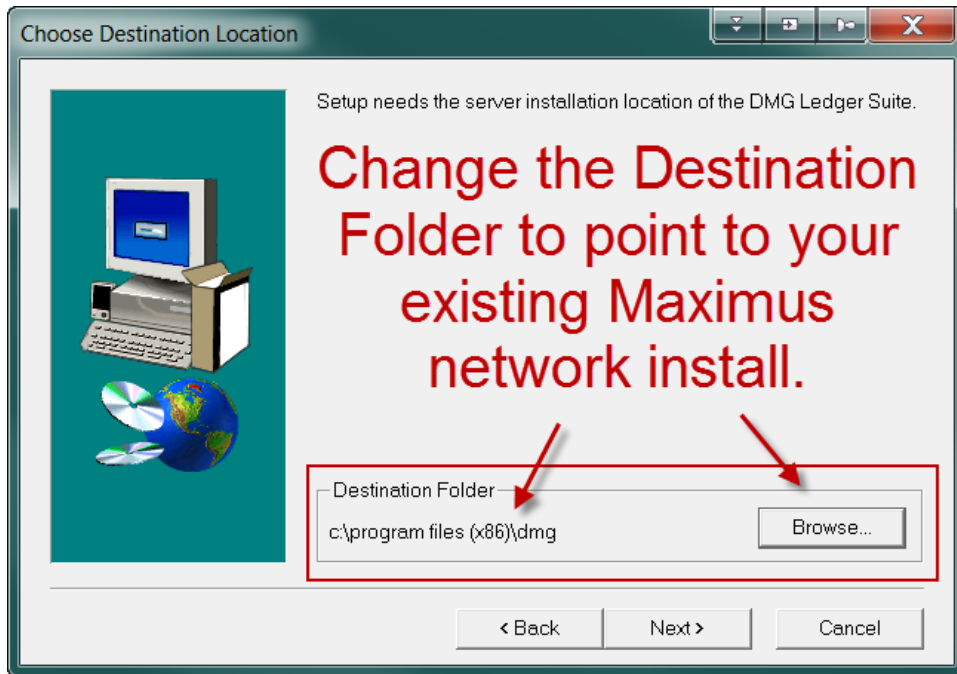


Figure 6 - Setup Choose Destination Location

This is the screen where you will change the Destination Folder to point back to the NC-CORELS/ Maximus network directory. You may type into the text box or click on the **Browse** button which brings up the following screen.

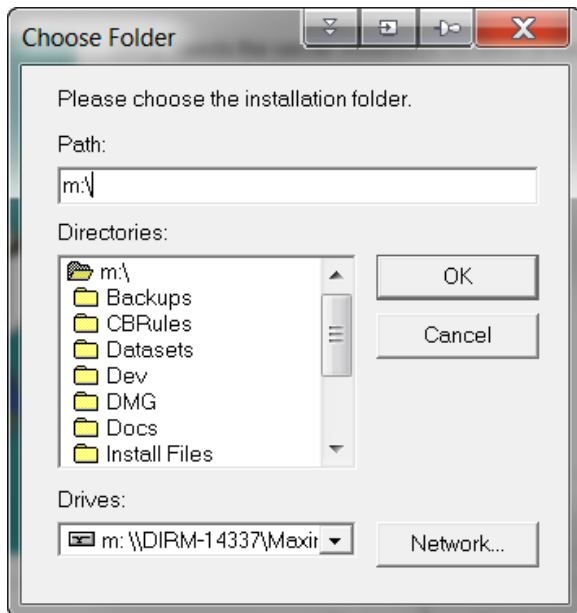


Figure 7 - Choose Folder Screen

Select the network folder location of the NC-CORELS/Maximus network installation and click the **OK** button.

## NC-CORELS New Network User Setup

When a Destination Folder does not contain the DMG.EXE file then the following error message will be displayed. Click the **OK** button and correct the Destination Folder.

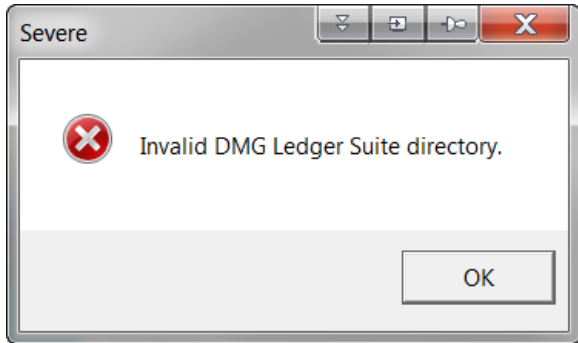


Figure 8 - Invalid Network Folder Error Screen

When the Destination Folder contains the required file then click the **Next** button.

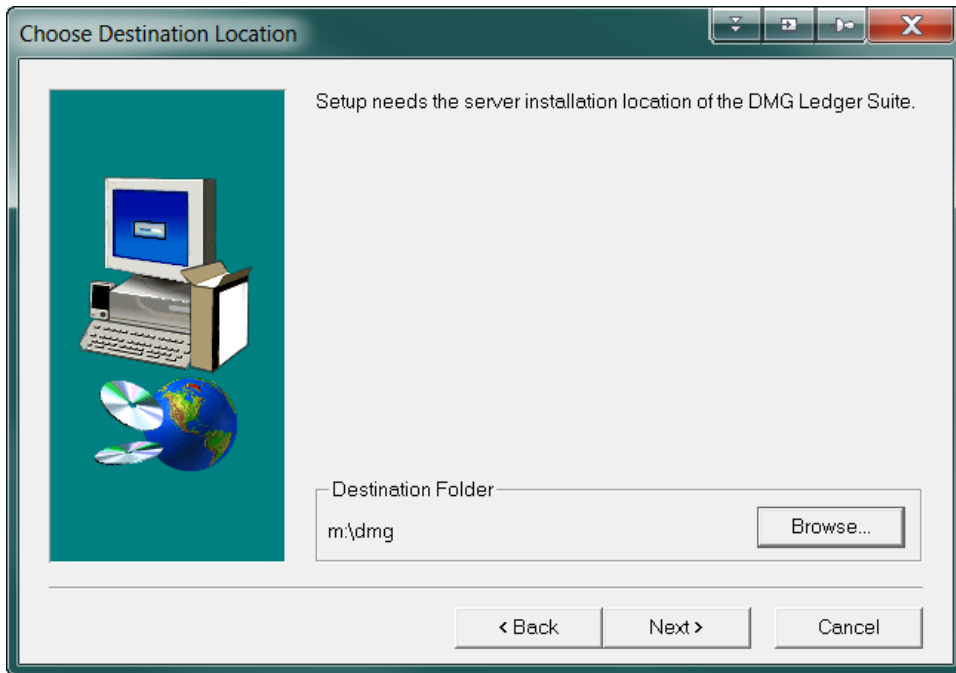


Figure 9 - Setup Destination Location Selected

# NC-CORELS New Network User Setup

The setup program is ready to start copying files.

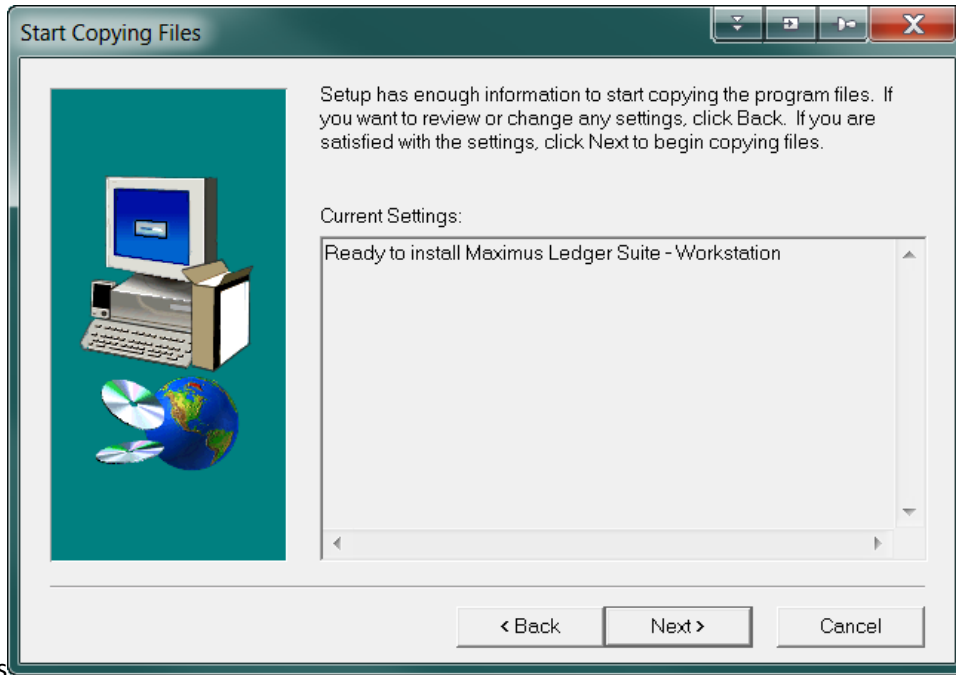


Figure 10 - Setup Start Copying Files Screen

Click the **Next** button to continue. The setup program will now install the support files for NC-CORELS/Maximus to run from a user PC.

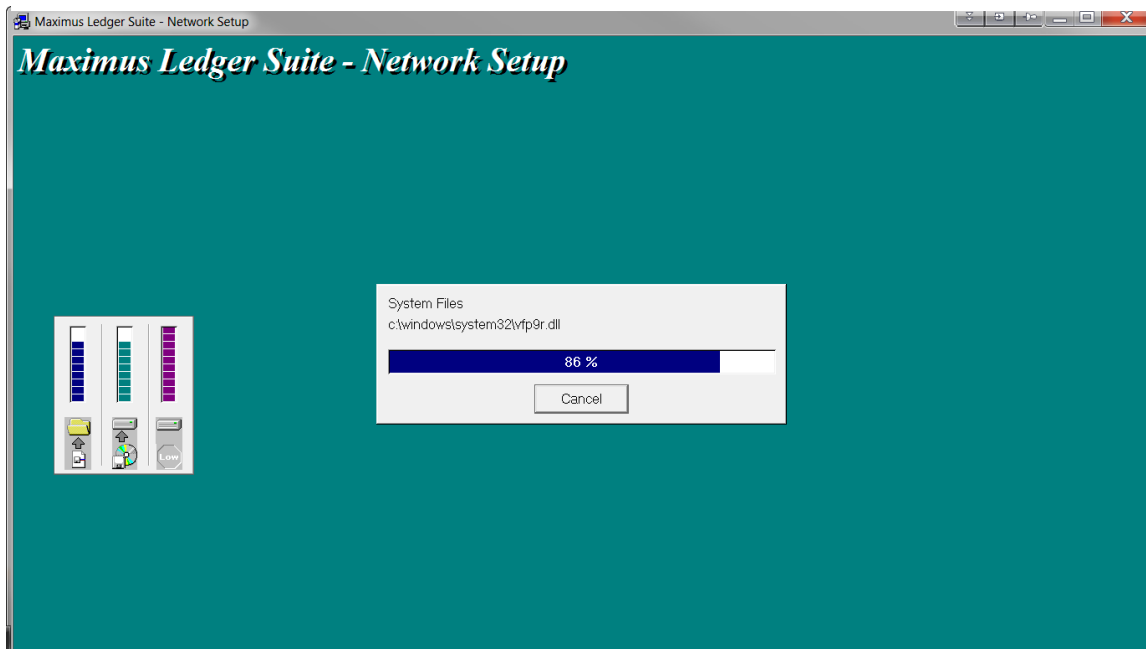


Figure 11 - Setup Program Installing Files

# NC-CORELS New Network User Setup

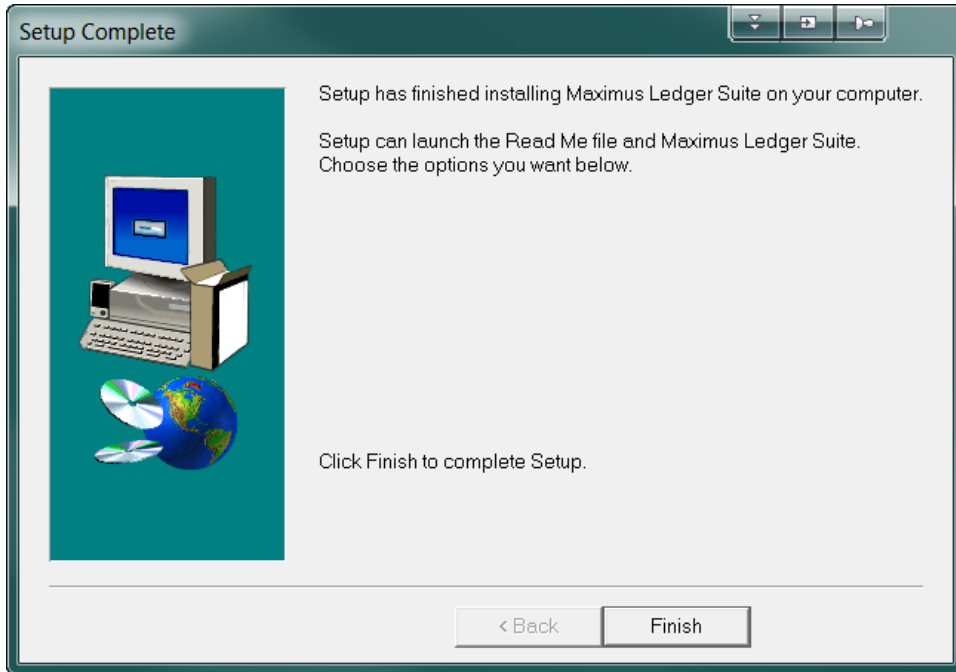


Figure 12 - Setup Complete Screen

The support files have now been installed. Click the **Finish** button to complete the setup.

## Setup User Workstation

Setting up NC-CORELS on the user workstation is a simple step of locating and running the **DMG\_LAUNCHER.exe** file in the NC-CORELS network folder. This will run the NC-CORELS application and also create a program icon on the user's desktop.

Locate the DMG\_LAUNCHER.exe file and double-click to run it.

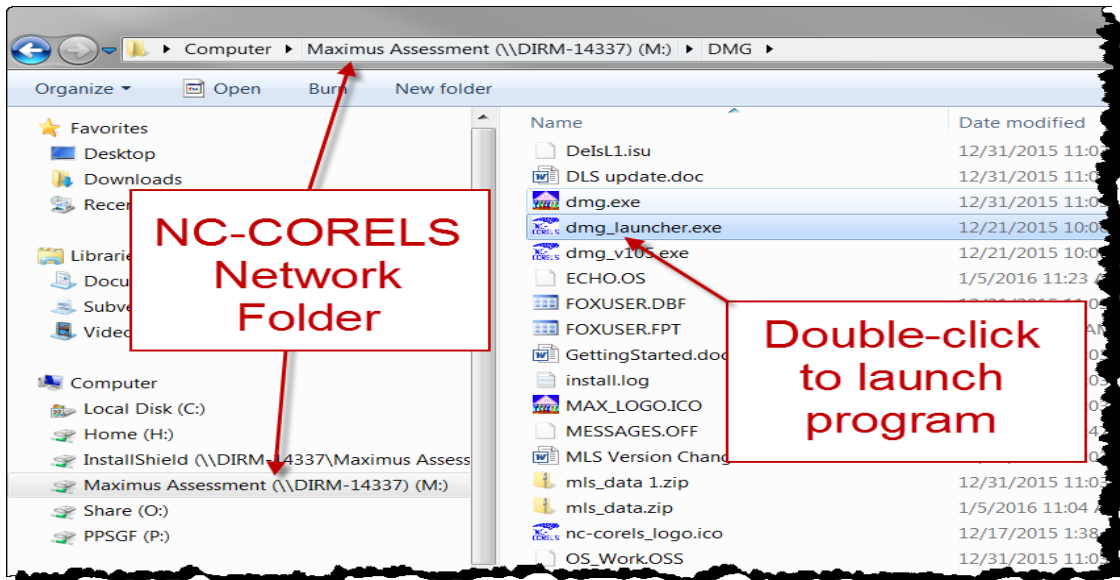


Figure 13 - Locate DMG\_LAUNCHER.exe



# NC-CORELS New Network User Setup

The NC-CORELS program will start.

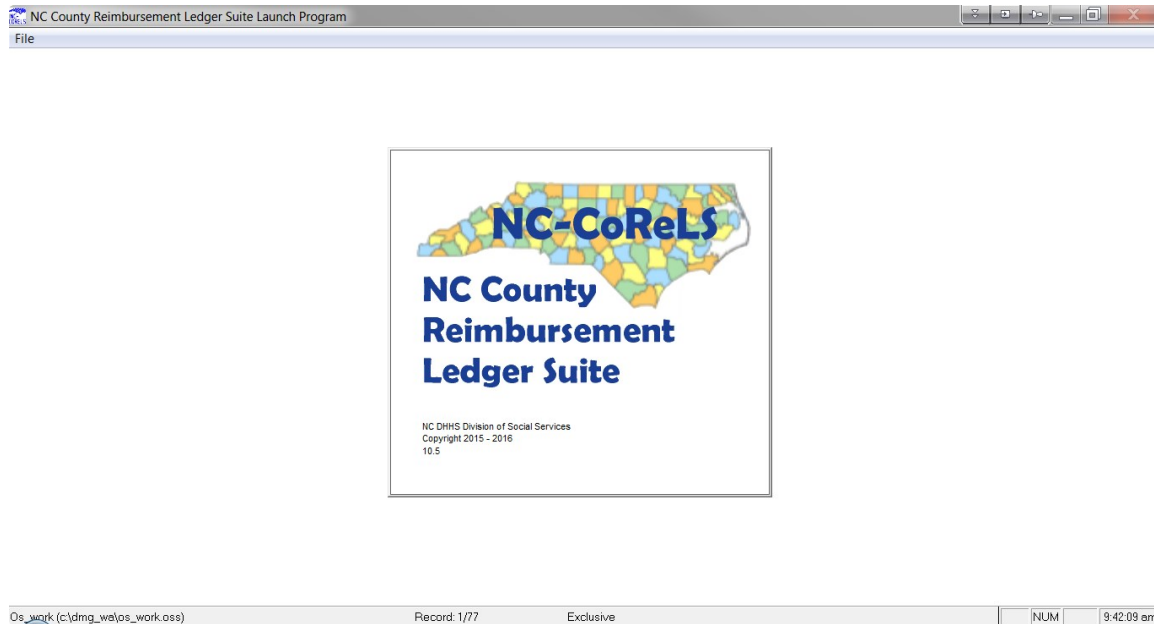


Figure 14 - NC-CORELS Splash Screen

You can login to run the program. Check that data shows up as expected. You can now exit the application. An icon should have been created on the Windows desktop.



# NC-CORELS New Network User Setup

## Creating the desktop icon

If you do not have the icon on your desktop then it can be created manually by following these steps:

1. Right click on an open area of the Windows desktop.

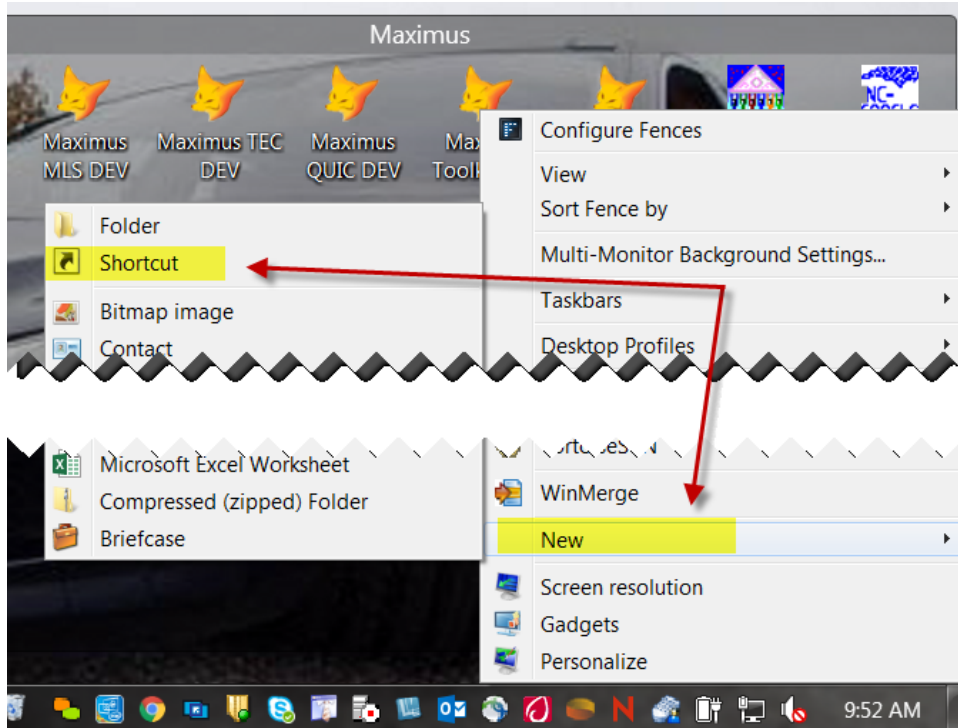
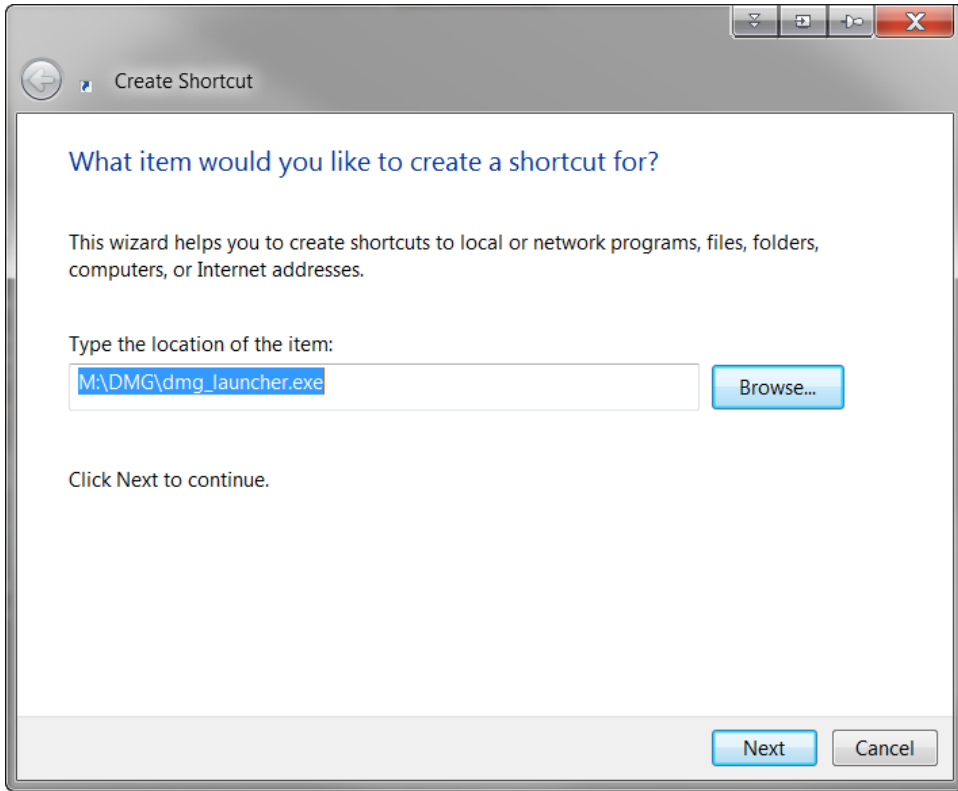


Figure 15 - Right-click on Windows Desktop

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2. Type the network location of **DMG\_LAUNCHER.exe** in the text box or click the **Browse...** button.



- a. Optionally browse for the file in the network install folder.

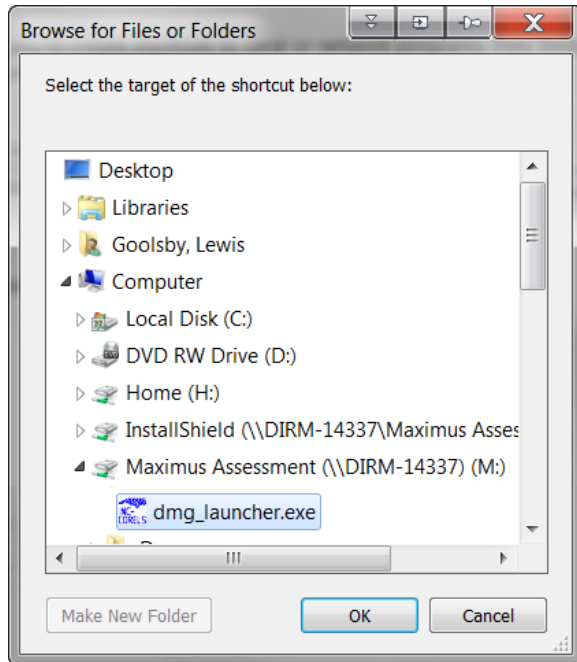


Figure 16 - Browse

## NC-CORELS New Network User Setup

3. Name the shortcut NC-CORELS.

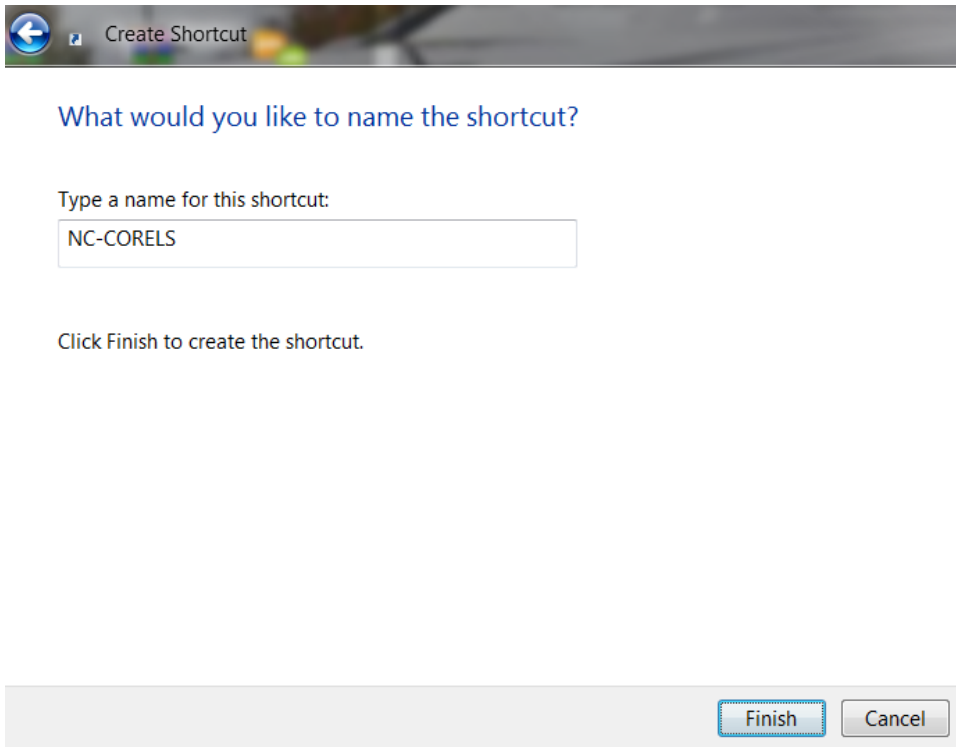


Figure 17 - Name the shortcut

### Support

Contact the DHHS Help Desk to get help with the process. Please reference NC-CORELS to be directed to the appropriate support staff.

Email: [DHHS.Customer.Support.Center@dhhs.nc.gov](mailto:DHHS.Customer.Support.Center@dhhs.nc.gov)

Phone: 919-855-3200 Option# 2