

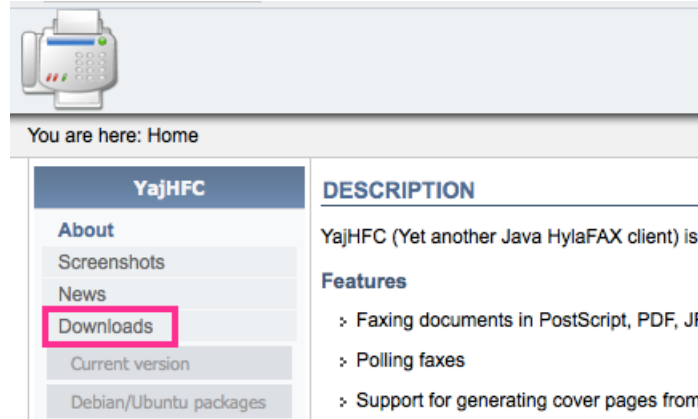
I N D I V I C A

Fax Monitor

To monitor the outgoing and incoming faxes on your OSCAR system, a third-party open-source program is used: Yet another Java HylaFAX client (YajHFC) or simply “fax monitor”. On initial set-up, your office computers should have already had this program installed. If it is not, you should contact your office administrator for more information.

I. Downloading and Installing

1. Download the fax monitor from the website: www.yajhfc.de



Note: Clicking Downloads will bring you to a list of different installers. Pick the one that best fits your computer under “base applications” based on the operating system (e.g. Windows, Mac OS X, etc.).

Binaries (base application)

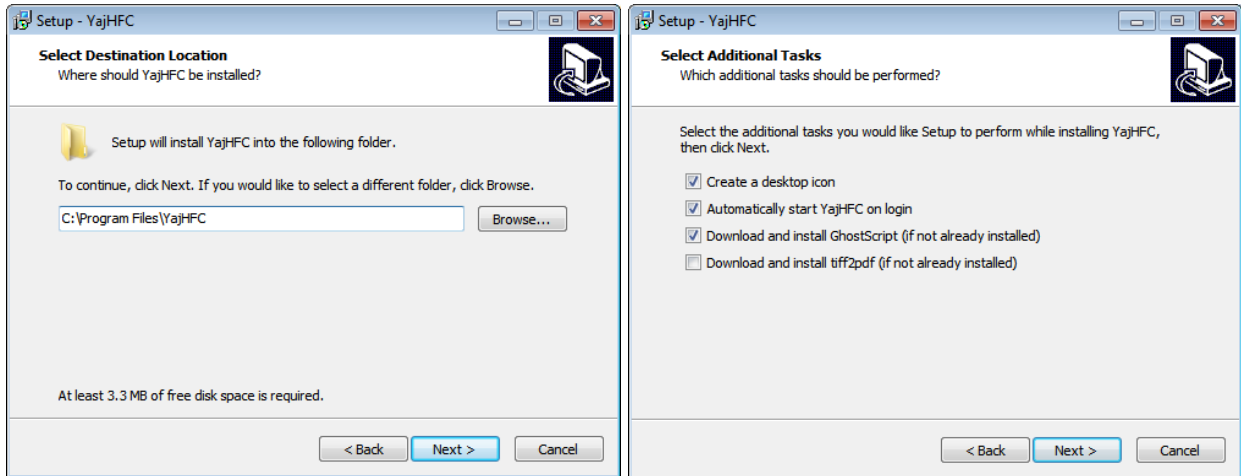
To run YajHFC, download one of the files below. It is recommended to use the one most specific to your platform (i.e. if you run Windows, download one of the Windows installers). The JAR file should run on all platforms where Java is available, so you can download this if you do not want to use an installer or there is no download for your operating system.

Java JAR file (all platforms)	1.88MB	yajhfc-0_5_4.jar (googlecode.com) yajhfc-0_5_4.jar (yajhfc.de)
Windows installer exe (32+64bit)	7.64MB	yajhfc-0_5_4-setup.exe (googlecode.com) yajhfc-0_5_4-setup.exe (yajhfc.de)
Mac OS X application	1.76MB	yajhfc-macapp-0.5.4.zip (googlecode.com) yajhfc-macapp-0.5.4.zip (yajhfc.de)
RPM package (main application)	1.90MB	yajhfc-0.5.4-1.noarch.rpm (googlecode.com) yajhfc-0.5.4-1.noarch.rpm (yajhfc.de)
RPM package (fax printer, needs the main application package above)	17KB	yajhfc-faxprinter-0.5.4-1.noarch.rpm (googlecode.com) yajhfc-faxprinter-0.5.4-1.noarch.rpm (yajhfc.de)
Debian/Ubuntu packages (.deb)		Please see the Debian/Ubuntu packages page

2. If you downloaded the Windows installer, run the exe file and follow the prompts.

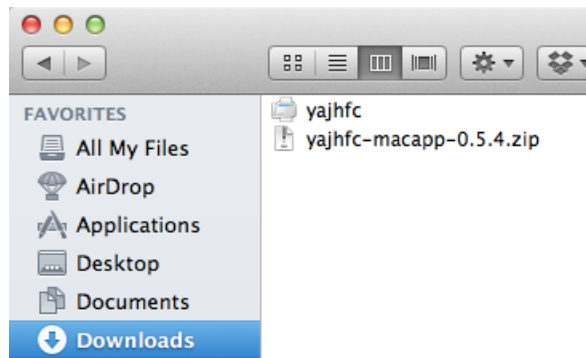


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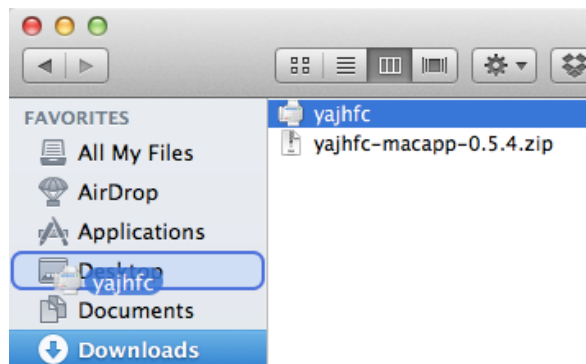


Note: You will most likely want to create a desktop icon and set the fax monitor to start on login for ease of use.

If you downloaded the Mac OS X installer, unzip the file.



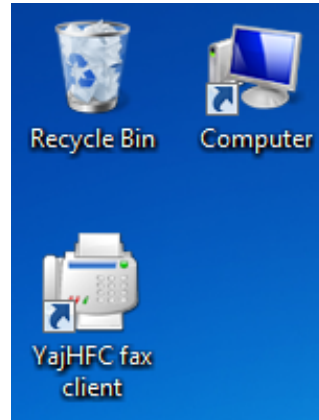
Note: You will most likely want to take the unzipped file and drag it to your Desktop for ease of use.



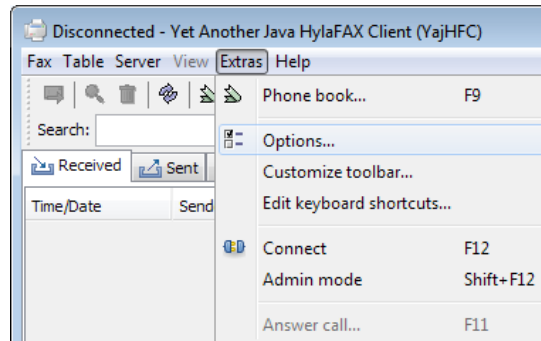
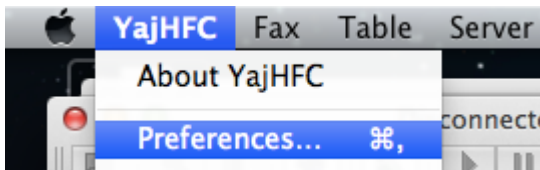
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II. Configuring Fax Monitor

1. Open the fax monitor program. On installation at your office, the fax monitor might be named something different such as Fax Monitor, OSCAR Fax, Start OSCAR Fax Mon, etc. The icon will be the same.



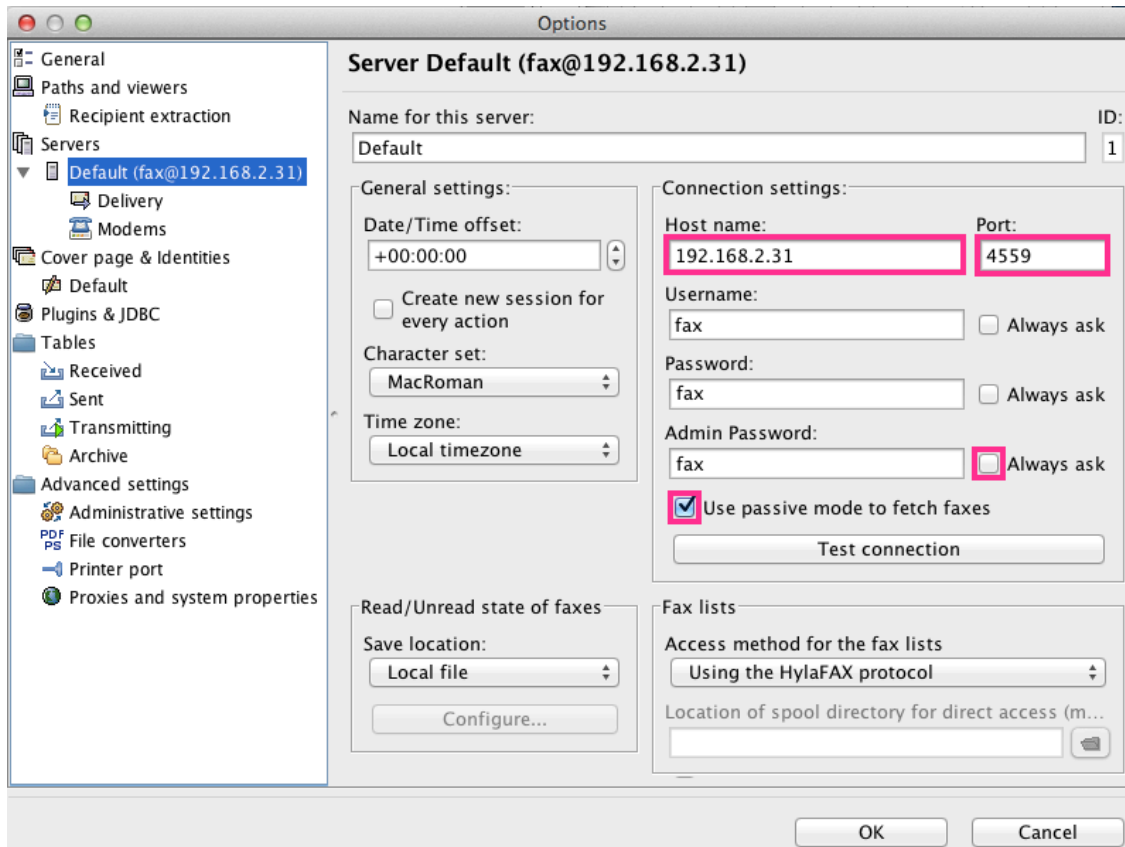
2. On a Windows machine, click Extras then Options.
On a Mac OS X machine, click YajHFC then Preferences.



3. Configure the settings of the fax monitor as follows:

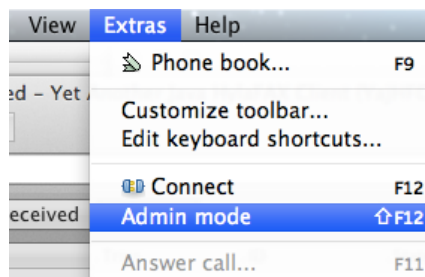


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Note: Password and Admin Password are “fax” but will display as ●●● when typed.

4. When you’re done, hit OK.
5. Set the program to “Admin Mode”. Click Extras then Admin Mode.



Warning: The fax monitor does *not* display logs properly if it is not in Admin Mode. *Admin Mode must be enabled each time the program runs.*



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III. Checking Your Faxes

1. To verify if a fax was sent successfully, check under the Sent tab.

Owner	Number	Status	Tries	ID	State	Scheduled time
fax	4165555551			2	5 ✓ Done	16/09/2013...
fax	4165555552			1	4 ✓ Done	16/09/2013...
root	4165555552	Busy signal de...		12	3 ✗ Failed	16/09/2013...
fax	4165555550			2	6 ✓ Done	16/09/2013...
root	4165555551			1	2 ✓ Done	16/09/2013...
root	4165555550	Busy signal de...		0	1 ✗ Failed	16/09/2013...

HylaFAX scheduler on oscar1: Running
Modem ttyACMO (+1.905.555.1234): Running and idle

Note: Clicking the heading “Scheduled time” will sort the list chronologically (first descending then ascending)

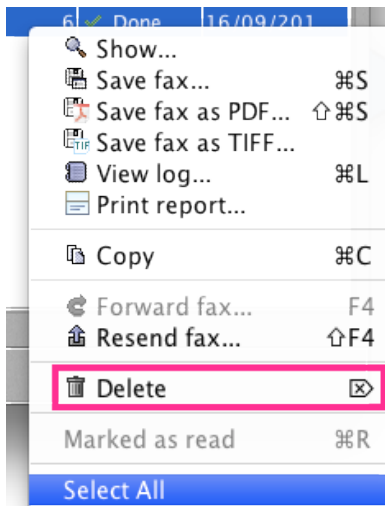
Note: Faxes will attempt to be sent 12 times if there is a dial-tone. If a fax still fails to go through, it will show “Failed” on this screen. Double-click any fax job to preview it. To resend a job, right-click a job and click Resend Fax.

The image shows a context menu for a failed fax job with the following options: Show..., Save fax..., Save fax as PDF..., Save fax as TIFF..., View log..., Print report..., Copy, Forward fax..., and Resend fax... (highlighted). A blue arrow points from the 'Resend fax...' option to the 'Send fax' dialog box. The dialog box contains fields for Fax number, Recipients (with a table header: Fax num..., First name, Last Name, Title, Cor), Subject, and Comments. It also has buttons for Send, Preview, Cancel, and an Advanced button.



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Tip: Some clinics prefer to highlight and delete all jobs at the end of the day to keep their logs more organized.



2. To see a log of received faxes, you can click Received.
Note: All received faxes can be found and assigned to patient charts within OSCAR. This log is for historical purposes only.

Search: [] [Reset] []

Received Sent Transmitting

Time/Date	Sender	Error descripti...	Time to receive	Pages	Filename
17/09/2013...	Drs Office		00:00:27	1	fax0000000...
17/09/2013...	Drs Office		00:00:15	1	fax0000000...
17/09/2013...	Drs Office		00:00:16	1	fax0000000...
17/09/2013...	Window W...		00:00:15	1	fax0000000...
17/09/2013...	Indivica Su...		00:00:15	1	fax0000000...

