



Implementing the “Be Well” Self-Management Plan

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Downloading the Installation Package

Please go to www.procon.co.nz/wrhn.html. Locate the item called “Be Well Installation Package” and click on “Download”.

Save the file somewhere where you can find it for the next step...

Unzip the downloaded installation package

1. Run Windows Explorer (shortcut: Hold the “windows” key on your keyboard down and then press “E” for Explorer).
2. Locate the file you downloaded above and right-click on it. Select “Extract All...”. (If this option is not shown, you may need some help - the goal here is to “unzip” the file you downloaded so that each file within the ZIP is available.)
3. Save the extracted files somewhere where you can find them.

Import the new Advanced Forms

1. In Medtech: [Setup](#) → [Advanced Forms](#) → [Advanced Forms Manager](#). Note that you now have a new menu item “[Advanced Forms](#)” at the top of the screen.
2. [Advanced Forms](#) → [Import Form](#)
3. “[Browse](#)” to locate the folder where you saved the unzipped files. “[Validate](#)” and then “[Import](#)” each of the following files (repeating step 2 as appropriate):
 - Live Well (LWPCON).xml
 - Mental Health and AOD Screen (WAPCON).xml
 - Referral Generic (GENREFPCON).xml
 - Service Directory (REFDPCON).xml
 - Long Term Care Plan.xml

Create the Best Practice direct-access forms

1. In Medtech: [Tools](#) → [SQL](#)
2. [File](#) → [Open/Run](#)
3. Locate the file “BPAC Forms.sql” and “Open”.

Setup Access Password

1. In Medtech, put a test patient on the palette.
2. Run the form “Long Term Care Plan”.
3. You will be prompted to enter a database password. The password is care99*plan
4. Close the form and run the Long Term Care Plan form again to verify that you don't receive a prompt for the database password.