

FERRET MEDICARE BENEFITS SCHEDULE UPDATE

Important

Always perform a backup of your data prior to performing any updates. Ensure that Ferret is not running on any computer or the server prior to running this update.

If you feel you require assistance with this update, please do not hesitate to contact the Project Ferret Support Line on 1800 175 818

1. Locate the appropriate Fees Update Kit. *This will usually be found on the Pen Computer Systems Website under the latest news section. Alternatively you may have received this on a CD with a Ferret upgrade or similar.*



Figure 1 - Pen Computer Systems website link

2. *The file is usually a self Extracting WinZIP file, however, should it simply be a .ZIP file, you will need to EXTRACT the contents of it to your c:\Ferret\Exec directory. The remainder of this document will assume the Self Extracting archive.*
3. *Double Click* on the appropriate Fees Update Kit to display the window in Figure 2.

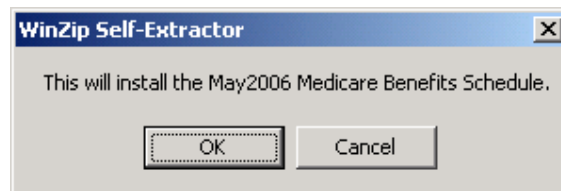


Figure 2 - Self Extracting File

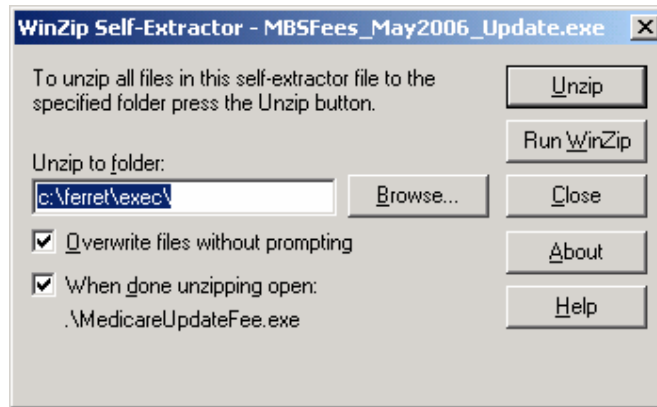


Figure 3 - Winzip Self Extractor

4. If necessary, *change* the **destination path** (Unzip to folder) and then *click* the **UnZip** button.
5. If successful, *click* the **OK** button shown in Figure 4.

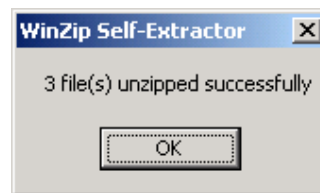


Figure 4 - Winzip extraction successful window

6. The update application will automatically run, however, if it doesn't locate the **destination path** (Unzip to Folder) that was specified in **step 3** and Launch the MedicareUpdateFee.exe application.

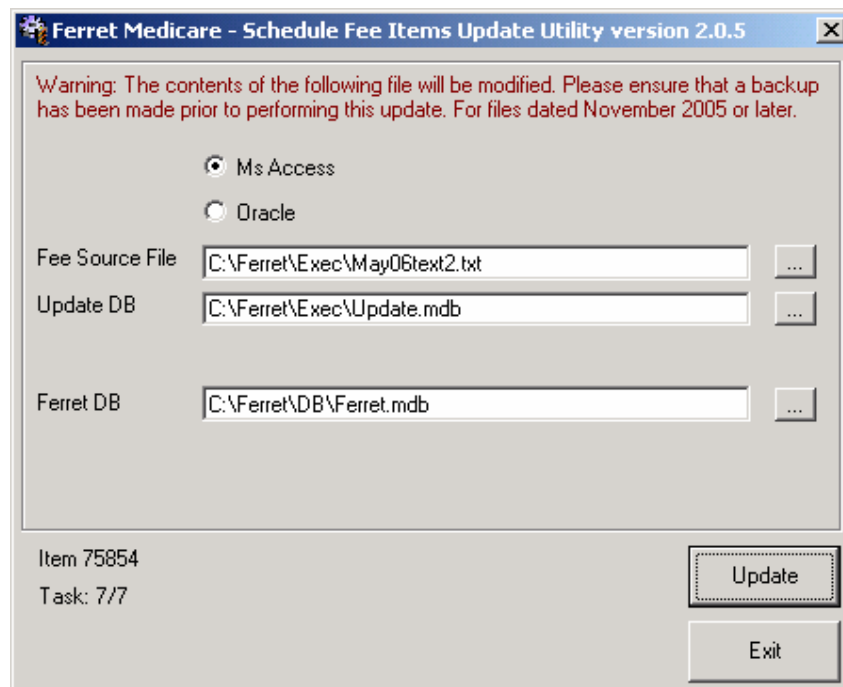


Figure 5 - Ferret Medicare Update Utility

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7. Select the type of database you have for your Ferret installation. This will determine what fields you will see.
 8. Locate the Fee Source File. This file will usually have the Month and Year of the update. Click the button to the right of the Fee Source file text box to browse your system.
*NB: The file will be in the Destination directory specified in **step 3**.*
 9. If necessary, *change* the **path** for the Update DB.
*NB: The file will be in the Destination directory specified in **step 3**.*
 10. If necessary, *change* the **path** for the Ferret DB.
NB: This is where the Ferret Database is found on the server. In most cases, the path shown is correct. For Oracle users you will be asked to provide the Database Service name and a user/password combination to gain access to the Oracle Database.
 11. When all the paths are correct, click the **Update** button.
 12. When the update process is complete, the following window is displayed. *Single click **OK** and then close the **Ferret Medicare Update** Utility.*
NB: If any errors occur, please contact the Project Ferret Support Line.

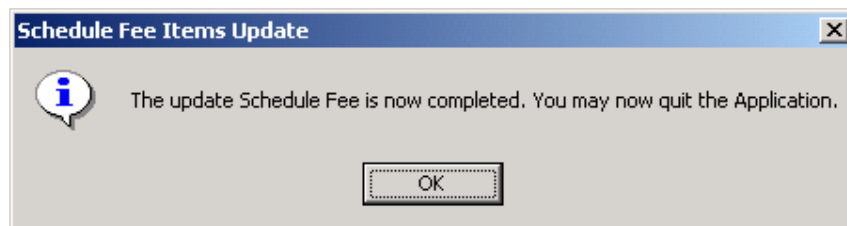


Figure 6 - Update Successful window

13. *Close* all windows and check the update by *generating* a new **Medicare Voucher** and ensuring that the fees are up to date.

*NB: The new fees will only be applied to **newly** generated vouchers. If you have vouchers that are waiting to be claimed, they will still comprise of the older fees.*