

ICD-10-CA/CCI Single- or Multiple-User Installation

Recommended system requirements

- Microsoft Windows 7/8/10
- Minimum system requirements for your operating system will be sufficient to run the products on their own. Running other software concurrently may result in the need to have more hard drive space or memory or a higher-performance processor. IT personnel should consult the operating system minimum and recommended system requirements to ensure your computer complies with those requirements.

Important notes

- This product has been updated for version 2018. It will be installed separately from any pre-existing versions of the CCI and ICD-10-CA products. Previous versions of the software will not be overwritten. Contents of Shadow files from versions 2012 or 2015 can be imported.
- This product has been tested and confirmed to work efficiently on systems and networks running typical set-ups. For possible problems stemming from variances from the typical set-up, please see the FAQ at the end of this file.
- Close all programs/applications prior to installing this product on a workstation.
- During the installation process, it is necessary for the product to write to the Windows Registry. Please ensure that proper access rights have been granted to accommodate this. Usually this means that you must be logged on as Administrator for the install.
- If installing to a drive other than the default, it is imperative that the specific drive be pre-mapped into the system prior to installation.
- InstallShield will not recognize a UNC as a proper drive designation.
- The installer is for a multiple-user installation. Please follow the instructions for **individual installation** or **network installation** below.
- For questions related to the use of the classification or queries about its application, please visit our website: www.cihi.ca/Submit Data and View Standards/Codes and Classifications.
- For technical questions or those not related to classification content or coding, email us at help@cihi.ca.
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Individual installation

This will install the product to a single machine independent from the network.

1. Run SETUP.EXE in order to install the new infobases and their rights files along with all the latest Folio software patches.
2. InstallShield will load and display a welcome screen. Click **Next**.
3. Read the licence agreement and select **Yes** to accept it or **No** if you do not accept. (Selecting No will exit the set-up program.)
4. You are now prompted for a location to install the product. The default is C:\CIHI\CIHI_PUB_2018. It is recommended that you use the default location. If it is necessary to use a different location, you will have the option of selecting one of your choosing. (Please note that any network drive that is selected must have been previously mapped to the system you are installing to; if this hasn't been done, the product will fail to launch.) Ensure that this directory is available with appropriate permissions for all users who require access to the program. The program and infobases take approximately 40 megabytes of space.
5. Next, you will be given 2 installation options. Make the appropriate selection and click **Next** to proceed:
 - **Typical** will install the product with all of the most common options for local use on this computer (recommended).
 - **Network** will install the product to a network server and allow for installation to any number of workstations from that point. For complete network installation instructions, view the README.TXT file.
6. The Program folder option is simply the location on your START menu where the launch icons for the product will be located. Click **Next** to accept the default or change the name to one of your own choosing.
7. The next screen is a verification of all of the options selected to this point. Verify that they are correct and click **Next**. If any of the options appear incorrect, click **Back** until you arrive at the option requiring the change. Make the correction and proceed forward again from that point.
8. The product will now install all of the required components to your hard drive.
9. After the icons have been created, select **Finish** to complete the installation process.

Network installation

Perform this step if more than one workstation needs access to the product.

Please note that for Windows 7/8/10 workstation installs from a network install, changes are made to the HKEY_CURRENT_USER section of the Windows Registry. Please ensure that the user's ID has this right, or that the local administrator ID is being used to make these references persistent for all users.

1. Run SETUP.EXE to install the new infobases and their rights files. InstallShield will load and display a welcome screen.
2. Click **Next**.
3. Read the licence agreement and select **Yes** to accept it or **No** if you do not accept. (Selecting No will exit the set-up program.)
4. You will now be prompted for a location to install the product. The default is C:\CIHI\CIHI_PUB_2018. It is recommended that you use the default location. If it is necessary to use a different location, you will have the option of selecting one of your choosing. (Please note that any drive that is selected must have been previously mapped to the system you are installing to; if this hasn't been done, the product will fail to launch.) Ensure that this directory is available on the network with appropriate permissions for all users who require access to the program (either through a share or a UNC). This step creates a network share point where workstations will access the setup.exe program to install the program to their workstation. The program and infobases take approximately 40 megabytes of space.
5. Next, you will be given 2 installation options. Make the appropriate selection ("Network") and click **Next** to proceed:
 - **Typical** will install the product with all of the most common options.
 - **Network** will install the product to a network server and allow for installation to any number of workstations from that point.
6. Follow the instructions on the screen to finish the installation.
7. The Program folder option is simply the location on your START menu where the launch icons for the product will be located. Click **Next** to accept the default or change the name to one of your own choosing.
8. The next screen is a verification of all of the options selected to this point. Verify that they are correct and click **Next**. If any of the options appear incorrect, click **Back** until you arrive at the option requiring the change. Make the correction and proceed forward again from that point.
9. The product will now install all of the components required to the server's hard drive.
10. After the icons have been created, select **Finish** to complete the installation process.
11. Individual workstations will be set up by accessing the install folder specified during this process from the workstation itself (via a previously mapped network drive) and executing the WS_SETUP.EXE file. As with a full workstation install, the user performing the install must either have full Administrator access privileges or use the Administrator account to perform the install.

Frequently asked questions

1. I keep reading about registry entries. Where are they and how do I remove them?

The Windows Registry is a series of keys that control various aspects of all programs installed on your computer. It is strongly recommended that you do not attempt to edit the registry unless you are qualified to do so. If you find it necessary to edit the registry, please refer to the Windows Registry section at the end of this document.

2. Is there any possible conflict with other products?

This product will not conflict with any other known application, with the exception of some products using earlier versions of Folio. Folio versions 4.0 and 4.1 allow the option of using shared DLL files. Folio 4.9, which is distributed with this product, does not. Shared DLL files are loaded at start-up and as a result may not allow the version distributed with this release to load. This may cause a conflict and generate a number of errors. If you are concerned about this becoming a problem on your system, you can either remove any previous versions of Folio products and the associated shared files prior to installing this product or reinstall the other product, making sure that shared DLL files are not used. Note: This does not apply to Folio version 3.1 or earlier.

3. If I have installed the product to a single machine, can I install it to other machines as well?

Yes. The licence allows it to be installed on a single workstation or multiple workstations.

4. Can the French and English infobases be used at the same time?

The French and English versions of this product are under separate licence agreements. Both the French and English infobases can be used simultaneously. The number of users per product is not affected when using the French and English products at the same time. The installation directories are as follows: "C:\CIHI\CIHI_PUB_2018" (English) and "C:\ICIS\ICIS_PUB_2018" (French).

5. Can I use my existing v2012 or v2015 Shadow files with the v2018 infobases?

No, a personal v2012 or v2015 Shadow file cannot be used directly with a v2018 infobase, but there is a feature in the v2018 product that allows you to import the contents of previous Shadow files into a new, empty v2018 Shadow file. Consult the Upgrade Shadow File instructions on the Classifications and Coding web page.

Troubleshooting: Windows Registry

This information is provided for IT personnel and system administrators who are familiar with normal operation of Folio Views software, the software upon which CIHI's ICD-10-CA/CCI 2018 products are based.

Warning

Do not attempt to edit the Windows Registry unless you are absolutely certain of what you are doing. Serious damage to your computer may result.

The registry keys for this product are located here:

HKEY_LOCAL_MACHINE\SOFTWARE\Folio

HKEY_LOCAL_MACHINE\SOFTWARE\CIHI

and

HKEY_CURRENT_USER\SOFTWARE\CIHI

Note: Administrator privileges may be required to edit registry settings.

Folio Views customized interface

The user interface of this product has been customized differently for ICD-10-CA and for CCI. These settings include numbered binocular buttons for the query search templates, Copy Code, Create Custom Shadow, Merge Shadow, Import Notes functionality and various other user interface elements (menu items, tabs). Though recommended for advanced users only, it is possible to make further customizations to menus and toolbars via Tools > Customize...; those preferences will also be saved.

If a user makes an undesirable change to the user interface (e.g., a button or toolbar may be accidentally dragged and subsequently lost from the customized interface), the user interface can easily be restored to the default state.

To return to the original state of the customized interface, follow these steps:

- a) Close all instances of Folio Views.
- b) Delete registry key HKEY_CURRENT_USER\SOFTWARE\CIHI.
- c) Launch product from the shortcut. The user interface will be back to its original state.

Troubleshooting paths to infobase and rights files

When launching the product shortcut and an error occurs because it is unable to find a particular *.nfo or *.lcf file, this is most likely due to incorrect paths stored for the product under the registry key:

HKEY_LOCAL_MACHINE\SOFTWARE\Folio\4\Server\NfoPath

A typical entry comprises 2 paths separated by a semi-colon. Here are some examples:

a) Local installation

C:\CIHI\CIHI_PUB_2018\NFO;C:\CIHI\CIHI_PUB_2018\Rights

b) Mapped network drive letter

S:\CIHI\CIHI_PUB_2018\NFO;S:\CIHI\CIHI_PUB_2018\Rights

c) UNC path

\\RemoteServer\CIHI\CIHI_PUB_2018\NFO;\\RemoteServer\CIHI\CIHI_PUB_2018\Rights

Examine the paths. Make sure that locations exist and that corresponding *.nfo files are in the NFO directory and *.lcf files are in the Rights directory.