

BASIC MINI-PROFESSIONAL INSTRUCTIONS

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Starting Mini-Professional 2000

Once installation is complete, it's time to start the Mini-Professional 2000 program.

From the Desktop:

- Click on **Start**.
- Select **Programs**.
- From there, select **Mini-Pro 2000**.

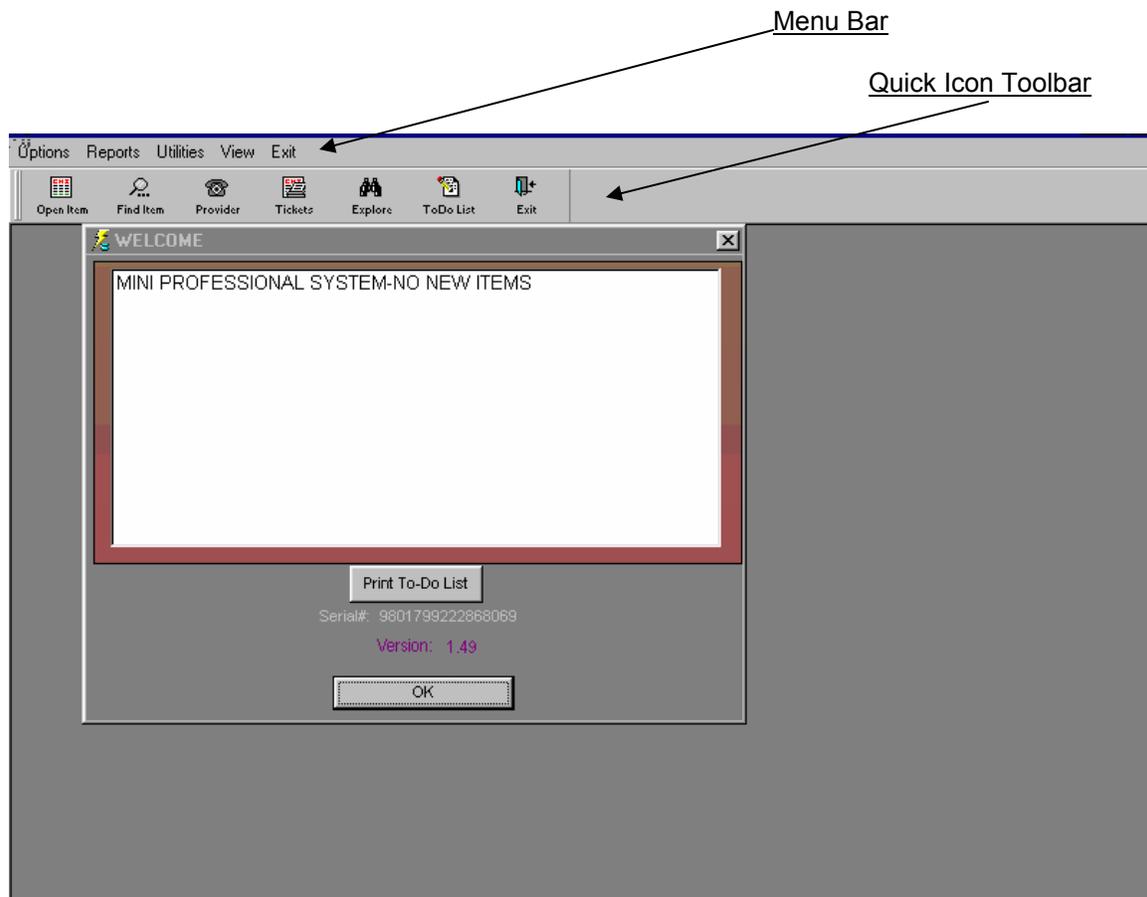
When you open Mini-Professional 2000, this sign-on screen appears:



Type in your user name and password, and hit the **ENTER** key. If your password is not accepted, and there are asterisks (****) in that area, retype your password over the asterisks in the password box and hit the **ENTER** key again. The first time you use the program, a Registration Expired screen will appear as well, telling you the registration number has expired. Click **OK** to open the program.

*Note: The Mini-Professional 2000 Program will be registered after you connect to the FTP site for the first time. Details are in the **First-Time Use and Registration** section of this Introduction.*

Using Mini-Professional

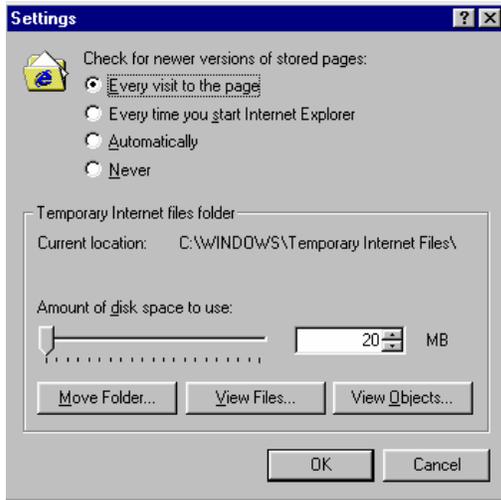


After you have signed on to the program, the main Mini-Professional 2000 screen appears.

An informational screen appears in the main screen. Here you will find Program Information, such as **serial number and version**. Click OK to close this screen.

Along the top of the main screen there are the menu titles: **Options, Reports, Utilities, View, and Exit**. Beneath the menu bar on the main screen is a toolbar of icons, or symbols that allows you to quickly access other screens.

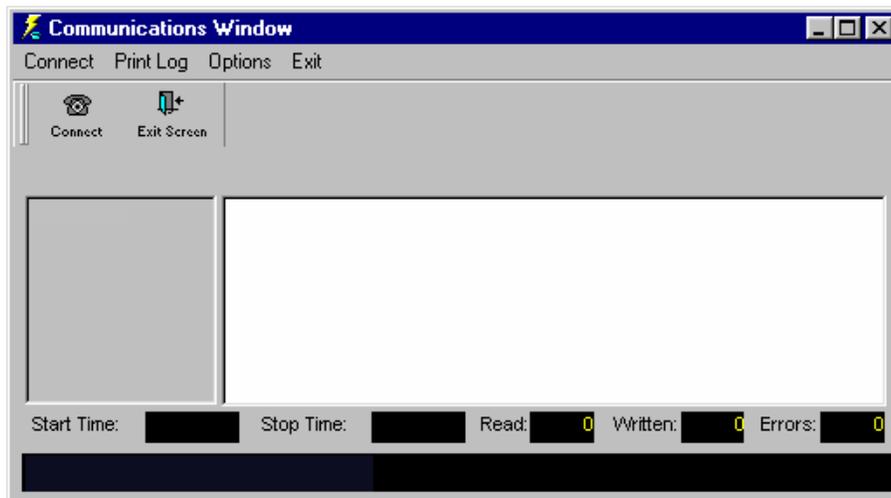
Before You Begin



To prevent having trouble getting your work, check the following setting on your computer: Go to *Start>Settings>Control Panel* (or in XP, *Start>Control Panel*). Double-click on the *Internet Options* folder to open it. Under the *General* tab, there is an area called “*Temporary Internet Files*”. Click on the *Settings* button in that area. The window below will appear. The options for “*Check for newer versions of stored pages*” are listed. Make sure it is set to “*Every visit to the page*”. Click OK at the bottom and exit.

Dial Provider

Each time you use Mini-Pro you will want to connect to your provider to download your work and pictures. The first time you use Mini-Pro, you will need to connect to download needed files and register the product. On the main screen, select **Options** from the main screen menu bar, and then **Dial Provider** from the drop-down list that appears.

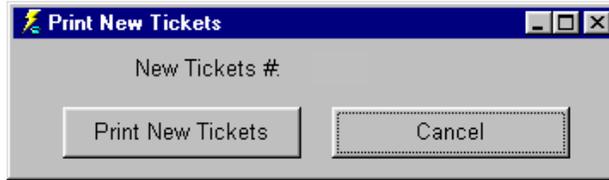


When you click on the **Dial Provider** option, the Communications Window appears. Another way to access this window is to click the **Provider** button on the quick icon toolbar.

Click on the **Connect** button to connect to the provider. The provider is the source of the work you will download. Once connected, the provider will transmit needed files to your computer. Once you have downloaded your work you may disconnect from the internet if it is not set to automatically disconnect.

Print Tickets

Print a New Ticket



When you select **Print New Tickets** from the drop-down **Options** menu on the main Mini-Professional screen, the Print New Tickets option appears. You may also access this screen by clicking on the **Tickets** button on the quick icon toolbar. This option allows you to print new tickets. The number of new tickets appears in the middle. You may choose to print, or cancel.



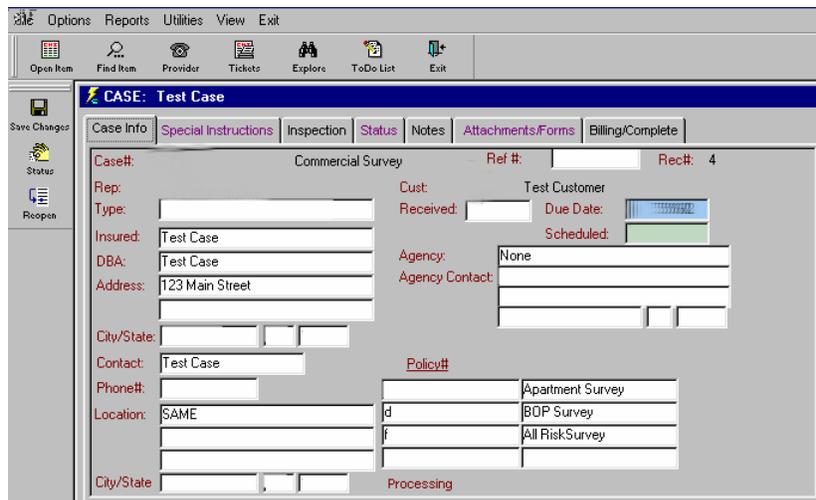
Print a Ticket for an Open Case

To print a ticket for an Open Case, bring the case up on the MiniPro screen. Click on the **File** menu title and select the **Print Ticket** option.

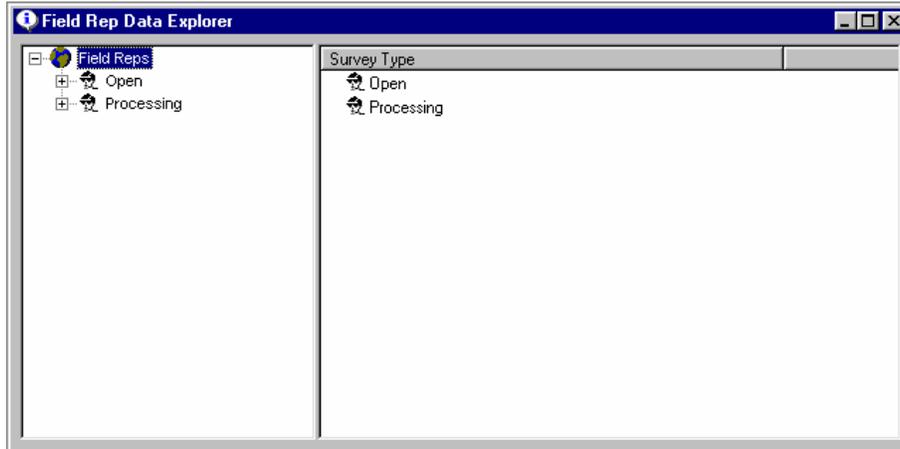
A window may appear asking you to select the printer you wish to use. Select the printer and click on the **OK** button.

Working With Cases

You may bring up a case by Clicking on the **Open Item** button and typing in the case number. Or you may click on the **Find Item** button and double-click on the case you wish to bring up. Once a case is brought up, you may work with it.



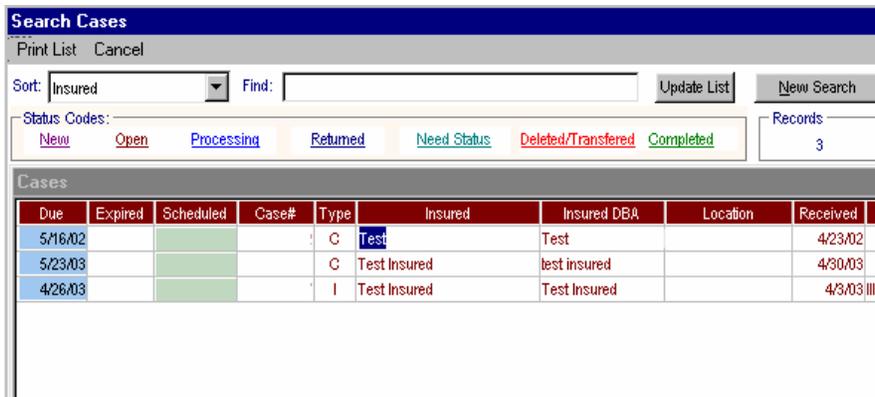
Using Explorer



When you select **Explorer** from the **Options** menu on the Mini-Professional main screen, the Field Data Explorer screen appears. This screen allows you to easily view your cases, including status. You may also access this screen by clicking on the **Explore** quick icon button. Click on Open or Processing cases in the left area to view a list of cases.

To view a particular case, click on the “+” sign next to Open or Processing. This will open up the folder and show the cases that you are working on or have completed. Select a case and click on it to access case information. To close the folders, click on the “-“ beside the folder name.

Using the Find Item Option



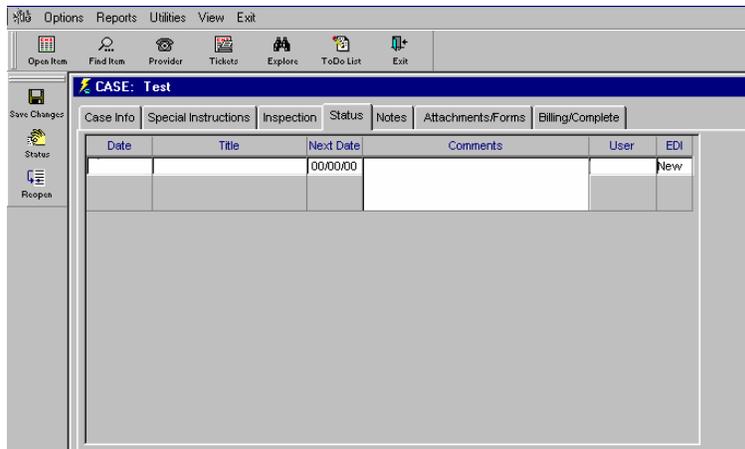
Another way to find a case is to click on the Find Item button. The Status Codes in the Search Cases window show how a case can be considered New, Open, Processing, Returned, Need Status, Deleted/Transferred, or Completed. The life cycle of a case is discussed next.

The Life Cycle of a Case

- New** Cases are new until printed.
- Open** Cases are open until changed to Processing. An Open Case changes to Processing if when adding an attachment you have clicked on the **Send All** button and answered **Yes to Are you done with this case?**. Another way to change an Open Case to Processing is to click on the **Complete Case** button under the case's Billing/Complete tab. You can change a Processing Case back to Open by clicking on the **Reopen** button on the left side of the case.
- Processing** A case is in Processing until confirmation of billing is received from the Manage Professional FTP site. After confirmation is received, the case is Completed.
- Completed** After Management Professional has confirmed billing of a case, the Processing Case is now Completed.
- Returned** Returned Cases need more work and are a priority.
- Deleted/Transferred** A case that has been deleted or transferred and is no longer assigned to the rep is a Deleted/Transferred Case. These cases will show up once to alert you to their status, and will be gone.
- Need Status** If a status is requested the case will show up here.

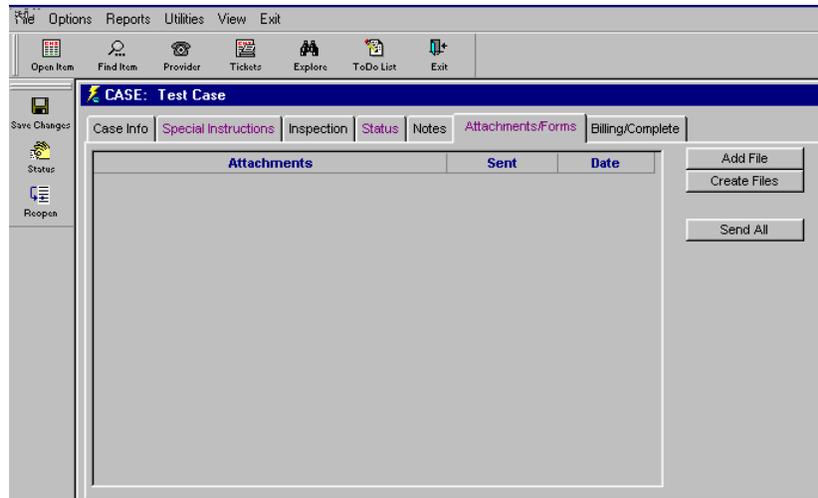
Adding a Status

Click on the **Status** button to the left of the case, and the *Status* tab will automatically open with a new status added. Select the *Title* of the new status from the drop-down list, and add any comments in the *Comments* area. If you have an appointment date, you may click on the calendar and select the date and time. To delete a status, right-click on the status and select the **Delete** option.



Attaching Files and Photos

To attach Word or other files, and photos or sketches to a case, click on the *Attachments/Forms* tab at the top of the case.



Click on the **Add File** button on the right side of the window. Select the location and file from the window that pops up. It will show up under Attachments as a New file. This works the same for data files and picture files (*please note: a sketch or photo must be scanned and saved as a file before you will be able to attach it*). If you wish, you may open and view the attached file by double-clicking on the file name.

Hint: When you name files and forms, basic guidelines are to use simple alpha-numeric names with no characters (~`@#\$\$%^&* (-+=\|[{;:;'"<>.>./) or spaces. If you do need to separate words, use an underline. For example: *file1_photo3.jpg* is acceptable. *File 1> photo 3.jpg* is not. Try to keep the file names as short as possible by abbreviating some word—e.g., use “dept” instead of “department”.

Another Hint: If you have loaded photos from your digital camera you may need to compress these photos before attaching to a case. See the next section on Compressing Photos for more information.

If you have attached a file by mistake, right-click on the file name and select **Delete**. A box appears asking “*Do you wish to delete corresponding file?*”. Click on **NO**.

When you have attached all of your files, click on the **Send All** button on the left side of the window. A box will appear and ask you “Are you done with this case?” If you answer **No**, the case will stay **OPEN**. If you answer **Yes**, it will go to **PROCESSING**.

If a case is in **PROCESSING**, you may change it back to **OPEN** by clicking on the **Reopen** button to the right of the window.

Compressing Photos

If you have downloaded photos from your digital camera, they may be too large to attach to a case. To find out the size, right-click on the picture file and select Properties. The size should be 75 KB or smaller. If it is larger, you will need to compress it.

You may have a program on your computer that you may use to resize the picture file. If not, there is a trial version of a program called JPEG Imager that will compress photos.

Downloading the JPEG IMAGER: If you go to the website www.sscg.net, and click on the Download link, you'll see a page that has several options. Click on the Download button next to **General Simple Solutions FTP Site**. The page that comes up shows several files. Double click on the jpegcompressor.zip file to download it. Note where it is being downloaded to so you will be able to find it to install the program.

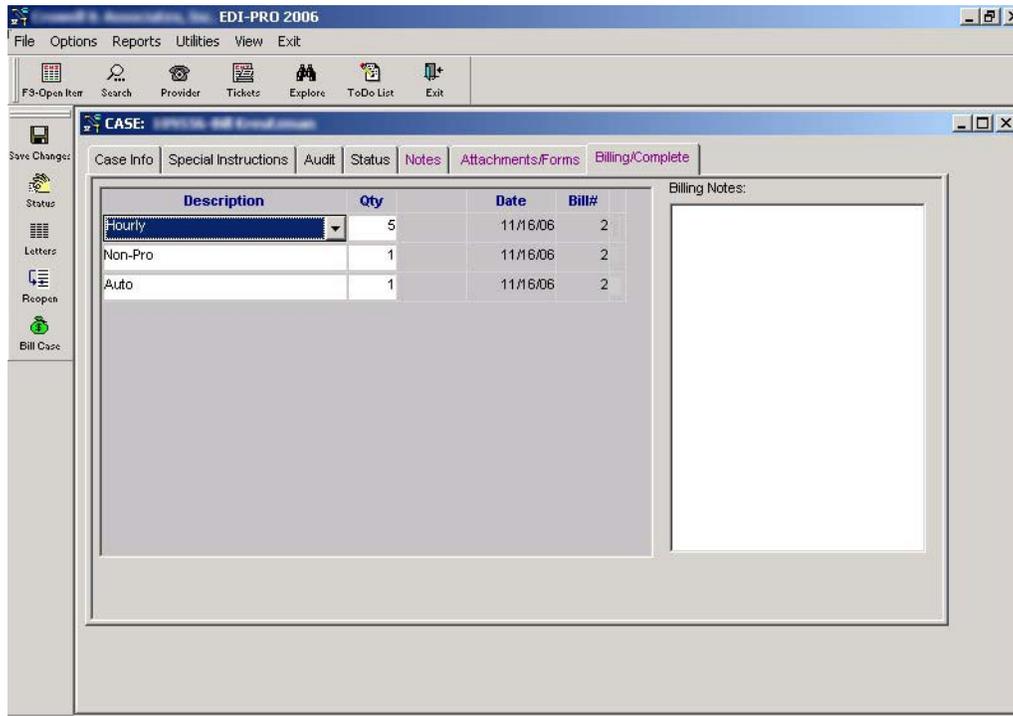
Once the file is downloaded, find it on your computer and double-click on it to unzip it. You may have the choice of unzipping more than one file, so select the one that is titled "setup.exe". Once it is unzipped you will be able to run the setup file and install JPEG IMAGER on your computer.

Compressing Your Photos: If you open the JPEG IMAGER, you will see several menu headings at the top of the window. Click on FILE, and then OPEN. Find the picture you wish to compress and open it. Click on COMPRESS and then FIT TO FILE SIZE. A box comes up with some options. Uncheck MIN RATIO and make sure MAX FILE SIZE is checked. Enter the number 75. This means your photos will be no more than 75 KB (Kilobytes) large. After compressing, Click on FILE and SAVE AS. Name the file something different—it can be as simple as adding "cmp" to the file name. For example, if your original file is named "1024_img.jpg", you might change the name to "1024_img_cmp.jpg". This way you know if the file you are attaching is the compressed one.

On Your Camera: Another hint is to take photos with less resolution and therefore reduce the original size of the picture file.

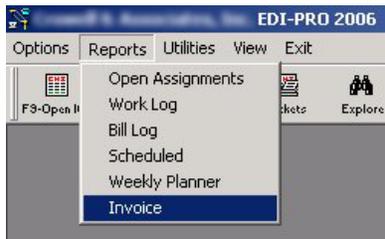
Billing Your Case

If your company wants you to send your billing information with your case in MiniPro, you may do so by opening the case and clicking on the **Bill Case** button to the left of the case screen. This will insert billing into the Billing/Complete tab screen. Enter the hours into the **Qty** area, and any other applicable billing information.

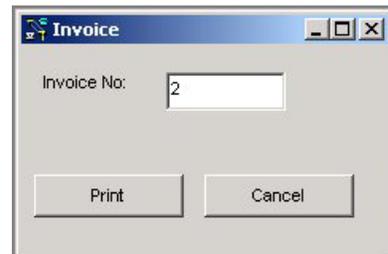


The Billing Tab Screen

Save your changes and exit the case. Send the billing information in by clicking on the **Provider** button and clicking **Connect**. Once the billing has been sent in you may view your billing invoice. If you look in the case's **Billing/Complete** tab again, the invoice number will appear in the **Bill#** column.



To view or print the invoice, go up to the top of the MiniPro program and click on the **Reports** menu heading and select **Invoice**. Enter the invoice number into the box that appears and click on Print.



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When you click on **Print** the invoice comes up as a preview before printing. If you billed more than one case at once all of them will be shown on the invoice. Click the Print button in the Invoice preview to print.

Control#	Insurance Co	Completed	Time	Amt	Charge
109556	Prostate Therapy	11/16/06	1	\$0.00	\$0.00
109556	Prostate Therapy	11/16/06	1	\$0.00	\$0.00
109556	Prostate Therapy	11/16/06	5	\$0.00	\$0.00
					\$0.00

An Invoice Preview

Frequently Asked Questions

Where did my Open Case go?

If your case is not listed as an Open Case, it could have been changed to Processing, Completed, or Deleted/Transferred. Click on the **Find Item** option to search for your case.

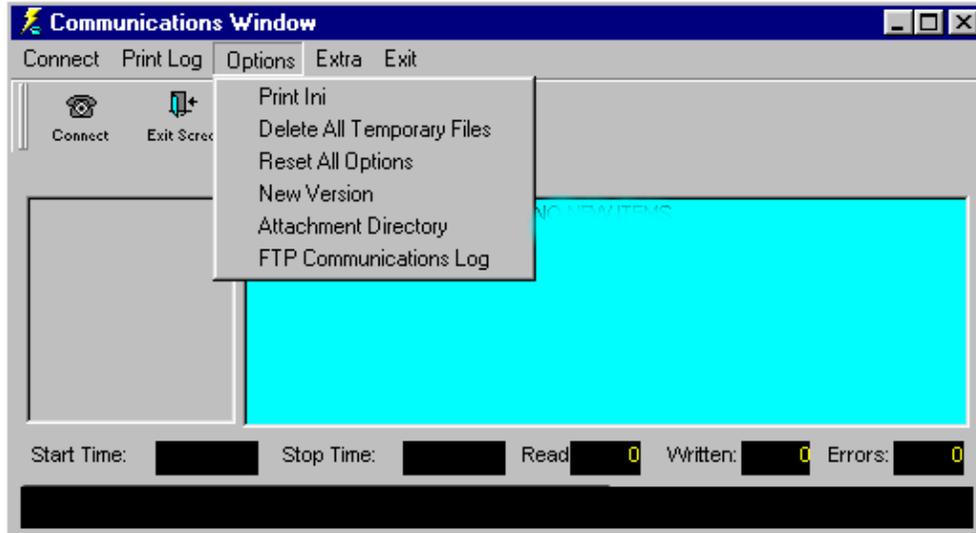
Why didn't this Open Case print with the rest of the New Tickets?

The case may have been printed and changed from New to Open. You can print an Open Case by bringing up the case and clicking on File, Print.

How do I upload processing cases? How do I know when I've successfully uploaded work? Once a case is Processing, the next time you connect to the Provider the cases should automatically upload. Once you've received confirmation from the Management Professional FTP site that the case has been billed, it is a Completed Case.

Updating Minipro

To get the latest updated version of MiniPro, click on the Provider button to bring up the Communications Window. In the Options menu, select New Version.



A window will appear asking what version you need. Type the version number into the window. For example, **1.49**. Click on OK.

When you exit, you will receive a message asking “Do you wish to run the update? This will quit the current application”. Say yes and the update will run. If you want to check to see if your MiniPro has updated, simply check the version number listed in the Welcome window that appears when you start the program.