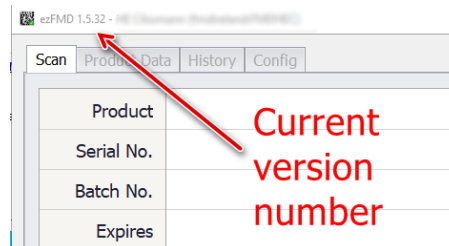


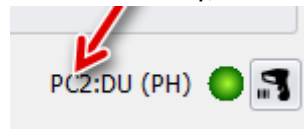
## ezFMD – Upgrade Guide for HSE sites

### PREREQUISITES:

- A Windows login with **Administrator** privileges
- You may need a Site Configuration file. If you are running a version of ezFMD older than version **v.1.5.29** then you will need the Site Configuration file. You can see the current ezFMD version in the top left of the application window:



- If you do not have a Site Configuration File then please contact your IT support.
- From the text in the bottom right-hand corner of ezFMD, note down your PC designation currently in use. Typically, PC1 or PC2 in Pharmacy, PC3 or PC4 in the Labs:





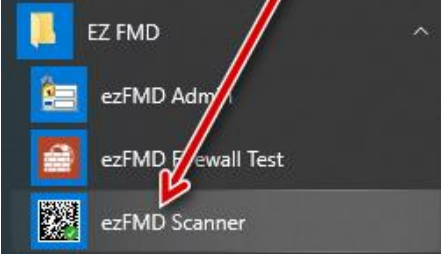
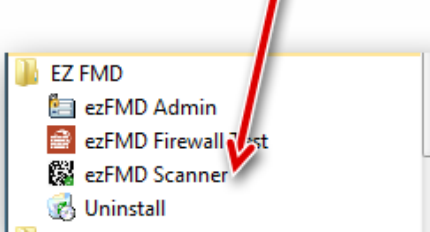
(You may require this later during the install.)

### Start the UNINSTALL

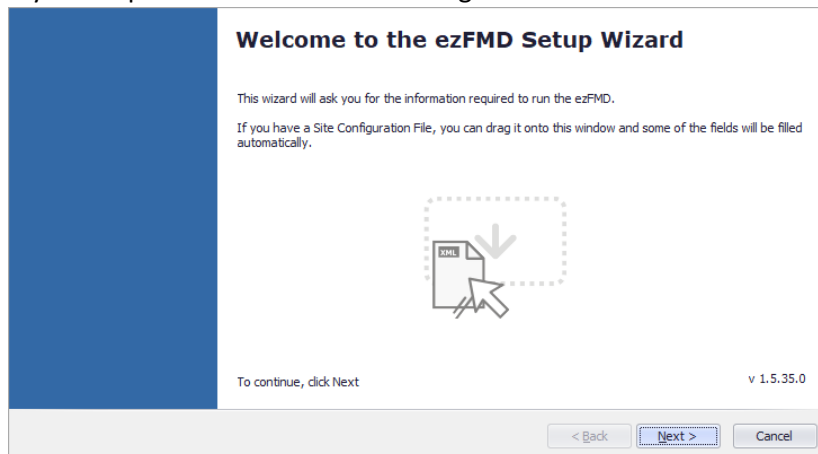
1. Log onto the PC to be upgraded with an account that has **Administrator** privileges.
2. Uninstall the current version of ezFMD (See [Appendix 1](#) if not sure how)

### Start the INSTALL

3. Download the latest version of the software from <http://www.ezfmd.com/downloads/setup.exe>
4. Run the setup.exe just downloaded
5. Click on all the default options shown
6. When setup is complete start the “ezFMD Scanner” application :

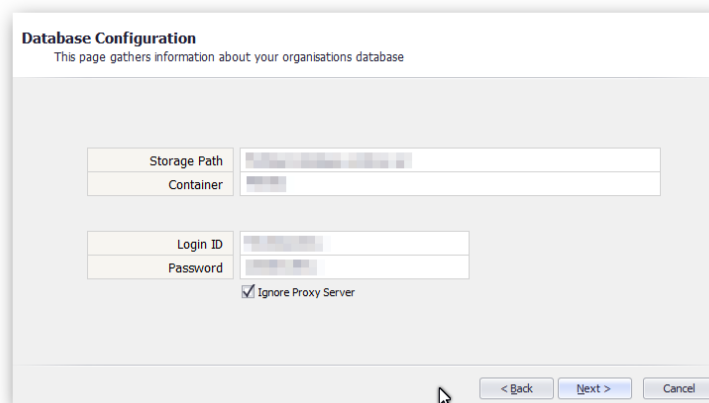
|  |   |
|--|---|
|  <p><b>Windows 10</b> - Click on the Windows Icon, and scroll down to the ezFMD group</p> |  <p><b>Windows 7</b> – Click on the Windows Icon, select All Programs and scroll down to the ezFMD group</p> |
|   |   |

7. The ezFMD Setup Wizard will start
  - a. If you are presented with the following screen:



Drag the Site Configuration File for your location onto the Setup Wizard screen and click the "Next" button.

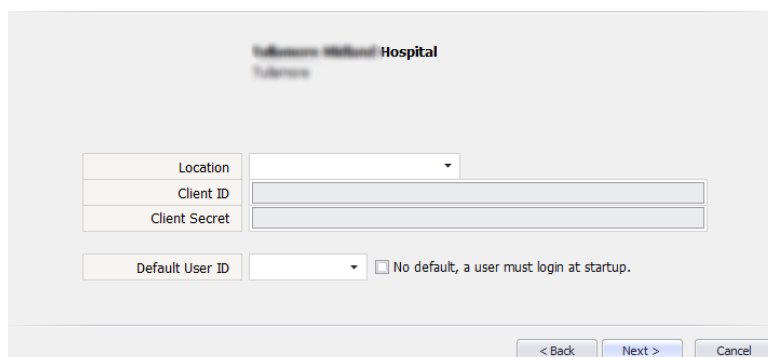
- b. The Setup Wizard should now display the Database Configuration page with all of the fields populated. If the fields are blank then click the "Back" button and go to Step a. immediately above



- c. You may be asked for further information, depending on how old your previous version of ezFMD was:

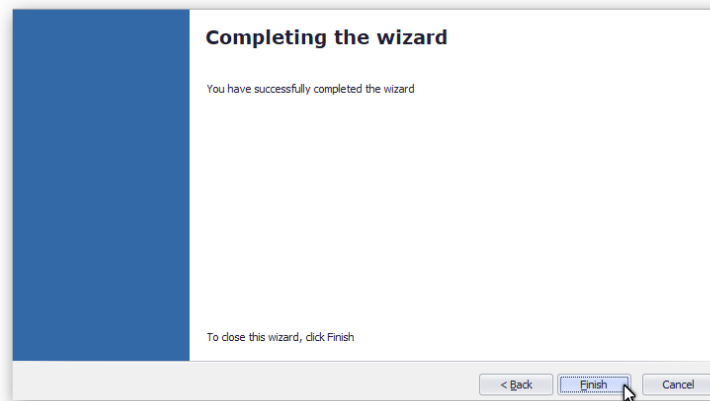
**Location Configuration**

This page gathers information about the location of this computer and the user who will use it most often

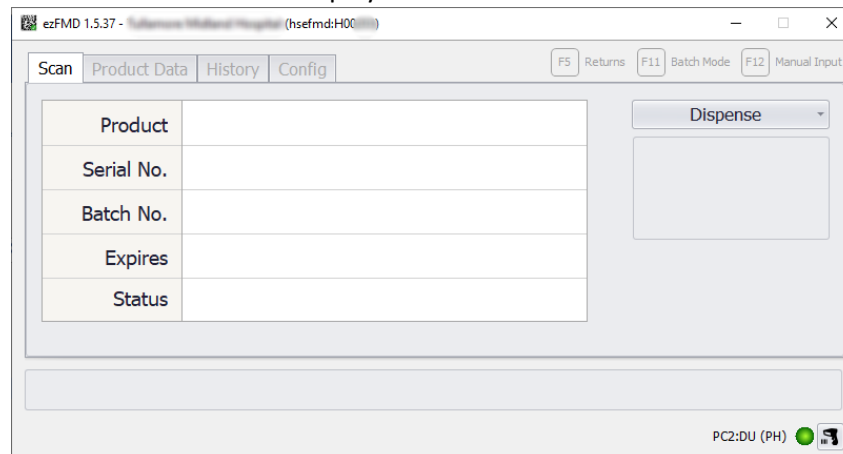


- d. From the “Location” dropdown list (A), Select the PC designation noted at the start (typically, PC1 or PC2 in Pharmacy, PC3 or PC4 in the Labs).

- e. From the Default User dropdown list, Select DU (for Default User)  
 8. Continue clicking the” Next” button until the Final page is displayed:



9. Click “Finish”  
 10. The ezFMD main screen should be displayed:



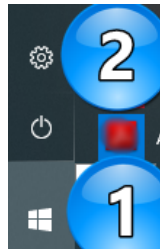
11. Close the ezFMD application  
 12. Login with each Windows User Account that will run ezFMD to verify or decommission packs, start the “ezFMD Scanner” application and complete the Setup Wizard for each.  
 13. It is a convenience for users if a desktop shortcut is created for ezFMD. This can be created for each user or, for more experienced IT persons, added to the C:\Users\Public\Desktop folder, so that it placed visible for all users.

## Appendix 1

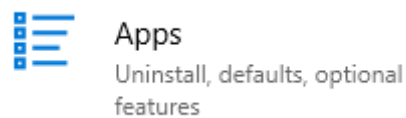
- A) Uninstall in [Windows 10](#)
- B) Uninstall in [Windows 7](#)

### A - Uninstalling a program in Windows 10

Click on the Windows icon (1) in the bottom left corner of your screen and select the “wheel” icon (2):



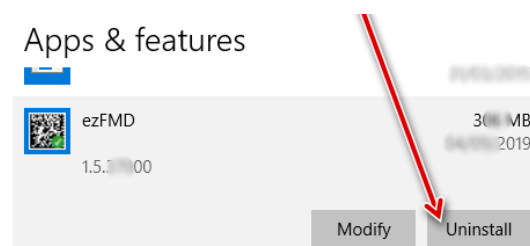
Click on Apps:



Scroll down the list of applications installed until you get to ezFMD and click on it:



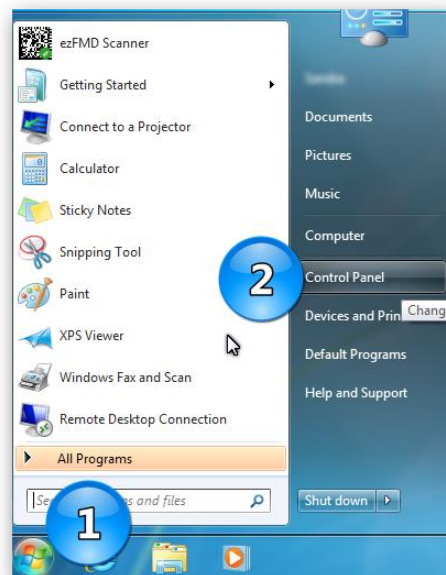
Click on the Uninstall button:



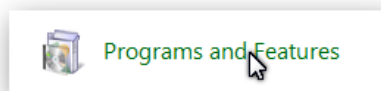
Confirm Uninstall and after a few seconds, the program will be uninstalled.

## B - Uninstalling a program in Windows 7

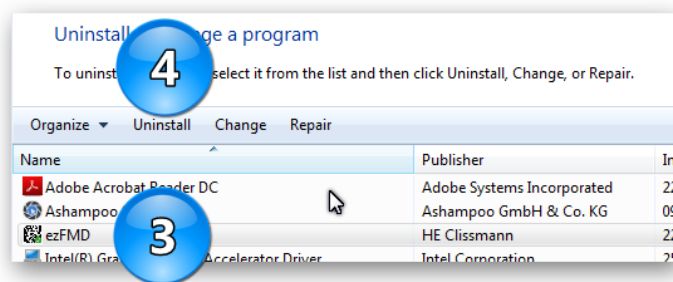
Click on the Windows icon (1) in the bottom left corner of your screen and select the “Control Panel” (2):



Click on “Programs and Features” (your icons may be smaller or larger):



Click on ezFMD in the list of programs (3) and then click on Uninstall (4):



If asked, confirm you wish to Uninstall. The program will be removed after a few seconds.