



CompuGroup™  
Medical

# CGM Direct Scanning Workstation Installation Instructions

February 2023

**CGMwebPRACTICE™**

Fully Web-Based Practice Management Suite



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## NOTICE

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**Prior to making any upgrades or changes to your server or workstations (hardware or software) you should obtain the most recent version of this document.** It is crucial to review the document with your IT Department/Hardware vendor to make sure that any upgrades or changes made will not prevent CGM Direct Scanning from functioning properly.

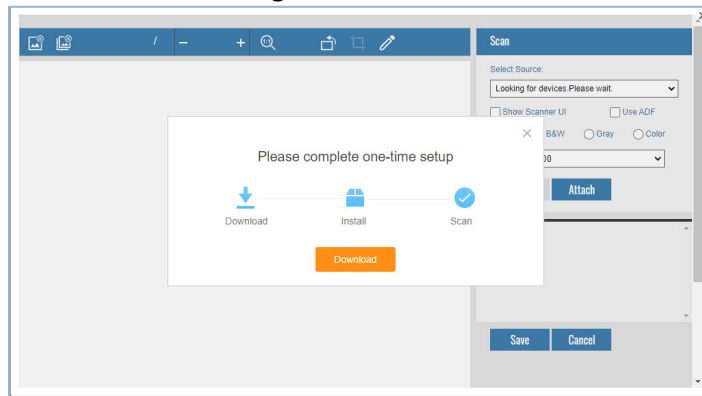
## CGM DIRECT SCANNING WORKSTATION INSTALLATION INSTRUCTIONS

**Warning: Do NOT perform these instructions until AFTER your CGM Implementation Consultant informs you that they have activated CGM Direct Scanning on your server and the *CGM Direct Scanning Integration* function has been completed. You must also have the scanner installed on your workstation prior to completing these steps. Note: You must not be using Edge in IE Mode; only Chrome and Edge will work with CGM Direct Scanning.**

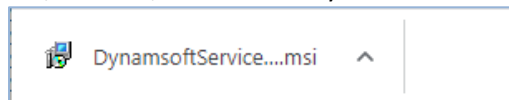
The first time you access the **Attach Image** Action Column button in a function, you will need to complete this one-time setup to download and install the Dynamsoft Service. **A local Microsoft Windows Administrator login is required to perform the steps.**

### Download and Install the Dynamsoft Service

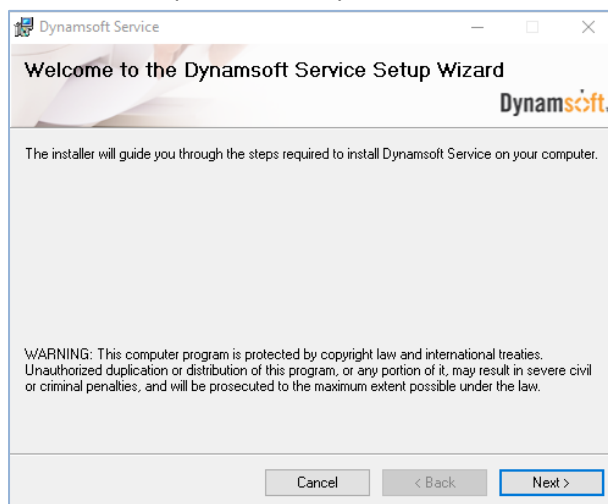
1. Log on to the workstation as a local Microsoft Windows Administrator.
2. Access the **Attach Image** Action Column button in a function. Click the **Download** button.



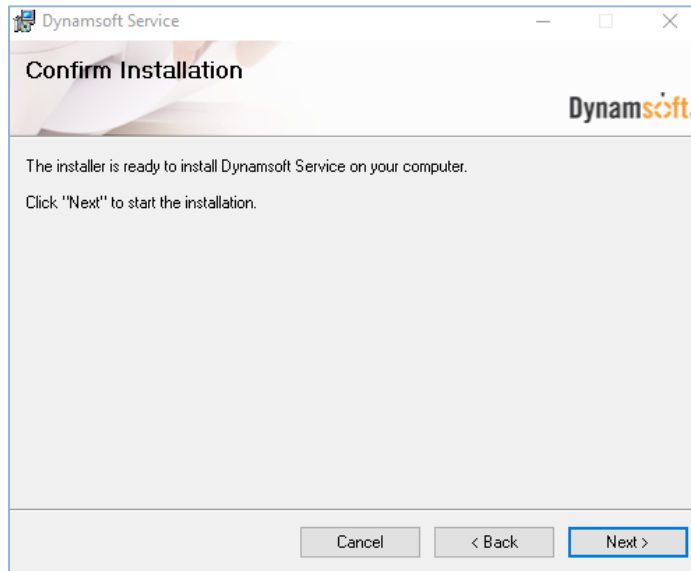
3. After the installer is downloaded - which should show up at the bottom of a new tab/window, click on the `DynamsoftService.msi` file.



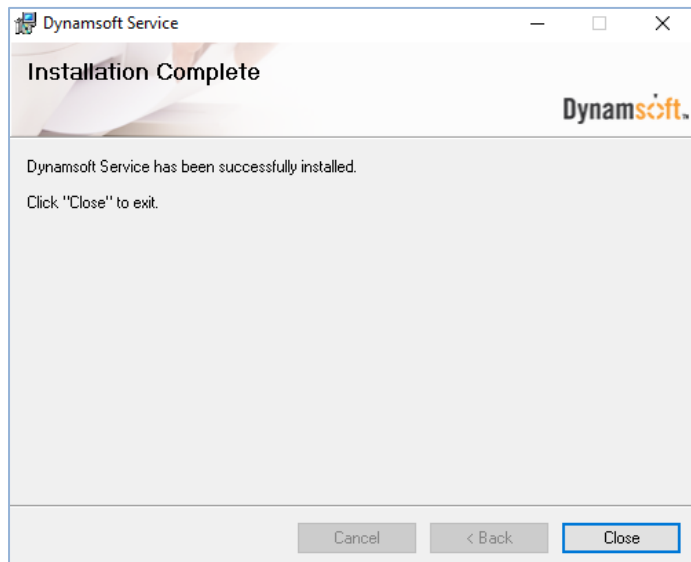
4. Follow the steps to install Dynamsoft. Click **Next**.



5. Click **Next** again.

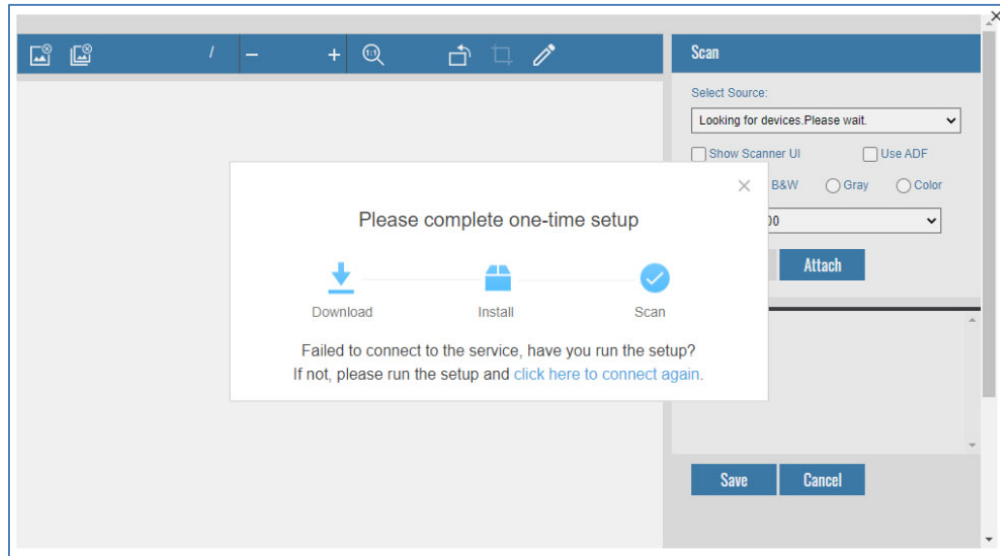


6. After the installation is complete, click **Close**.



After the Dynamsoft service is successfully installed (should take less than one minute), the **Attach Image** window should display with the **Scan** and **Attach** buttons activated and the **Scanner** list populated.

**Note:** If the install process takes too long, the following message will display:



If this happens, close the message window by clicking the 'X' in the upper-right corner, then close the **Attach Image** window by clicking the **Cancel** button and then click the **Attach Image** Action Column button again.

Now you are ready to scan and attach images. See the *CGM Direct Scanning - Scan & Attach Instructions* document for detailed instructions.

Sign to acknowledge completion of the Workstation Installation Instructions on every workstation that will use CGM Direct Scanning. Return the completed document to your CGM Implementation Consultant.

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 Authorized IT Representative Name

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 Date

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 Signature

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 Title