



Helix Practice Manager Updating Your IPU Drug File

The Irish Pharmacy Union sends us monthly updates to their drug file and it is very important that you update your Helix Practice Manager system to reflect these changes.

We will make the latest IPU file available to you on a monthly basis. Please make sure that you check our website regularly for these updates.

This document describes how you can update your HPM system. If you have any further queries with this please contact our support line on:

(01) 4633098 (Select option 5).

NOTE: This update will take approximately 5 minutes to complete. All users must be off the system at the time of the update.

Log into the HelixHealth website and go to “Product updates” Here you will see a category called ‘Helix Practice Manager IPU’. When you click on this link, you will see IPU update files for several months. You should select the latest month.

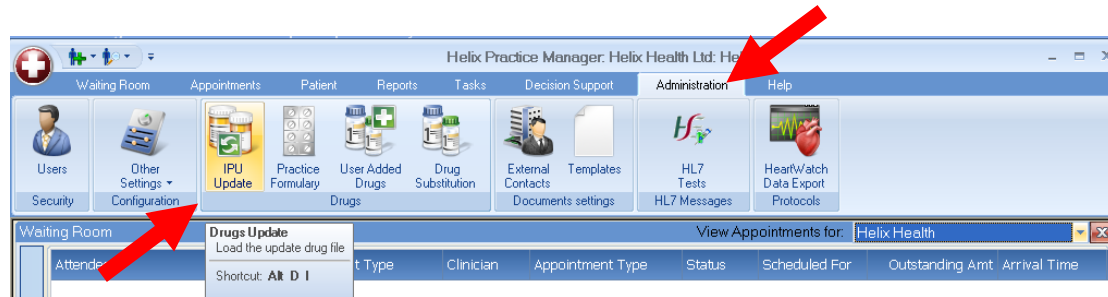
You should choose to download this file and you should save it to a location on your computer. We would recommend that you save it to a folder named ‘IPU Updates’ (you might need to create this folder on your computer if you are doing this for the first time).

You should unzip the folder to this location.

Note: It doesn’t matter if you skip a month, the latest file will still update your system with data from previous months.

Step 1: Finding your way in HPM

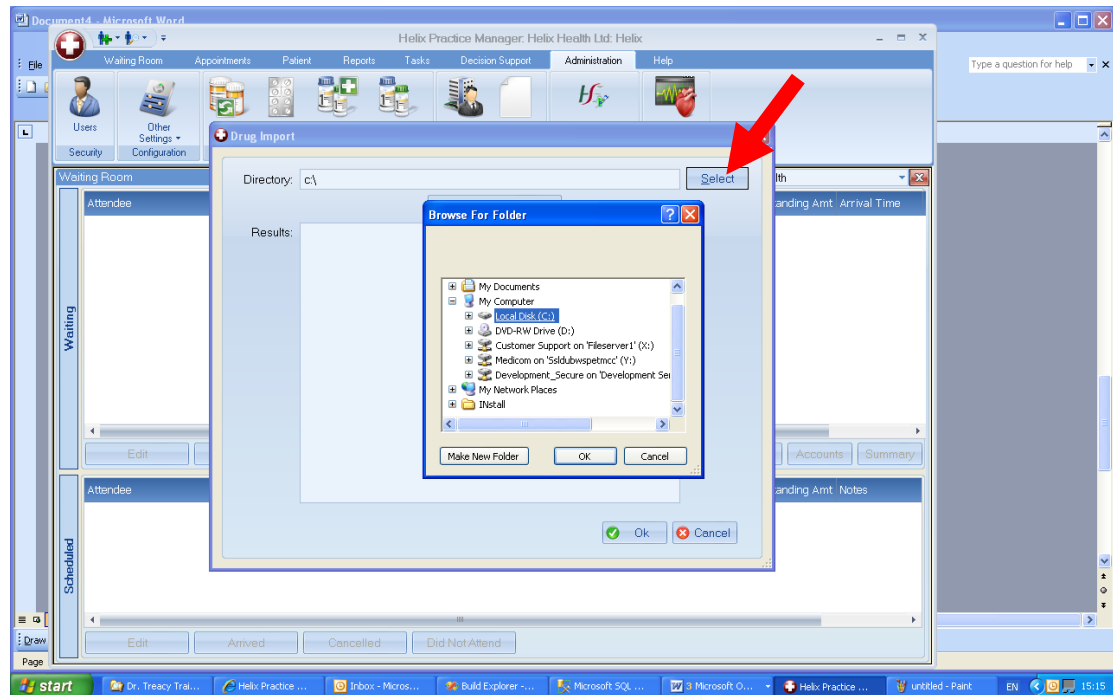
Open up the HPM application and click on the Administration Tab. Click on the ‘IPU Update’ button.



Step 2: Starting the Import Process

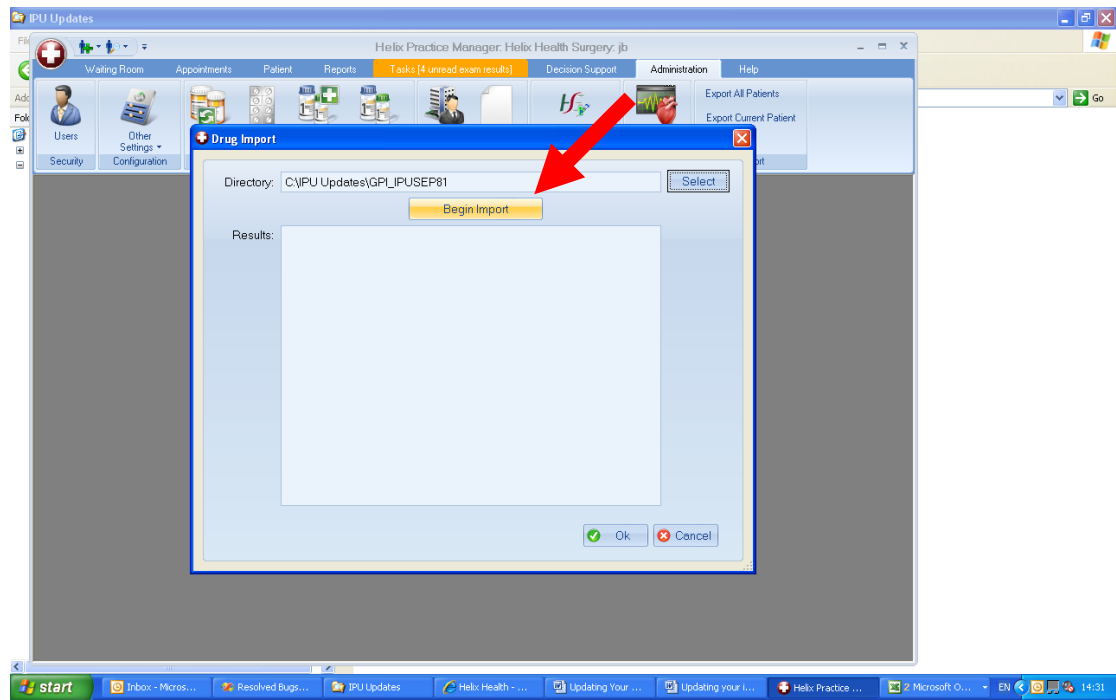
You now must select the directory in which you have previously saved the downloaded file on your computer.

Click on the 'Select' button and this will enable you to choose the directory in which your file exists.



Once you have selected the correct folder you should click on the 'Begin Import' button.

This will take approximately 5 minutes and no users should be on the system during this period.



Once the import has completed, the results box will be updated to say 'Import completed in xxx minutes'.
You can now click on the 'OK' button and continue working with the system.