Guide to using AAA Email Results

For your convenience, this screen can be moved around on you screen so you can refer to it while the program is running.

Shortcuts:
Double-clicking the System Tray Icon (Blue square containing white microscope) eill display the status screen
Attempting to close the program by clicking on the red "X" will return it to the System Tray (it will not close)
Use the menu at the top of the status screen to access management and help functions
Right-clicking the Systen Tray Icon will allow you to display the status scrren, initialte a download or shut down the program.
Hitting F12 on the keyboard will display this help at any time.

Introduction
This program provides a method to retrieve encrypted result files from AAA Mackay Pathology. It uses an email address to access the results which are sent to that address from the Laboratory when they are published.

System Requirements
The program will run on any version of windows from Windows XP through to Windows 10 with a minimum of RAM and disk space. To operate, the program needs to be set up to receive emails from an email service, either locally in your practice or from an externally.

Installation
You can download the program in a zip file from the AAA Mackay Pathology Website or receive it on a memory stick or CD disk from the laboratory by contacting the Information Services department. You may also leave a message on the website.
To install the program, unzip the zip file into a folder on your computer (could be a folder on the desktop called "AAAEmailResults" for example). Run the "Setup" program in the folder and follow the prompts, allowing it to be installed in the Program Files folder.

Running the program for the first time
After it has been installed, you can start the program by selecting it from the start menu as AAAEmailResults.
An error message will be displayed as follows:

This is because the program expects there to be a saved configuration file in its working folder. Of course you will not know where that folder is because it differs from one version of Windows to another. The message asks you to enter the configuration from the File menu. This is not a serious problem. Just click the OK button and the message will disappear.

Do not be surprised that the program does not appear because it starts in the "System Tray" which you will find at the right hand side of the Windows task bar. The program appears as a blue square with a white microscope in it. Hovering over it with the mouse pointer will display "Double Click to show AAA Email Results". Do so and the program window will be displayed on your screen showing the "Status Display". It also has a menu at the top of the window and a status bar at the bottom. You can find out more about the status screen by scrolling this window to "Status Screen".

Entering the Configuration
There are two methods that can be used to enter the configuration. The hard way is my using the "File" menu and selecting "Configuration". To do this, scroll down to the section "System Configuration".
You should have received a file called "AAAEmailResults.conf" from the laboratory. This contains a confguration set up by the laboratory for your practice.
At the bottom left of the System Status screen, you will see "Working folder is:" followed by the folder. This is the folder into which you need to copy the AAAEmailResults.conf file. Make a note of this folder and copy the file there, then close AAAEmailResults by selecting
the "File" menu, then "Exit" and click OK to the warning message.
Now restart the program from the start menu. It will once again "hode away" in the System Tray without displaying the Invalid Configuration message.

System Configuration
Whether you copied the AAAEmailResults.conf file into the working folder or not, there is still a need to "tweak" the system configuration.
Choose "Admin", then "Configuration" from the "File" menu. You will need to supply a user id and password to do this:
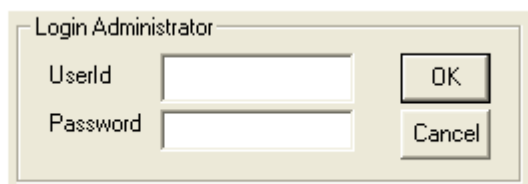
The default userid is "Admin" and the password is "admin". Please note that both userid and password entries are case sensitive.
Click "OK" or use the <Enter> button to validate the password or click "Cancel" or use the "Escape" key to cancel the password entry and return to the status screen.
If the password is correct, the status screen will appear. You wil need to enter data in the following sections:

The Practice Section

Note:
You may save and return to these settings without completing the data entry.

PMS Folder:
Type it in if you know it, or use the button on the right hand side of the field marked "..." to browse to the folder which may be on your local computer or on a server in the practice.
Practice Name:
Enter the registered name of your practice here, e.g. Dumbleton Medical Services
Practice Code:
This is a four letter code provided by the laboratory and must be entered exactly as it was provided, e.g. DMSP
Practice Key:
This is a set of numbers separated by dashes. Enter it exactly as you received it.

Email Settings

This information should best be filled in my your IT person who will have that information at their disposal.
Email Options:
Choose either SMTP/POP3 or IMAP, then fill in the relevant email settings section

In the SMTP/POP3 section:

Email(SMTP) Server URL:
This is the address of the server that is used to send email, e.g. smtp.yourprovider.com.au
POP3 Server URL:
This is the address of the POP3 mailbox server from which you will receive emails, e.g. mail.yourprovider.com.au
POP3 UserId:
This is normally the email address that you are to receive the email on, e,g, me@yourprovider.com.au
POP3 Password:
This password will have been supplied by your provider when you signed up with them
Server Requires SSL:
It is common practice to use the "Secure Sockets" protocol to communicate with a mail server, so check this if SSL is required by your provider.

In the IMAP Section:

IMAP Server URL:
This is the address of the server that will be used to send and receive emails, e.g. smtp@office365.com
IMAP Server UserId:
This is normally the email address that you will receive and send emails using, e.e. me@yourprovider.com.au
IMAP Server Password:
This password will be supplied by your provider and must be entered here
IMAP Server Port:
This is often port 25, but may vary with providers.
IMAP Requires SSL:
It is common practice to use the "Secure Sockets" protocol to communicate with a mail server, so check this if SSL is required by your provider.

Download Interval

This is the interval in minutes that the program will wait in between attempts to download emails from the server.
You may set this to any reasonable value. 10 Minutes is normal and is the default value. If a value less than 10 is entered, the saved value will default to 10.

Administrator Login

Be mindful that changing from the default values will put the onus on you to remember the userid and password you've entered. Your IT department may need to be called in if you forget, because you will not be able to change any settings or use advanced features of the program.

System Operation and the Status Screen

The default screen that is displayed is the status screen. This screen consists of:

Recent Files List:
This shows a list of files received and processed successfully by the program. Each row shows the date and time that the file was received, the name of the file after it has been decrypted and the laboratory reference number. The entries appear in order of decending date, i.e the newest entry at the top of the list.

Details of the last process:
When a download takes place, the actions and whether they have been successful or not as well as any errors, are listed in this section. The details are cleared each time a download is attempted.

Download Now Button:
Clicking this button will initiate an immediate download attempt instread of having to wait for the timer to count down.

Status Bar
This section is at the bottom of the program window and shows the current working folder as well as the time interval before the next download.

System Tray Options

Double clicking the system tray icon will show the AAAEmailResults status screen.
However, other actions are available by right-clicking the icon:

Show AAAEmailResults:
This is the same as double-clicking the ocon
Download Now:
This will initiate an immediate download without showing the status screen
Exit AAAEmailResults:
This will close the program and end further result downloads. You will have to restart the program to start downloads again.

System Operation

The AAAEmailResults program creates a set of folders in the working folder as follows:

\workingfolder\Data - Program logfile and the recent file download data file are kept here
\workingfolder\Decrypt - Result files that have been decrypted are save here until transferred to the PMS folder
\workingfolder\Decrypt\Processed - The decrypted result files are saved here once they have been copied to the PMS folder
\workingfolder\Encryted - The encrypted files that are received in the emails are stored here until decrypted
\workingfolder\Encrypted\Processed - The encrypted files are moved here when they have been successfully decrypted
\workingfolder\Encrypted\Failed - Files that have failer decryption are copied here insterad of the Processed folder.
\workingfolder\Inbox - Email messages are stored here until their attachments have been processed.
\workingfolder\Inbox\OldEmails - Email messages are moved to this folder once processed.

The system process is as follows:
When a download starts, the program retrieved emails from the server.
Once all emails have been received, their attachments are decrypted and transferred to the PMS folder.
The system logfile records all activity including errors. There is a timestamp on each entry.
The recent file data is saved and the srtatus screen list is refreshed.

Exiting the program

This may be achieved either by right-clicking on the system tray icon and selecting "Exit" or by choosing "File" and then "Exit" and click "Yes" on the warning message that appears.

Starting the program automatically

This is not set up by the installation program because of the varying scenarios of the different Windows versions as well as on site preferences. There are a few options:

The program can be scheduled to start in the "Task Scheduler". The timing of the task is not important because the program will detect any previously loaded instances and not launch a second time.

The program can be started from the "Startup" folder and it will run when the user logs onto the computer.

The progam can be set to start when the user logs into Windows 10 by setting it up in the "Task Manager" window.

Advanced Features

Note:
These features are used mainly for testing purposes and should not normally be used.

Process Encrypted File

Choose "Activities" then "Process Encrypted File" from the menu. The Process Encrypted File" screen will be displayed.
In the "Encrypted File" field, you may enter the path and filename of a known file, or use the button to the right maked "..." to browse for a file.
Once the file has been chosen, click on the "Process" button. If the decryption is successful then file decrypted file will be saved and displayed in the decrypted file field and the contents displayed in the Decrypted File Contents box.
The decrypted file will be automatically processed as if it was received in an email.

If the decryption is unsuccessful then nothing will happen.

Clicking on the "Cancel" button or hitting the "ESC" key will return to the status screen.