INHEALTHCARE DESKTOP APPLICATION - SERVICE AGENT (IHDA-SA)

Document Control

Title	IHDA-SA Install Guide
Originator / Author	River Grant
Reviewer	Product Development
Business Area	Professional Services
Review Cycle	Annual and in accordance with updates to the software
Document Location	Confluence

Change Record

Version	Date	List Changes made to document	Document Status
1.0	15th October 2021	New Document	Live

Document Ownership

Intechnology plc's Professional Services Team is the owner of this document and is therefore responsible for ensuring that this guide is reviewed in line with updates to the Inhealthcare software.
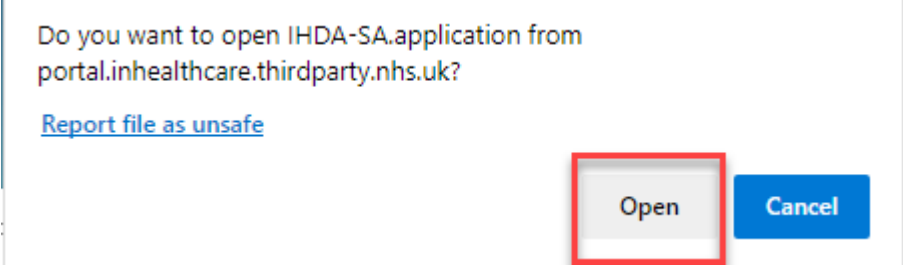
Contents

Downloading IHDA-SA

1.   Open Microsoft Edge and navigate to

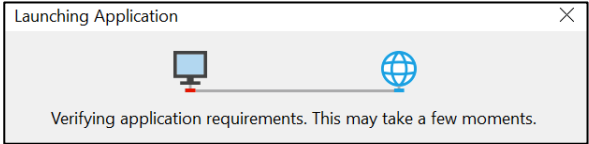   https://portal.inhealthcare.thirdparty.nhs.uk/IHDA-SA/IHDA-SA.application
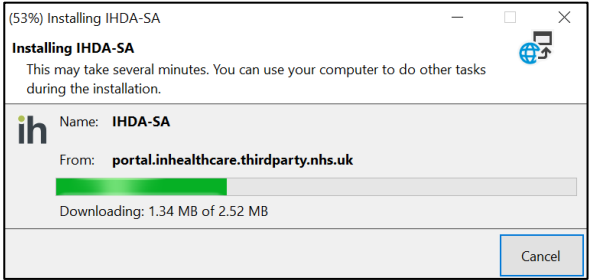
2.   Click Open to open the installer

3.   Click Install
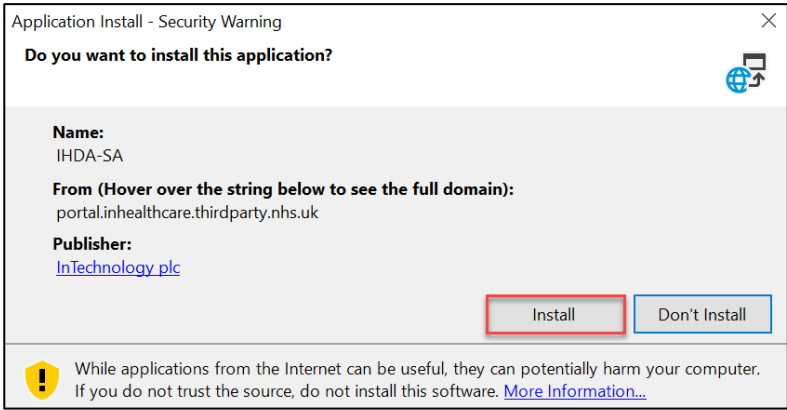
4.   The Launching Application screen is displayed briefly

5.   The loading bar is displayed

Configuring IHDA-SA

1. The Settings box should open once installation is complete. *NB: It sometimes hides behind the browser window so make sure to minimize that if you cannot see the settings box.*

   Check the Allow Automatic Upload box and then choose whether you want to enable SystmOne or EMIS Web.

   a. If you select EMIS Web you will need to enter your Organisation Code and select OK:
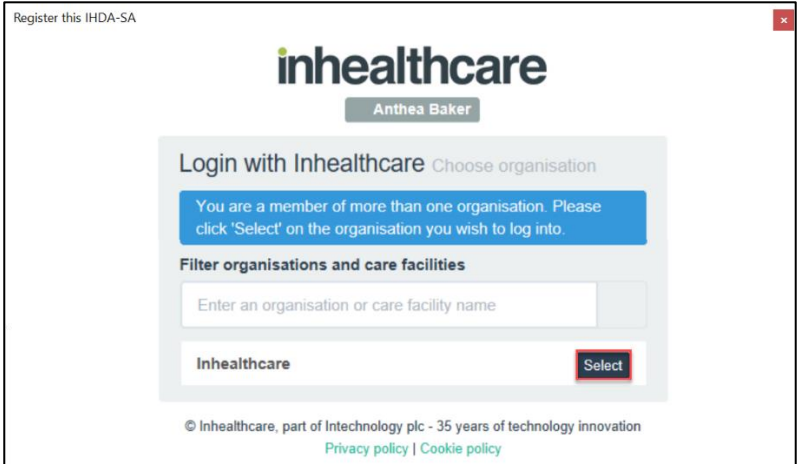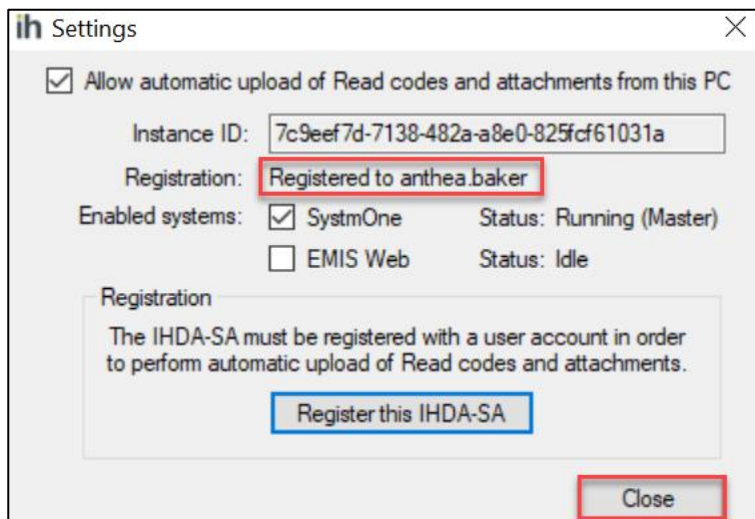
2. Select Register this IHDA-SA
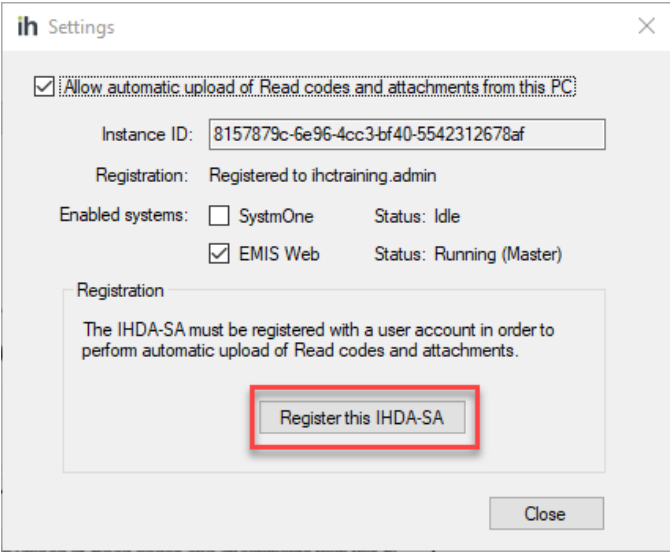
3. Enter your user credentials and click Login:

4. Select your organisation name

5.   The Settings window is displayed and the Registration: is now against the user name. Click Close.

6.   **Do not log out from, or exit the application. It must be left running to enable the automatic uploads.**

Registration expiration

1.   The IHDA-SA can be left running for 30 days to perform uploads into SystmOne or EMIS Web. After this time the Registration Expired window will appear. Follow steps 7-10 as above to re-authenticate.