

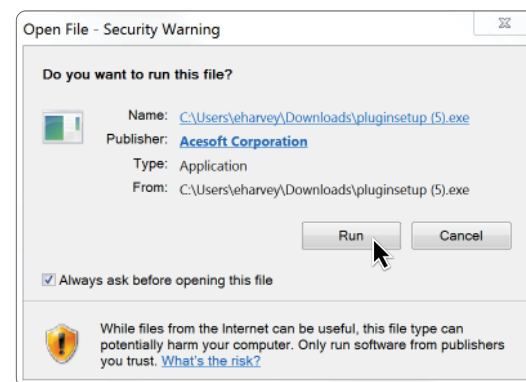
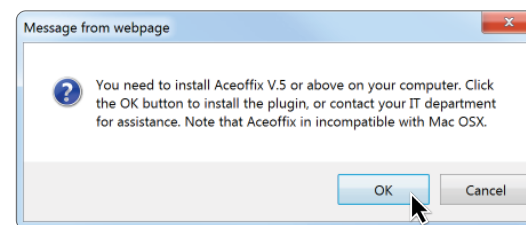
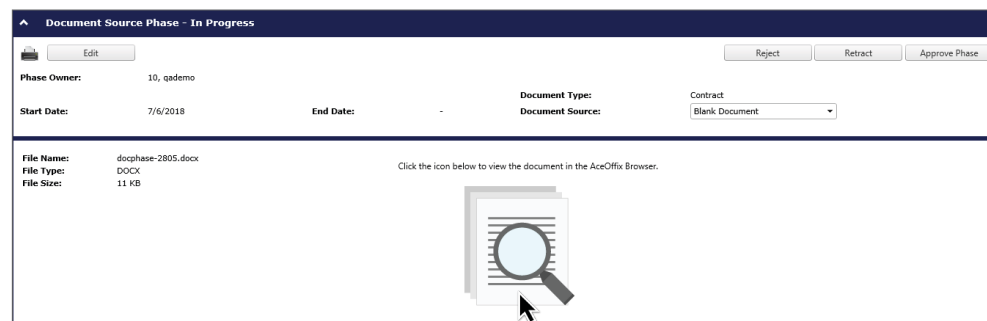


- Before the new Aceoffix upgrade can be enabled by MediTract, your users or IT department will need to install Aceoffix 5.8 via soft download or on individual workstations.
- Installation instructions only apply to those with administrator rights for their workstations (administrator rights via your IT department, not the MediTract administrator role). To skip installation instructions and see how the upgrade will affect your experience as a Process Manager user, [go to page 3](#).

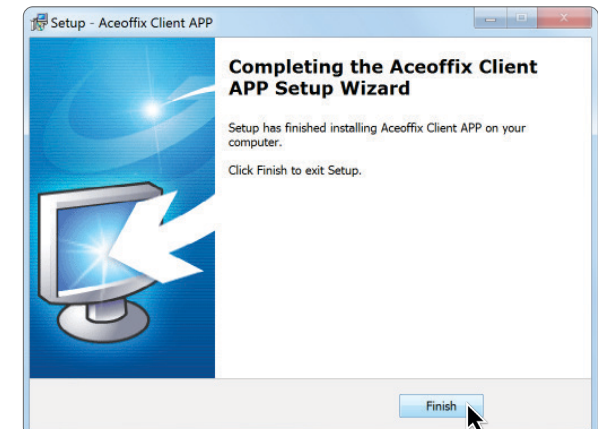
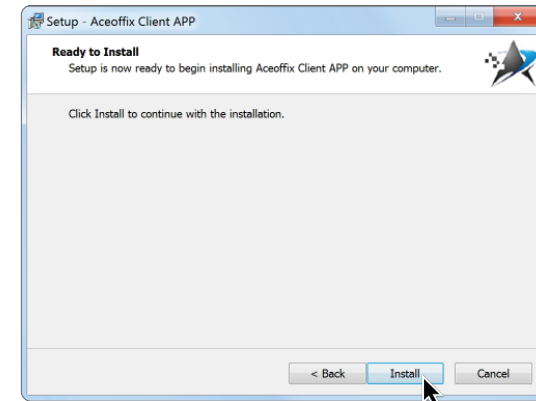
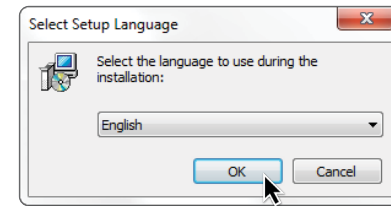
INSTALLING ACEOFFIX V5

- Log into MediTract.
- In the module ribbon, click on Process Manager.
- In Process Manager, navigate to a workflow in the document source or document review phase, in which the document has a .doc or .docx extension.
In place of the document window, you'll see information about the file, the  icon, and instructions to click on this icon.
- Click the  icon.
- In the popup stating that you need to install Aceoffix V.5, click OK.
The plugin will download.
- In the popup asking, "Do you want to run or save pluginsetup.exe...", click Run.
If you can't see or select Run, contact your IT department. You may need download rights in order to run Aceoffix on your computer.






The Select Setup Language popup will open. English is selected by default.

- In the Select Setup Language popup, click OK.
The Aceoffix Client App Setup Wizard will open.
 - Close your browser windows.
 - In the Aceoffix Client App Setup Wizard, check the box indicating that you've closed all browsers, then click the Next button.
 - In the next step, click Install.
 - In the next step, click Finish.
 - Reopen your browser of choice and log back into MediTract.
- ⚠ Process Manager documents can only be viewed in a Windows-based operating system using Internet Explorer 11, Edge, Chrome, or Firefox. Aceoffix is incompatible with Mac OSX.




VIEWING PROCESS MANAGER DOCUMENTS WITH ACEOFFIX V5

- Log into MediTract.
- In the module ribbon, click on Process Manager.
- In Process Manager, navigate to a workflow in the document source or document review phase, in which the document has a .doc or .docx extension.
In place of the document window, you'll see information about the file, the  icon, and instructions to click on this icon.
- Click the  icon.

- ✓ The first time you click the  icon after the new version of Aceoffix has been installed, you will see a popup asking permission to open the Aceoffix file. There will also be a checkbox in the popup so you can choose whether to always open these types of links. Read it carefully—the wording (and whether you check or uncheck the box to always allow Aceoffix files to open) varies by browser.

The document will open in a new window.

- Edit and/or review the document as needed.
- After saving your changes, click Close to return to the workflow.
- In the workflow, click the  icon to refresh the workflow.

