



AMERICAN BOARD OF SURGICAL ASSISTANTS

Procedure Log

Installation Guide

Version 2.2.1.0

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Manage Cases	Error! Bookmark not defined.

Download Installation File

To download the program

1. Go to http://www.absa.net/procedure_log.php and click the **download file** button.
2. When prompted to run or save the file, select save and specify an easily identifiable location (e.g. My Documents).

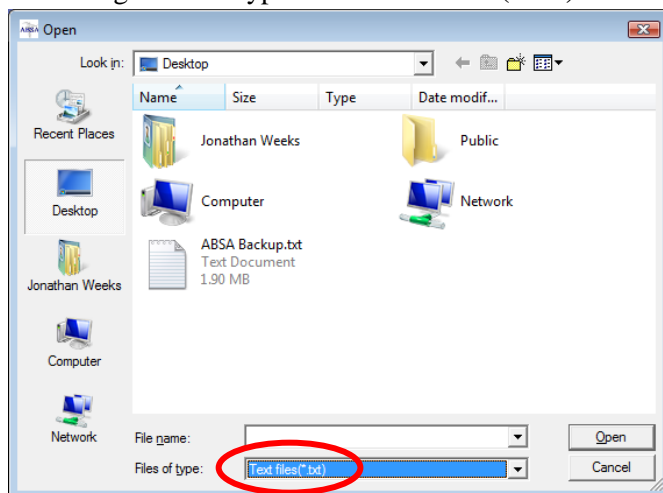
Installation

Non-Upgrade Installation

1. Double-click the file **Setup.exe**
2. Follow the on-screen directions
3. Start the procedure log
4. Begin the initial setup (see directions below)

Upgrade Installation

1. Open the procedure log currently installed on your computer
2. Select **Backup/Restore Data -> Backup (Export) Data**
3. Select an easily identifiable location to save the file **ABSA Backup.txt** (e.g. My Documents)
4. Close the procedure log
5. Uninstall the procedure log
 - a. **Start -> Programs -> ABSA Procedure Log -> Uninstall ABSA Procedure Log**
 - OR
 - b. **Start -> Control Panel -> Add/Remove Programs** (select ABSA Procedure Log)
6. Double-click the file **Setup.exe**
7. Follow the on-screen directions
8. Start the procedure log
9. After the initial setup (see directions below) select **Options -> Backup/Restore Data -> Restore**
10. Change the file type box to **Text files (*.txt)**

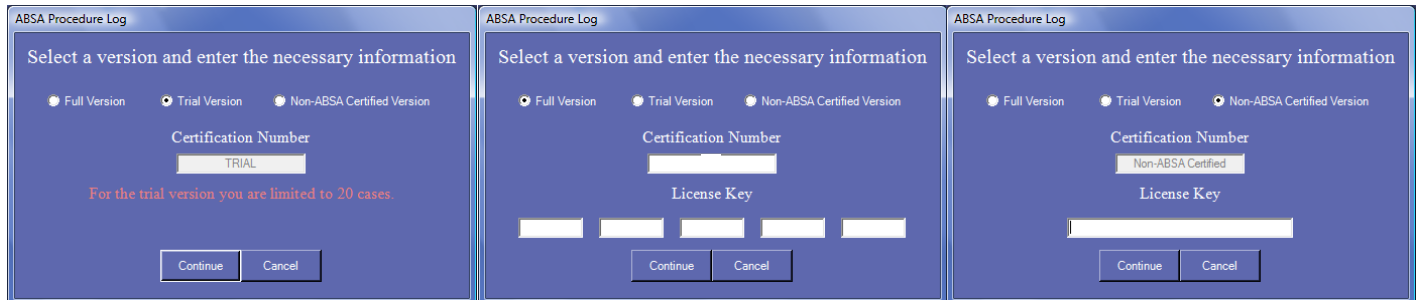


11. Locate and select the **ABSA Backup.txt** file then click **Open**

Initial Setup

When you start the program for the first time, a dialog box will appear asking you to select a specific version of the program. A license key is required for both the Full Version and the Non-ABSA Certified Version (see below for more information on obtaining a license key)

If you choose the Trial Version, you can upgrade to the Non-ABSA Certified Version or the Full Version at a later point in time. If you choose the Non-ABSA Certified Version, you can upgrade to the Full Version by becoming certified through the ABSA. In all instances, any information you enter into the procedure log will be retained.



Trial Version

The trial version is a fully functional version; however, it limits the input and reporting to 20 cases. If you restore your cases from a previous version of the procedure log you will be able to view all of your cases although you will not be able to add additional cases (assuming you have more than 20 cases). In this scenario, the reports will only display the first 20 cases.

To begin using the trial version

1. Select **Trial Version** at the top of the dialog box
2. Click **Continue**

Full Version

The full version of this program is intended for individuals certified through the American Board of Surgical Assistants. To use this version you must purchase a license key through the ABSA website.

To purchase the procedure log (for ABSA certified individuals)

1. Go to http://www.absa.net/procedure_log.php and click the **PayPal** button
2. Follow the on-screen instructions and pay for the program
3. An e-mail or letter will be sent to with the license key

Entering the license key

1. If upgrading from the Trial version or the Non-ABSA Certified version select **Options** then **Enter License Key for Full Version** otherwise go to the next step
2. Select **Full Version**
3. Enter your ABSA certification number
4. Enter your license key in the five boxes
5. Click **Continue**

Non-ABSA Certified Version

The Non-ABSA Certified version is intended for individuals interested in maintaining a log of their cases but is not certified through the ABSA. This version includes all the functionality of the full version; however, the recertification report is not available. Similar reports can be created using a custom report. To use this version you must purchase a license key through the ABSA website.

To purchase the procedure log (for ABSA certified individuals)

4. Go to http://www.absa.net/procedure_log.php and click the **PayPal** button
5. Follow the on-screen instructions and pay for the program
6. An e-mail or letter will be sent to with the license key

Entering the license key

6. If upgrading from the Trial version or the Non-ABSA Certified version select **Options** then **Enter License Key for Full Version** otherwise go to the next step
7. Select **Non-ABSA Version**
8. Enter your license key in the box
9. Click **Continue**

User Information

After you finish the initial setup a form will appear for you to enter your personal information. This information is used principally for the recertification application; however, the user name will also appear on the custom report for the Non-ABSA version. The required fields (marked with an asterisk) should be filled in if you are using the Full version. If any of these fields are missing a warning will appear (regardless of the version). After entering your information click **Continue** to begin using the procedure log.

Main Screen

After the initial and each time you log, you will see screen with four sections can also the menus at the

1. Manage
2. Manage
3. Print
4. Options

ABSA Procedure Log

User Information

First Name (Given Name)* Middle Initial Last Name (Family Name)*

Social Security Number* International ID Number Birthdate
 OR

Address* Apt Number

City* State/Province* Postal Code*

Work Phone Ext Home Phone* Cellular Phone

Fax Number E-Mail

* Required Information

setup is complete, start the procedure the following icons. These be accessed using top of the screen.

Cases
Data
Reports

