



## Quick Setup Guide

iGPR version 2

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[www.igpr.uk](http://www.igpr.uk)



## Initial Setup.

Prior to sending reports via iGPR you need to do a simple setup process which entails entering your payment details and setting user access permissions.

To set up the system you must be logged into your Clinical System with the Practice Manager role.

## Setting up payment details.



*Launch iGPR from the system tray by double clicking on the iGPR icon (Fig1). If this icon is not visible, start the program by double clicking on the desktop icon (Fig2) and then launch via the system tray.*

Fig1

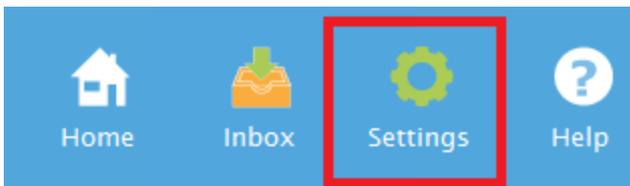


Fig2





You will now be presented with the iGPR homepage, click on the settings icon in the top right hand corner.



Once in the settings screen click on the 'Practice Config' tab located on the left side of the screen.



The Practice Configuration screen allows you to enter your payment details and your preferred payment method, either BACS or Cheque. You also have a 'Surgery Reference' field, this can be left blank as you will also be prompted for a reference when sending a report electronically and information entered here will display on your bank statement to help with reconciliation. If your preferred payment method is cheque, the reference number will be on your remittance slip.



*Enter your preferred payment type, bank account name i.e. Dr Smith and Partners, account number, sort code and cheque payee name (same as bank account name). The 'Surgery Reference' field is optional (as described above). If you have multiple accounts at your practice tick the 'Allow payment to a different bank account in the Accept and Send dialog' and this will allow you to change the bank details prior to sending a report.*

### Preferred Payment Method

**BACS**

Cheque

Bank Account Name

Test Surgery

A name must be specified for payment details to be valid

Bank Account Number

12345678

Account number must be exactly 8 digits

Sort Code

123456

Sort code must be exactly 6 digits

Surgery Reference

Cheque Payee Name

Test Surgery

Allow Alternative Payment

Allow payment to a different bank account in the Accept and Send dialog

## Setting up user permissions.

The Practice Configuration screen allows you to set the permissions of each user, you can determine whether the user can access the inbox to review / process reports and also whether the user receives notifications to alert of new reports received within the Practice.



*Tick the 'Allow' box if you wish the user to have access to the Inbox to review / process reports. You can control the notification behaviour for each user by selecting the relevant preference from the drop down selection.*

Select all users	Unselect all users	Reset all users			
Notifications	Allow	UserName	Name	Role	
None	<input type="checkbox"/>	AMETHYST	Dr A Amethyst	Partner	
AssignedOnly	<input checked="" type="checkbox"/>	DIAMOND	Dr A Diamond	Partner	
All	<input checked="" type="checkbox"/>	EMERALD	Dr A Emerald	Partner	
All	<input checked="" type="checkbox"/>	OPAL	Dr A Opal	Partner	
All	<input checked="" type="checkbox"/>	SAPPHIRE	Dr A Sapphire	Partner	
All	<input checked="" type="checkbox"/>	SYS	Mr System Supervisor	Administrator	
All					
AssignedOnly					
None					



*Once you have entered your payment details and configured the users, click on the 'Save' button located at the bottom of the screen and these details will be stored in iGPR.*

