Simple AutoUploader
Quick Start Guide

Introduction

The Simple AutoUploader is a Microsoft Windows service that runs on your server and scans specified folders on your network for valid MDS assessments. **The AutoUploader works with all MDS 3.0 zipped and individual MDS 3.0 XML files.** When the AutoUploader identifies a valid file, it connects to a SimpleLTC web service that securely transfers the file to Simple for processing. Simple further validates the file structure and transmits it to CMS un**a**ltered.

Installation

1. Check system requirements.
2. Unzip and save the install files to your server.
3. Unzip and save the config file SimpleLTC built specifically for your organization.
4. **Remove all previously transmitted MDS assessments from the target folders or rename them with a .sltc extension to prevent them from being transmitted to CMS as duplicates.**
5. If you are currently using a previous version of the AutoUploader v 3.0.x or higher
    a. For reference, save a copy of your current configuration file located at *C:\ProgramFiles\SimpleLTC\SimpleMDS_AutoUploader.exe.config*
    b. Stop the process from the service console.
    c. Uninstall the AutoUploader from the control panel.
6. Install the AutoUploader by double clicking the *MDSUploaderSetup.msi* file, or right-click and select Install.
7. Overwrite the AutoUploader configuration file, created during the install process with the config file built specifically for your organization. For versions 3.2.x and higher the config file is located at *C:\Program Files\SimpleLTC\SimpleLTC MDS AutoUploader\SimpleMDS_AutoUploader.exe.config.*
8. Check the installation. Go to Administrative Tools, Services and open the Services Console. You will see *SimpleLTC MDS AutoUploader* in the list of services.
9. Start the AutoUploader service from the service console.

System Requirements

- Microsoft Windows Server 2007R2 or later
- Microsoft .NET Framework 2.0 or later
- TLS 1.2 or higher enabled on server
    - This should be the default on newer servers, but you can ensure compliance by running the registry file included in the install files.
- Server must have Internet access.
- Server must have permission to read and rename files in your target folders.

Testing

1. Move a completed MDS batch file to a target folder.
2. After the appropriate interval (typically 5 minutes), check the target folder and verify that the file was renamed with the .sltc or .sltc_rejected extension.
3. If the file was not renamed, refer to the troubleshooting section on page 2. Otherwise, send a case to Simple via the Netsmart Connect platform, with "First AutoUploader Submitted" in the subject line. In the body of the email type "We have submitted our first assessment file using the AutoUploader. Please verify the file processed correctly." Also, provide the ***date*** and approximate ***time*** the file was processed and ***your contact information***.

Starting and Stopping the AutoUploader

The AutoUploader service is not automatically started during installation. To start the AutoUploader, you can use the Services console. Right click the SimpleLTC MDS AutoUploader service and select *Start*. The AutoUploader service's Startup Type is set to Automatic, so the service will start automatically whenever your server is rebooted.

You can also stop the AutoUploader service from the Services console. Right click the SimpleLTC MDS AutoUploader service and select Stop.

Troubleshooting

If the AutoUploader service (SimpleLTC MDS AutoUploader) is not operating as desired, turn on logging and review the log for obvious issues. To learn more about logging refer to the ***U**pdating the AutoUploader Configuration File* section below and read the introduction paragraphs and configuration setting #4 (Log to disk).

If you are unable to quickly resolve the issue, or have additional questions, please contact our support team for further assistance:

Support contact information:

- 877-521-9834, option 1 – answered 7am to 7pm CST.
- Navigate to the Help tab on https://secure.simpleltc.com/Help/ContactUs and connect to our team using Netsmart Connect!

Updating the AutoUploader Configuration File

The AutoUploader is configured by editing the text file SimpleMDS_AutoUploader.exe.config which can be found in the installation folder which is typically:

C:\Program Files\SimpleLTC\SimpleLTC MDS AutoUploader\SimpleMDS_AutoUploader.exe.config.

You may need to adjust permissions on the install folder to update the config file.

With version 3.2.x and higher, the config file can be updated on the fly and changes become effective the next time the AutoUploader runs. Prior versions require you to stop and restart the service to implement config file changes.

Configuration Settings

1. **Upload frequency (key="Interval").** The number used in the *value* segment of this entry specifies the number of minutes that the AutoUploader will sleep between scans. The default value is 5 minutes.

   <add key="Interval" value="5"/>

2. **User ID (key="UserID").** The content of the *value* segment of this entry uniquely identifies your organization. This value is pr vided by SimpleLTC.

   <add key="UserID" value="99999"/>

3. **Upload based on file pattern (key="MdsFilePattern").** The content of the *value* segment is used to identify and upload files matching a specific filename pattern.

   <add key="MdsFilePattern" value="*pattern;pattern;pattern…*"/>

   Note: File patterns are semicolon (;) delimited without spaces.

   For example, if your clinical system saves MDS 2.0 batch files with the file extension .mds and MDS 3.0 files with the .xml or .zip file extensions, you could use the following line to make the AutoUploader scan for all three file types:
   <add key="MdsFilePattern" value="*.mds;*.xml;*.zip" />

   If you omit this line, the MDS Batch Uploader will examine all files in the directories you have configured, **including any subdirectories**, and will try to upload any valid MDS batch files with filenames that do not end in *.SLTC*.

4. **Log to disk (key="LogToDisk).** The LogToDisk configuration setting allows the AutoUploader to write a detailed log to a disk file while it is running. The log is written to a date stamped log file named *C:\MdsUploadLogYYYYMMDD.log*, where *YYYYMMDD* is replaced by the current date.

   The number in the *value* segment is used to turn on and off the log to disk function. Valid values are "0"=off and "1"=on, and the default value is "0".

   Note: Log files can become voluminous, and the log to disk feature should normally be set to off. To configure the LogToDisk option, locate the following line in the config file:

   <add key="LogToDisk" value="1" />

   In the above example, the lo to disk function is on.

5. **Upload test batches (key="UploadTestBatches").** The number in the *value* segment is used to skip test batches or upload test batches. Valid values are "0" to skip or "1" to upload, and the default value is "1" to upload test batches.

```
<add key="UploadTestBatches" value="1"/>
```

The example above allows test batches to be uploaded.

6. **AutoUploader Auto Update (key="AutoUpdateEnabled").** The Auto Update feature allows the AutoUploader application to be updated automatically when application updates are available. Enabling this feature is HIGHLY RECOMMENDED.

   The number in the *value* segment is used to enable or disable the Auto Update feature. Valid values are "1" to enable or "0" to disable, and the default val**u**e is "1".

   ```
   <add key="AutoUpdateEnabled" value="1"/>
   ```

   In the above example, Auto Update is enabled.

7. **Target folder settings(key="TargetFolder*XX*").** During each pass, the AutoUploader scans all folders listed in *TargetFolder* entries. To configure a target fol**d**er, locate the following line in the config file:

   ```
   <add key="TargetFolder01" value="C:\MdsBatches" />
   ```

   Change the default path C:\MdsBatches to the path to your target folder. You can use either drive letters or UNC paths to specify the target folder path. Mapped network drives will not work.

   If you have more than one target folder, copy and paste the TargetFolder01 line in the appSettings section of the config file. For each line, change the tw**o** digits in TargetFolder01 so that each target folder has an ascending number. For example, if you have four target folders, your config file might contain the following lines:

   ```
   <add key="TargetFolder01" value="E:\Facilities\MDS" />
   <add key="TargetFolder02" value="E:\Data\Facilities\West Nursing" />
   <add key="TargetFolder03" value="E:\Data\Facilities\East Nursing" />
   <add key="TargetFolder04" value="\\RemoteServer\MDSFiles\" />
   ```

   Each *TargetFolder* entry must end in a unique number. If multiple *TargetFolder* entries exist and end with the same number, only the last entry will be used.