Chapter I INTRODUCTION TO AIM

The **Advanced Information Manager** (*AIM*) System, a product of Saber Corporation, has been modified for use by the State Unit on Aging (LGOA) in South Carolina. *AIM* is a computerized client database and tracking system that permits detailed entry and retrieval of all types of service activity, assessment information, demographics, and tracking of care plan implementation. It features:

- Interactive Screens data for data entry of client demographics, services, and assessment information.
- Option of Automated Data Entry of client services and assessments using bar coded forms and bar code scanner (purchased separately). This method of data entry saves time, reduces errors, and helps ensure uniformity of data.
- **Flexibility**, by allowing agencies to customize the software to meet local needs, such as specialized data analysis and reporting.
- **Graphing** of client assessment information over time, using pre-set priority ranking.
- Ease of Use through selection of icons for certain functions, Windows editing features, and drop down boxes for selecting desired entries in many fields.
- **Data Export Capability** and conversion to several standardized formats used in a wide variety of computer programs (such as Access, Excel, dBASE, text, other and ODBC-compatible environments).

Chapter II SETTING UP AIM

PART A System Requirements

The State Unit on Aging (LGOA) and Saber Corporation **recommend** the following system requirements for **AIM** to operate at its best: For a complete checklist of **AIM** requirements, see **Appendix A**.

- 1. AIM Hosted requires that you run one of the following Operating Systems:
 - a. Windows XP
 - b. Windows Vista
 - c. Windows 7
 - d. Windows Server 2003
 - e. Windows Server 2008
 - f. Windows Server 2008 R2
- 2. All Operating Systems should have the latest service pack from Microsoft installed.
- 3. All Operating Systems should have Microsoft .NET Framework 3.5 with Microsoft .NET Framework 4.0 installed.

NOTE: The setup above is only the minimum of what AIM requires to run on.

- 4. Super VGA video card and monitor set at to at least 1024 x 768 pixels with 256 colors
- 5. Microsoft Remote Desktop (Standard with Windows XP computers or above.
- 6. High-speed broadband Internet connection
- 7. Bar Code Scanner recommended, but not necessary

PART B PREPARATION

NOTE: These instructions are for Web-Hosted Remote Desktop AIM.

- 1. You must have already contacted Saber Corp. to obtain your "AIM" User ID(s) and Password. If you have not received an e-mail with this information, please contact Saber Corp. before proceeding (888-373-2090 or support@sabersite.com).
- 2. AIM Setup Information:

To create an icon on your desktop to launch the remote desktop please follow the instructions below.

• Right click on Start Menu. Click All Programs, Accessories. Right click on "Remote Desktop Connection". Send to. Desktop (create shortcut).

Note: Please give Saber a call if you need any assistance.

3. Double click on Remote Desktop Icon.

	Remote Desktop	
000	Connection	
Computer:	aim.sabersite.com	 •
User name:	SABERSITE\SC	
You will be a	sked for credentials when you connect.	

- 4. Click the options arrow:
- 5. From the e-mail you received from Saber Corp., type the telephone number after the "SABERSITE\SC
- 6. Your screen resolution and AIM Icon will need to be set to show 1024x768.

The screen resolution needs to be changed for the computer. The instructions below are for Windows 7 - the procedure is similar on Windows other Windows operating systems:

a. Right click on an empty location on the desktop select Screen resolution from the popup menu.

- b. Click on the settings tab Change the Screen Resolution to 1024x768 or higher. Click OK If a pop up box appears asking you to accept the changes - accept them.
- c. Close all the open windows.
- 7. Your AIM Icon may also need to be changed.



AIM USER MANUAL

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Semote Desktop Connection	Semote Desktop Connection
Remote Desktop Connection	Remote Desktop Connection
General Display Local Resources Programs Experience Advanced	
Logon settings Enter the name of the remote computer. Computer: Discrete and the set of the remote computer. User name: SABERSITE\SC You will be asked for credentials when you connect. Allow me to save credentials Connection settings	General Display Local Resources Programs Experience Advanced Display configuration Image: Choose the size of your remote desktop. Drag the slider all the way to the right to use the full screen. Small Image: Choose the size of your remote desktop. Drag the slider all the way to the right to use the full screen. Small Image: Choose the screen Image: Choose the screen Full Screen Image: Choose the screen Image: Choose the screen
Save the connection seeings to an ROP the or open a saved connection. Save As Opgn Save Save Save Save As Opgn	Colors Choose the <u>c</u> olor depth of the remote session. Highest Quality (32 bit) Display the connection <u>b</u> ar when I use the full screen
	©ptions Cognect Help

- Click the Display Tab
- Move the Display slider to 1024x768 OR Full Screen Click on the General Tab
- Click the Save button on the General tab to save the changes.
- Click Connect (You may CHECK THE BOX by Remember my credentials so that it doesn't keep displaying).

Windows Security	
Enter your These credenti	credentials als will be used to connect to aim.sabersite.com.
	SABERSITE\SC
	Use another account
Reme	mber my credentials
	OK Cancel

AIM USER MANUAL

- 8. This should take you to the AIM Log-In Screen.
- If you get a message about not being able to login, check your Username, password, and domain.
- 10. If you still cannot get to the AIM login screen, please contact Saber Corp. for further assistance.

alMHosted-Beth - 199.222.162.79 - Remote Desktop	
Advanced Information Manager	
Advanced Information Manager	
By Saber Corporation	
Version 9.0.3.15 built 05/22/2007 5:56 am Database Version 09.02.05 built 02/07/2007 AJM Path C:\SCState\	
Data Source Name SCState	
Email: support@sabersite.com Phone: (888) 373-2090	
Website: www.sabersite.com Fax: (803) 328-2868	
Please Enter your User ID and Password.	
User ID:	
Password:	
Automatic Logout	
UK CIOSE AIM	

PART C INSTALLING THE BAR CODE SCANNER

To install the keyboard-attached Bar Code Scanner:

- Shutdown the computer.
- **Unplug** the **Keyboard** cable from the CPU.
- Use the "Y" connector that comes with your scanner to attach the scanner to the PC's keyboard cable and CPU.



• When the computer is **restarted**, the scanning wand will be active.



• Or better yet, get a USB Barcode Scanning Wand.

SETTING UP AIM