



MCOL Managed Care Training Manual *version 10.0*

CD-ROM Information

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www.mcol.com/techsupp.htm *web site tech support*

Program Requirements:

- Microsoft Windows™ XP or higher.
- IBM compatible Pentium class with CD-ROM drive.
- Adobe Acrobat Reader v6.0 or higher; 8.0+ recommended
- Current compatible media player to view the Welcome Video Clip
- 9.5 MB hard disk memory to install the Training Manual on your computer.

Installation Instructions:

- You don't need to run the installation if you wish to use the Training Manual directly from your CD-ROM. To use the Manual from your CD-ROM drive, open the folder "mcoltman" and open the file tmanv10.pdf with your adobe acrobat reader.
- To install the Training Manual to your computer, run setup.exe from the CD-ROM. After installation is completed, you'll be able to open the Training Manual by clicking your Windows Start button, and selecting the MCOL Training Manual icon from the Programs menu.

Using MCOL's Managed Care Training Manual

- The Training Manual includes a Welcome Video Clip; the Intro to Managed Care Training Manual with 14 Chapters and optional quizzes; Managed Care Timelines; Managed Care Fact Sheets with statistical snapshots and graphs on the state of the managed care industry, DataMaps covering 26 different topics; the Advanced Topics Seminar with 73 selected articles; a section on Where to Get More Information; and a Help Section.
- The Training Manual opens in Adobe Acrobat without the Bookmarks displayed. However, bookmarks are provided should you wish to use them to navigate. To display the bookmarks, select Window, Bookmarks from the Adobe Acrobat top menu.
- Contents are provided which you can use to navigate throughout the Manual
- To navigate page-by-page, use the page arrows provided in the toolbars below the Top Menu or in the bottom toolbar in Adobe
- There is additional help provided for navigating and using the Intro to Managed Care Training Manual, which you can access from the Help section.
- If you wish to print the manual, we suggest printing sections at a time, rather than the entire document to avoid printer problems.

Questions? Feel free to contact us!

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Managed Care Training Manual from MCOL

Viewing the Welcome Video Clip

The Welcome Video Clip is 1 minute, 47 seconds in length, and provides an overview of the Training Manual.

When you click the Training Manual link to view the video clip, adobe acrobat should display a launch message, indicating the media player on your computer is going to be activated to view the file. You should click the “Open” button and then your media player will start the video clip.

However, there might be several reasons why the clip might not be successfully viewed. These could include that you do not have a media player, or you do not have a current, compatible media player, or that you do not have the minimum system requirements to run the media player.

The Video Clip file is named tmanvideo.wmv. You will need to have a media player that can play .wmv (Windows Media Video) such as the current Windows Media Player.

If your Windows Media Player or other compatible media player does not have the current components necessary to run the file, the Media Player should automatically download them for you should you be connected to the Internet at the time.

You can get information about the Windows Media Player at:
<http://windowsmedia.com/mg/gettingstarted/home.asp>

You can download the current Windows Media Player for free at:
<http://www.microsoft.com/windows/windowsmedia/download/>

Minimum system requirements for the Windows Media Player are indicated in the above Microsoft web site. Remember, you will also need speakers connected to your system. Should you have difficulty hearing the video clip, you should open your system’s volume control, and increase the volume.

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