

Setting up the ClinicPro icon in Medtech Evolution

A step-by-step guide. No IT experience needed. It takes about 10 minutes, and it's a one-off for the whole practice, you won't need to do this again.

CLINICPRO CAPTURE • PRACTICE SETUP GUIDE

Before you start

- You'll need to be logged into Medtech Evolution with an account that has **Setup** access, the login your practice manager or IT contact uses for Evolution settings.
 - If you get stuck at any point, stop and email ryo@clinicpro.co.nz, and we'll reply within 24 hours, seven days a week. You can also [book a Wednesday setup session](#) and we'll do it together on a call. There's no rush and nothing here can break anything.
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First, download the icon

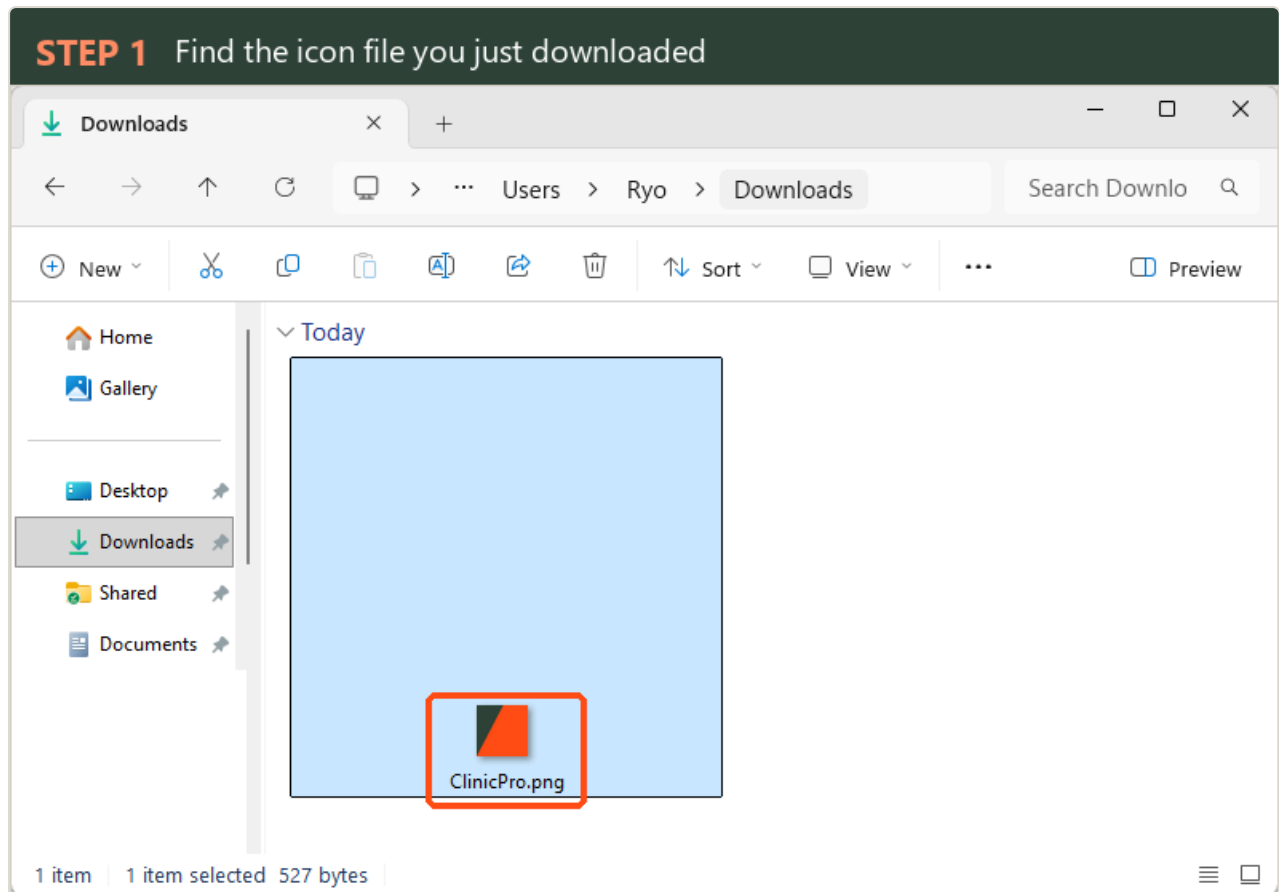
[Download the ClinicPro icon](#)

Click this on the same computer that runs Medtech Evolution. It saves straight to your **Downloads** folder as **ClinicPro.png**.

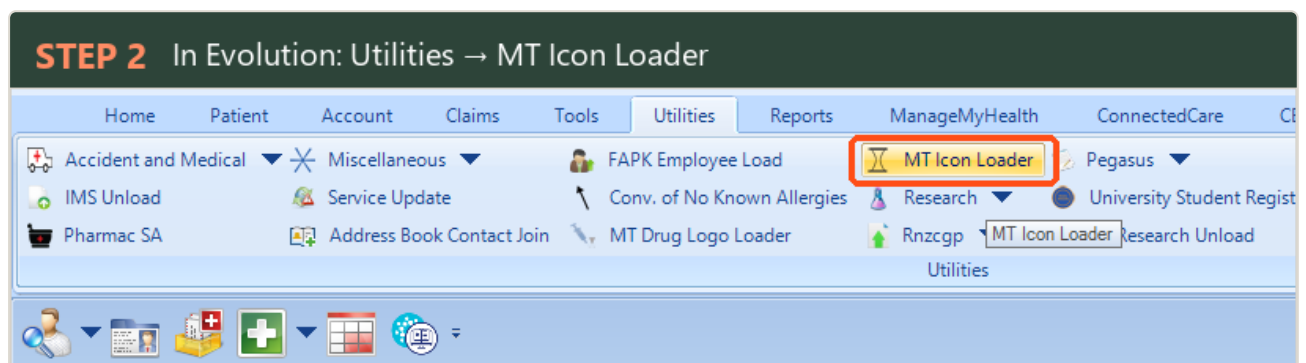
<https://medtech.clinicpro.co.nz/evo-icon/ClinicPro.png>

Then follow these steps

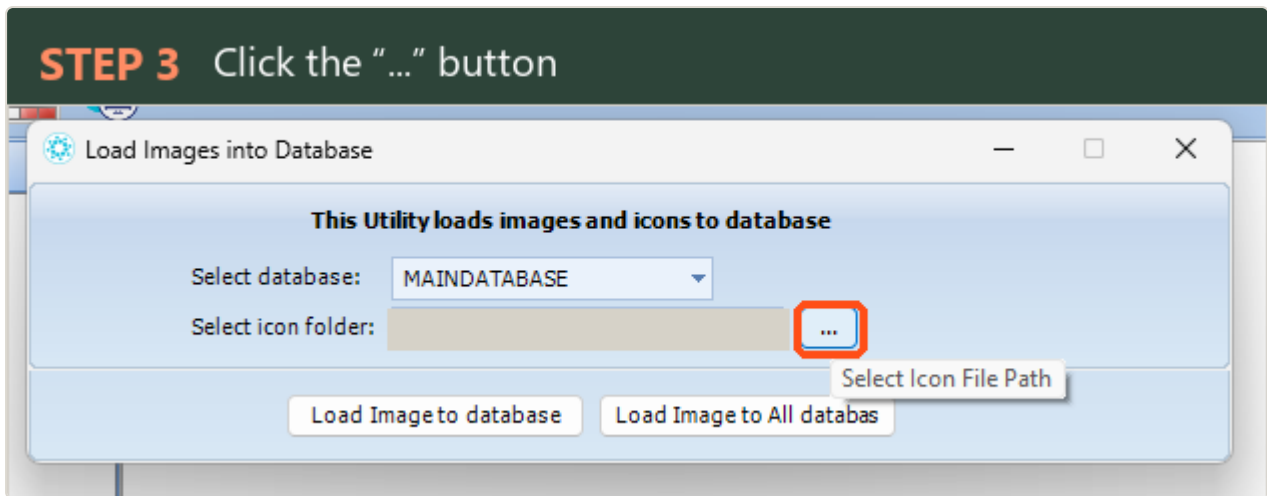
- 1 Open your **Downloads** folder and check that **ClinicPro.png** is there. Leave it where it is for now, we'll move it in a moment.



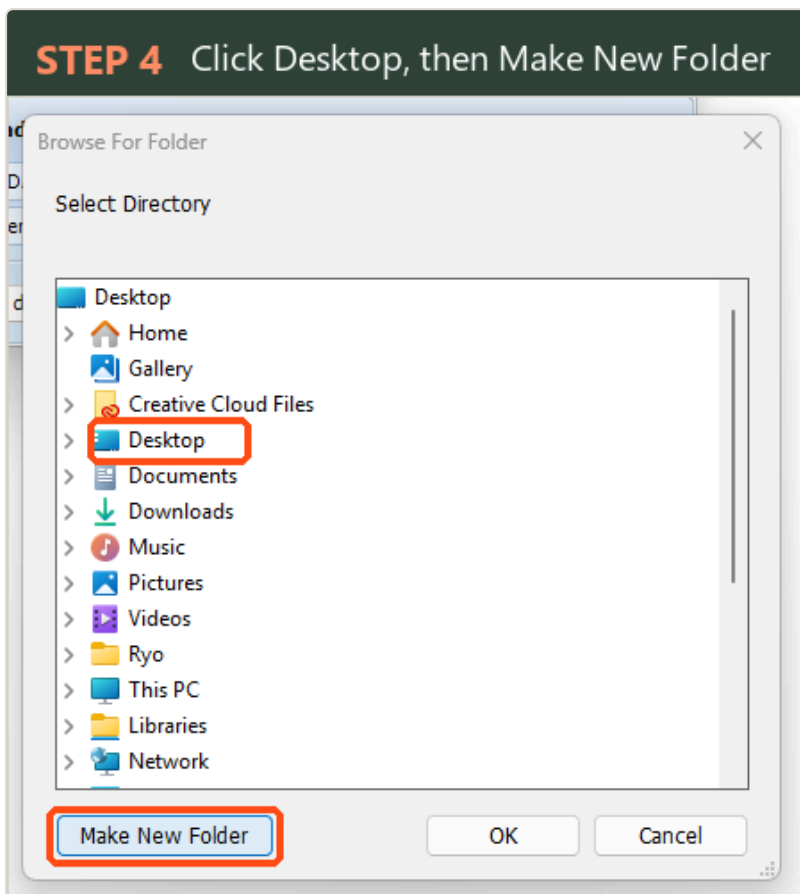
- 2 Now switch to Medtech Evolution. Click the **Utilities** tab along the top, then click **MT Icon Loader**.



- 3 A window called **Load Images into Database** opens. Click the small ... button on the right-hand side.



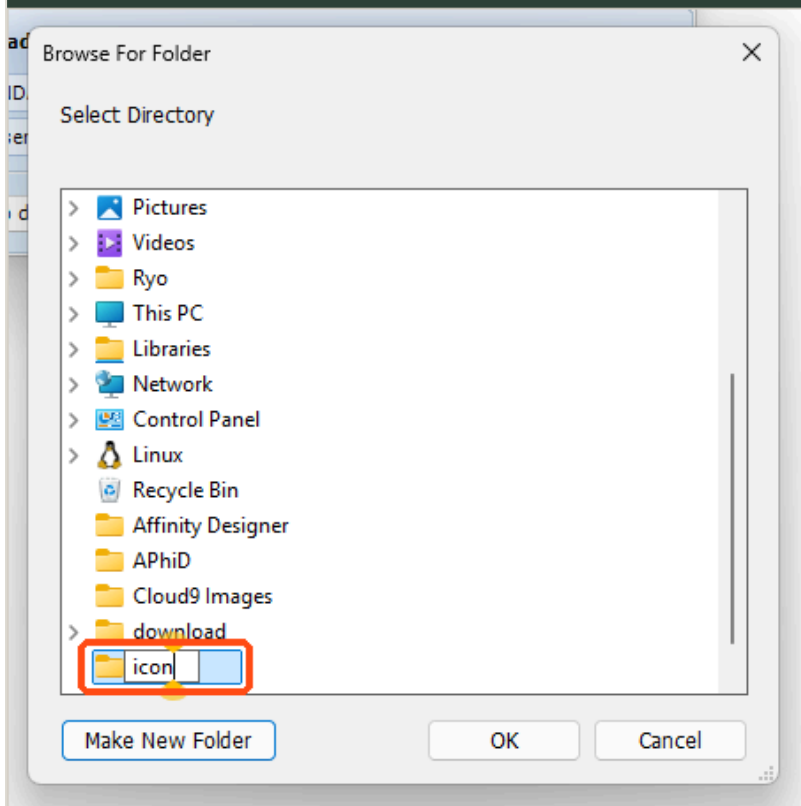
- 4 A folder list opens. Click **Desktop** first, then click **Make New Folder** at the bottom. (Desktop is just an easy place to find, anywhere works.)



5

A new folder appears with its name ready to edit. Type **icon** and press Enter. Don't click OK yet.

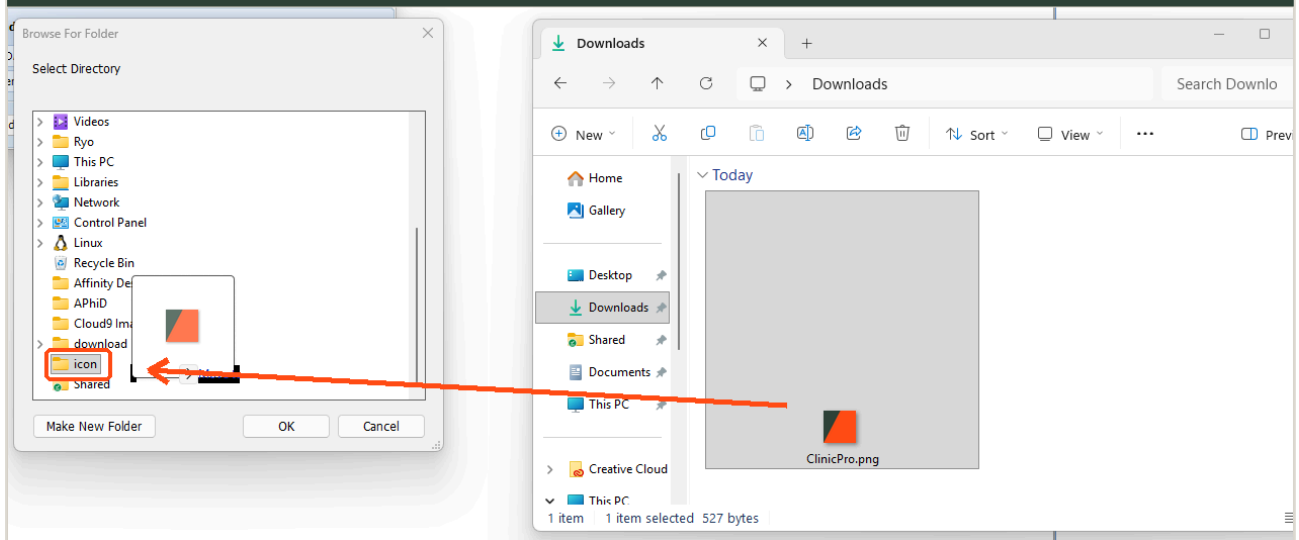
STEP 5 Name your new folder: icon



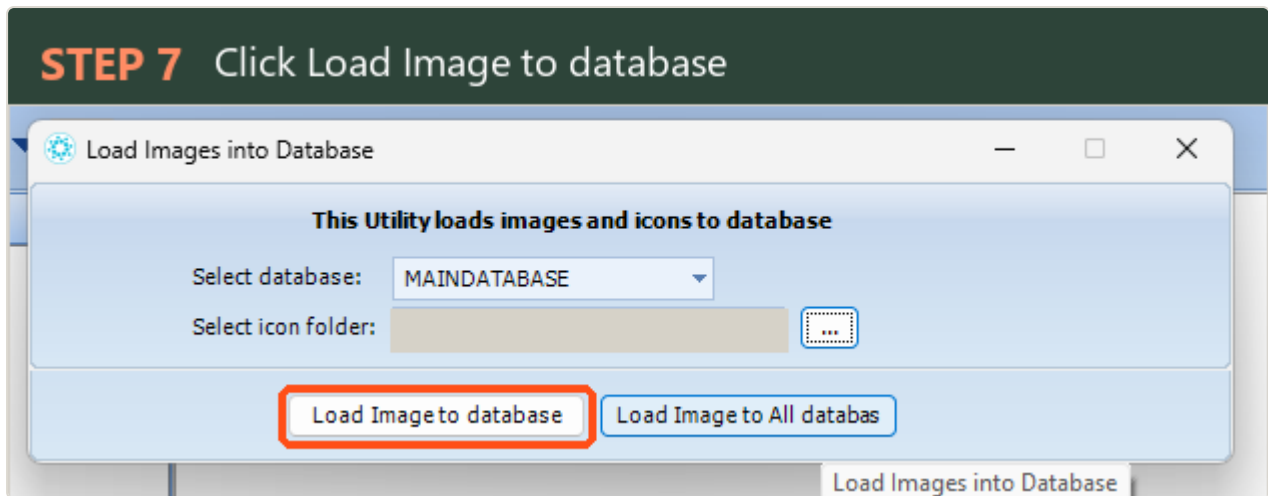
6

Leave this window open. Go back to your **Downloads** folder, then drag **ClinicPro.png** across and drop it into the new **icon** folder. Then click **OK**.

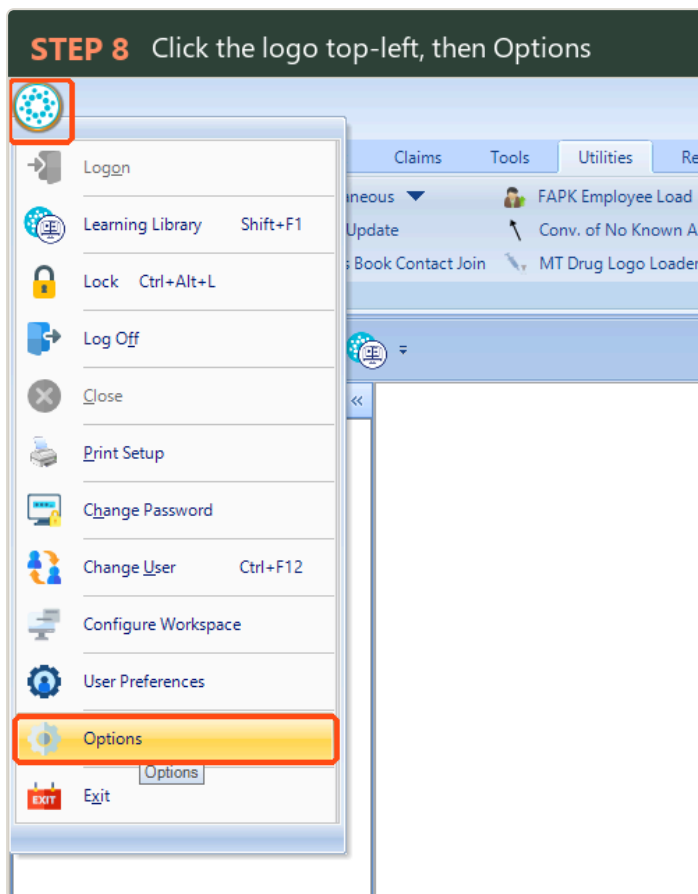
STEP 6 Drag the icon file into your new folder



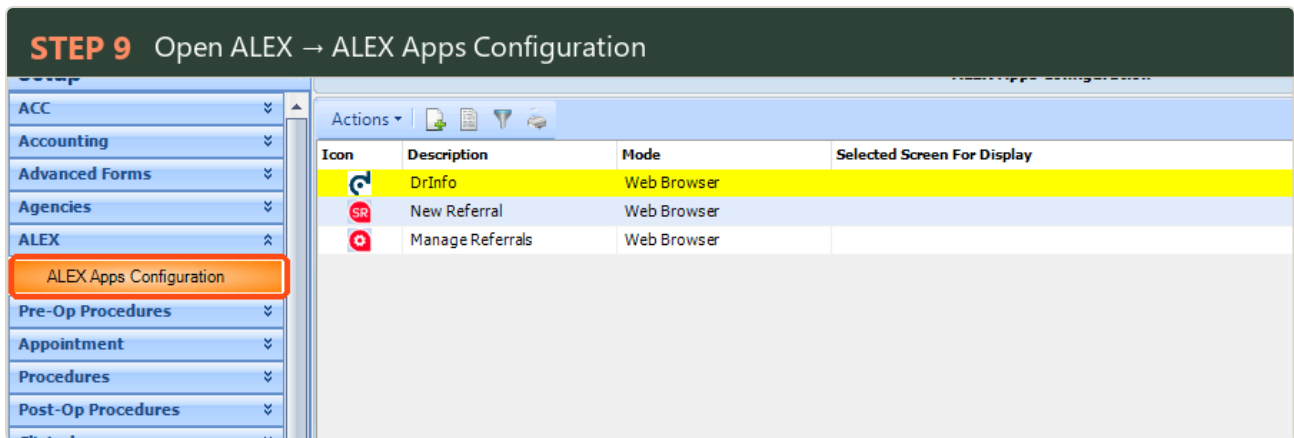
- 7 Back in the Load Images window, click **Load Image to database**. That puts the ClinicPro icon into Evolution.



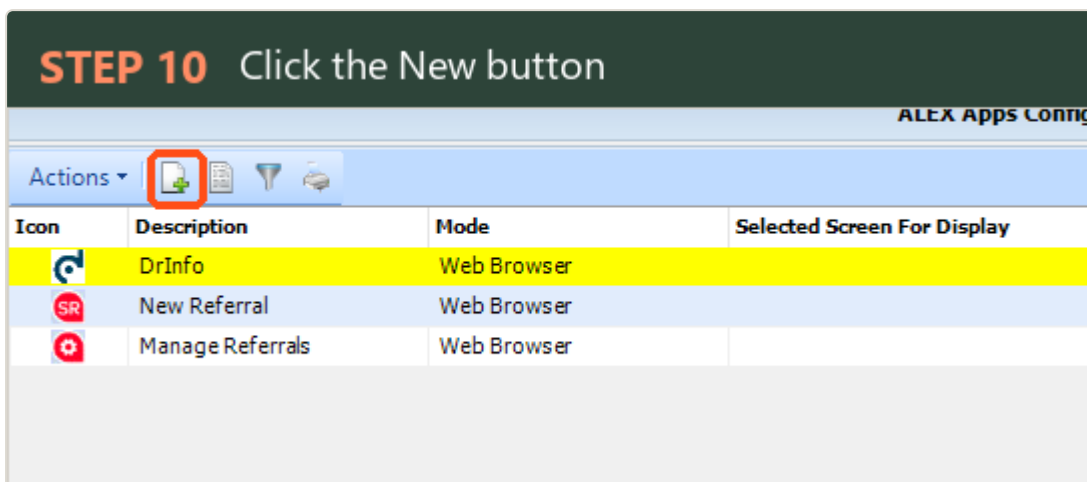
- 8 Next we tell Evolution what the icon should do. Click the round **Medtech logo** at the very top-left corner, then click **Options**.



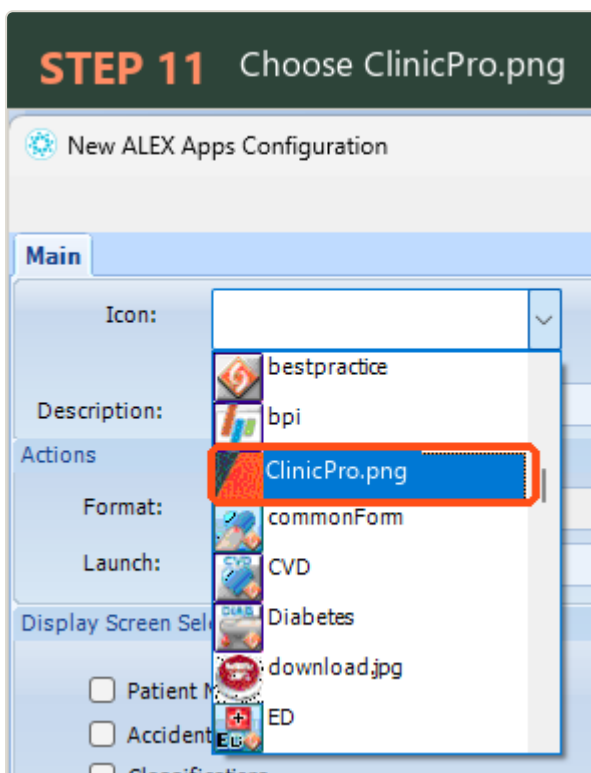
- 9 In the list down the left-hand side, find **ALEX** and click **ALEX Apps Configuration** underneath it.



- 10 Click the **New** button in the small toolbar (the page icon with a green plus).



- 11 A setup window opens. Click the **Icon** dropdown and choose **ClinicPro.png**.



12 Fill in the rest:

Description: ClinicPro

Launch: <https://medtech.clinicpro.co.nz/capture/launch> (copy and paste this, don't retype it)

Mode: Web Browser

Then click **OK**.

STEP 12 Fill in these three things

<https://medtech.clinicpro.co.nz/capture/launch>

Main

Icon:  ClinicPro.png

Description:

Actions

Format:

Launch:

Display Screen Selection

☐ Patient Manager	☐ Patient Inbox
☐ Accidents	☐ Medical Warnings
☐ Classifications	☐ Medications
☐ Consultation Notes	☐ Outbox
☐ Daily Record	☐ Recalls
☐ Screening History	☐ Staff Task
☐ Patient Task	☐ Recall Contact
☐ Immunisation	☐ Provider Inbox

Mode

☒ Web Browser ☐ ALEX Apps Workspace ☐ Dashboard

13 Now **close Medtech Evolution completely and log back in**. The icon will not appear until you do. Once you're back in, **ClinicPro** appears under **Home > ALEX Apps**.

STEP 13 Done — ClinicPro now appears here

Home Patient Account Claims Tools Utilities Reports ManageMyHealth

New Search Patient Register Patient Approvals **ALEX Apps** Appointment Books Appointment Pad Queue Workflow Status Screen

DrInfo
New Referral
Manage Referrals
ClinicPro

Patient Record

Search Patient
Patient Register

ClinicPro

Testing it

Open any patient's record in Evolution, then click **Home > ALEX Apps > ClinicPro**. A window should open showing your practice name and a QR code.

If you can't see the icon

Almost always this means that staff role doesn't have permission yet. In **Options**, go to **Setup → Access Privileges → Role**. For each staff role that should be able to use ClinicPro Capture (for example GP or Nurse), tick **ALEX Apps**, then save.

NO ERROR WILL APPEAR

When this permission is missing, the icon simply doesn't show up, there's no warning or message. So if one staff member can see the icon and another can't, this is almost always the reason.

DON'T WORRY IF IT DOESN'T WORK YET

If you see an error, or the QR code doesn't scan through properly, that usually just means your practice's ClinicPro account isn't fully switched on at our end yet. Everything you've set up here is still correct and will start working the moment that's done. Let us know and we'll check.

What it looks like once it's running

- With a patient's record open, clicking the ClinicPro icon shows your practice name and a QR code. No patient details appear on the screen.
- A staff member scans it with their phone, already signed into ClinicPro Capture.
- The phone shows the patient's name, date of birth and NHI so they can check it's the right person, then opens the camera.
- You can go straight on to the next patient without restarting Evolution.

This setup is a **one-off for the whole practice**, not something each staff member repeats. Once it's done, everyone whose role has ALEX Apps ticked can use it straight away.

Questions, or stuck partway through? Email ryo@clinicpro.co.nz any time, we reply within 24 hours, seven days a week. Or [book a Wednesday setup session](#) and we'll do it together.