



kiTTY

Second Edition

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1. Introduction

kiTTY is an application intended to provide simple access to DDE (Dynamic Data Entry) services, provided by ClaimLynx, Inc. The purpose of this guide is to provide the user with a comprehensive reference for understanding and utilizing the ClaimLynx application. This manual includes a description of the application functions, and step-by-step procedures for system access and use.

2. Getting Started

2.1. Install the Application

kiTTY may be obtained from the Support section of the ClaimLynx website. Click the link for *ClaimLynx Medicare/Medicaid Terminal Access*. Under the *kiTTY* section, you will find download links for Windows, Mac, and Linux users. The direct URL for the Windows installer is https://www.claimlynx.com/resources/kiTTY/kiTTY_Installer.exe. Run the downloaded installer from your browser, or by double clicking on the icon in your computer's *Downloads* folder.

The installer opens, and displays a list of installation options (Figure 1). If you do not want application icons installed in the specified locations, uncheck the appropriate checkboxes. Click *Next* to continue.

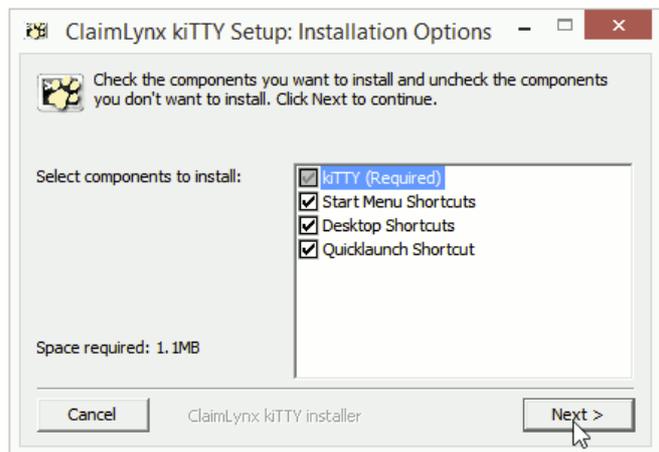


Figure 1
kiTTY installation options.

The next window confirms where kiTTY will be installed on your computer (Figure 2). Most users will want to leave this at the default. Click *Next* to continue.

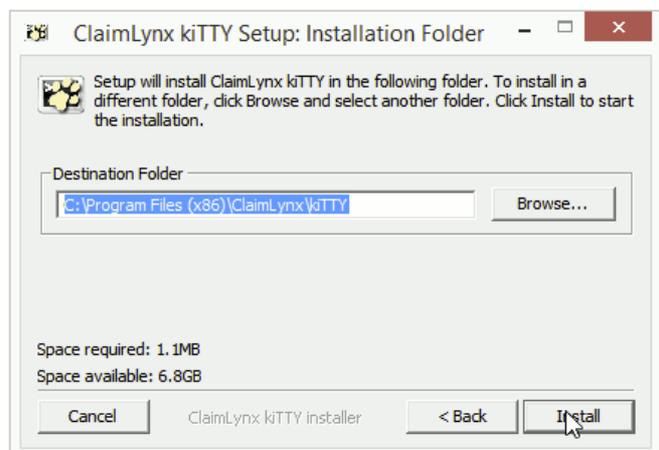


Figure 2
kiTTY installation location.

The following screen shows the progress of the installation. When the process is completed, you can proceed by clicking *Next* (Figure 3).

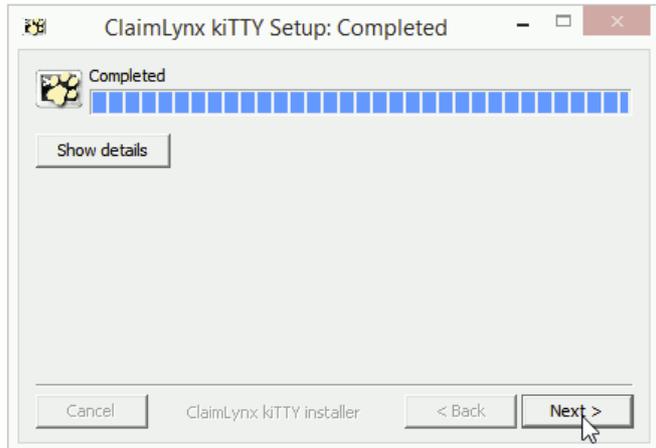


Figure 3
Installation progress screen.

The final screen in the installer asks if you would like to display the user guide (this document) or run kiTTY when the installer exits (Figure 4). Check any of the desired options, then click *Close* to exit.

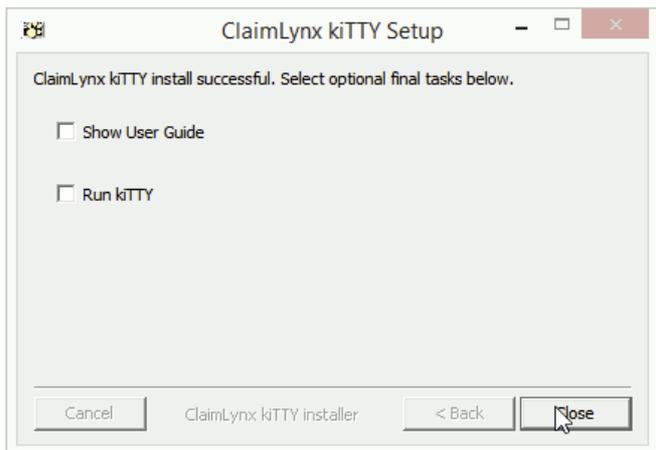


Figure 4
Successful installation screen.

Java Installation

The kiTTY application requires that you have Java installed on your system to run. When kiTTY first starts, it checks to see if Java is installed. If it does not find Java, you will see an alert window, as shown in figure 5. Clicking the *Ok* button will open your web browser, and direct you to the Java.com website where you may install java.



Figure 5
kiTTY requires Java to run.

Advanced Installations

The kiTTY installer provides advanced options to assist System Administrators, who would like to deploy kiTTY to user workstations. The following switches may be passed to the Windows installation package.

/S

Silent install: no UI prompts, and installs automatically. Exits code 0 on success, >0 on failure.

/SKIP_STARTMENU

Omit the optional start menu shortcuts during installation

/SKIP_DESKTOP

Omit the optional desktop shortcuts during installation

/SKIP_QUICKLAUNCH

Omit the optional quicklaunch shortcuts during installation

2.2. Launch the Application

Once the application is installed on your computer, the kiTTY application's icon will be displayed on your desktop, as shown in Figure 6. To launch kiTTY, double click on the icon.



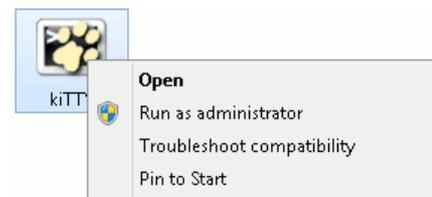
Figure 6

This screen shows the icon of the kiTTY application on your desktop.

Alternately, you may launch kiTTY by right-clicking on the kiTTY icon. A context menu will appear with an option to “Open” the application (Figure 7).

Figure 7

Opening kiTTY using the context menu.



While the kiTTY application loads, a splash screen be displayed, showing contact and version information (Figure 8).



Figure 8

The kiTTY splash screen.



2.3. Log In

Once the application has opened you will be asked to login. Enter your username in the “**login as**” field and press **enter** on your keyboard. You will then be prompted for your “**password**”. The password is not displayed as you enter it. Press **enter** again to complete the login. The username and password are both case-sensitive. The login window is shown in Figure 9.

Figure 9

kiTTY login window.



If either the username or password are incorrect, the login will fail. kiTTY will prompt you to re-enter your password by displaying “**The credentials supplied are invalid**”. Enter your password and press “**enter**”.

ClaimLynx DDE services do not allow concurrent logins by the same username. If there are multiple login sessions detected, you will see a display similar to Figure 10. This message indicates that a session has already been established by this user. If you press enter to continue, all other logins will be immediately closed. If you do not wish to terminate other connections, close the kiTTY window.

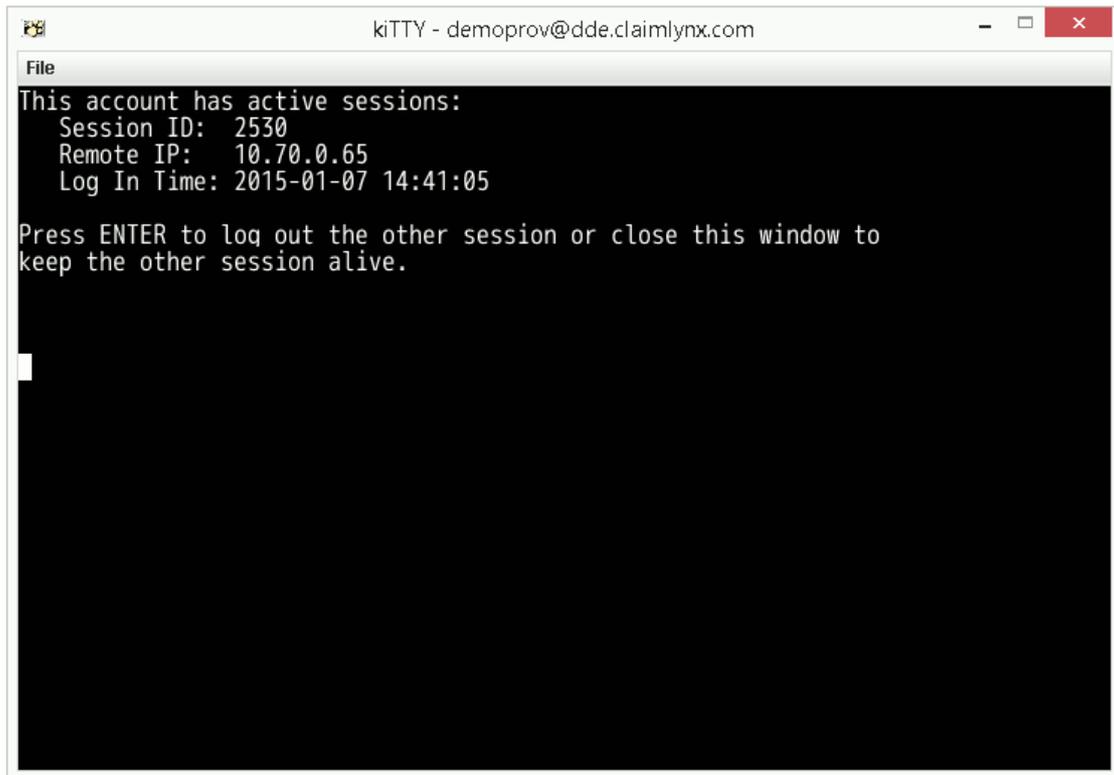


Figure 10

Duplicate logins result in this message. Press enter to close existing connections.

2.4. Application Functions

Once you have logged in to DDE with kiTTY, you will be presented with the main menu, as shown in Figure 11. From this screen you may access the available DDE services by entering the desired option number, and pressing “**enter**”.

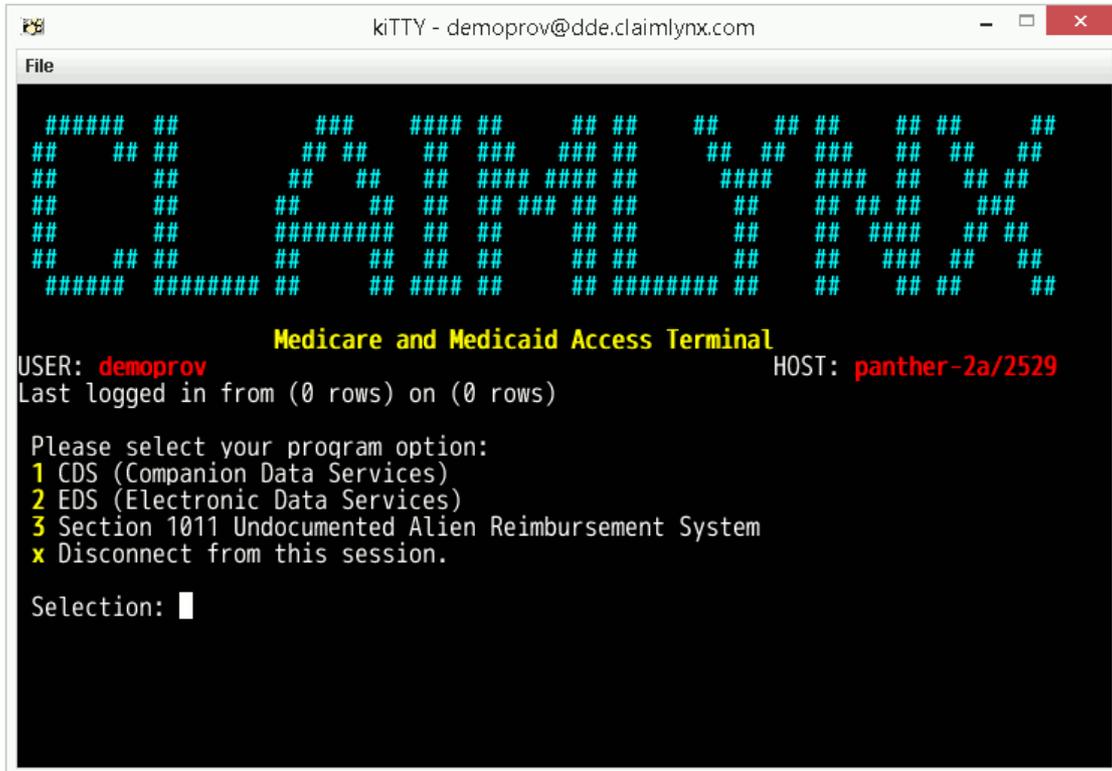


Figure 11

The DDE service menu.

2.5. File Menu

Additional kiTTY functions may be accessed from the “**File**” menu, located in the upper-left corner of the kiTTY window. Clicking on the File menu presents three options:

1. Print
2. Print To File
3. Exit

Print

The print option allows you to print the content that is currently displayed in the kiTTY window. When you click on “**Print**”, the application opens a window allowing you to configure the desired print settings. The print dialog is shown in Figure 12. Clicking the “**Ok**” button sends the job to the selected print device.

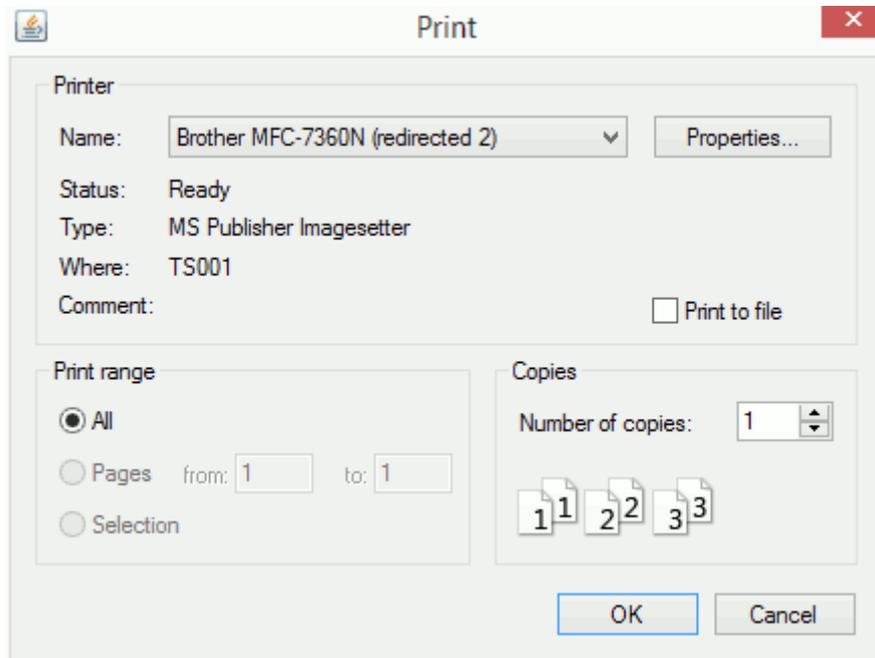


Figure 12

The kiTTY print dialog.

Print to File

The “**Print to File**” option in the File menu allows you will be able to save the active screen content to a text file. Figure 13 shows the “**Print To File**” dialog window.

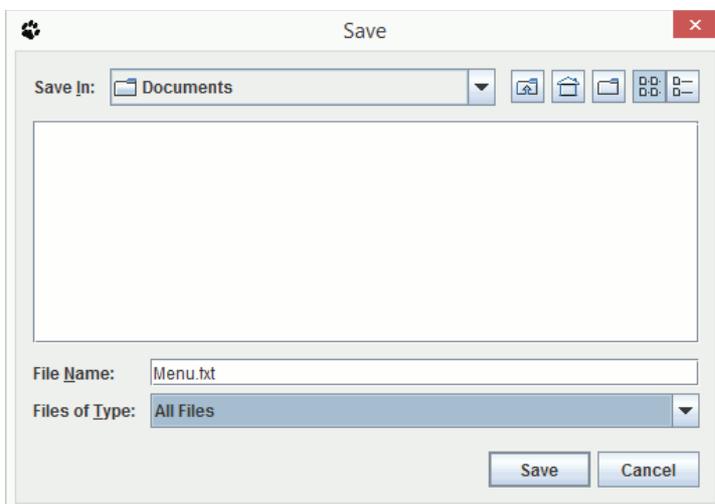


Figure 13

The kiTTY print to file window.

Exit

The “**Exit**” option allows the user to logout and exit kiTTY. It has the same effect as clicking the “**X**” button in the upper-right corner of the window. You will be prompted to confirm that you want to exit, as show below.

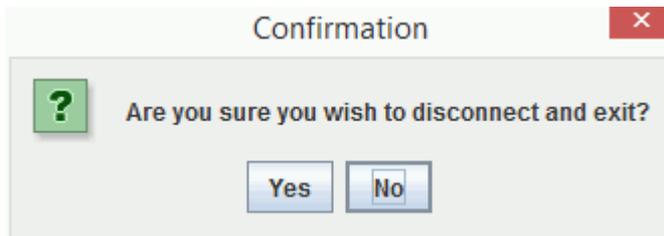


Figure 14

Exit confirmation dialog.

2.6. Closing the Application

If you would like to exit the kiTTY application, there are several ways to do so. The first method is by the File->Exit option, described in the previous section. You may also exit by simply clicking on the “**X**” button in the upper-right corner of the window. This option presents a confirmation dialog, as shown in Figure 14.

The third way to disconnect kiTTY is by selecting the disconnect option from the DDE main menu. From this screen, enter “**x**” and press “**enter**”. The session will be disconnected without any confirmation. The following dialog will appear, asking if you would like to re-connect to DDE (you will need to re-enter your credentials).

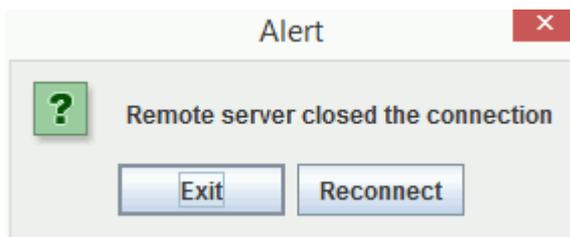


Figure 15

Re-connect dialog box.