

## ROES Setup Checklist

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
1. Add ROES Site Parameters via the RMPF O/E Station ASPS.			
2. Distribute the ROES v3.0 executable (ROES3DeskTop.exe) to the audiologists desktops			
3. Configure ROES GUI Interface (ROES3.exe) with CPRS in accordance with step 6 found in the ROES Installation Guide.			
4. Contact the DALC Help Desk to advise them of the new station number and any necessary changes on the ROES database			
5. Verify that mail groups have been established and populated – RMPF ROES UPDATES (ASPS) and RMPF ROES UPDATES (PSAS)			
6. Schedule option RMPFDE4 in TaskMan to run once daily.			
7. Assign RMPF ROES3 or RMPFDE2 menu options as appropriate			