

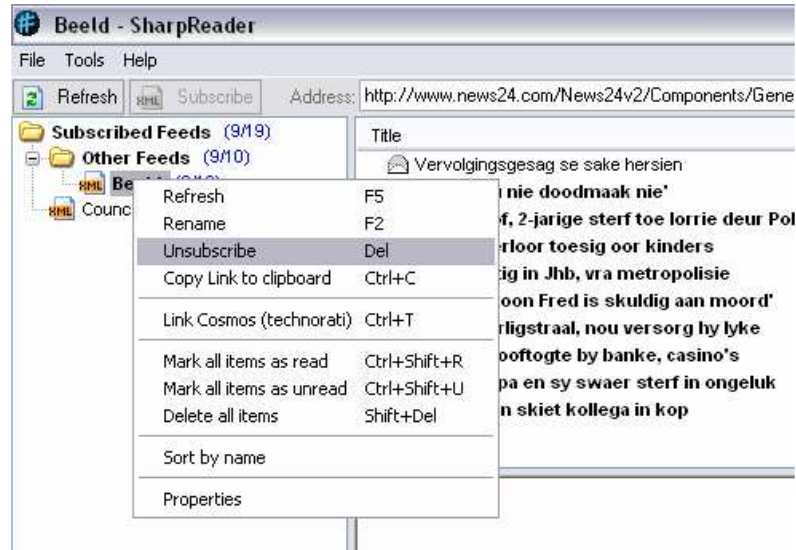
**INSTRUCTIONS FOR ADDING COUNCIL FOR MEDICAL SCHEMES RSS  
FEEDS TO SHARPREADER AFTER INSTALLATION**

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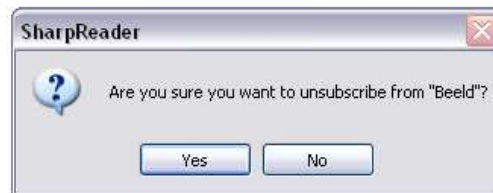
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## 1. Removing unnecessary feeds and feeds categories.

- a. Once installed, SharpReader adds a default list of feeds from various sponsor sites. If you do not want to keep these feeds, simply delete them. To delete the feeds, right click on them and click on Unsubscribe Feed.



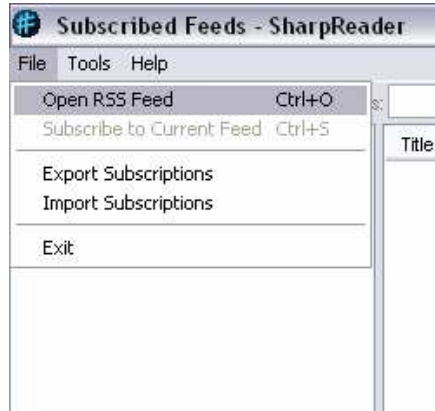
A conformation box will ask if you are sure that you want to unsubscribe. Click on the yes button to confirm.



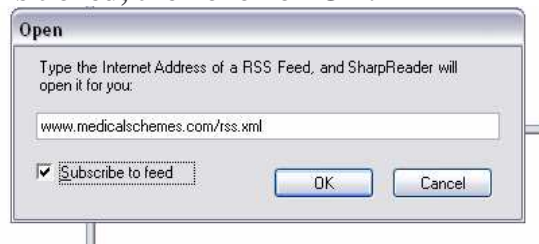
- b. SharpReader also adds default subscription categories. **You cannot remove a category if it is not empty.** First remove all subscriptions within a category before removing the category. To remove a category (which is represented by a folder icon), right click on it and click on unsubscribe again. When asked to confirm, click on yes.

## 2. Adding the Council for Medical Schemes Feed

- a. Click on File and then click on Open Feed or press the control key and the letter O on your keyboard.



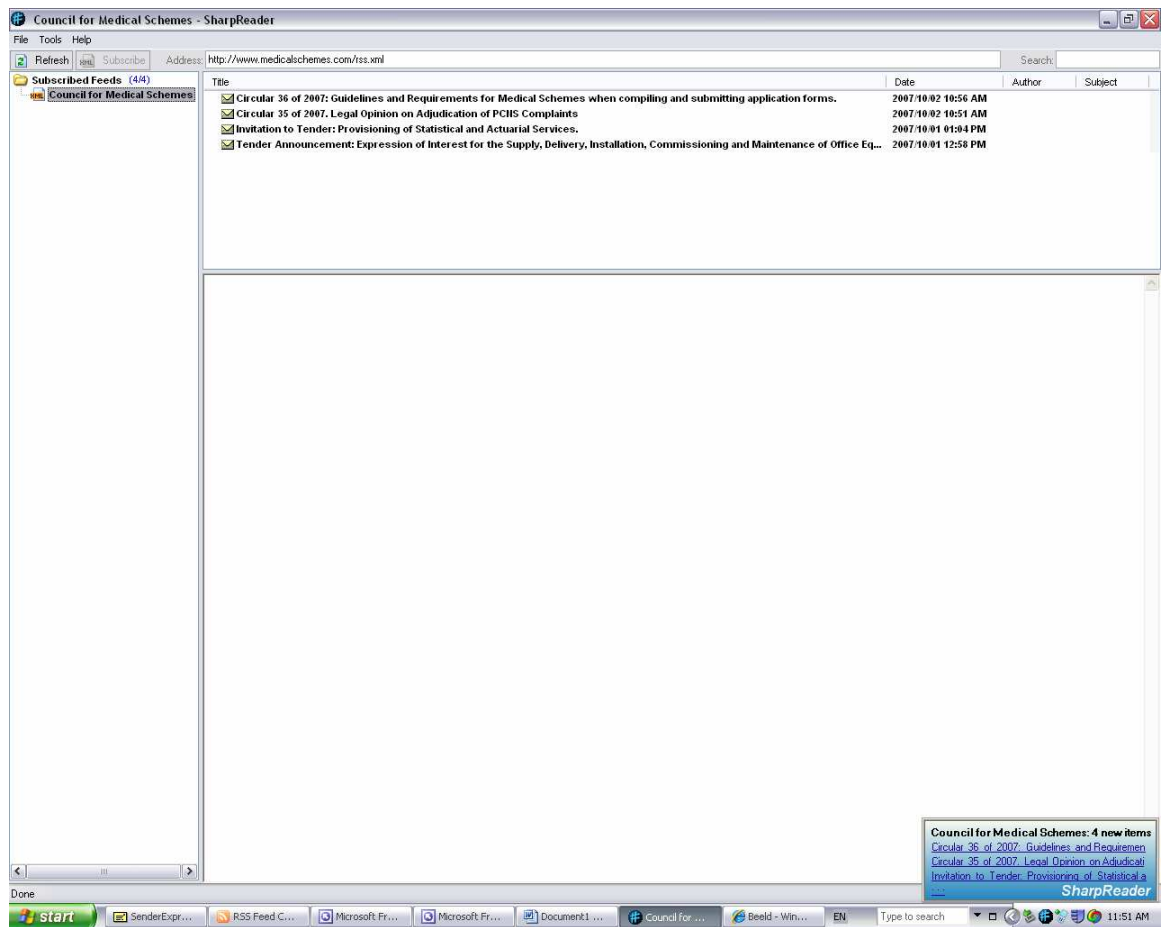
- b. In the dialogue box that opens, add the following address: [www.medicalschemes.com/rss.xml](http://www.medicalschemes.com/rss.xml). **Ensure that the subscribe to feed tick box is ticked, then click on OK.**



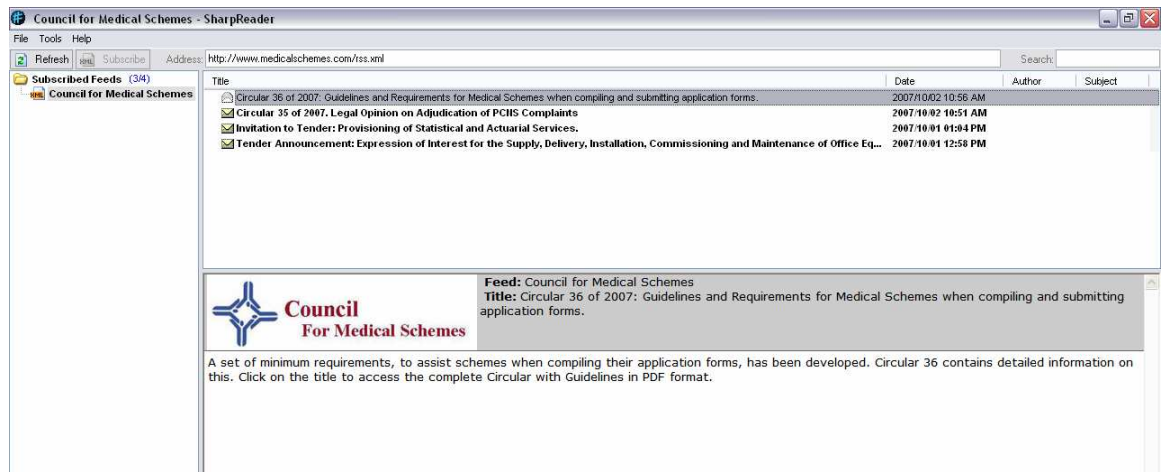
Your feed will now be added and should update or refresh automatically.

### 3. Reading feeds

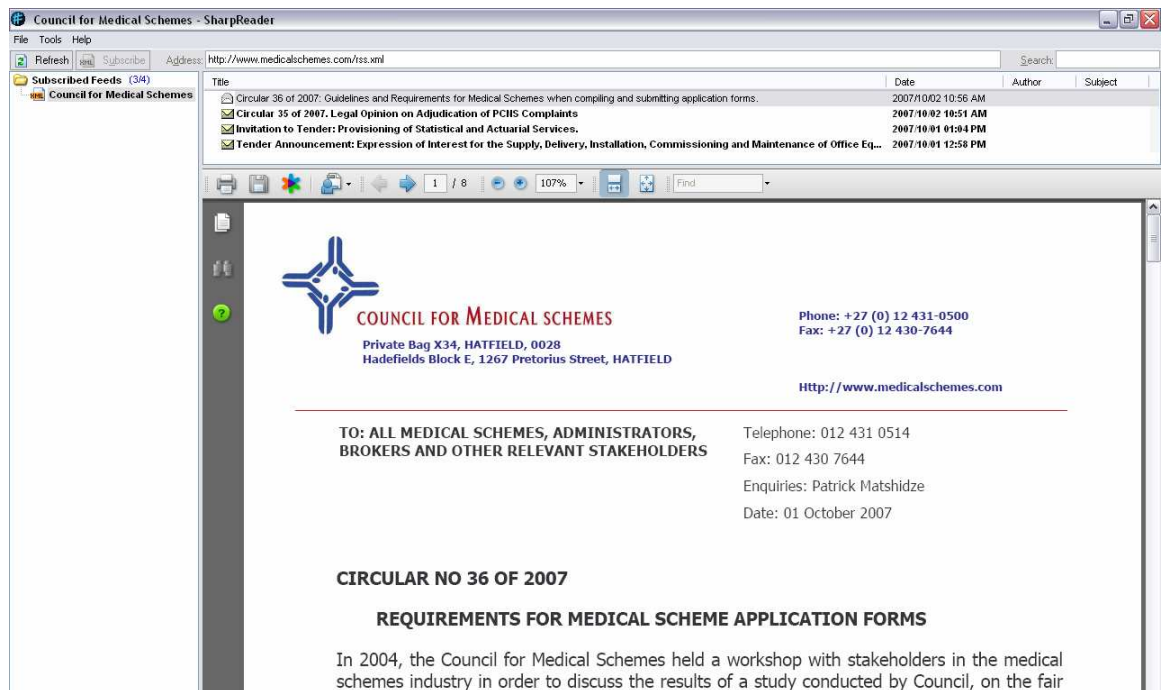
- a. The following screen should appear. Note that a pop-up window appears at the bottom right-hand corner. This window will always pop up whenever there is a new feed available from us. **If the feed does not appear, it means that your proxy server is blocking the requests.** To set up your reader to access feeds through your proxy server, [click here](#) for instructions.
- b. You can click on the pop-up window items(s) to access your feeds. The headings of your feeds will appear on the top right hand pane. Bold headings depict unread feeds.



- c. To read a more detailed description of the feed, simply click on it. Details will appear in the window below the headings, displaying our logo and the Title of the feed. Clicking on the Title will result in the more detailed document pertaining to the feed being downloaded and opened for viewing. These documents are normally presented in Adobe Acrobat format. You will require the Adobe Acrobat Reader which is available free from [www.adobe.com](http://www.adobe.com).

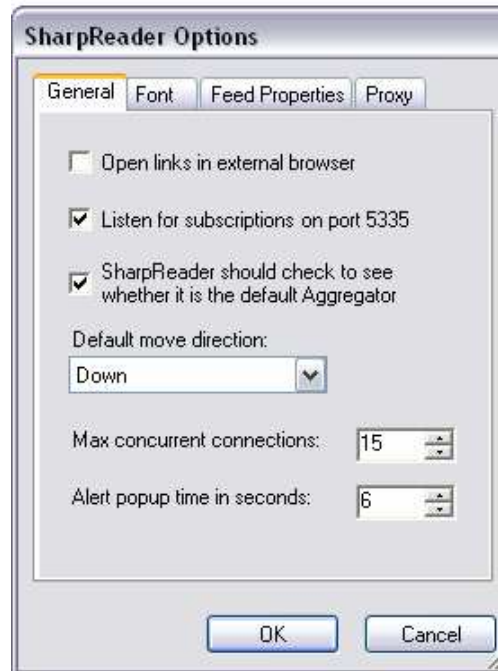


- d. After downloading, the Adobe document will replace the detail description for easy reading:



#### 4. Changing preferences

You can change the behavior of the aggregator to suit your preferences, by clicking on **Tools** on the menu bar and then on **Options**. The following options box will open up.

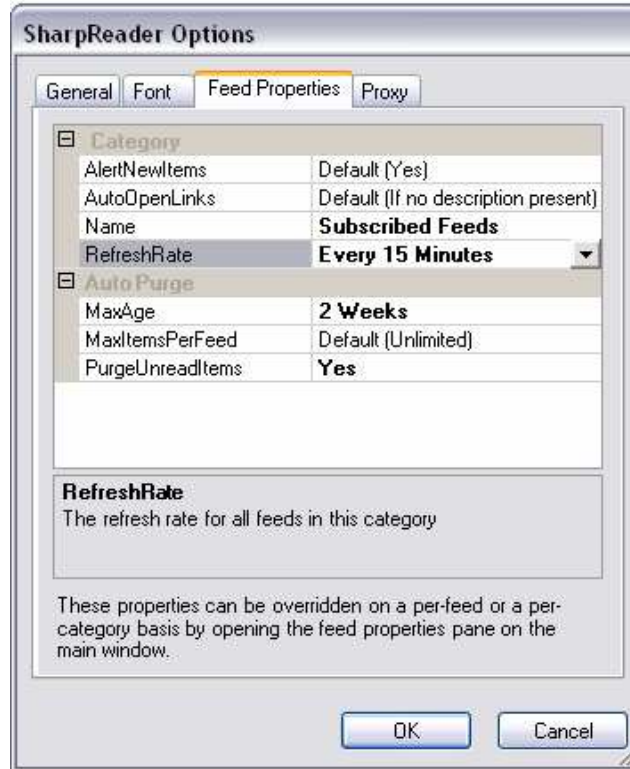


##### a. **Changing general options**

It is recommended that you leave the settings as is but you may want to increase the time that the Alert popup window appears. A useful time is between 15 and 20 seconds. Simply type the number of seconds in the box.

##### b. **Changing feed properties**

You may want to make a few changes to the way your reader checks for new feeds. To view the feed properties settings, click on the **Feed Properties Tab**.



i. *Setting the RefreshRate.*

The refresh rate determines how frequently the reader will update news from the CMS website. The shortest time is every 15 minutes and the longest is once a day. Click on the arrow next to the box and make a selection that suits your preferences.

ii. *Setting Auto Purge*

Auto Purge allows you to keep your reader clean and uncluttered. The default setting is 2 weeks, meaning that the reader will automatically delete all items older than 2 weeks. You can select a time period that suits your preferences. By default the purge settings are set to auto purge all unread items. If you do not want this to happen, select No opposite the purgeunreadItems option.

c. **Changing Proxy Settings**

Most companies use a Proxy server which allows users to access the Internet and which sets user access restrictions and privileges. If your company uses a proxy server and you **do not set the correct parameters, your reader will not work**. If you access the internet from home with a dial up connection, **IGNORE THIS SECTION**.

To change the proxy settings, click on the proxy tab. To enable proxy settings, click on the “use a Proxy Server” tick box.



If you do not know the proxy server settings of your company, simply click on the “copy Internet Explorer proxy Settings” button. The proxy settings will be copied automatically. To ensure that the correct settings are always in use, tick the “always copy IE Settings On startup” box.

If you do not use Internet Explorer as a browser, obtain the proxy server address from your IT Unit and type it in manually.

If you are happy with your selections, click on OK.