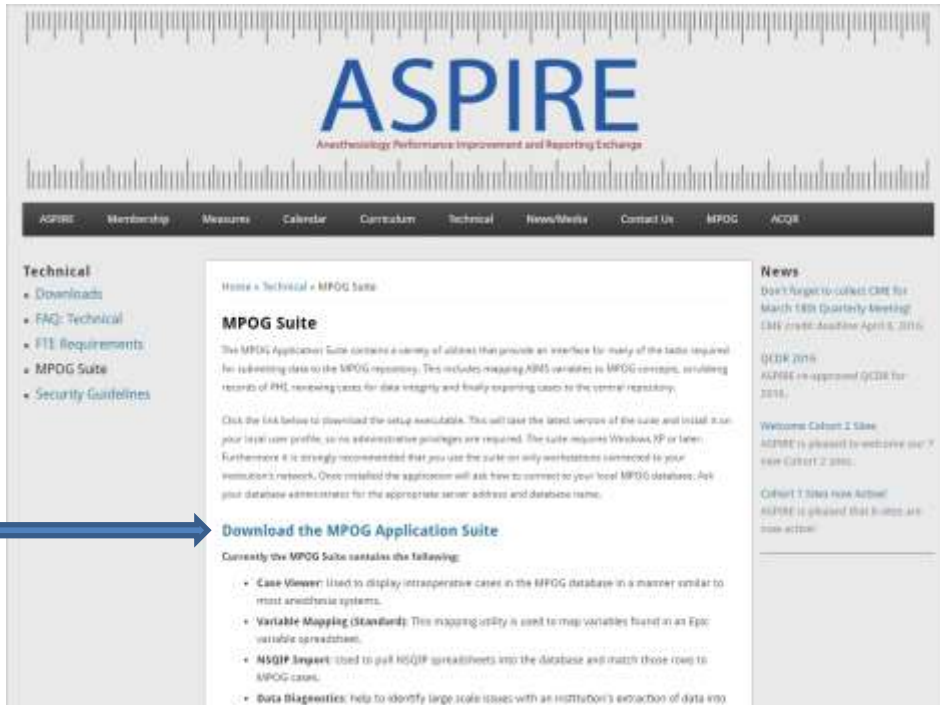


# Chapter 1: Downloading and Accessing the MPOG Application Suite

1. Obtain administrative rights from site's IT department. You will need this level of access to download the MPOG application to your workstation. It is recommended that you install the application on both your desktop and your laptop for travel purposes.
2. Copy and paste this link into your browser: <https://www.aspirecqi.org/mpog-suite>
3. Click on: "Download the MPOG Application Suite."



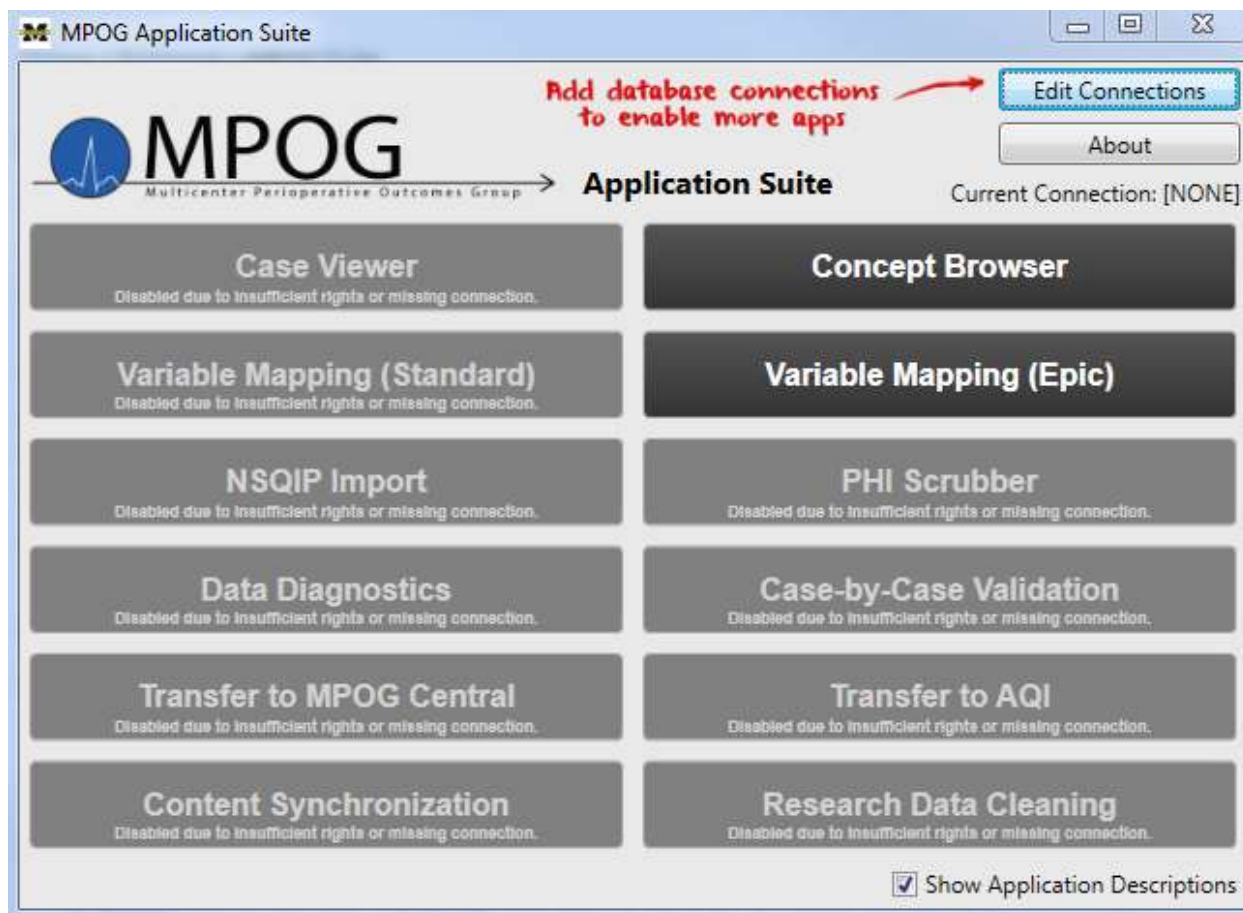
4. This pop-up should come up, Click "Run."



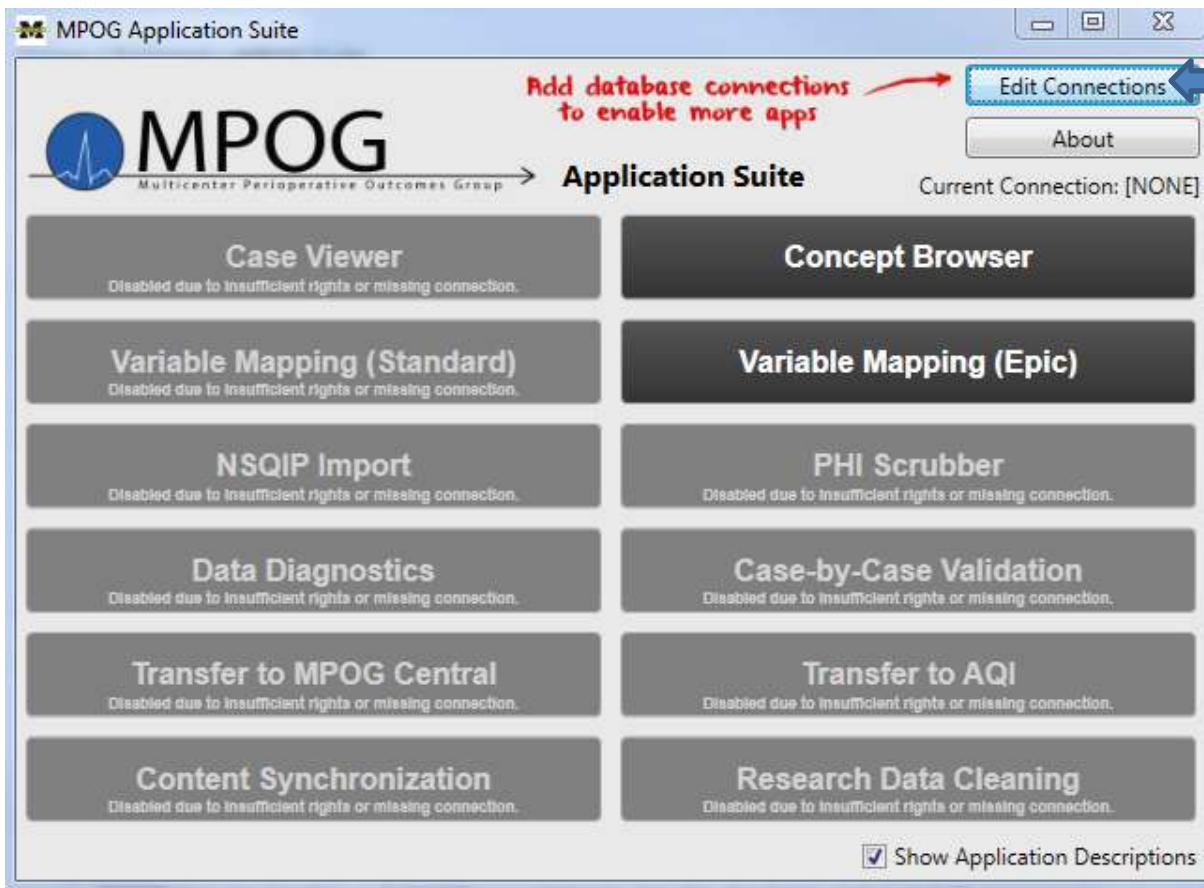
5. This security warning may or may not present, if it does, click "Install."



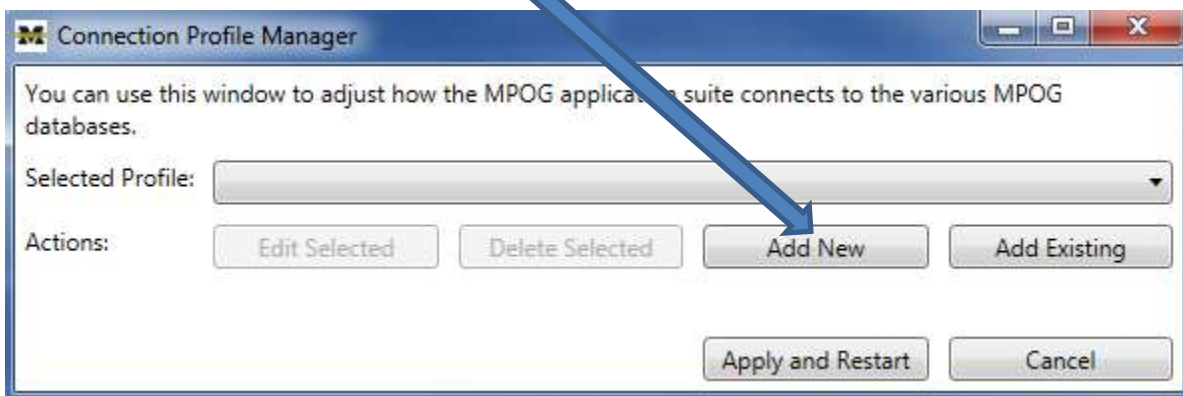
6. The MPOG Application Suite should automatically open & look like this:



7. Click on “Edit Connections.”



8. The ‘Connection Profile Manager’ form should open. Click “Add New.”



9. The 'Edit Connection Profile' form should open. Follow steps A-C below to complete.

The screenshot shows the 'Edit Connection Profile' window. At the top, the 'Profile Name' field contains 'Local'. Below this is the 'Main Connection' section with 'Basic' and 'Advanced' tabs. The 'Server' field is empty, and the 'Database' field contains 'MPOG\_MAS'. The 'Trusted Authentication' radio button is selected. Below this is the 'Config Connection (optional)' section, also with 'Basic' and 'Advanced' tabs. The 'Server' field is empty, and the 'Database' field contains 'MPOG\_MAS\_Config'. The 'Trusted Authentication' radio button is selected. At the bottom of the window are 'OK' and 'Cancel' buttons. Three callouts are present: Callout A points to the 'Profile Name' field; Callout B points to the 'Server' fields in both the 'Main Connection' and 'Config Connection' sections; Callout C points to the 'OK' button.

**A.** Create a Profile name:  
Example:  
**Hospital Name- Local**

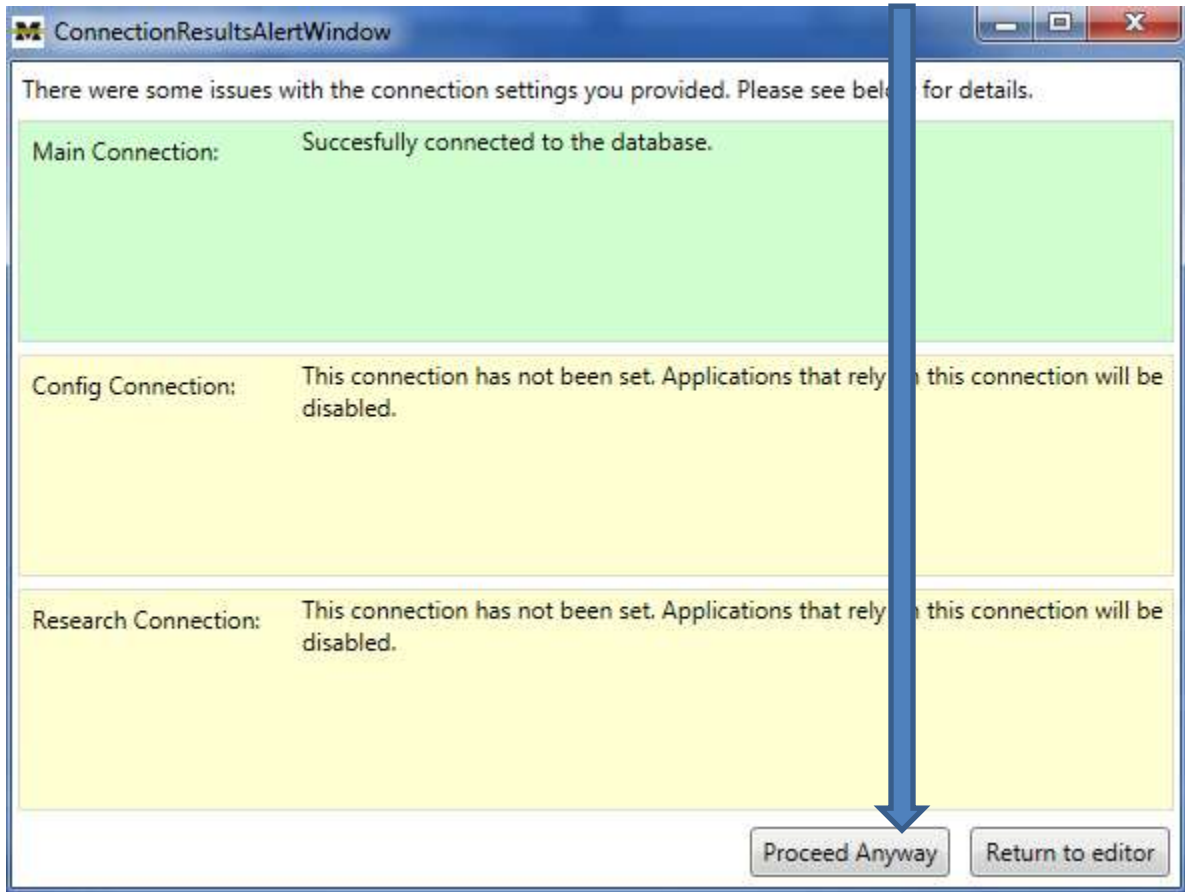
**B.** In each server row type in the domain name server or IP address that your IT support person for the MPOG project has provided you.

**\*\*If you are an Epic site, you will not need to populate the Config Connection server row.**

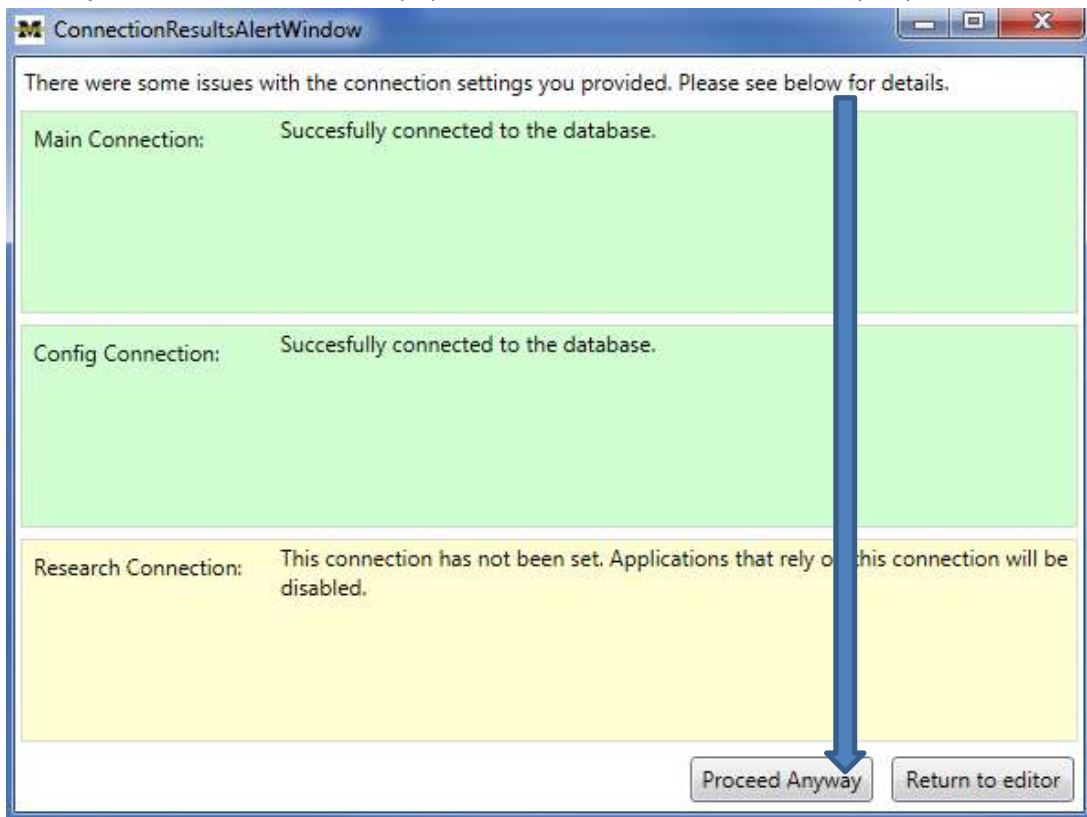
**C.** Click "OK" at the bottom.

10. The 'Connection results alert' window will display to show you which connections were successful.

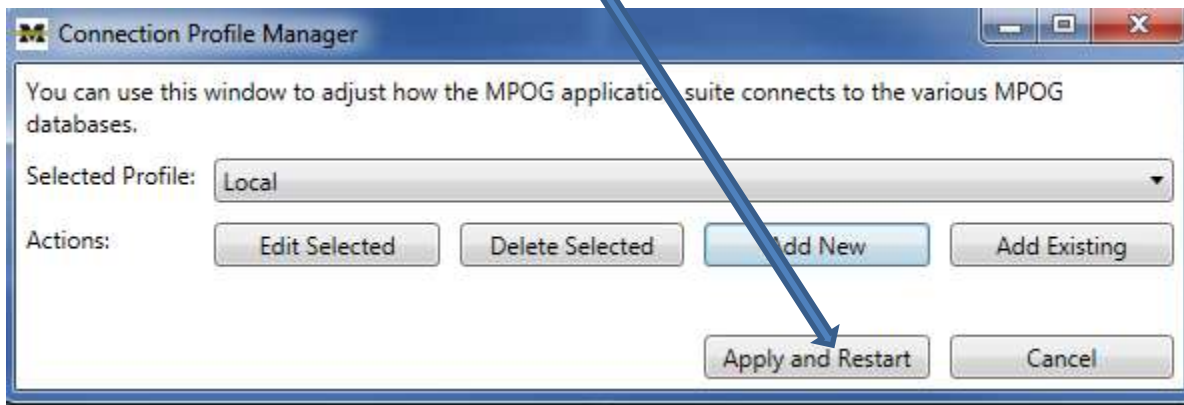
**Epic sites:** The window should populate as follows. Click "Proceed Anyway."



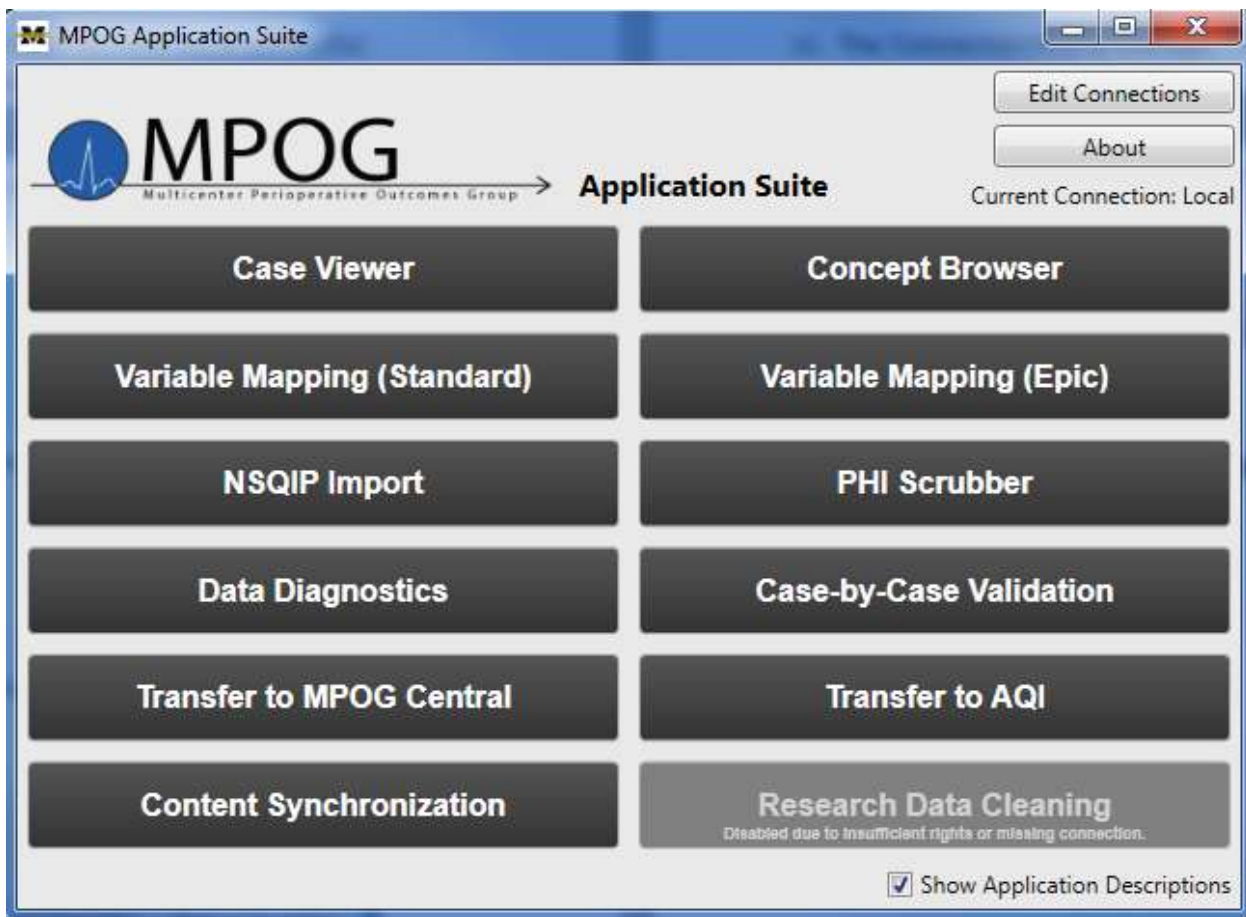
**Non- Epic sites:** The window will populate as follows. Click "Proceed Anyway."



11. The 'Connection Profile Manager' form will repopulate as follows. Click "Apply and Restart."



12. The MPOG Application should run again and open as follows.



13. An ASPIRE QI Coordinator or MPOG technical support team member will be available either on site or via web conference if the Application Suite does not download or open as indicated.

**For questions or comments, please contact:**

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