

PenCS Practice Software Decommissioning

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Date and Enforced as of: 30 June 2026, 5 PM

Software Decommissioning Guide

- CAT
- Topbar

PenCS Software Components to Remove from a Practice Environment

Client Desktop

- PenCS CAT4
- PenCS Topbar

Server

- PenCS CAT Scheduler
- PCS Clinic Monitoring Service
- PCS Clinic Service
- PCSDB
- PCS Topbar

Uninstalling PenCS CAT4 (Client Desktop)

- Open Control Panel.
- Select Programs and Features (or Uninstall a Program).
- Locate PenCS CAT4 in the list of installed applications.
- Right-click PenCS CAT4 and select Uninstall/Change.
- Follow the prompts to complete the uninstallation.

Uninstalling PenCS CAT Scheduler (Server)

Uninstall the Applications

- Open **Control Panel**.
- Navigate to **Programs and Features**.
- Uninstall the following applications:
 - PenCS CAT4
 - PenCS CAT Scheduler

Remove Remaining Folders and Desktop Shortcuts

After the uninstall process has completed, manually delete the following folders (if present):

Folder	Path	Notes
PENCS	<BASEPATH>\ProgramData	
PCS	<BASEPATH>\Program Files	
ClinicalAudit	C:	Obtain confirmation from an authorised practice representative before deleting this folder, as it may contain data extracts.
Pen Computer Systems	<BASEPATH>\Program Files(x86)	

Also, remove any associated desktop shortcuts.

Remove Registry Entries

- Open the Windows Registry Editor by typing **regedit** into the Windows Search bar.
- Navigate to the PenCS registry entries.
- Delete any entries relating to: **Pen Computer Systems → Clinical Audit**

Important: Exercise caution when editing the Windows Registry. Create a backup before making any changes.

Uninstalling Topbar Server Components (PCS Clinic Service, PCS Clinic Monitoring Service, and PCSDB)

Stop PenCS Services

- Open **Services** by typing **services.msc** in the Start Menu.
- Stop the following services:
 - PCS Clinic Monitoring Service
 - PCS Clinic Service

Uninstall the Applications

- Open **Control Panel**.
- Navigate to **Programs and Features**.
- Uninstall:
 - PCS Topbar
 - PCS Clinic Service
 - PCS Clinic Monitoring Service

Remove PCSDB (SQL Database)

- Open **Control Panel**.
- Locate **Microsoft SQL Server 2016**.
- Launch the SQL Server uninstall wizard.
- Remove the **PCSDB** instance.

Clean Up Remaining Folders

Delete the following folders if they remain after uninstallation:

PCS Application Folder

- <BASEPATH>\Program Files\PCS

PCS Database Folder

- <BASEPATH>\Program Files\Microsoft SQL Server\MSSQL10_50.PCSDB

Clean Up Registry Entries

- Open **Registry Editor (regedit)**.
- Remove any remaining registry entries associated with:
 - PCS Topbar
 - PCS Clinic Service
 - PCS Clinic Monitoring Service
 - PCSDB

Important: Ensure a registry backup is taken before deleting any entries.

Uninstalling PCS Topbar (Client Desktop)

The process is the same on both the server and client workstations.

- Open **Control Panel**.
- Navigate to **Programs and Features**.
- Locate **PCS Topbar**.
- Select **Uninstall/Change**.
- Follow the prompts to complete the removal.

PenCS Software Decommissioning Checklist

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|--------------------------|---|
| ☐ | Practice approval for decommissioning obtained. |
| ☐ | Required data extracts are archived or retained. |
| ☐ | PenCS CAT4 was removed from all client workstations. |
| ☐ | PenCS CAT Scheduler was removed from the server. |
| ☐ | PCS Topbar server components removed. |
| ☐ | PCS Topbar removed from all client workstations. |
| ☐ | PenCS folders and shortcuts removed. |
| ☐ | PenCS registry entries removed (where applicable). |
| ☐ | PenCS services and scheduled tasks verified as removed. |