Nightingale
ONE PATIENT. ONE RECORD.™

Getting Started Guide

Windows 10 Workstation Readiness

October 28, 2016

Contents

Overview

You must have **Windows** and **Internet Explorer** to use **Nightingale on Demand**. To set up your computer, you need to install a few components and adjust your Internet Explorer settings on each computer. This guide will provide you with step by step instructions on how to set your computer up to access Nightingale.

You must adjust these settings for each user (person) logging into the computer, since Internet Explorer settings that are set for one Windows User Profile will not carry over to another Windows User Profile.

**Note**: This guide will cover the Windows 10 operating system only.

We recommend you reset the Internet Explorer settings back to default before proceeding with this document to adjust your Internet Explorer settings

Accessing Nightingale on Windows

In order to access Nightingale on Windows 10, you will need to navigate and use the **Internet Explorer** browser. To access the browser, click on the Start button and start typing 'Internet Explorer' to search for and select the application.
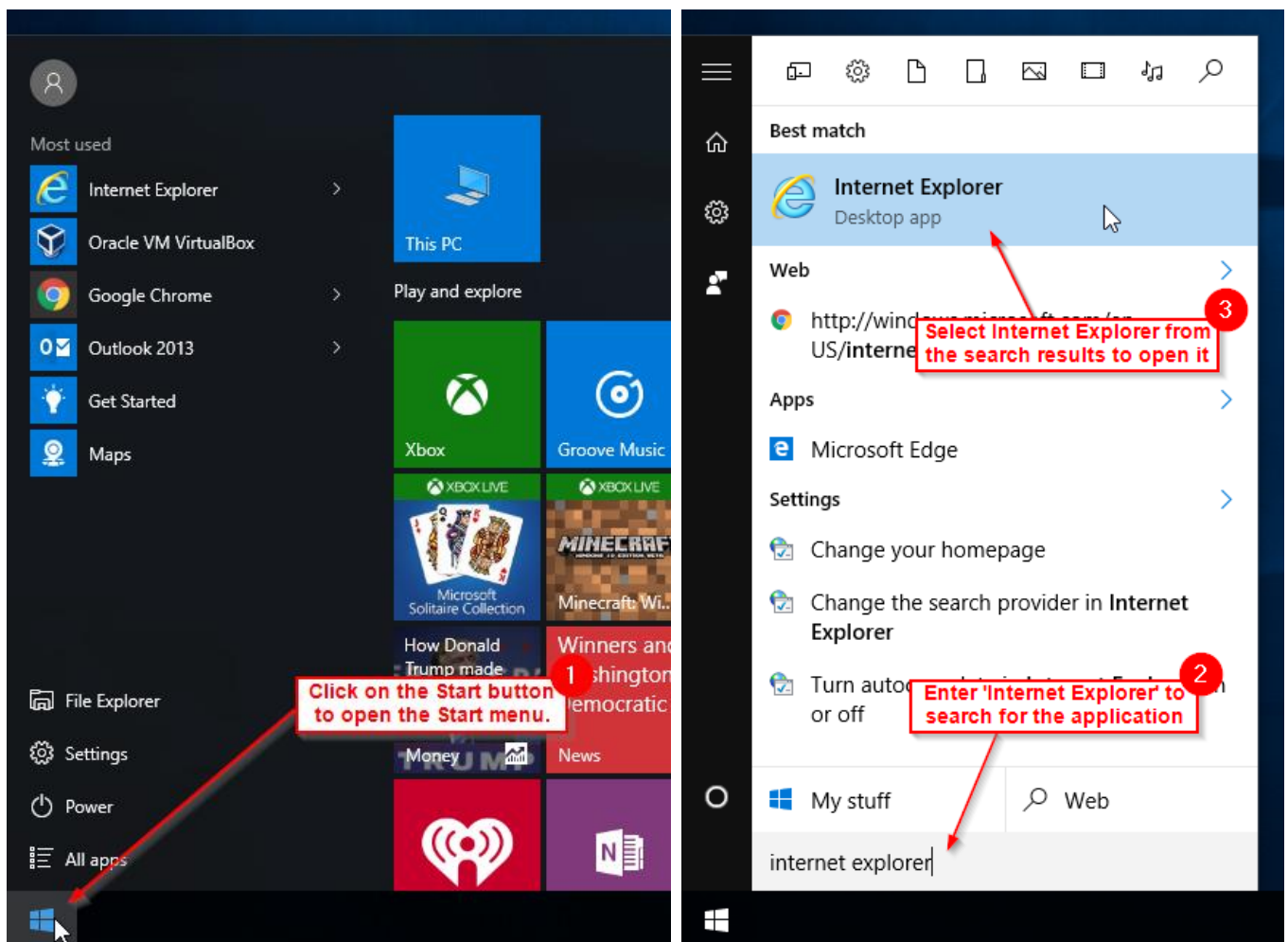
Note: For future convenience, you may want to pin Internet Explorer to the taskbar for easier access to the application without having to search every time. To do so, upon searching for the browser through the Start menu, right-click on the application and select 'Pin to taskbar'. A shortcut for the Internet Explorer browser is placed on the taskbar, and can be opened from there instead for easier access.
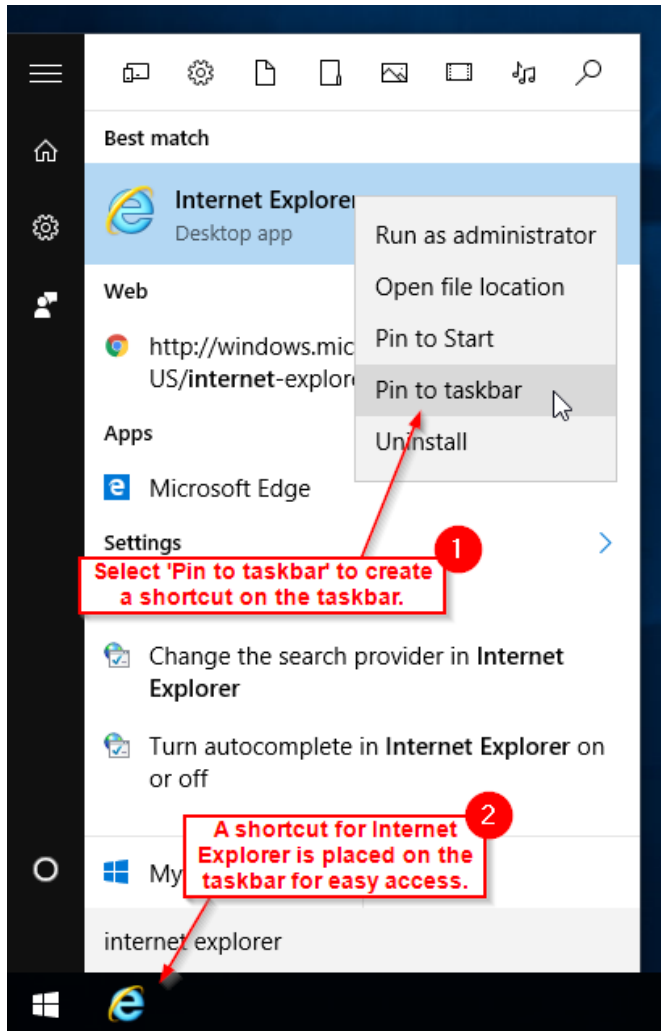

Installing Java

When using **Nightingale on Demand,** you can perform several tasks such as signing documents electronically and drawing on growth charts and body images in patient encounters. In order to use these features, you will need to install a program on your computer called the Java Runtime Environment (JRE or Java). In order to install Java:

1. Log on to your computer using a Windows profile that has administrative rights, so that you can download and install the Java program.

2. Recommended version of JRE
    a. For PCs running a 64-bit Windows operating system (OS): The bit-ness (i.e. 32 bits or 64 bits) of the JRE must match the bit-ness of Internet Explorer that you use. It is recommended that NOD users use the 32-bit version of Internet Explorer and the 32-bit version of the JRE. Both 32-bit and 64-bit versions of Internet Explorer are available on a PC with a 64-bit OS, but the default version is 32-bits.
    b. At the time of writing, the recommended version of JRE for Windows 7, 8, 8.1 and 10 is 8u102 (also referred to as 8 update 102 and 1.8.0_102).

3. Download and install the JRE from the following website: http://www.oracle.com/technetwork/java/javase/downloads/index.html.

4. When you get to the website:
    a. In the section labelled "Java Platform, Standard Edition click on the button labelled "JRE DOWNLOAD".
    b. In the new page, click on "Accept License Agreement".
    c. Select the "Windows x86 Offline link" – the larger file.
    d. A pop-up window will prompt you to start the java download.
    e. Click on Run.
   f. Follow the instructions on the screen to install the program.

Adjusting Java Settings

Once Java has been installed, you will need to adjust the Java settings in order for the Java program to function properly on Nightingale.
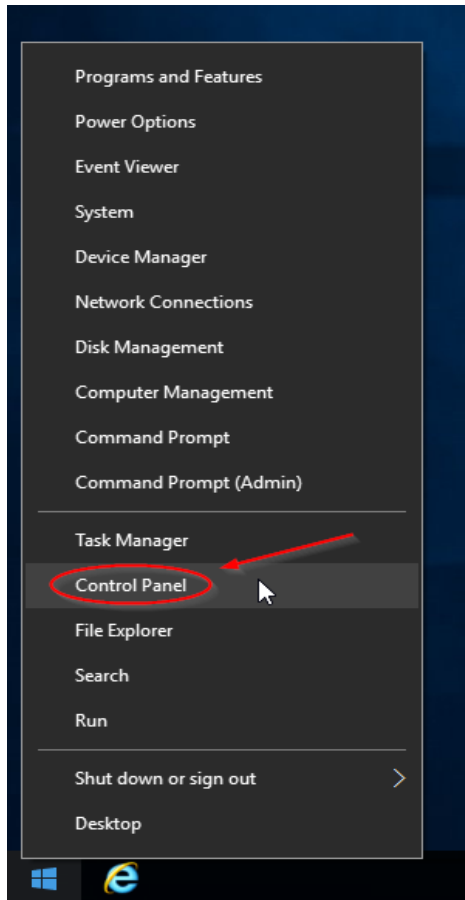
To adjust Java, you will need to access the Control Panel. To access the control panel, place your mouse over the Start button and **right-click** on it. Select **Control Panel** from the menu that appears
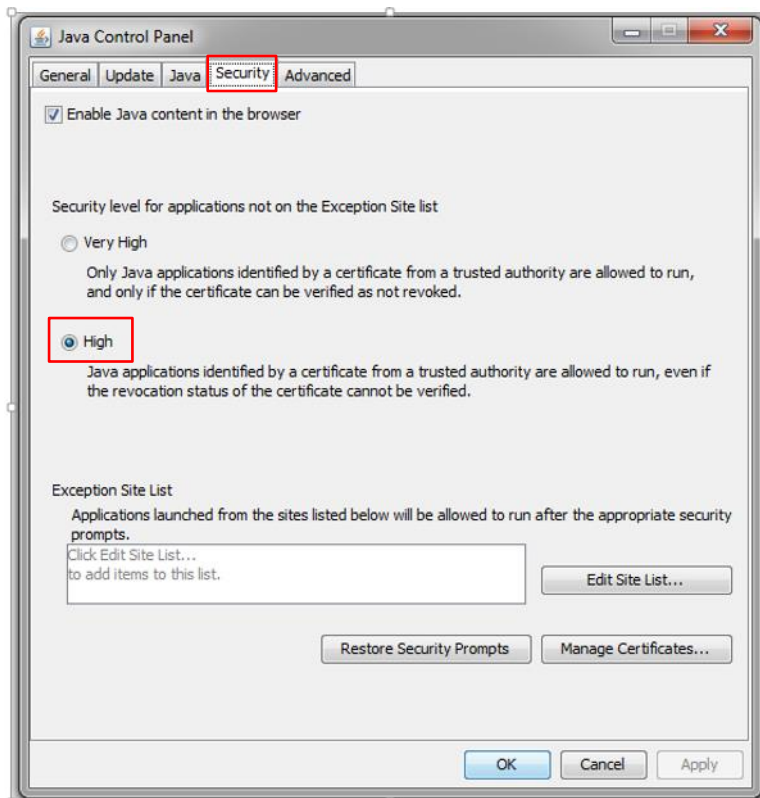
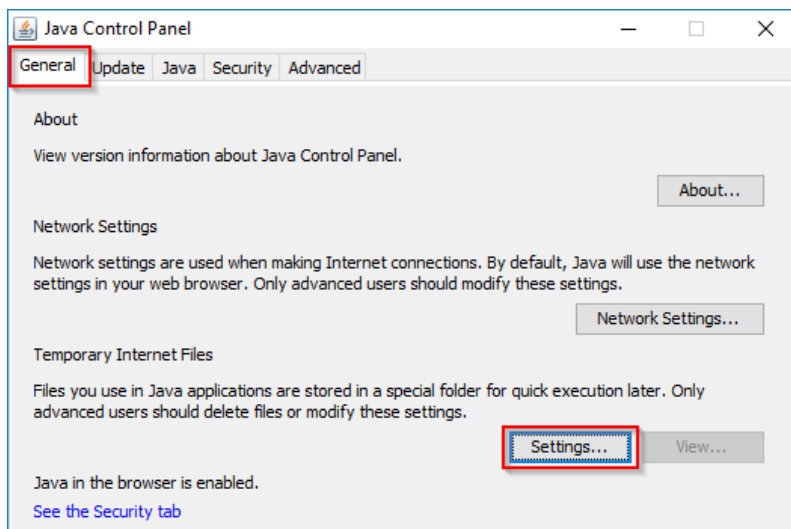Once the Control Panel opens, double click on **Java (32-bit)**.
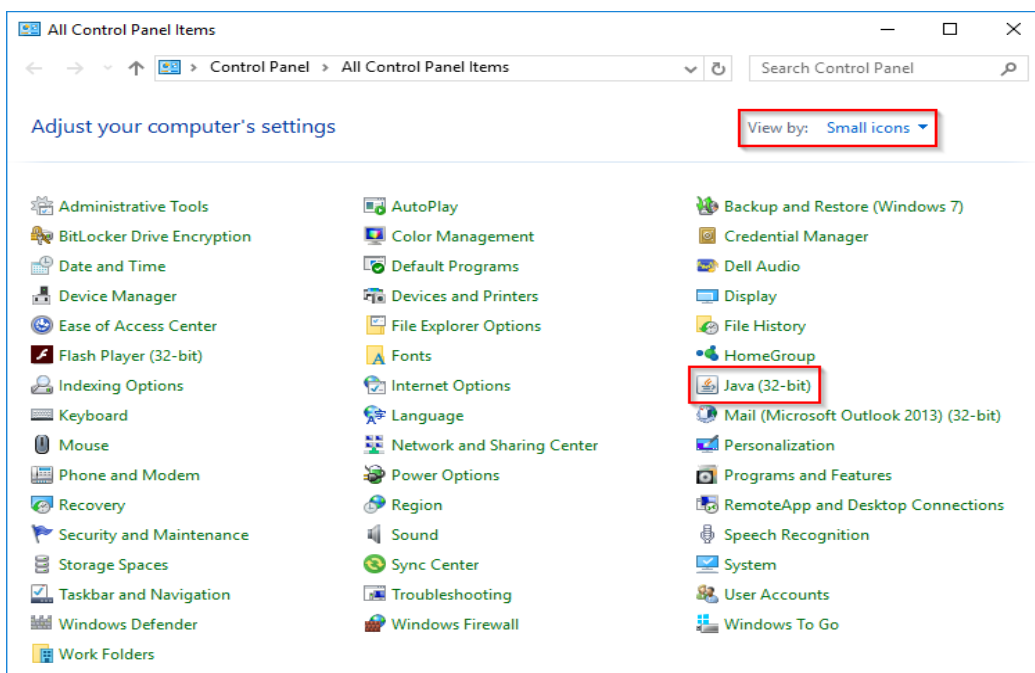
Once open, click on the **Java** tab. Disable or delete any previous versions of Java that may be installed. Click OK.
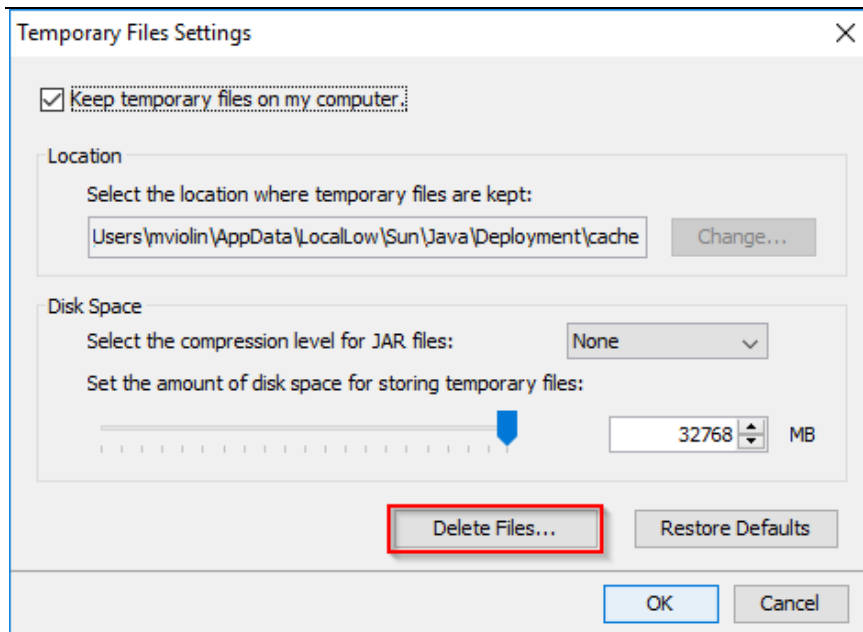
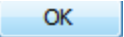Click on the **Security** tab. Select High security level.

Once completed, delete any residual Temporary Internet files in the Java cache. To delete those files, click on the General tab.
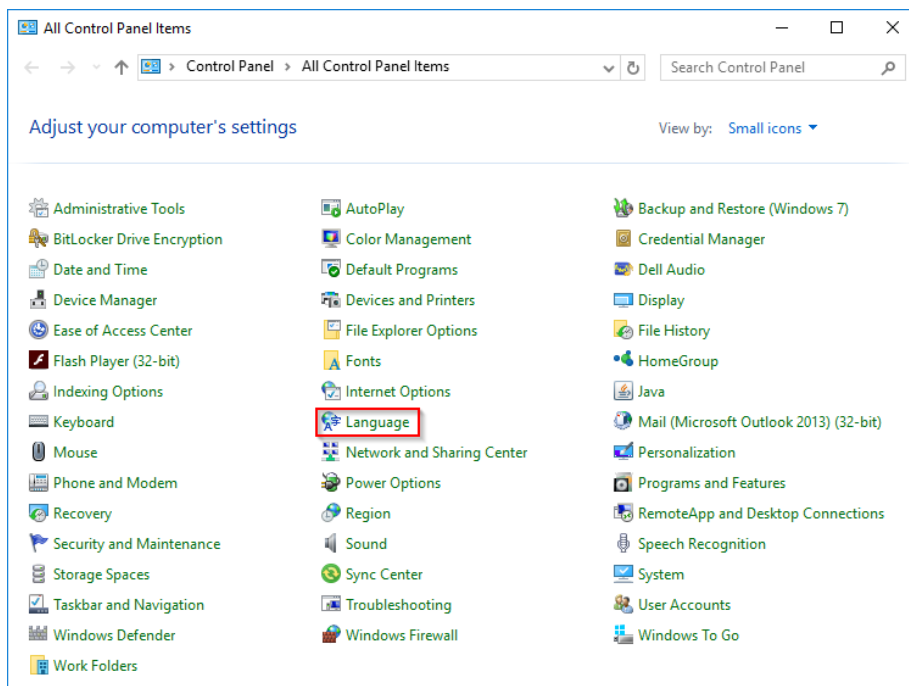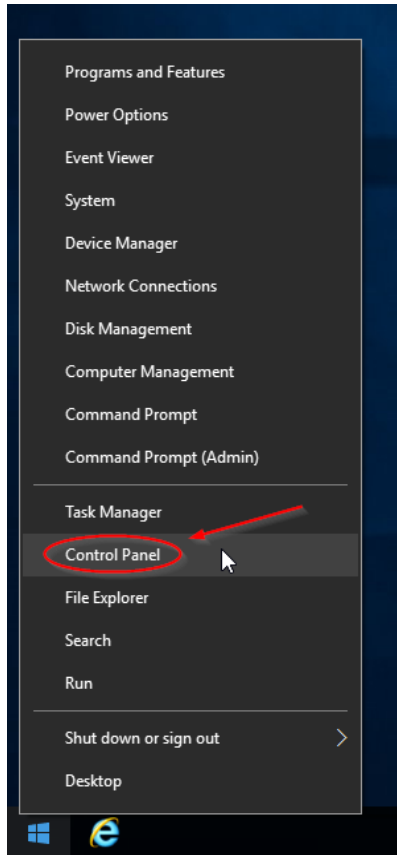

Click on the Settings... button to continue.

Click on [Delete Files...] button to remove the files. After the files have deleted, click on the [OK] button.

Setting Regional and Language Defaults

In order for items such as consult letters, prescriptions and reports to print properly, you will need to adjust your computer's language settings. Open the Control Panel.

Once the Control Panel opens, locate the **Language** option.

Once the Language control panel opens, select English (United States) and then click on **Change date, time, or number formats** option.
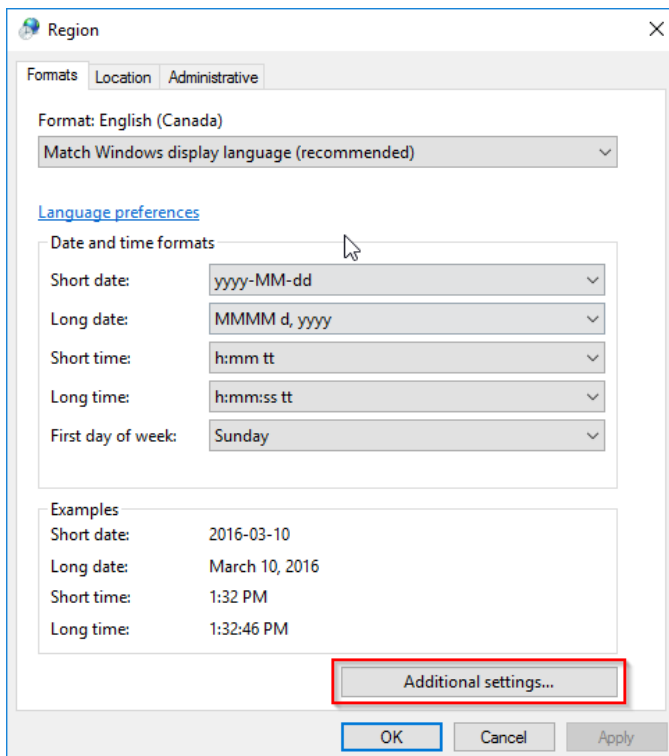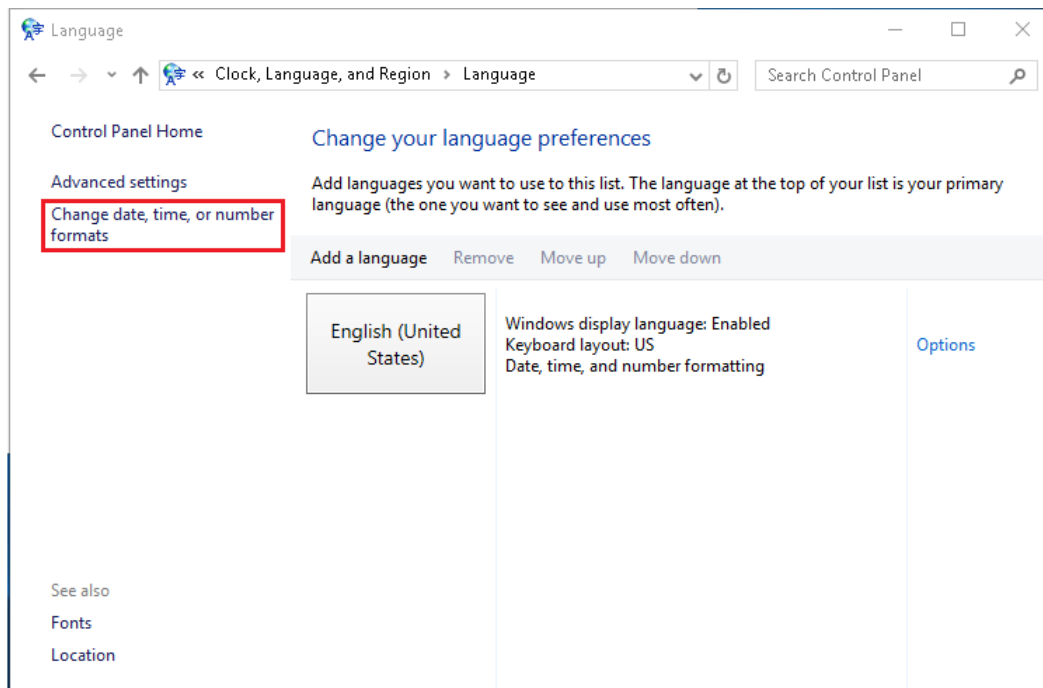
The Region window will then open.

Click on the [Additional settings...] button.

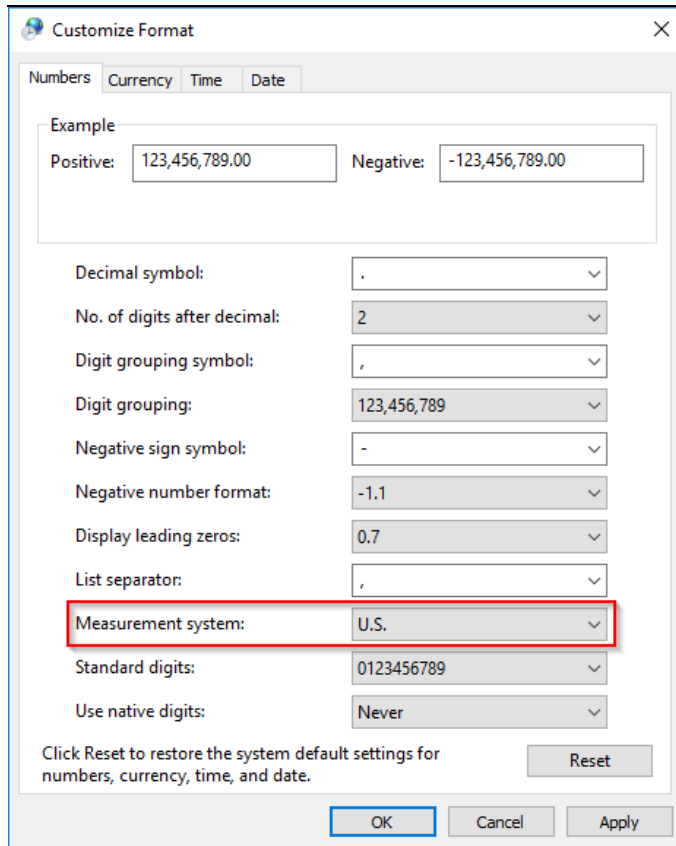Locate the Measurement system and ensure that **U.S.** is selected. Click on the OK button to save the changes.

Adjusting Internet Explorer 11 Settings

In order to be able to access Nightingale successfully using Windows 10 and Internet Explorer 11, you will need to adjust the various Internet Explorer settings. By default the program menu bar is hidden when Internet Explorer is open.
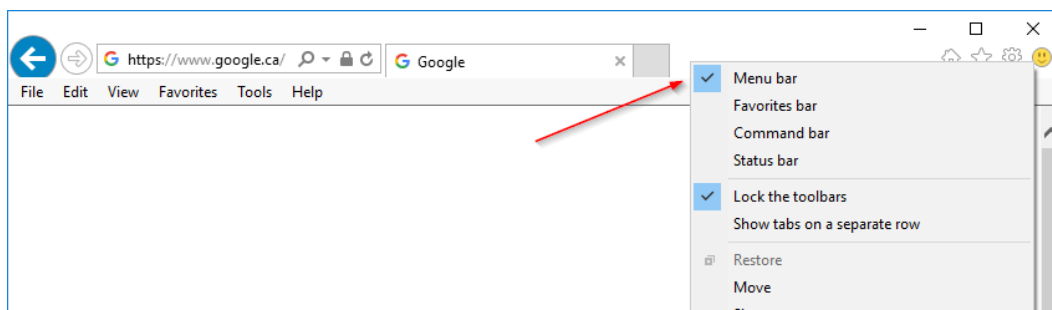

To display the program menu bar, place the mouse near the top of the page and then click on the right mouse button to display a pop-up menu. Select Menu bar from the options with the left mouse button. The Menu bar will now display.

Alternatively, pressing the ALT key will temporarily display the menu bar.

Turning pop-up blockers off

You must ensure that Pop-ups are allowed to appear before logging on to the Nightingale program. To do this, you must ensure that the Pop-up Blocker option is turned off. To turn off the pop-up blocker feature, click on the Tools menu.
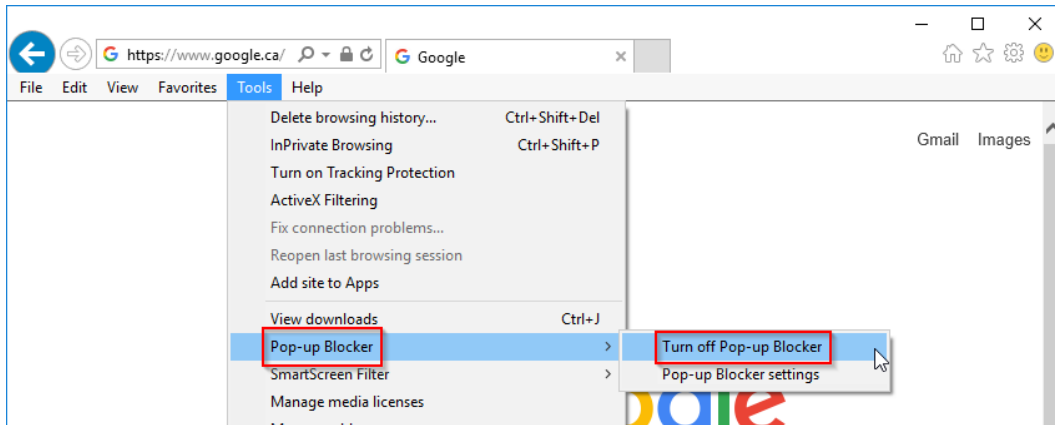
Once the tools menu opens, select Pop-up Blocker and then select the option "Turn off Pop-up Blocker". If the option "Turn on Pop-up Blocker" displays, pop-up blockers are already turned off
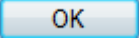
Adjusting Internet Explorer Page and Print Settings
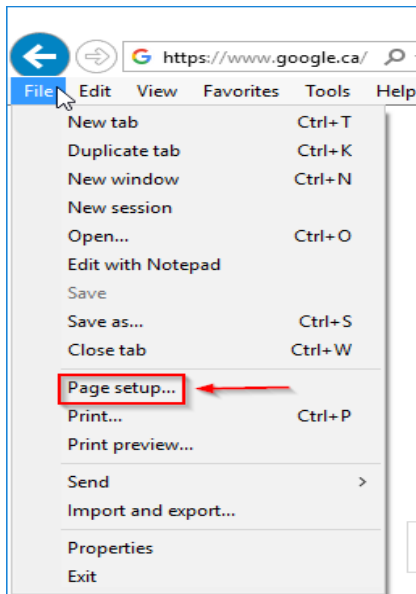
To adjust the page and print settings, click on the **File** menu and then select the **Page setup** option.

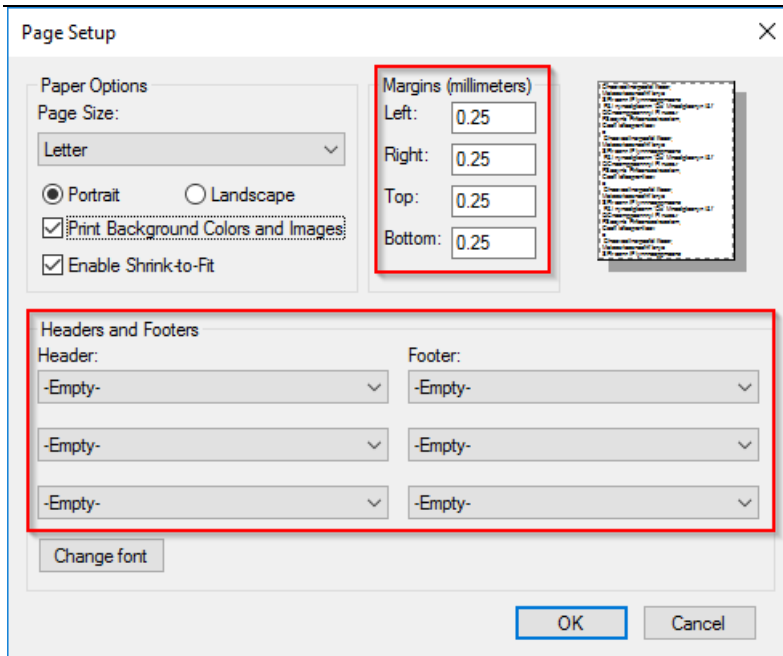Set all margins to 0.25 inches (in). To do that, enter 0.25 in the **Left**, **Right**, **Top** and **Bottom** fields. Next set all the **Headers and Footers** fields to "Empty".

Once you have completed the setup, click on the [OK] button to save.

Setting Compatibility View Options

In order to access Nightingale using Internet Explorer 11, you will need to add the Nightingale sites to the Compatibility list.

To configure the compatibility view settings, click on the **Tools** menu and then select **Compatibility View settings**.

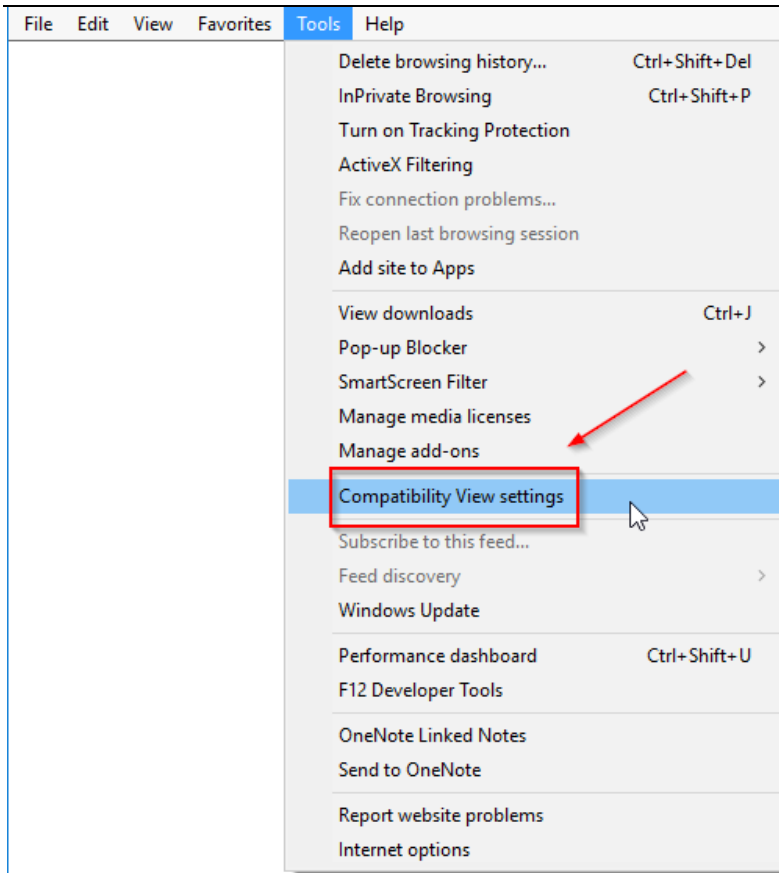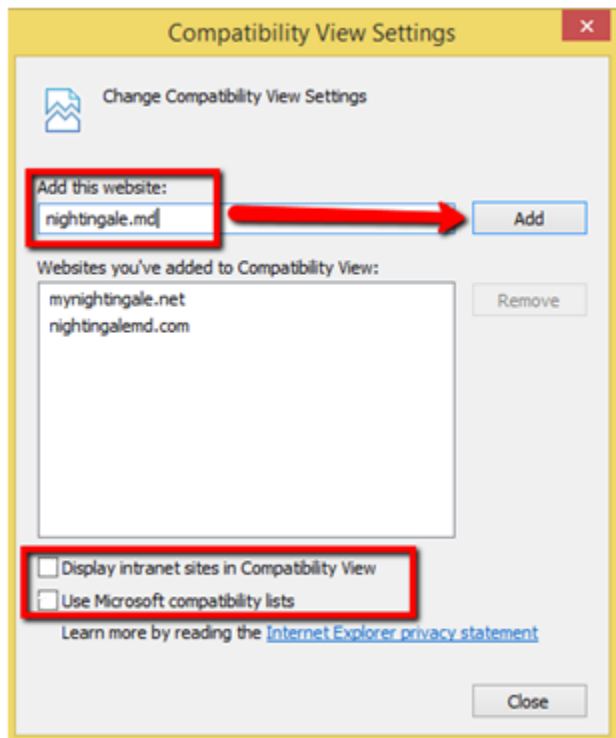Next, you will need to add the Nightingale site(s) you use to the Compatibility View list. See the list of Nightingale web sites in the table below. To add a website name, enter the website address in the Add this website field and then click on the **Add** button.

Remove the check marks from the checkboxes for Use **Microsoft compatibility lists** and **Display intranet sites in Compatibility View.** Click **Close** to save your changes.

Once you have completed the setups, click on the **Close** button to save.

Add the necessary sites to the compatibility list.

https://rsa-on.mynightingale.net	NOD – Ontario East
https://ont.nightingale.md	NOD – Ontario MD
https://aohc.nightingalemd.com	NOD – AOHC
https://nod.nightingalemd.com	NOD – Eastern (Outside of Ontario)
https://rsa-west.mynightingale.net	NOD – Western Canada
https://west2.nightingalemd.com	NOD – Western 2
https://training.mynightingale.net	Training Server

Updating Internet Explorer Options

In order for Nightingale On Demand to function properly, you will need to adjust some of the Internet Explorer security options.
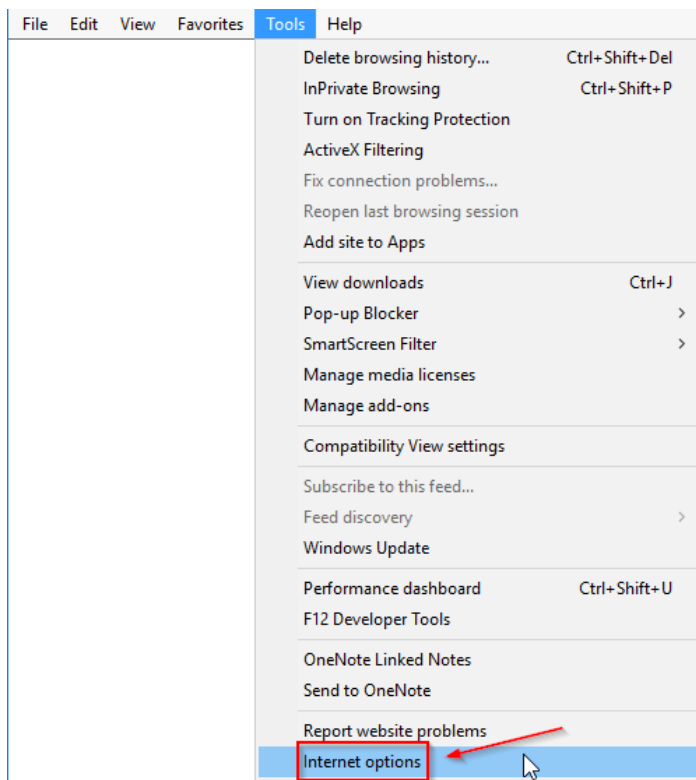
To access Internet Security options, click on the **Tools** menu and then **Internet Options**.

Ensure that the checkbox denoting to 'Delete browsing history on exit' is checked.

Next click on the Security tab, followed by the Trusted Sites icon.

Once they have been selected, click on the [Sites] button.

To add a site to your Trusted Sites, enter the Nightingale website address in the "Add this website to the zone" field and then click on the [Add] button.

Add the necessary sites which apply to you and uncheck the "Require server verification" checkbox.

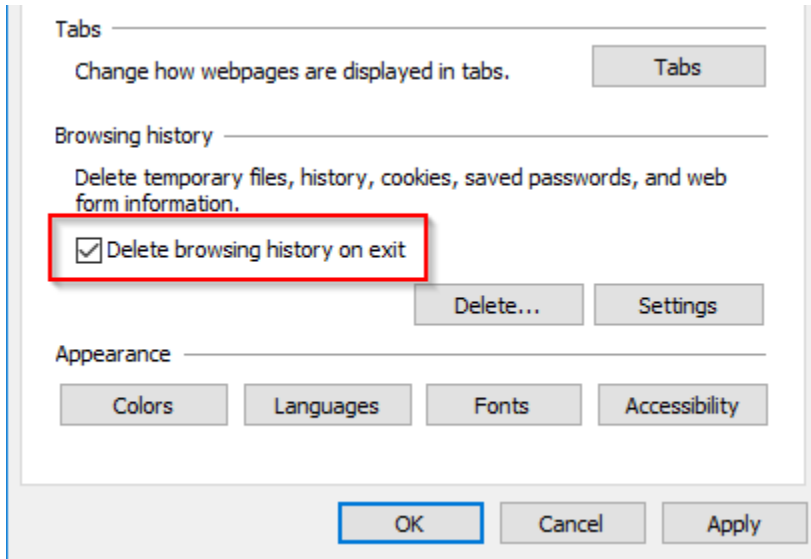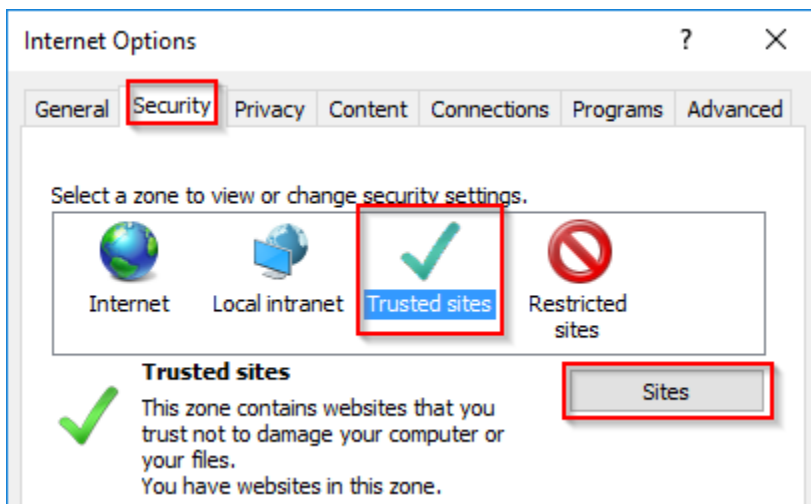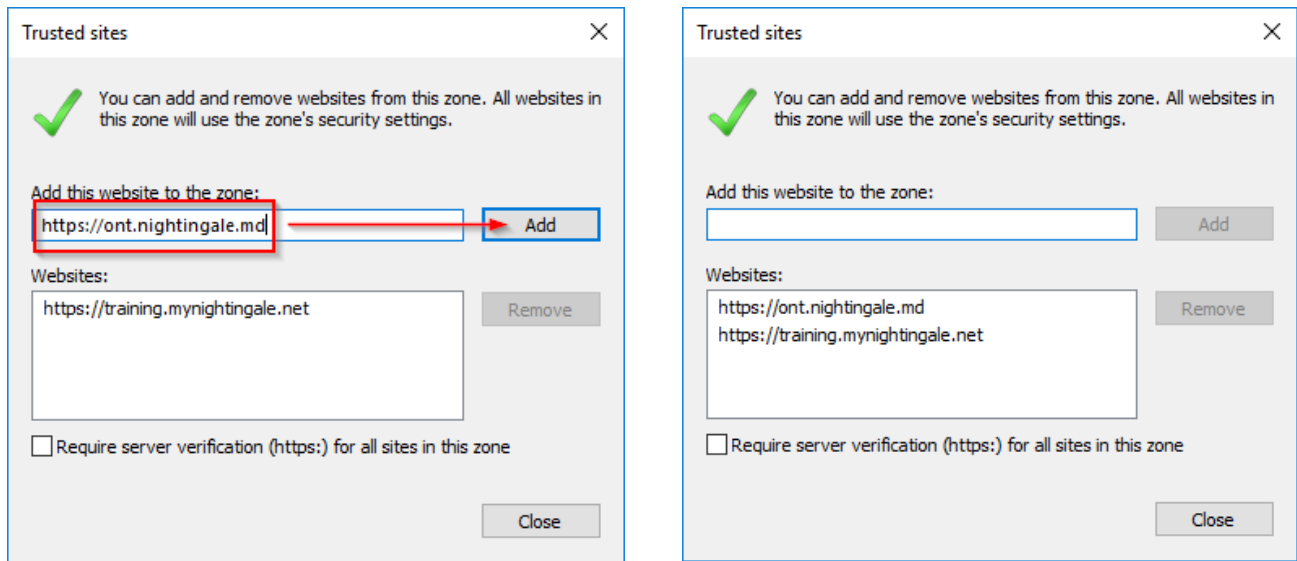|	
https://rsa-on.mynightingale.net	NOD - Ontario East
https://ont.nightingale.md	NOD - Ontario MD
https://aohc.nightingalemd.com	NOD – AOHC
https://nod.nightingalemd.com	NOD - Eastern (Outside of Ontario)
https://rsa-west.mynightingale.net	NOD - Western
https://west2.nightingalemd.com	NOD - Western 2
https://training.mynightingale.net	Training Server

Once the necessary Nightingale sites have been added, click on the [Close] button, then click OK to save settings.

On the Security tab with the Trusted Sites icon selected, click the Custom level button. In the Reset custom settings area, select Medium and click the Reset… button.

Change the values of the security options to match those listed below. The name of each section has been added to make it easier for you to find each option. Settings that are different from the default Medium level are highlighted.

ActiveX controls and plug-ins

Setting	NOD	Default
Allow ActiveX Filtering	Enable	Enable
Allow previously unused ActiveX controls to run without prompt	Enable	Enable
Allow Scriptlets	Disable	Disable
Automatic prompting for ActiveX controls	Disable	Disable
Binary and script behaviours	Enable	Enable
Download signed ActiveX controls	Enable	Prompt
Download unsigned ActiveX controls	Prompt	Disable
Initialize and script ActiveX controls not marked as safe for scripting	Disable	Disable
Only allow approved domains to use ActiveX without prompt	Disable	Disable
Run ActiveX controls and plug-ins	Enable	Enable
Script ActiveX controls marked safe for scripting *	Enable	Enable

Downloads

Setting	NOD	Default
File download	Enable	Enable

Miscellaneous

Setting	NOD	Default
Allow script-initiated windows without size or position constraints	Enable	Disable
Allow websites to open windows without address or status bars	Enable	Enable
Display mixed content	Enable	Enable
Launching applications and unsafe files	Prompt	Prompt
Launching programs and files in an IFrame	Enable	Prompt
Use Pop-up blocker	Disable	Enable

Scripting

Setting	NOD	Default
Active scripting	Enable	Enable
Scripting of Java applets	Enable	Enable

Click OK. Then select the Advanced tab and click the "Restore advanced settings" button.

Change the values of the security options to match those listed below. The name of each section has been added to make it easier for you to find each option.

Browsing

☒	Disable script debugging (Internet Explorer)
☒	Disable script debugging (Other)

Security

☒	Allow active content to run in files on My Computer *
☐	Check for publisher's certificate revocation
☐	Check for server certificate revocation *
☐	Check for signatures on downloaded programs
☒	Enable native XMLHTTP support
☐	Use SSL 2.0
☐	Use SSL 3.0
☒	Use TLS 1.0
☒	Use TLS 1.1
☒	Use TLS 1.2

Click OK. Settings marked with an asterisk require a restart to take effect. Restart your PC.