

Getting Started Guide

Windows 7 / XP Workstation Readiness

October 28, 2016

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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 to do this.

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

Use the Recommended Version of Internet Explorer (IE)

Windows XP will only operate with IE8. Windows 7 operates with IE8, IE9, IE10 and IE11. IE11 is recommended.

Windows 8.1 and 10 operate with IE11.

Beginning January 12, 2016 Microsoft officially retired Internet Explorer versions 8, 9, and 10 for most Windows operating systems. Internet Explorer 11 is now the only officially supported version of the browser for Windows 7, 8, 8.1, and 10. Nightingale will also end its support for Windows XP, IE8, IE9 and IE10 on June 30, 2016.

Install the Java Runtime Environment (JRE or 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). Install the JRE using the following steps:

- 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 8u74 (also referred to as 8 update 74 and 1.8.0_74).
 - c. As of April 8, 2014 Microsoft stopped supporting Windows XP and therefore it is no longer an officially supported platform. Users may still continue to use Java 8 updates on Windows XP at their own risk, but Oracle can no longer provide complete guarantees for Java on Windows XP, since the OS is no longer being updated by Microsoft.
- Download and install the JRE from the following website: <u>http://www.oracle.com/technetwork/java/javas</u> <u>e/downloads/index.html</u>.
- 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.

Adjust Windows Settings to Print Reports Correctly

You must adjust some settings on your computer so that your reports print with the proper margins. Depending on the version of Windows you have, these steps may be slightly different.

Note: Also, while on your desktop, please **do not** create desktop shortcuts to the **Nightingale On Demand** training and production applications.

Adjust Display Settings

Steps for Windows XP

- 1. Right click on your computer desktop and click **Properties**.
- 2. Click the **Settings** tab. Under **Screen resolution**, use the sliding bar to select an option that has a ratio of 4:3. For example, you can select 1400 x 1050 - or - 1024 x 768 - or - 800 x 600).



3. Click the Advanced button. In the DPI setting: box, select Normal size (96 DPI).

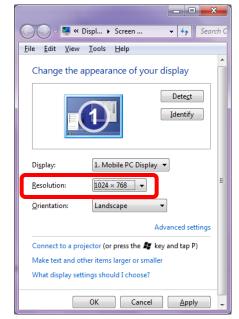


- 4. Click the **OK** button.
- 5. A window will appear with the message -Your desktop has been reconfigured. Do you want to keep these settings? Click the Yes button.
- 6. Click the **OK** button on the **Display Properties** window (which may still be open) to finish.
- 7. Log off if prompted, and log on again.

Adjust Display Settings

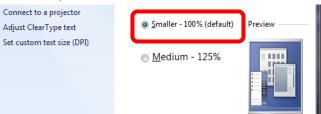
Steps for Windows 7

- 1. Right click any empty area on your desktop, choose **Screen resolution**.
- Beside **Resolution**, use the arrow and slider to select an option that has a ratio of 4:3. For example, you can select 1400 x 1050 or 1024 x 768 or 800 x 600).



- 3. Click outside the resolution drop down list box and click the **OK** button.
- A window will appear with the message-Do you want to keep these display settings? To accept the change, click the Keep changes button. If you do not like the change, click the Revert button.

- 5. Right click on an empty area of your desktop and choose **Personalize**.
- 6. Click on the **Display** link at the bottom left corner.
- 7. Choose **Smaller**. (Smaller 100% = 96 DPI)



- 8. Click on the **Apply** button.
- 9. Log off if prompted, and log on again.

Adjust Regional and Language Options

Steps for Windows XP

1. Click on the **Start** button, select **Settings** and select **Control Panel**.



2. Click Date, Time, Language and Regional Options.



3. Click Regional and Language Options.



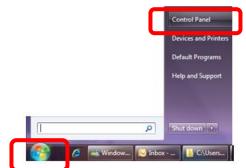
4. From the Select an item to match its preferences, or click Customize to choose your own formats: box, select English (United States) and click OK.

ional Options	Languages Advanced
tandards and	d formats
his option al	ffects how some programs format numbers, currencies,
	ne. n to match its preferences, or click Customize to choose
our own forn	
English (Unit	ed States) 🗸 Customize
Samples	
Number:	123,456,789.00
Currency:	\$123,456,789.00
Time:	12:16:23 PM
Short date:	11/10/2010
Long date:	Wednesday, November 10, 2010
ocation	
	ces provide you with local information, such as news and ct your present location:
Canada	~

Adjust Regional and Language Options

Steps for Windows 7

1. Click on the **Start** button and select **Control Panel**.



2. In the top right corner, use the small arrow to change the **View** to **Large icons**.

View by:	Lar	ge icons 🔻
		Category
	•	Large icons
		Small icons

3. Click Region and Language.

Region and Language

4. On the **Location** tab, use the arrow beside the **Current location:** box, to select United States. Then click the **OK** button.

Region and Language	
Formats Location Keyboards and	d Languages Administrative
	ows, may provide you with additional content services provide local information such as news
Current location:	
United States	•
See also	
Default location	

5. Click the red x in the top corner of any remaining open windows to close them.

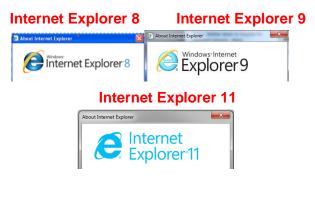
Check Your Internet Explorer Version

To find out what version of IE you are using, complete the following steps.

- 1. Open Internet Explorer.
- 2. Click on the **Help** menu and select **About Internet Explorer**.

O • E	http://www.nightinga	alemd.ca/
File Edit View	Favorites Tools	Help Contents and Index
🚖 🎄 🐴 •	la - ₽ - ₽	Internet Explorer Tour Online Support Customer Feedback Options Send Feedback
		About Internet Explorer

Depending on the version of IE you have you will see the appropriate screen (see below)



3. Click the **OK** button when you are finished.

Adjust Internet Explorer Print Settings

When you print pages using Internet Explorer, you have the option to prevent unwanted items from appearing at the top and bottom of each page (in the header and footer area).

It is important to remove these items so that they will not appear when you use **Nightingale On Demand** to print reports.

- 1. Open Internet Explorer.
- 2. Click the File menu and click Page Setup.

- 3. Look in the **Header** box and the **Footer** box. Select **Empty**.
- 4. Change all margins to 0.25. Do this by typing 0.25 in the Left:, Right:, Top:, and Bottom: boxes.

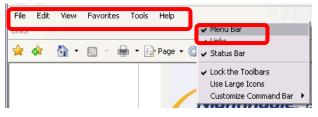
Internet Explorer 8 Or Greater

Page Setup	
Paper Options Page Size: Letter (8 1/2 x 11 in.)	Margins (inches) Left: 0.25 Bight: 0.25 Lop: 0.25 Boltom: 0.25 Boltom: 0.25 Boltom: 0.25
Headers and Footers Header:	Footer:
-Empty-	-Empty-
-Empty-	Empty-
-Empty-	-Empty-
	OK Cancel

5. When complete click the **OK** button.

Activate the Internet Explorer Menu Bar

- Open Internet Explorer.
- You should see the Menu Bar at the top of your screen. (I.e. File, Edit, View, Favorites, Tools and Help).
- If you do not see it, right click on an empty space in the toolbar area and click on Menu Bar to select it, or press the ALT key on the keyboard.
- The Menu Bar should now be at the top of your screen.



Allow Pop-ups by Turning off the Pop-Up Blocker

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.

- Click on the **Tools** menu and click **Pop-up Blocker**.
- If you see the option Turn off Pop-up Blocker, click on it. If you do not see the option, then this option is already turned off and you do not need to do anything else.

ile	Edit View	Favorite	Tools	Help	
	Delete Browsing	History		Ctrl+Shift+Del	
	InPrivate Browsin	ng		Ctrl+Shift+P	
	Diagnose Conne	ction Prob	olems		
	Reopen Last Bro	wsing Ses	sion		
	InPrivate Filterin	g		Ctrl+Shift+F	
	InPrivate Filterin	g Settings			
	Pop-up Blocker			,	Turn Off Pop-up Blocker
-	Smanscreen mit	ei		•	Pop-up blocker settings

Note: For helpful instructions on how to turn off the Pop-up Blocker feature in other programs you may have installed before, reference Nightingale's Corporate Website

You will find the following helpful instructions.

- How do I allow pop ups in McAfee Internet Security?
- How do I allow pop ups in Norton Internet Security?
- How do I allow pop ups in Spyware Doctor?
- How do I remove Yahoo?
- How do I remove Google?

Adjust Your Internet Options

1. Click on the **Tools** menu.

File Edit View Favorites	Tools	Help	
--------------------------	-------	------	--

2. Click Internet Options.

Internet Options

- 3. On the General tab, in the Browsing history section, check Delete browsing history on exit.
- 4. Click the **Settings** button.

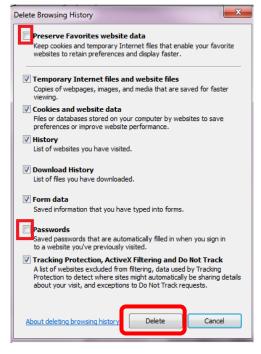
Last Updated October 2016

	file:///C:/Users/cvalenti/Desk	top/Christina	on its own line.
	Use gurrent Us	e de <u>f</u> ault	
Browsing	history		
	Delete browsing history	2elete	Settings
Search -	Change search defaults.	[Settings
P			
Tabs —	Change how webpages are disp tabs.	layed in [Seţtings

- 5. The **Temporary Internet Files and History Settings** window will appear.
- 6. Under Check for new versions of stored pages: select Automatically.
- Beside Disk space to use, select or type 50. (This number can vary depending on the size of your hard disk. If you have your own technical support staff, you can check with them to see if you should be using another number. Otherwise, just use 50).
- 8. In the **Days to keep page in history** box, select or type **2**. (May be TAB on newer IE Versions)

Temporary Internet Files and History Settings
Temporary Internet Files Internet Explorer stores copies of webpages, images, and media for faster viewing later.
Check for newer versions of stored pages: Every time I visit the webpage Every time I start Internet Explorer Every time I start Internet Explorer
Never Disk space to use (8 - 1024MB): (Recommended: 50 - 250MB) Current location: C:\Documents and Settings\cvalenti\Local Settings\Temporary Internet Files\
Move folder View objects View files
History Specify how many days Internet Explorer should save the list of websites you have visited. Days to keep pages in history:
OK Cancel

- 9. Click the **OK** button.
- 10. On the **General tab**, in the **Browsing history** section, click the **Delete** button
- 11. The **Delete Browsing History** window will appear.
- 12. Uncheck "**Preserve Favorites website** data" and "**Passwords**". All other options should be checked
- 13. Click the **Delete** button.



- 14. Click the Security tab.
- 15. Click the Trusted Sites option.
- 16. Click the Sites button.
- 17. The Trusted Sites window will appear.
- 18. Click the **Default level** button.



19. In the Add this website to the zone: box, add all of the Nightingale On Demand websites that you will be accessing. To find out which websites you will be accessing, look in the following table. A row in the table will apply to you.

Note: You must enter the websites one at a time and press the **Add** button after each one.

In the picture below, the Ontario MD Server is used as an example. The first website has been added and the second website is about to be added.

Local intranet
You can add and remove websites from this zone. All websites in this zone will use the zone's security settings.
Add this website to the zone:
https://ont.nightingale.md
Websites:
https://training.mynightingale.net
Require server verification (https:) for all sites in this zone

The following table contains a list of Nightingale environments and the corresponding websites.

Look at the table and determine which row applies to you.

Nightingale	Websites to Add
Environment	
NOD –	https://rsa-on.mynightingale.net
Ontario East	
NOD –	
	https://ont.nightingale.md
Ontario MD	
NOD – AOHC	https://aohc.nightingalemd.com
NOD –	https://nod.nightingalemd.com
Eastern	
(Outside of	
Ontario)	
NOD -	https://rsa-
Western	west.mynightingale.net
Western	westimynightingale.net
NOD –	https://west2.nightingalemd.com
Western 2	
Training	https://training.mynightingale.net
Server	https://taining.mynightingale.het

20. Once you have added all of the websites, click the **Close** button.

- 21. On the **Security** tab with the Trusted Sites icon selected, click the **Custom level** button.
- 22. The **Security Settings Trusted Sites zone** window will appear. You will need to change the values to match the pictures below. The name of each section has been added to make it easier for you to find each option.

Note: Some options may not appear, depending on the version of Internet Explorer you are using. For example, in Internet Explorer 8, the Phishing Filter feature has been replaced by the Smart Screen Filter and In Private Browsing. If they do not appear on your computer, just skip that step and move on.

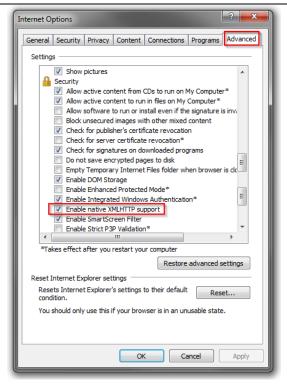
ActiveX controls and plug-ins

- Download signed ActiveX controls
 Disable
 Enable
 Prompt
- Download unsigned ActiveX controls
 - Disable
 - Enable
 - Prompt

Downloads

> Miscellaneous

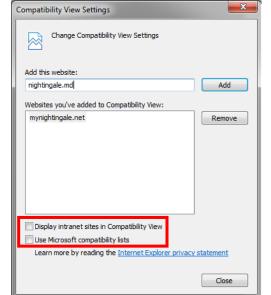
- Allow script-initiated windows without size or position constration
 Disable
 Enable
- Display mixed content
 Disable
 Enable
- 23. Click OK.
- 24. Click Yes when prompted Are you sure you want to change the settings for this zone?
- 25. Click the Advanced tab.
- 26. Under the **Security** heading, ensure that **'Enable native XMLHTTP support'** is checked.



27. Click **OK** to save changes and to close the Internet Options window.

Adjusting Compatibility View Setting with Internet Explorer 9/10/11

 On any Internet Explorer page, click on Tools, then click on Compatibility View Settings. The Compatibility View Settings window will appear on the screen. 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.

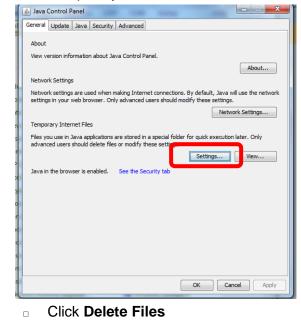


Configuring Java Settings on Internet Explorer 11

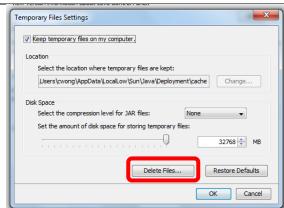
- Click on Start, then double click on Control Panel
- Double click on Java (32-bit)
- Click on the **Security Tab**
- Set the Security Settings to High
- □ Click **OK**.

General Update Java Security	Advanced
Tenable Java content in the brow	wser
Security level for applications not	on the Exception Site list
🔘 Very High	
	fied by a certificate from a trusted authority are allowed to run, n be verified as not revoked.
	by a certificate from a trusted authority are allowed to run, even certificate cannot be verified.
Exception Site List Applications launched from the prompts.	sites listed below will be allowed to run after the appropriate sec
Applications launched from the	sites listed below will be allowed to run after the appropriate sec
Applications launched from the prompts. Click Edit Site List	

- Click on the General Tab
- Click on Settings button under Temporary Internet Files



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Click **Ok**, then **Ok** again

	,		0			
🛓 Java Cont	trol Panel			C		
General Up	date Java	Security Adva	nced			
View and manage Java Runtime versions and settings for Java applications and applets.						
Java Runtime Environment Settings						
User System						
User Syste	m					
Platform	Product	Location	Path	Runtime Parameters	Enabled	
1.8	1.8.0 77	http://java.s	C:\Program Files\Jav			
			Find	Add	Remove	
				ОК	Cancel	
				OK Cancel	Apply	

- Click on the Java Tab
- Disable or delete any previous versions of Java that may be installed. Click Ok.