Nightingale

ONE PATIENT. ONE RECORD.™

Getting Started Guide

Windows 7 / XP 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 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:

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 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.

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".

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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.
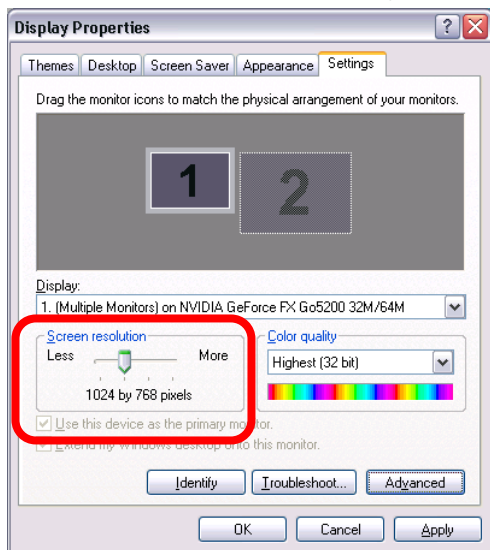
Adjust Windows Settings to Print Reports Correctly

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)**.
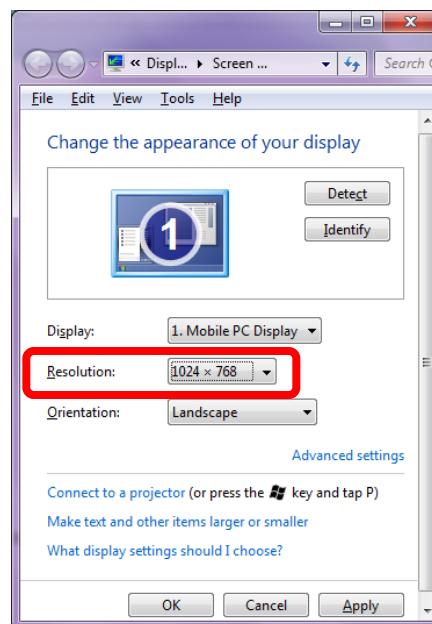

4. Click the **OK** button.

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.

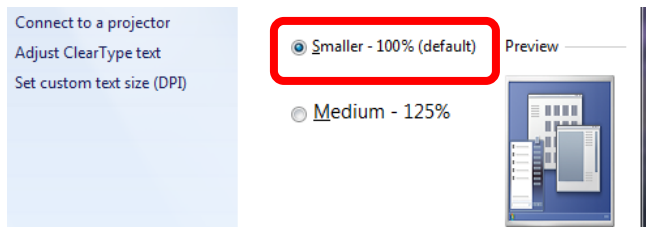7. **Log off** if prompted, and log on again.

Adjust Display Settings

Steps for Windows 7

1. Right click any empty area on your desktop, choose **Screen resolution**.

2. 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).
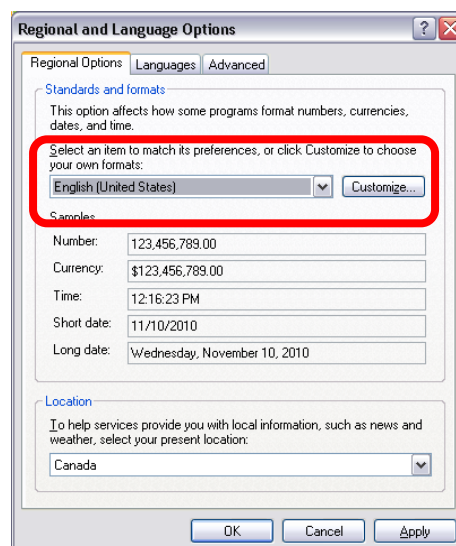

3. Click outside the resolution drop down list box and click the **OK** button.

4. 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.

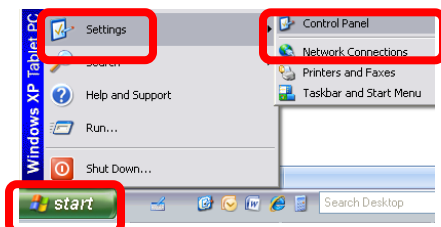7. Choose **Smaller**. (Smaller - 100% = 96 DPI)

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**.
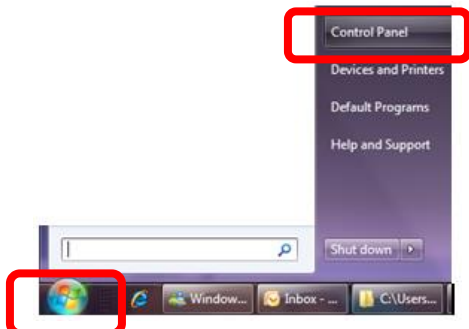

3. Click **Regional and Language Options**.

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**.
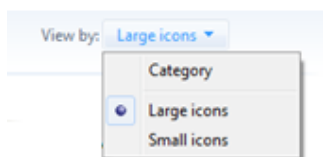
Adjust Regional and Language Options
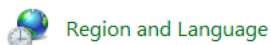
Steps for Windows 7

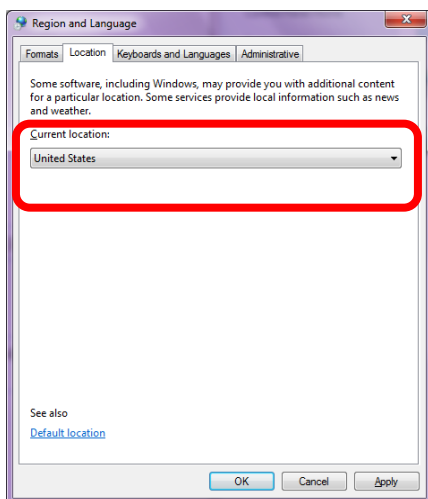1. Click on the **Start** button and select **Control Panel**.

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

3. Click **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.
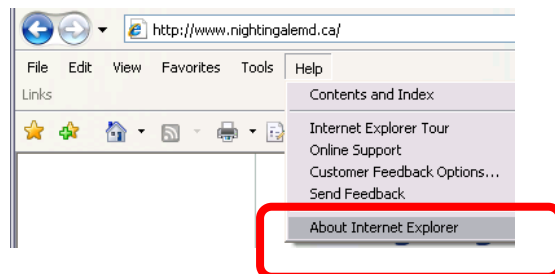

5. Click the red x in the top corner of any remaining open windows to close them.

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**.

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

Internet Explorer 8   **Internet Explorer 9**

Internet Explorer 11

3. Click the **OK** button when you are finished.
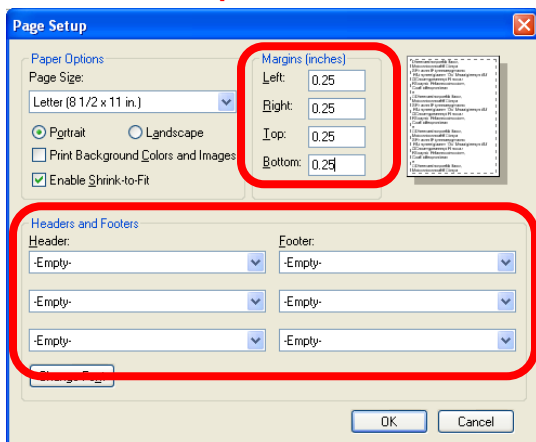
Adjust Internet Explorer Print Settings

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**.

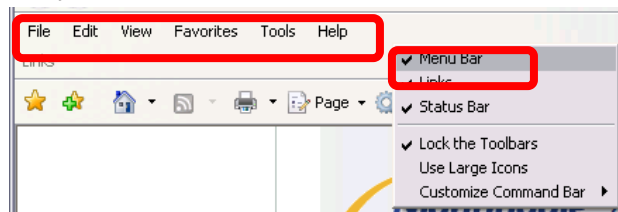4. Change all margins to 0.25. Do this by typing 0.25 in the **Left**:, **Right**:, **Top**:, and **Bottom**: boxes.

<div align="center">

Internet Explorer 8 Or Greater

</div>

5. When complete click the **OK** button.
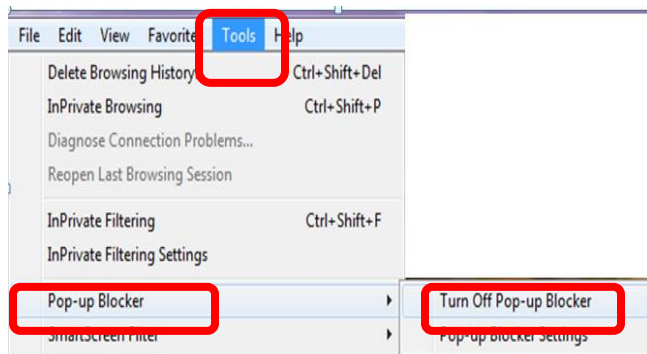
Activate the Internet Explorer Menu Bar

□ 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.
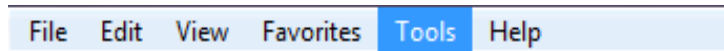

Note: For helpful instructions on how to turn off the Pop-up Blocker feature in other programs you may have installed before, reference Nightingale's Corporate Website
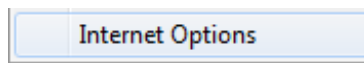
You will find the following helpful instructions.

□ 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
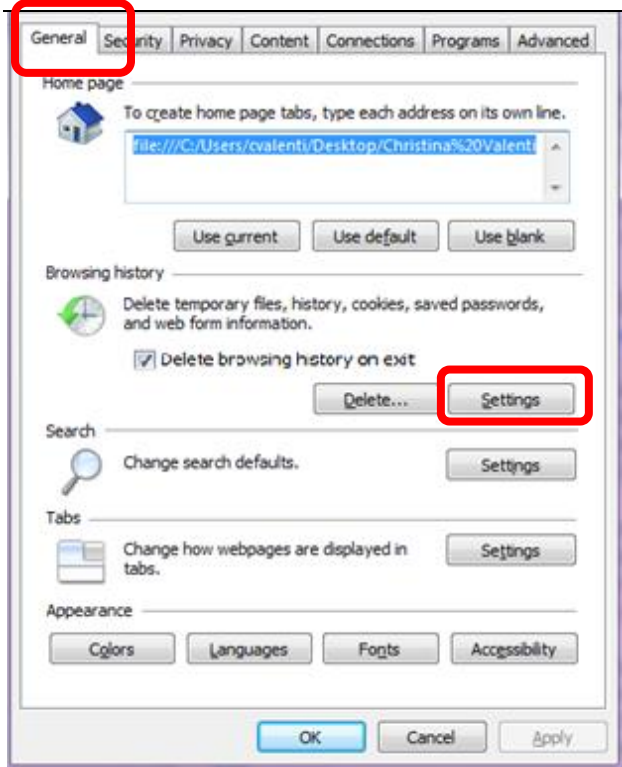
1. Click on the **Tools** menu.
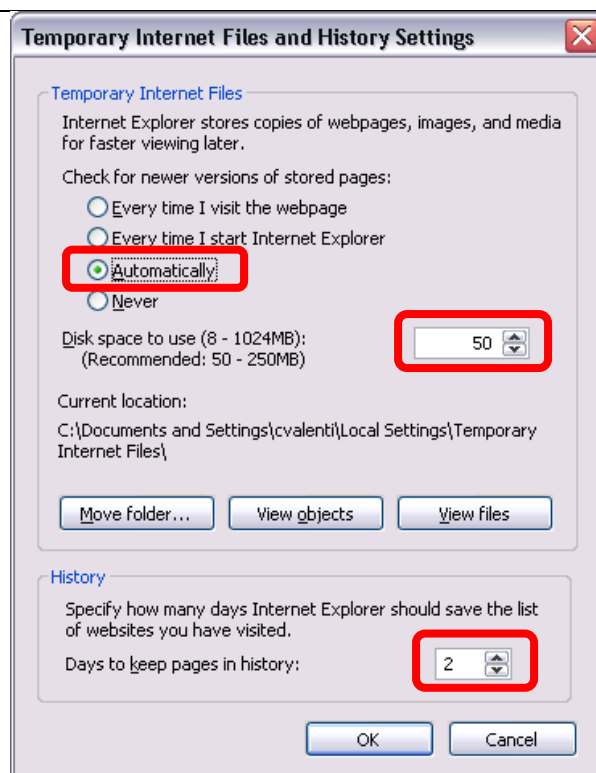

2. Click **Internet Options**.

3. On the **General tab**, in the **Browsing history** section, check **Delete browsing history on exit**.

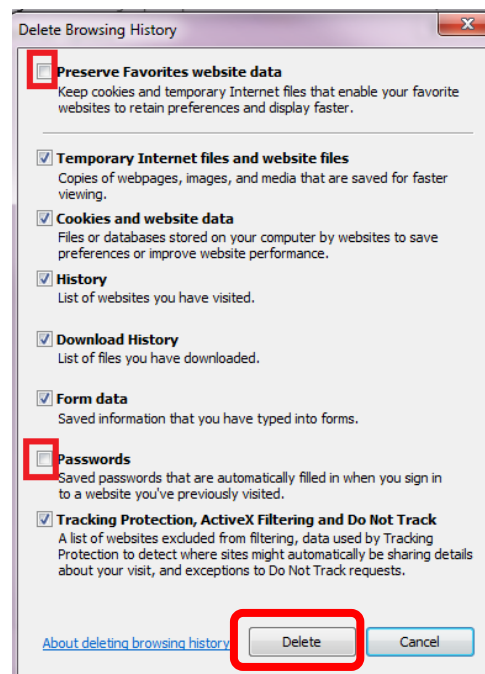4. Click the **Settings** button.

5. The **Temporary Internet Files and History Settings** window will appear.

6. Under **Check for new versions of stored pages:** select **Automatically.**

7. 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)
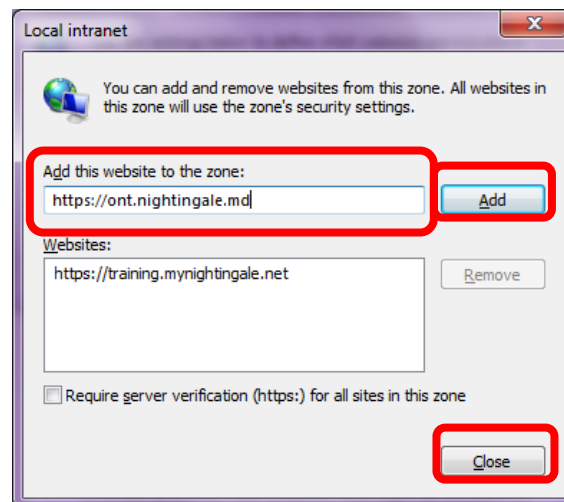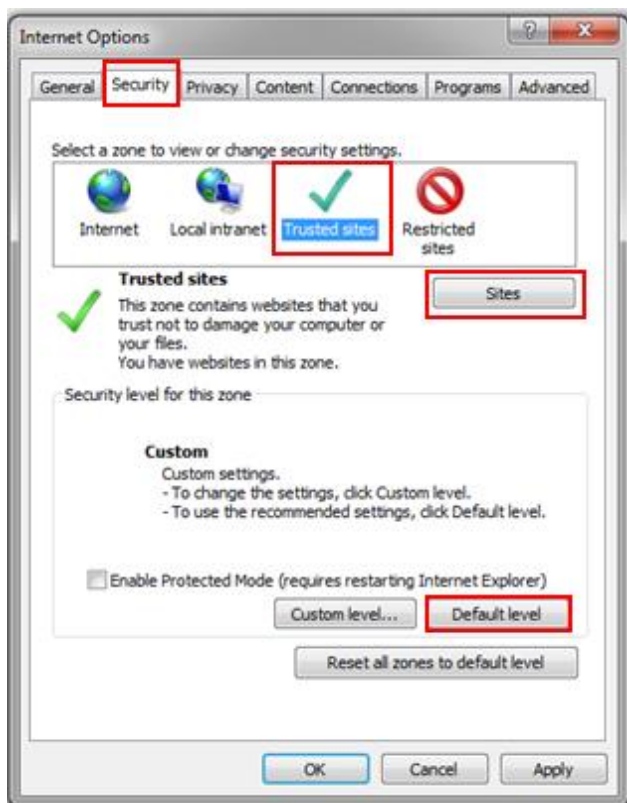
9. Click the **OK** button.

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.

The following table contains a list of Nightingale environments and the corresponding websites.
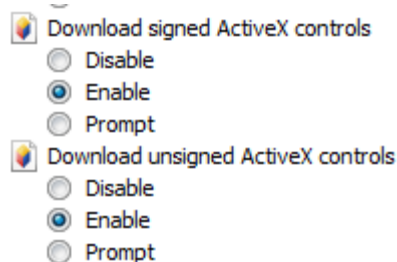
Look at the table and determine which row applies to you.

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

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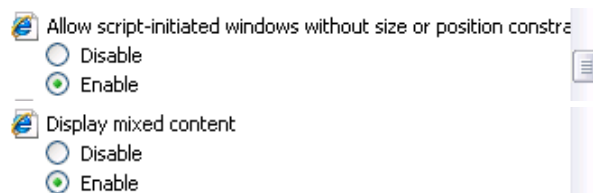
Note: Some options may not appear, depending on the version of Internet Explorer you are using. For example, in Internet Explorer 8, the Phishing Filter feature has been replaced by the Smart Screen Filter and In Private Browsing. If they do not appear on your computer, just skip that step and move on.
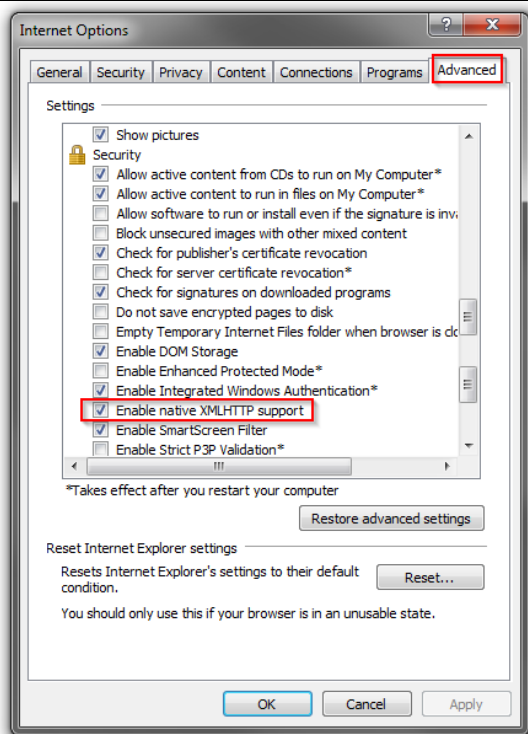
ActiveX controls and plug-ins
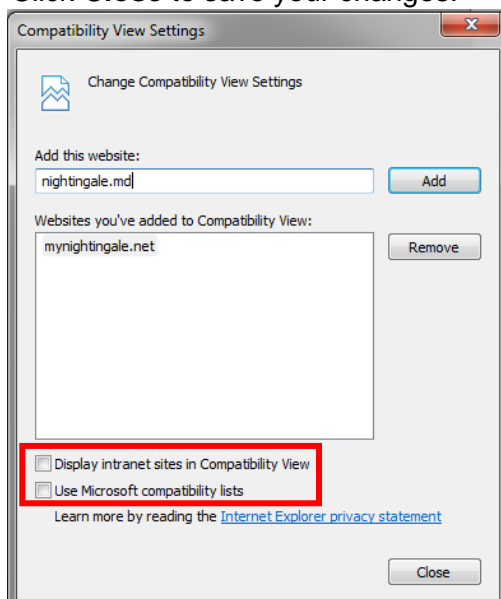

Downloads

> **Miscellaneous**

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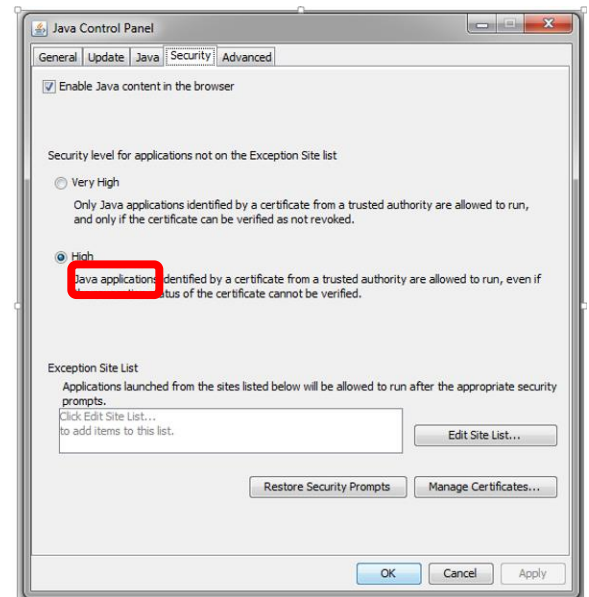
Adjusting Compatibility View Setting with Internet Explorer 9/10/11

□ 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.
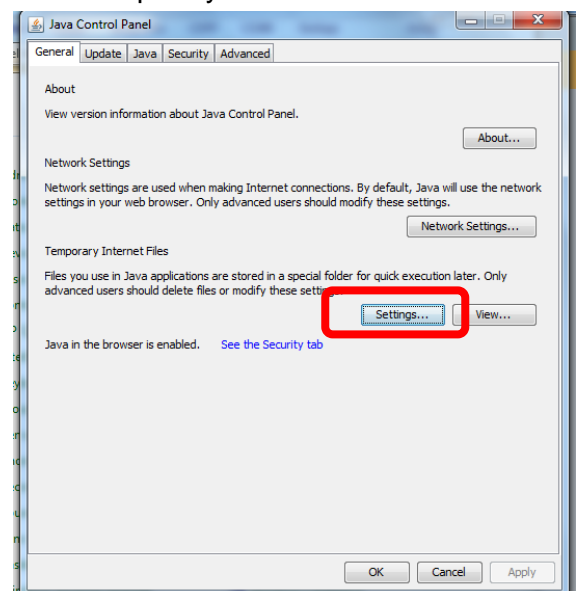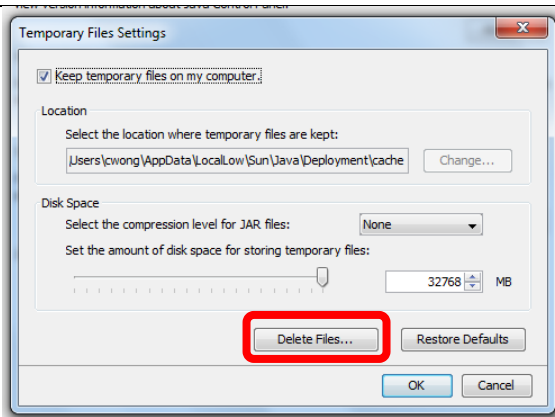

Configuring Java Settings on Internet Explorer 11

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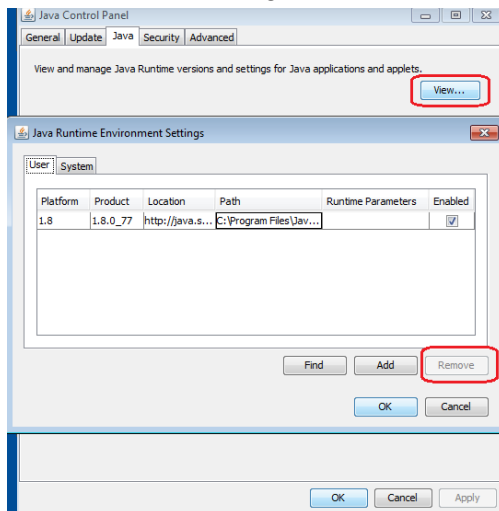□ Set the Security Settings to High
□ Click **OK**.

□ Click on the **General Tab**
□ Click on **Settings** button under Temporary Internet Files

□ Click **Delete Files**

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

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