



Getting Started Guide

Windows 8/8.1 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 on how to set your computer up to access Nightingale.

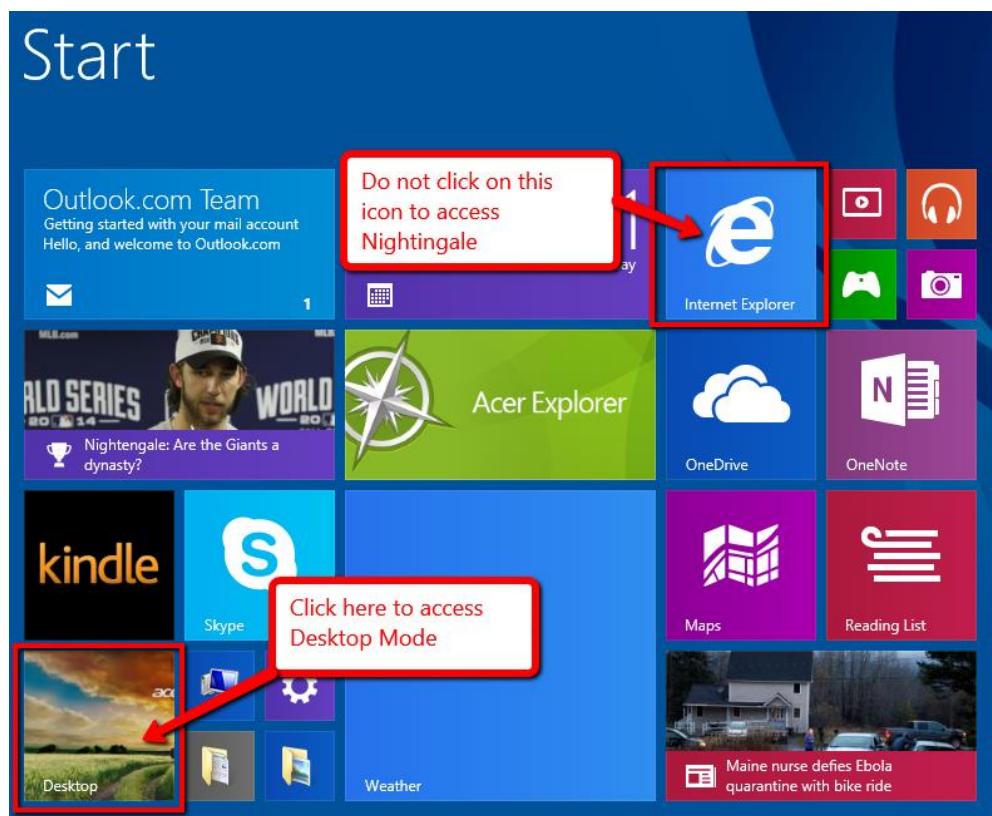
You must adjust these settings for each user (person) logging into the computer, since Internet Explorer settings that are set for one Windows User Profile will not carry over to another Windows User Profile.

Note: This guide will cover the Windows 8 or 8.1 operating systems 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 8 or 8.1, you will need to access the **Desktop Mode**.



Desktop Mode is accessed by clicking on the Desktop tile located on the Start screen (Tile Mode).

Note: Do not access Internet Explorer from the Start Screen (Tile Mode). This version of Internet Explorer is not compatible with Nightingale On Demand.

Windows 8 Desktop Mode is similar in layout to previous versions of Windows such as Windows 7.



To access Internet Explorer, click on the Internet Explorer icon located in the task bar at the bottom of the screen.

Setting Windows to Start in Desktop Mode (optional)

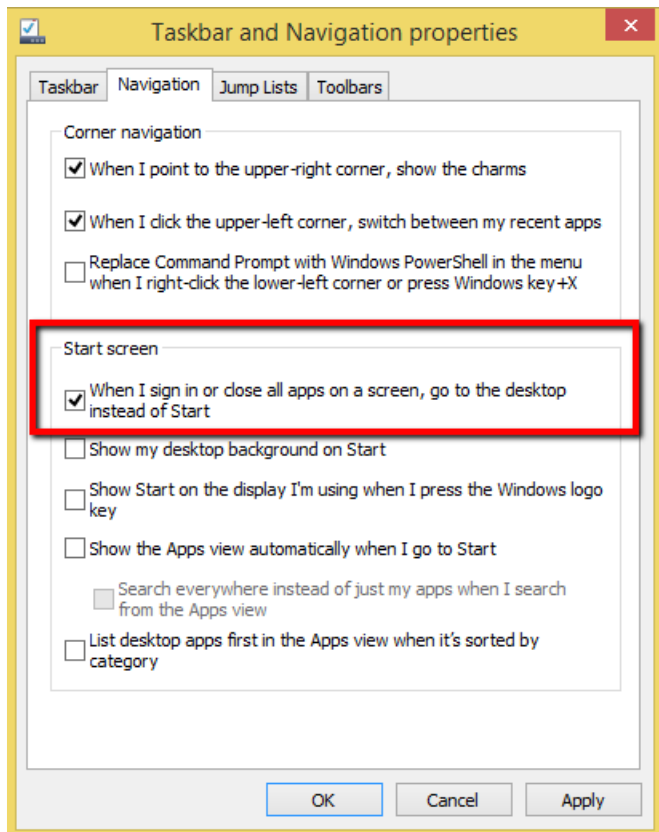
You can configure Windows 8.1 to start in Desktop Mode when the computer starts. To set Windows to do that, make sure the computer is in the Desktop Mode as outlined above.



Next place the mouse over the taskbar area and right click on the mouse. When the menu appears, select and click on **Properties**.

When the Taskbar and Navigation properties window opens, click on the **Navigation** tab.

Place a checkmark in the box beside the option “**When I sign in or close all apps on a screen, go to the desktop instead of Start**”.



Click on the  button to save the changes.

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, you will need to be in Desktop Mode.

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).
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

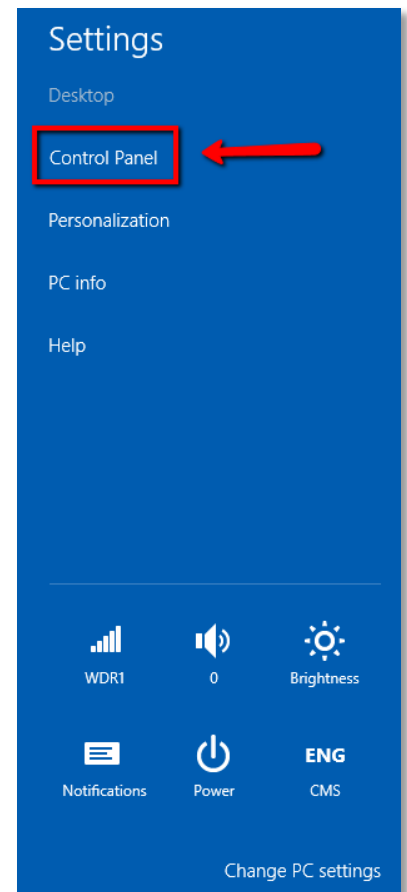
Once Java has been installed, you will need to adjust the Java settings in order for the Java program to function properly on Nightingale.

To adjust Java, you will need to access the Control Panel. To access the control panel, place your mouse in the top right corner of the screen. If you have a touch screen, swipe your fingers to the left starting from the right side of the screen. The following icons will display on the right hand side of the screen:

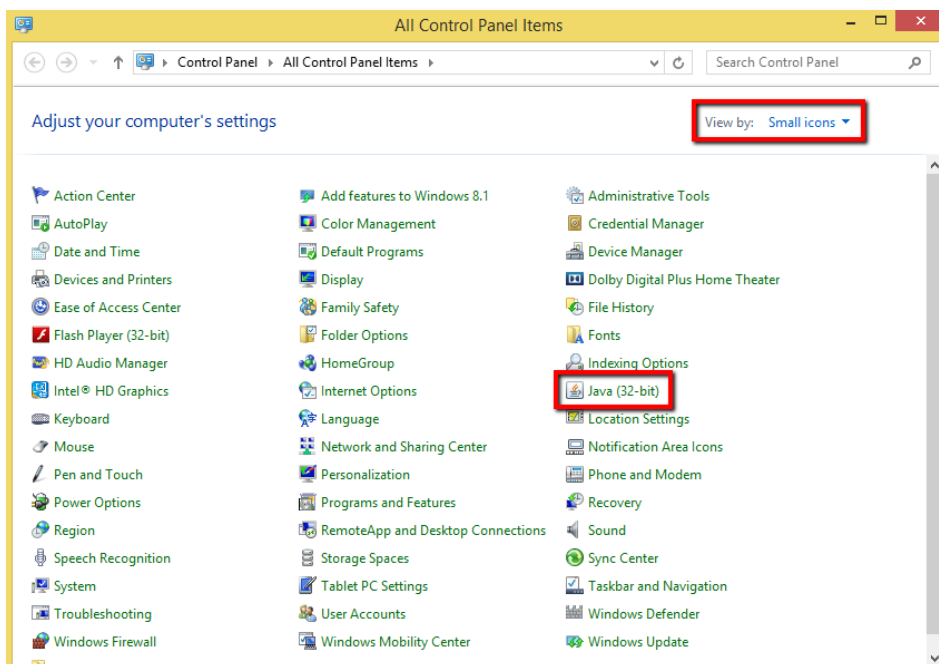


Click on the  settings icon to continue.

To access the control panel, select the **Control Panel** option.

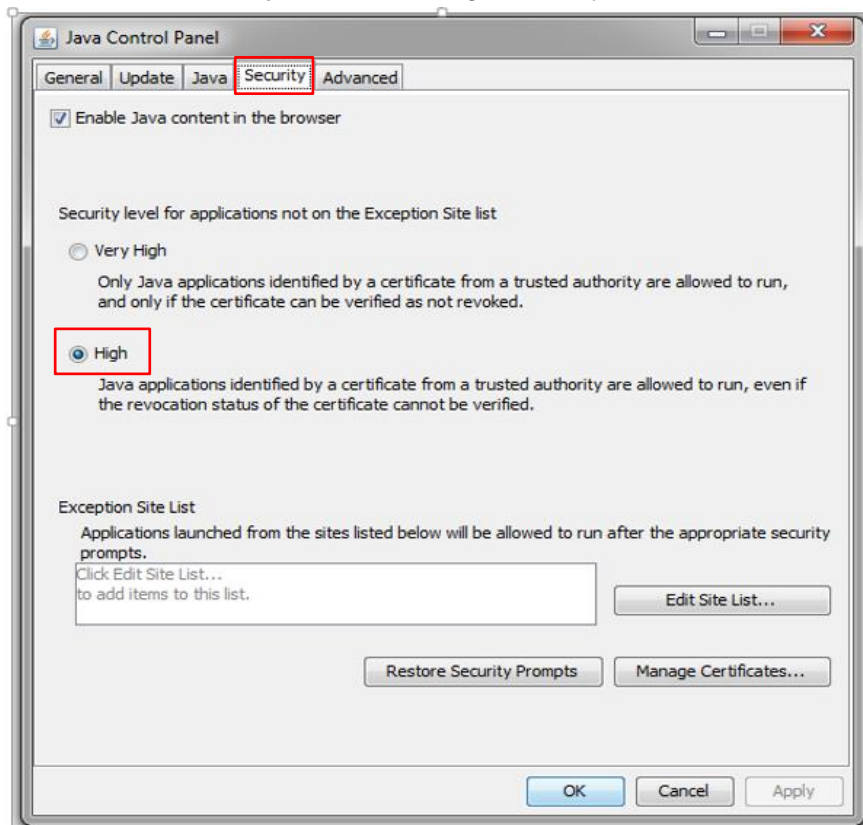


Once the Control Panel opens, double click on **Java (32-bit)**.

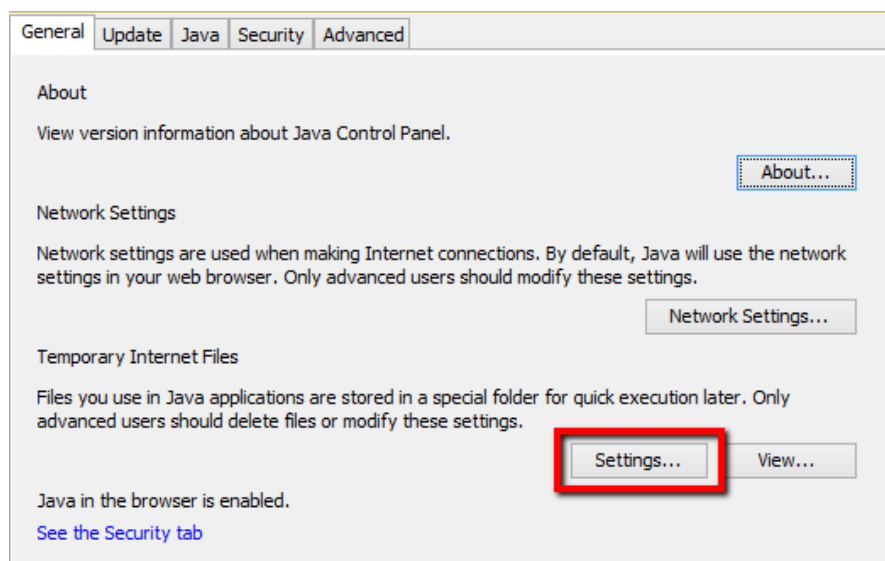


Once open, click on the **Java** tab. Disable or delete any previous versions of Java that may be installed. Click OK.

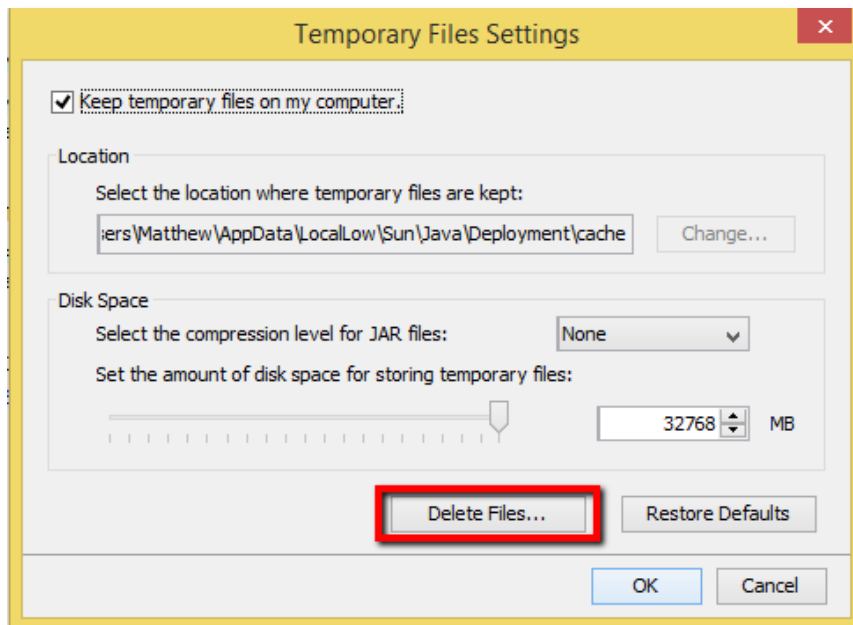
Click on the **Security** tab. Select High security level.



Once completed, you will need to 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 the **Delete Files...** button to remove the files. After the files have deleted, click on the **OK** button.

Setting Regional and Language Defaults

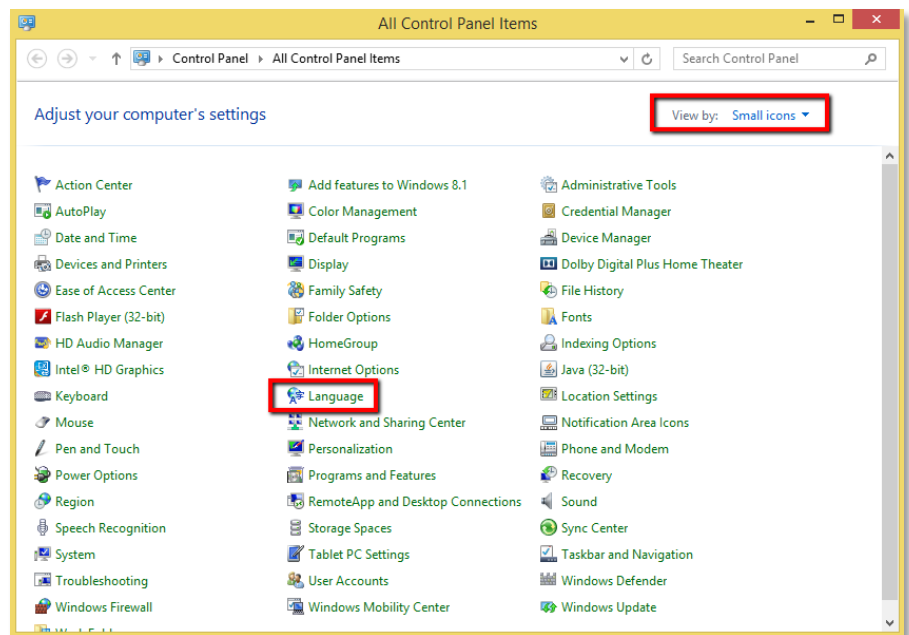
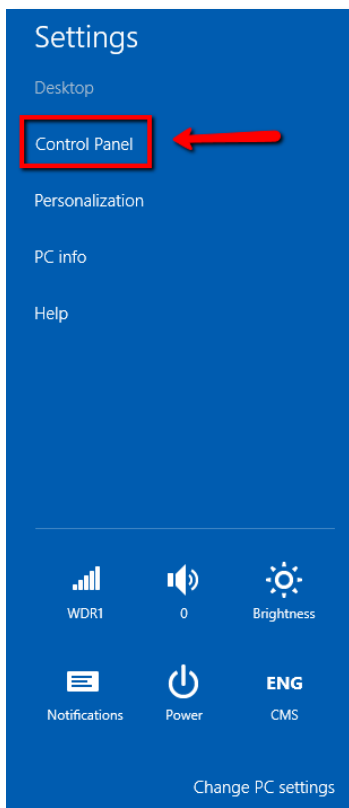
In order for items such as consult letters, prescriptions and reports to print properly, you will need to adjust your computer's regional and language settings.

To adjust the Language settings, you will need to access the Control Panel. To access the control panel, place your mouse in the top right corner of the screen. If you have a touch screen, swipe your fingers to the left starting from the right side of the screen. The following icons will display on the right hand side of the screen:

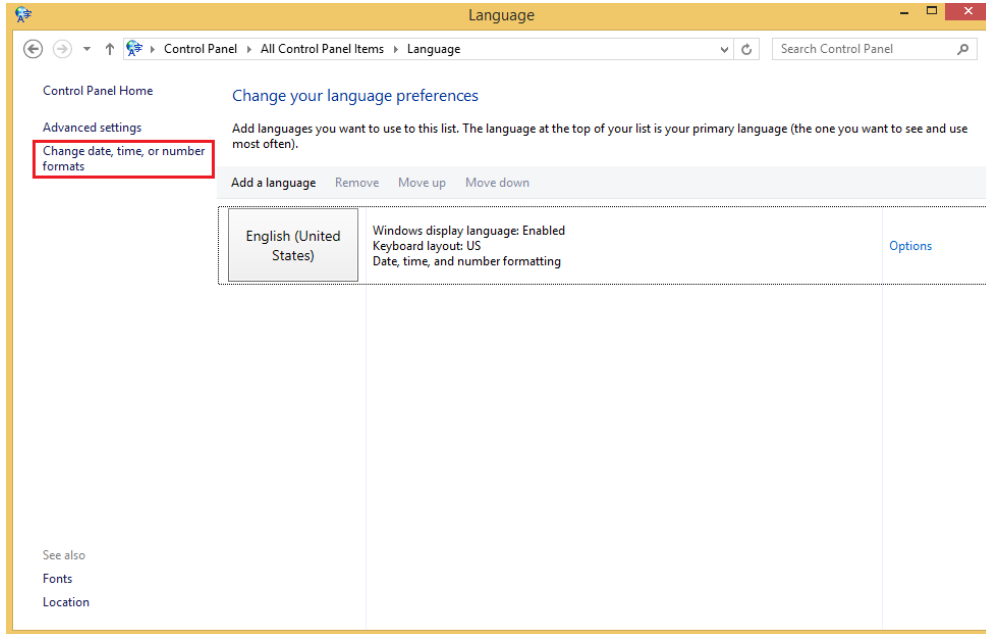


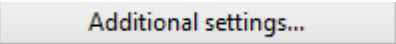
Click on the  settings icon to continue.

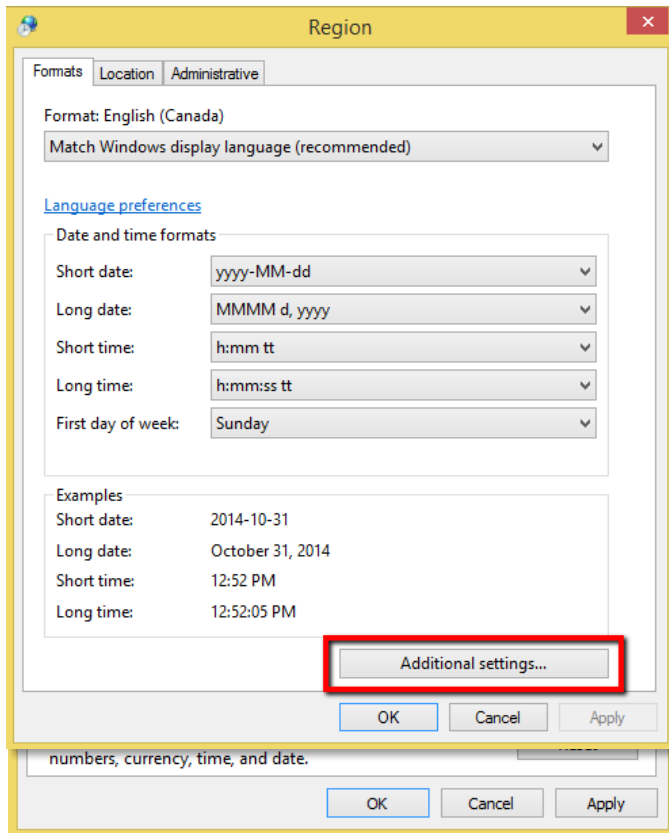
To access the control panel, select the **Control Panel** option.
Once the Control Panel opens, locate the **Language** option

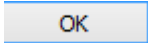


Once the Language control panel opens, select **English (United States)** and then click on **Change date, time, or number formats** option.



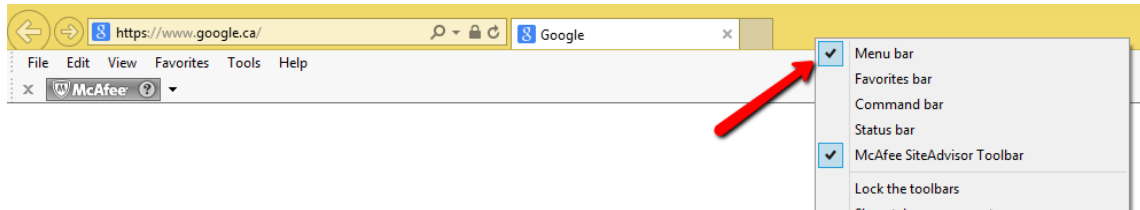
The Region window will then open. Click on the  button.



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

Adjusting Internet Explorer 11 Settings

In order to be able to access Nightingale successfully using Windows 8.1 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.

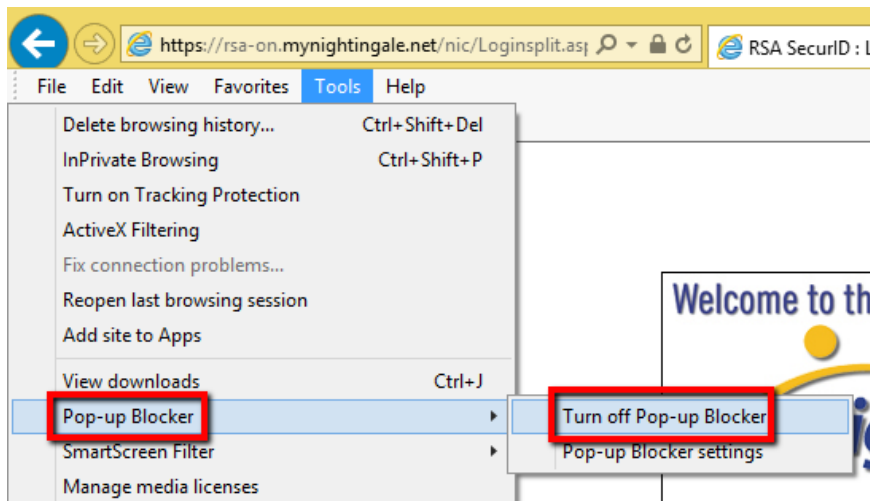


To display the program menu bar, place the mouse near the top of the page and then click on the right mouse button to display a pop-up menu. Select Menu bar from the options with the left mouse button. The Menu bar will now display.

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

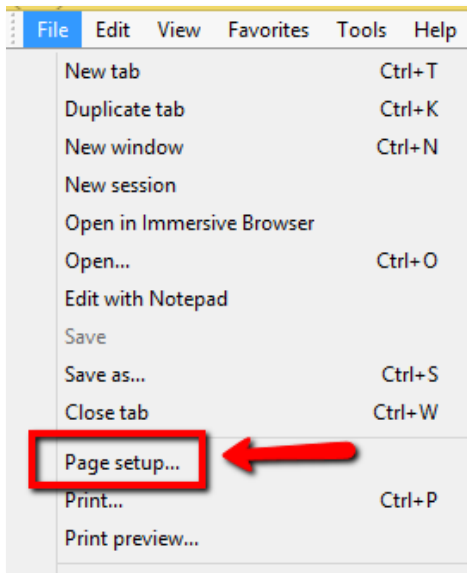
Turning pop-up blockers off

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.

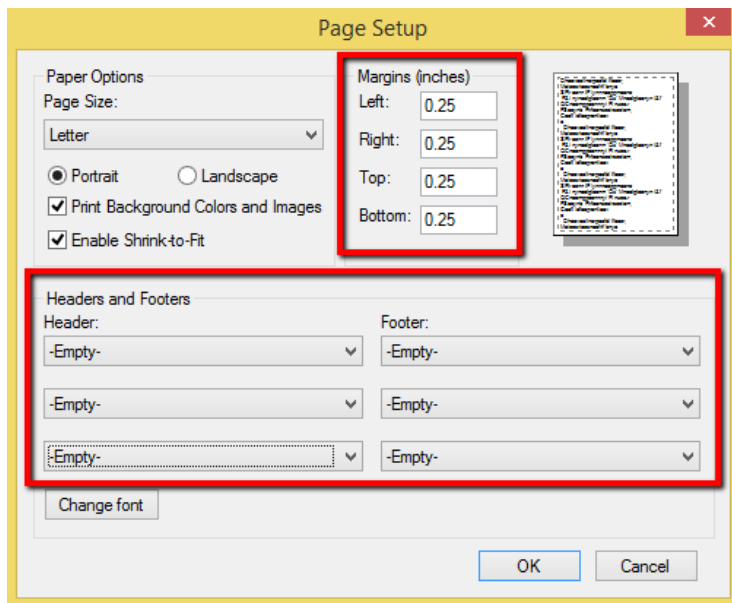


Once the tools menu opens, select Pop-up Blocker and then select the option “Turn off Pop-up Blocker”. If the option “Turn on Pop-up Blocker” displays, pop-up blockers are already turned off.

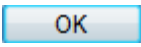
Adjusting Internet Explorer Page and Print Settings



To adjust the page and print settings, click on the **File** menu and then select the **Page setup** option.

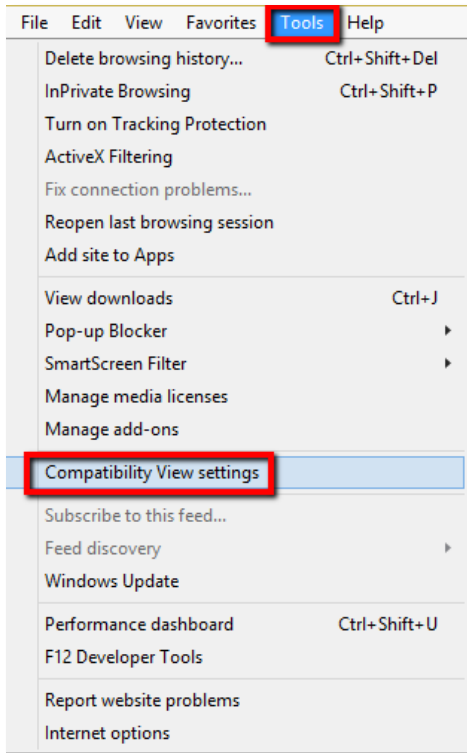


Set all margins to 0.25 inches (in). To do that, enter 0.25 in the **Left**, **Right**, **Top** and **Bottom** fields. Next set all the **Headers and Footers** fields to “Empty”.

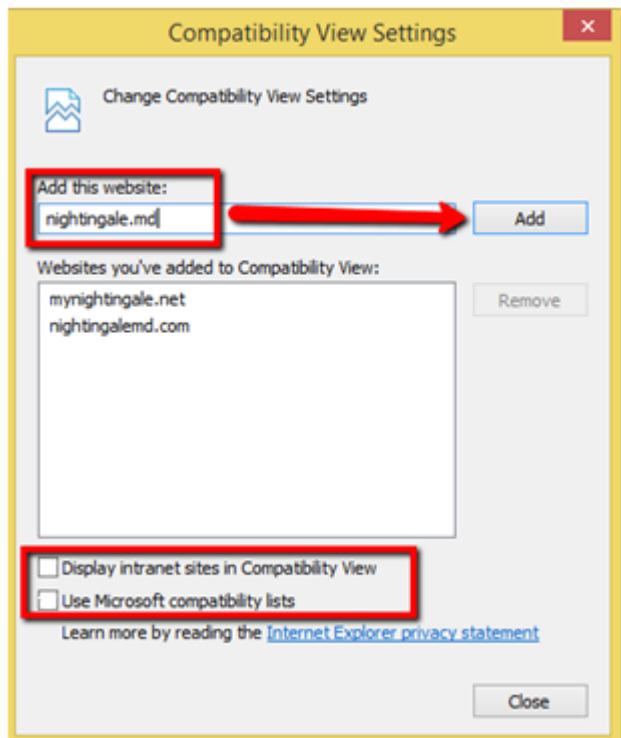
Once you have completed the setups, click on the  button to save.

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 sites to the Compatibility View list. 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.

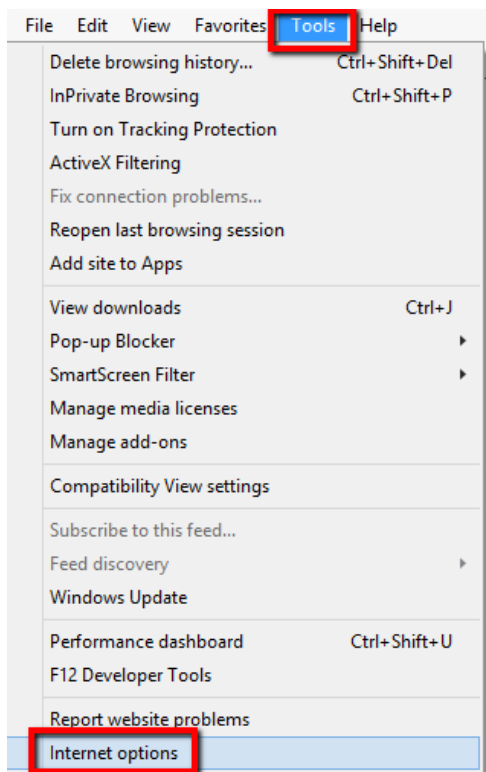
Once you have completed the setups, click on the **Close** button to save.

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
https://west2.nightingalemd.com	NOD – Western 2
https://training.mynightingale.net	Training Server

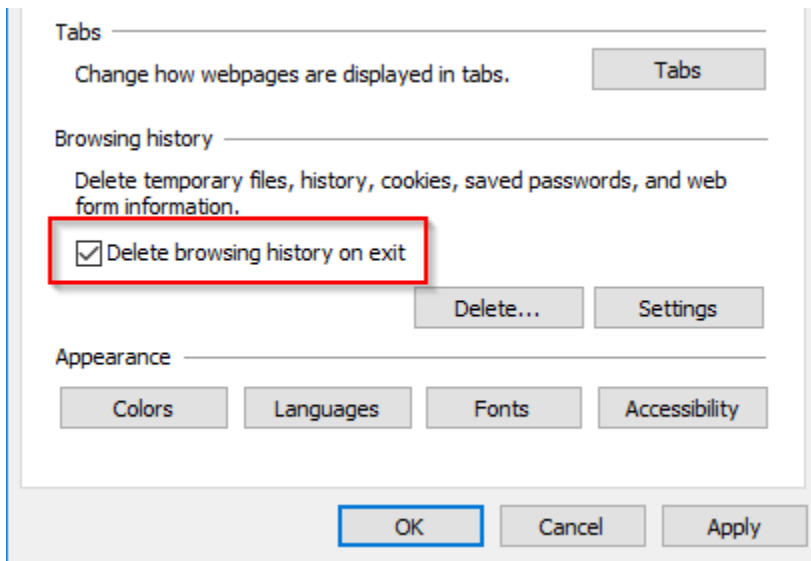
Updating Internet Explorer Options

In order for Nightingale On Demand to function properly, you will need to adjust some of the Internet Explorer security options.

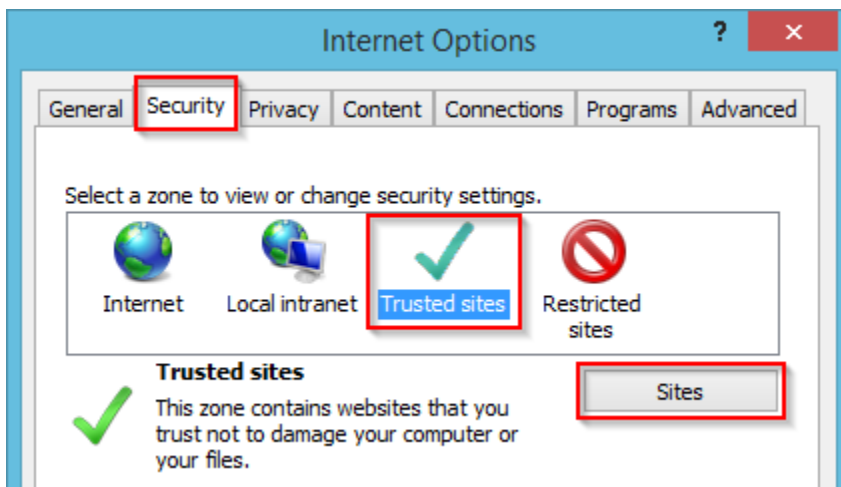


To access Internet Security options, click on the **Tools** menu and then **Internet Options**.

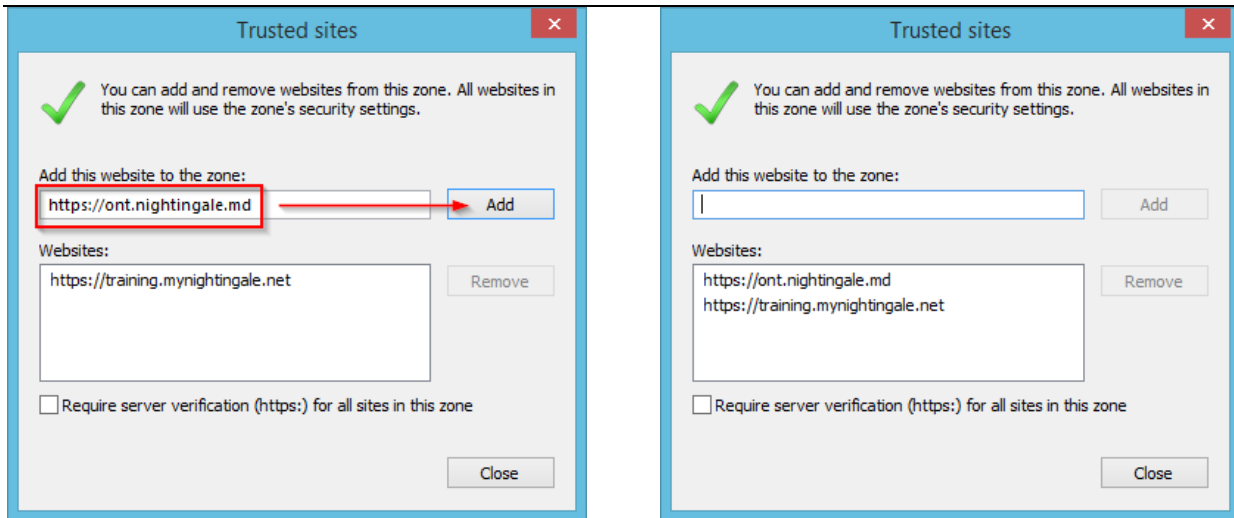
Ensure that the checkbox denoting to 'Delete browsing history on exit' is checked.

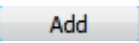


Next, click on the Security tab, followed by the Trusted Sites icon.



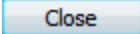
Once that has been selected, click on the  button.



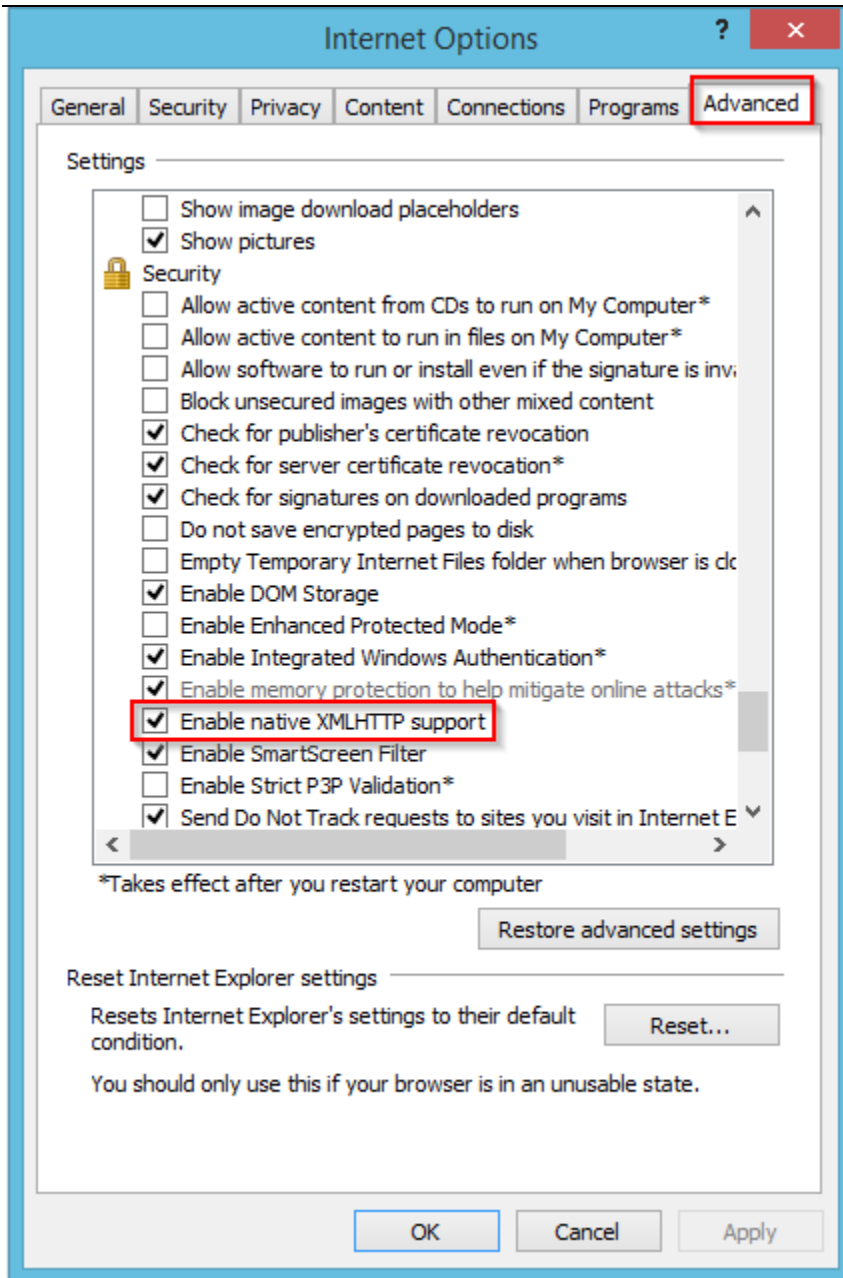
To add a site to your Trusted Sites, enter the Nightingale website address in the “Add this website to the zone” field and then click on the  button.

Add the necessary sites which apply to you.

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  button to return to Internet Options.

Lastly, click on the Advanced tab and scroll down to settings listed under the ‘Security’ heading. From here, ensure that ‘Enable native XMLHTTP support’ is checked.



Click 'OK' to save your settings and to close Internet Options.