

Epic 2015 Upgrade

Access to Clinical Desktop via Workspace

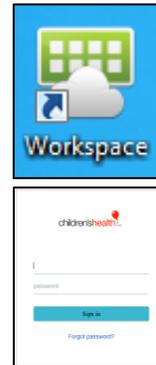
Overview

The following is a step by step guide of how to access Clinical Desktop via Workspace, both internally and externally. This includes additional information on using the **Start Menu** to access applications and shared drives. Clinical Desktop replaces **OneChart** and **Epic PRD** as the primary means of accessing Epic.

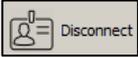
Accessing Workspace

1. Single-click the **Workspace** shortcut on any Children's Health computer or visit <https://workspace.childrens.com> externally.
2. Enter your username and password from VMware login screen.
3. This opens **Workspace**.

Please Note: Workspace cannot be accessed via Google Chrome or Firefox. You must access using Internet Explorer or Safari.

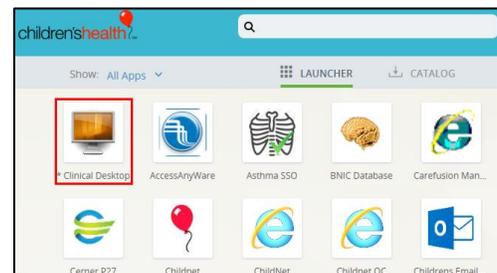


Accessing Clinical Desktop

1. From a Children's Health device double-click the **Clinical Desktop** icon.
2. From a "Badge Tap" workstation simply login. **Note:** Epic automatically opens and logs you in.
3. Disconnect from Clinical Desktop by clicking **Disconnect** from the **Start Menu** or by tapping your badge. 

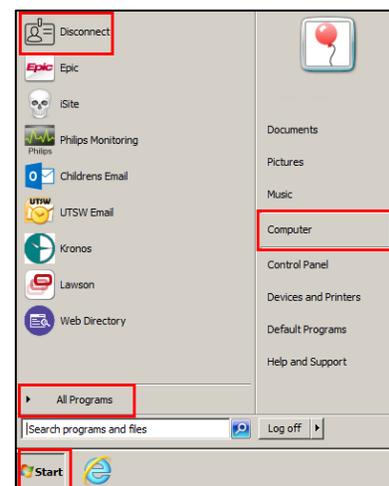
Important Note: Remember to "Disconnect" from your Clinical Desktop when you step away.

4. Please be advised do **NOT** use Ctrl+Alt+Del to lock Workstation. Using Ctrl+Alt+Del in **Clinical Desktop** will result in two lock screens which may cause confusion.



Accessing Additional Applications in the Clinical Desktop

1. Click the **Start** button. Commonly used apps are pinned to the **Start Menu**.
2. Always use the **Start Menu** to access commonly used apps. **Workspace** contains all other apps, links and shortcuts previously found in OneChart and Citrix.
3. Additional apps can be found in **All Programs**.
4. Shared drives can be accessed via the **Start Menu** (e.g. Start>Computer>P:Drive)



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Important Note: If you close Epic, and later need to reopen it, please use the Start Menu shortcut.

Additional Highlights

- The Clinical Desktop will now open “windowed” so that the bar is always visible
- The copy and paste feature for Clinical Desktop and Workspace has been enabled
- Network shared drives, apps, and additional programs will function the same from Clinical Desktop no matter where you are

For additional support or any Workspace/Clinical Desktop related issues, please contact the Service Desk at [x64636](tel:64636).