

## Accessing Digital Hospital using Desktop Icon & QHEPS

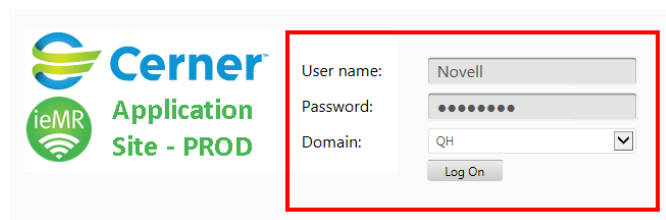
Quick reference guide

### Accessing Digital Hospital via the Desktop Icon

All computers at Princess Alexandra Hospital have the *ieMR icon*.



1. Double click the icon to launch the *Cerner* login window



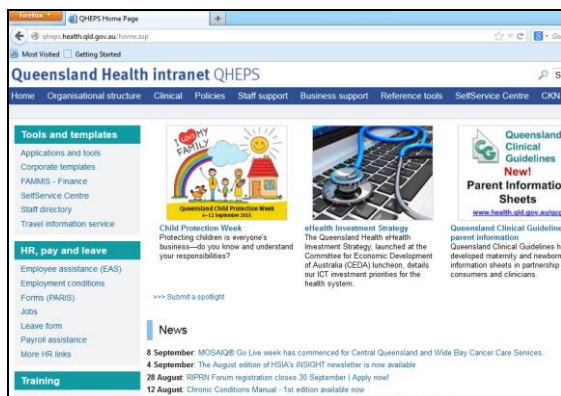
**i** If you see a black background instead of this white background, please reboot your PC for it to reload with the new image.

**i** If you are experiencing problems after you have rebooted your PC, please contact the InfoService Centre on 1800 198 715.

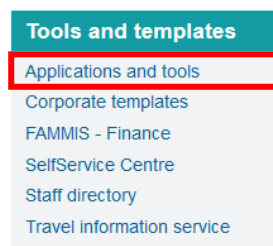
### Accessing Digital Hospital via QHEPS

If you do not have the *ieMR icon* on your desktop, you can access Digital Hospital by using QHEPS.

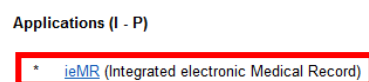
1. Open QHEPS via Mozilla Firefox



2. Navigate to the *Tools and Templates* menu heading, and click on *Applications and tools*.



3. Under *Applications (I - P)*, click on *ieMR (Integrated electronic Medical Record)*



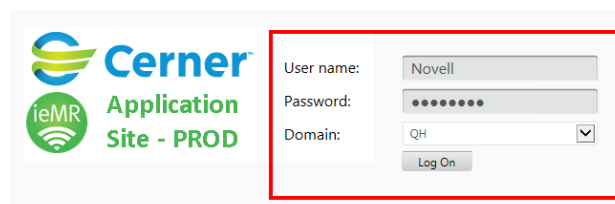
The *Cerner* login window will launch.

### Logging in to PowerChart

1. Double click on the *PowerChart* icon on the desktop

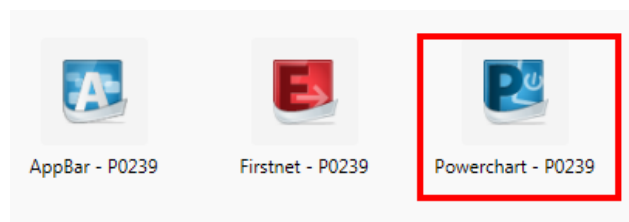


The *Cerner* login window will open.

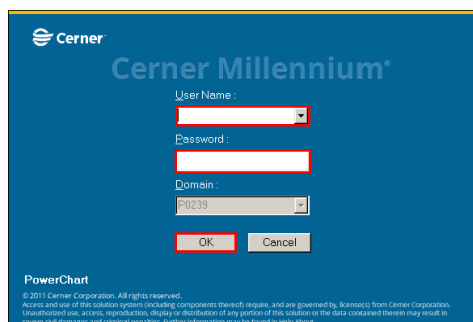


2. Enter your *Novell User ID* as the User Name
3. Enter your *Novell password*
4. Select *QH* from the *Domain* drop down menu
5. Select *Log in*

The *Applications* screen will display.



- Click the *PowerChart* icon  
The *PowerChart* login window will open.





- Enter your *Novell User ID* as the User Name
- Enter your *Novell password*
- Select *OK*

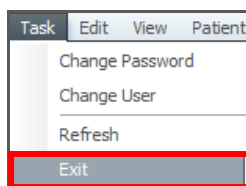
The *PowerChart* home screen window will open.

### Logging out of PowerChart

To ensure data security, it is critical that staff log out of *PowerChart* upon completion of a session

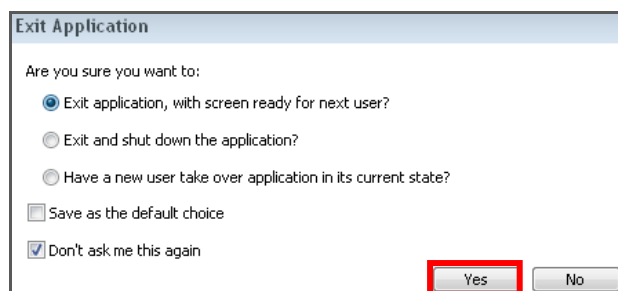
Do not select the *exit*  icon to close PowerChart. This does not close the application correctly and data may be lost.

- Select the *Exit*  icon from the toolbar  
Or,  
Select the *Task* menu
- Select *Exit*



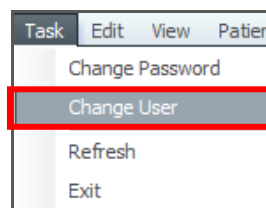
The *Exit Application* window will open.

- Select the appropriate option, then select *Yes*



### Change users

- Click on the *Task* menu
- Select *Change User*



The *PowerChart* login window will be displayed allowing the new user to log into *PowerChart*.



If you use the wrong login details three times, you will be locked out of Cerner Millennium. You will need to call the InfoService Centre on 1800 198 175 to have your account unlocked and your password reset.