

SSFHS Connection Manager Reference Guide

Introduction

The SSFHS Connection Manager is a tool to allow remote access to certain web-enabled applications. Your position and its associated security determine application access.

SSFHS Connection Manager Requirements

The following minimum system configuration is required for SSFHS Connection Manager to function properly.

- Internet Explorer 6.0
 - Java Runtime 1.5.0.11 required (can be downloaded from a link, once inside Connection Manager – click on **Install Java Client**)
 - Pentium 4 1-GHz or higher Processor
 - 1 Gig or higher available hard disk space.
 - Windows XP (Service Pack 2), Windows 2000 and Windows 2003
 - 1 to 2 GB Memory § Minimum resolution of 1024x768 pixels (1 Gig of memory or higher is recommended for imaging apps)
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Web Requirements

If you will be accessing clinical applications through the SSFHS Connection Manager the following Internet Explorer settings are required for optimum performance.

- Encompass Web 2.x was designed for Windows XP, Windows 2000 and Windows 2003
- 1 GHz or better
- 1 to 2 GB
- Minimum resolution of 1024x768 pixels

Also, the following ActiveX settings are required for Encompass Web to function properly.

Microsoft Internet Explorer Security Setting – Trusted Sites	Internet
Trusted Sites - Add	*.ssfhs.org
Run components not signed with Authenticode	Enable
Run components signed with Authenticode	Enable
ActiveX controls and plug-ins	Enable
Automatic prompting for ActiveX controls	Enable
Binary and script behaviors	Enable
Download signed ActiveX controls	Enable
Download unsigned ActiveX controls	Enable
Initialize and script ActiveX controls not marked as safe.	Enable
Run ActiveX controls and plug-ins	Enable
Script ActiveX controls marked safe for scripting	Enable

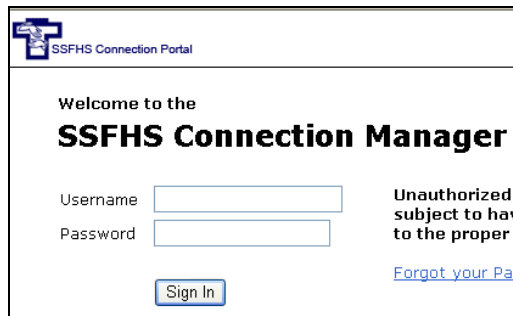
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Access data sources across domains	Enable
Display mixed content	Enable
Navigate sub-frames across different domains	Enable
Use Pop-up Blocker	Disable
Active Scripting	Enable
Scripting of Java applets	Enable

Sign On

Follow the steps below to sign on to SSFHS Connection Manager.



1. In the address field of Internet Explorer, type **connect.ssfhs.org**.
2. Type your user id and password, click **Sign In**.

You will see the notice that the system is loading Cache Cleaner. It may take a minute to launch. This is especially true if it is your first time to log on to the system.

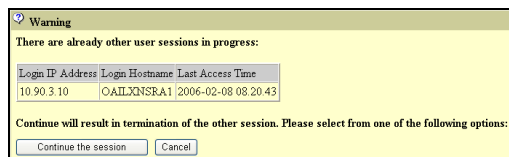
Sign Out



When signing off SSFHS Connection Manager you must click the **Sign Out** button located in the upper right corner of the web page.

Note: Applications will open in a new window. Be sure to Exit all open windows/applications when exiting SSFHS Connection Manager.

Important! Do not use the button to exit; this will not sign you out. If you do use the you will get the following warning message if trying to sign back on within the timeout period. If you need to go back into SSFHS Connection Manger and receive this message click **Continue the Session**.

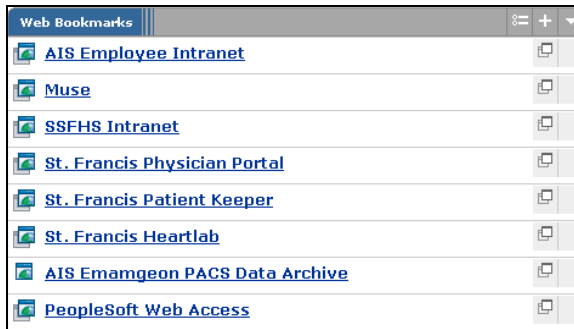


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Bookmarks

Once you have successfully signed on you will be on your Home page. This page will have your individual list of Bookmarks. The Bookmarks are the applications you are authorized to access. This page will also contain other resources you may have authorization to access. They will be listed in other panels on the page.



Preference Page



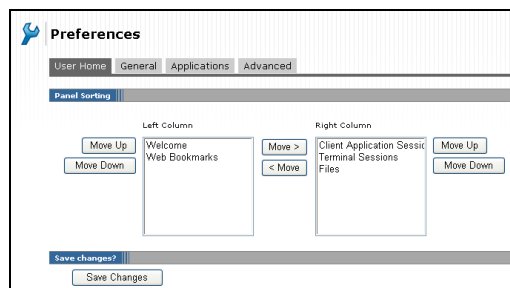
You can adjust the look and maintain some features of SSFHS Connection Manager from the Preference page.

The Preference page allows you to do the following:

- Sort your Home page panels
- Change your password
- Configure your Single Sign On (SSO) resources.


Sort Home Page Panels

From the Preference page you can move the resources panels to different areas on your Home page. The following steps will show you how to do this.



1. Click **Preferences**.
2. Click **User Home** tab.
3. Highlight the panel to be moved.
4. Use the appropriate **Move** button to place it in the desired location.
5. Click **Save Changes**.

Note: You can also move the individual application/resources bookmarks in a panel. Click the

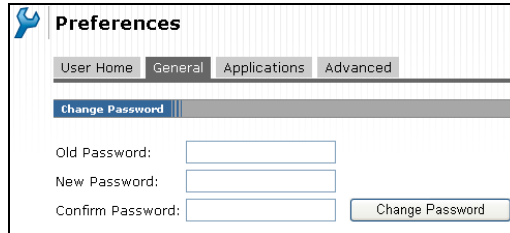
Panel Preference  button on the panel's toolbar. You will get a similar screen that will allow you to move the Bookmarks.

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Change Password

The Preference page allows you to change your SSFHS network (Active Directory) password.



The screenshot shows the 'Preferences' window with the 'General' tab selected. Under the 'Change Password' section, there are three input fields: 'Old Password:', 'New Password:', and 'Confirm Password:'. A 'Change Password' button is located to the right of the 'Confirm Password' field.

1. Click **Preferences**.
2. Click **General** tab.
3. Type your old password.
4. Type your new password.
5. Type your new password again.
6. Click **Change Password**.

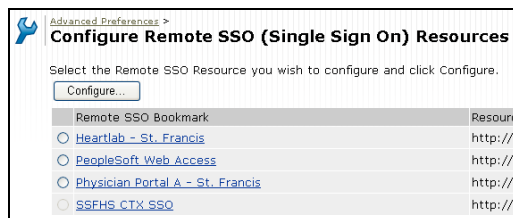
Note: When choosing a new password it must conform to the SSFHS guidelines of:

- 8 characters long
- They need to contain characters from the following groups:
 - > Upper case letters
 - > Lower case letters
 - > Numbers

Single Sign On (SSO) Configuration


After you have changed your password you will need to reconfigure your Single Sign On to those applications that use it.

Note: The applications that do not use SSO are Patient Keeper and PACS.



The screenshot shows the 'Advanced Preferences > Configure Remote SSO (Single Sign On) Resources' page. It includes a 'Configure...' button and a table of resources:

Remote SSO Bookmark	Resource
<input type="radio"/> Heartlab - St. Francis	http://d
<input type="radio"/> PeopleSoft Web Access	http://d
<input type="radio"/> Physician Portal A - St. Francis	http://d
<input type="radio"/> SSFHS_CTX_SSO	http://d

1. Click **Preferences**.
2. Click **Advanced** tab.
3. Click **Configure Remote SSO**. You will be on the Configure Remote SSO page.
4. Select the application bookmarks you want to configure by clicking the radio button. 

Note: Do not click the links.

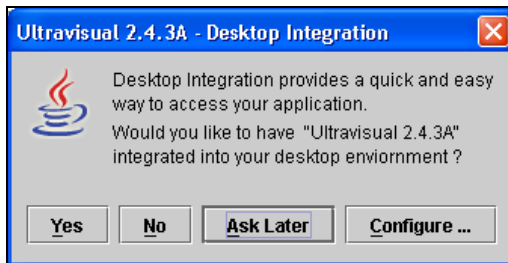
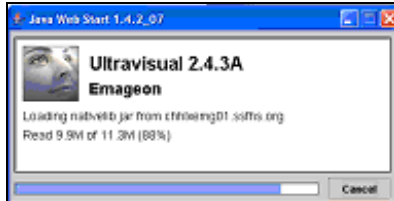
5. Click **Configure**.
6. If prompted type your user id.
7. Type your password.
8. Click **Save Changes**.

If SSO failure immediately after you complete the initial configuration, please sign-out of Connect Manger and sign back in.

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PACS Sign On The Single Sign On (SSO) feature is not compatible with the PACS application. When signing on you will need to follow the steps below.



1. Click **PACS** from your Bookmark list.
2. When PACS is accessed for the first time on a PC it will load the Java script then you will see the Emageon loading window followed by several other windows.

Note: If Java isn't installed on your PC you can install it from the Home page of SSFHS Connection Manager. Click **Install Java Client**.

3. Click **Start**.

4. Click **No**.

5. Type your user id and password.
6. Click **OK**.

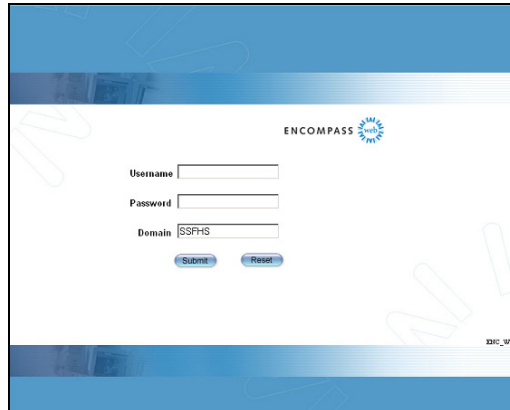
Note: After you have accessed PACS from a PC once, the sign on process will be quicker when you use that PC to access the application again. From the Emageon loading screen you will go directly to the Ultravisual sign on screen.

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Accessing Heartlab Web

You will click on the Heartlab link listed in Bookmarks. This should launch you directly into the Heartlab Web application.



If the application does not launch and you get the sign on screen, you can still sign on.

1. Type you user id and password.
2. Click **Submit**.

If you get this screen you will need to contact the AIS Help Desk (800 346-2322) and tell them you need to have Single Sign On (SSO) to Heartlab Web using the SSFHS Connection Manager.

Studies

There are several ways to search for studies in Heartlab Web.



- **Today's Studies** – to quickly search for today's studies click **Today's Studies** button.
- **Patient Name** – to search for studies by the patient's last name type at least the first 4 letters of the patient's last name in the Patient Name field. Press **All**. All exams in the database for the selected patient will be listed. You can refine your search with the **Modality** and **Exam Date** options.

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Viewing Tips

Listed below are several tips that will help to better view and image.



Toolbar sliders



Reports Toolbar

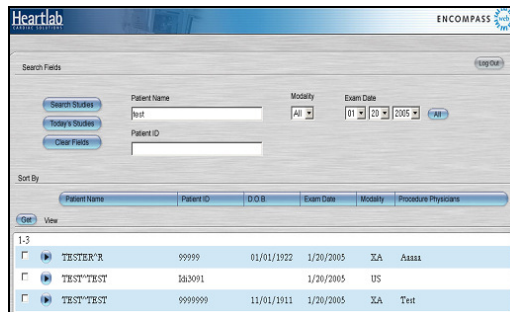


Icons

- Click on a study to enlarge the window.
- Use the sliders in the toolbar to manipulate the image for better viewing.
- Click the letter to open the report for a patient.
- Click the compass to return to the search page.
- To enlarge an image click on the icon. This may take a few seconds to load depending upon your network speed and home network connection. See SSFHS Connection Manager Requirements at the beginning of this document.

Heartlab Web Get Function

If images seem to playback slowly (not in real time), you can use the **Get** function to preload the images to your PC. This takes several minutes, depending on the number of images in the study. If you need to review several studies, use the **Get** function to preload all of them at one time.



1. Select your study(s) by clicking on the box preceding the patient's name.
2. Click **Get**.

Once the download is complete, close the download dialogue box (X out) and begin viewing your images.