

# Beaumont

## SoftLab End User Training

### Introduction to SoftLab Standards

**Beaumont**<sup>®</sup> Laboratory

# Objectives

At the end of this training module, the user will be responsible to:

- Log-on to the **SoftLab** application with initial and new password
- Navigate the Main Menu screen
- Recognize basic functions of Main Menu icons
- Access Help windows and search for help topics
- Log-off at completion

# Topic Overview

- Log-on
- Navigation in the Main Menu screen
- Basic functions of Main Menu icons
- Help windows and help topics
- Log-off

# Log-On



- From the desktop, click on Beaumont Web Apps icon (Citrix)
- Enter your user name and password to access the Beaumont Citrix applications. User name is either employee ID number or sir name.

A screenshot of the Beaumont Web Applications login page. The page has a light blue background with a dark blue header containing the word "Beaumont" in white. Below the header is a dark blue box with a white border containing the login form. The form includes a "Welcome" message, instructions to log in, and fields for "User name:" and "Password:". A "Log On" button is located below the password field. At the bottom of the page, there is a footer with the text "Beaumont Web Applications" and a contact number for the Service Desk.

**Beaumont**

Welcome

To log in and gain access to Beaumont Applications, please supply your username and password.

User name:

Password:

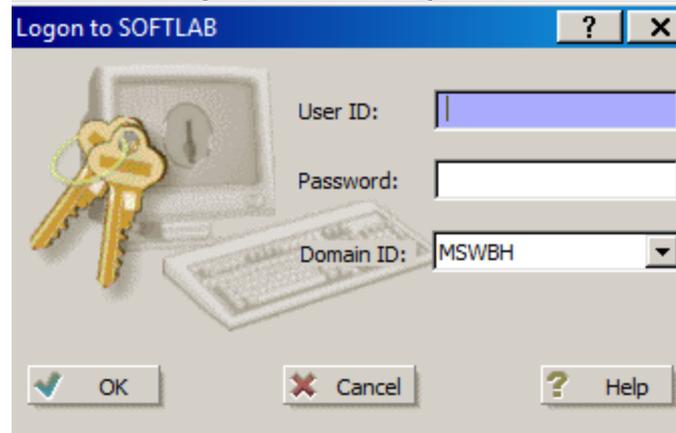
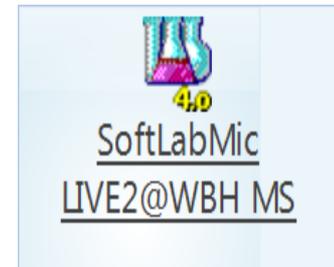
**Log On**

If you experience problems accessing this website please contact the Service Desk at 248 59-72727.

Beaumont Web Applications

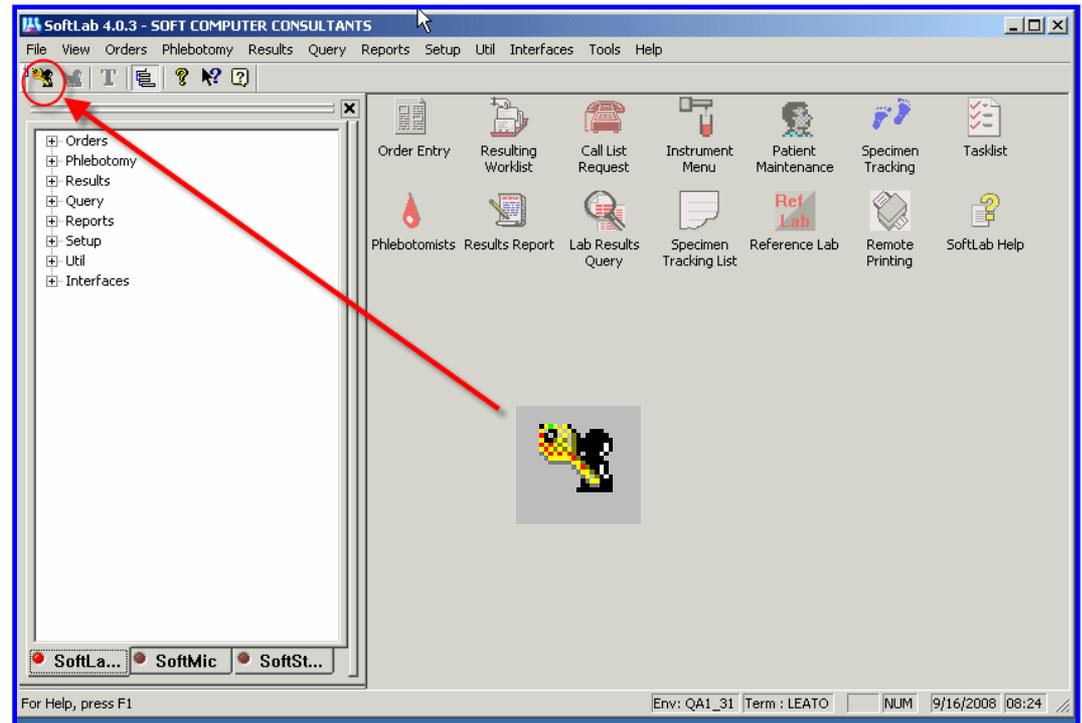
# Log-On

- Select the **SoftLab/Mic LIVE2@WBH** icon from the Desktop
- Log-On using your:
  - **Employee ID** as user name
    - if less than 5 digits, add leading zeros
  - **welcome1** as initial password (note all lowercase)



# Log-On

- If Soft Lab/Mic is currently running on your PC, but the application has timed out due to inactivity, you may click the log-on icon from the Soft Lab/Mic home screen.

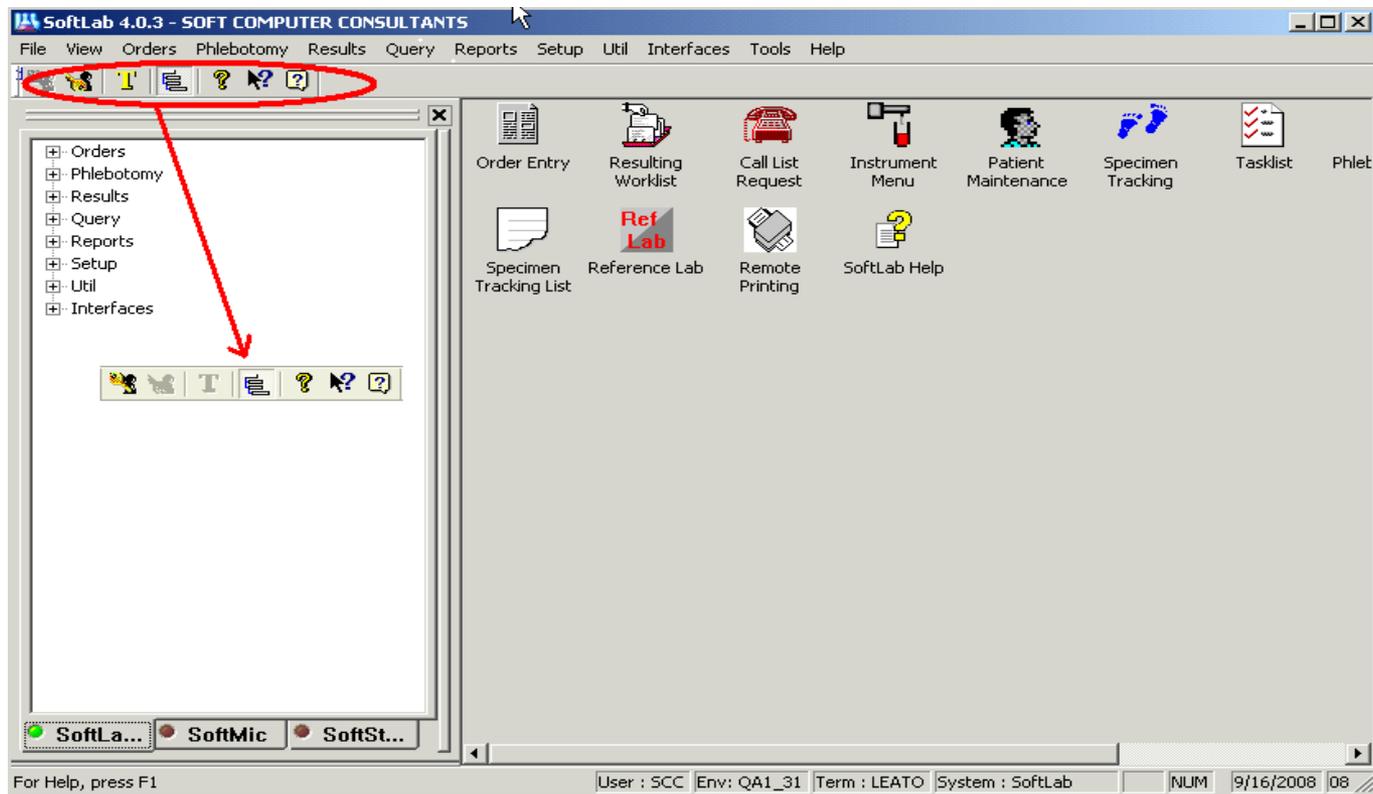


# Log-On and Password

- Passwords are managed by Corporate Information Technology and benefit from a Single-sign on technology.
- User passwords updated at the Beaumont Password Service Center are automatically updated in Soft applications, too.

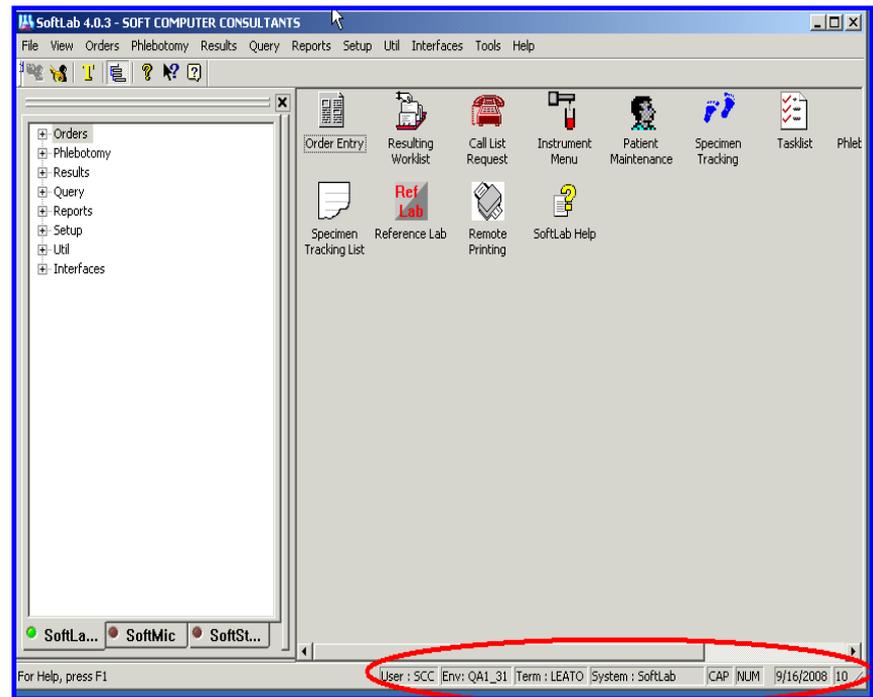
# Screen Standards

- Main Menu Toolbar



# Screen Standards

- At the bottom right corner of screen, locate the following:
  - **User Id** (who's logged on?)
  - **Environment Id** (Are you in LIVE2 or TEST2?)
  - **Terminal** (Computer) ID
  - **System ID**
  - **Caps Lock** and **Number Lock** indicator
  - **Date and Time**



# User Toolbars

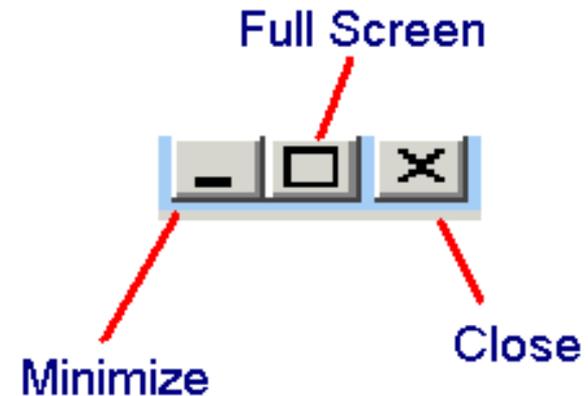
Icon	Function	Icon	Function
 Log-On	System log-on	 About	Displays version number and copyright information
 Log-Off	System log-off	 Help	Displays help information for the topic selected
 Task manager	Similar to [Ctrl] + [Alt] + [Del] function; Allows you to select and close any active applications	 Help Topics	An overall comprehensive, searchable index of help topics
 Menu Tree	Hide or show Menu Tree displayed at left hand side of screen		

# User Toolbars

Icon	Function	Icon	Function
 New	Creates new record	 Print	Prints record
 Open	Opens existing record	 Cut	Cuts selection to clipboard
 Edit	Edits existing record	 Copy	Copies selection to clipboard
 Save	Saves record to database	 Paste	Pastes Clipboard contents

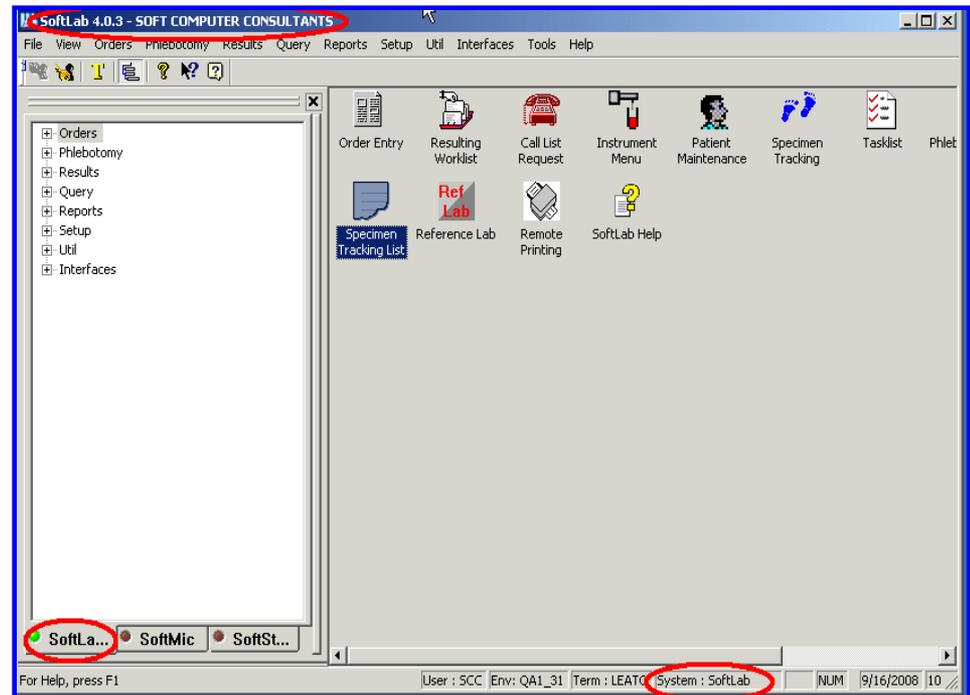
# User Toolbars

- Locate the standard MS icons on the upper right corner of your screen.
  - **Minimize:** stores the system on the tray at the bottom of the screen
  - **Full screen/maximize:** Enlarges screen view to original size
  - **Close:** Exits the window currently being viewed



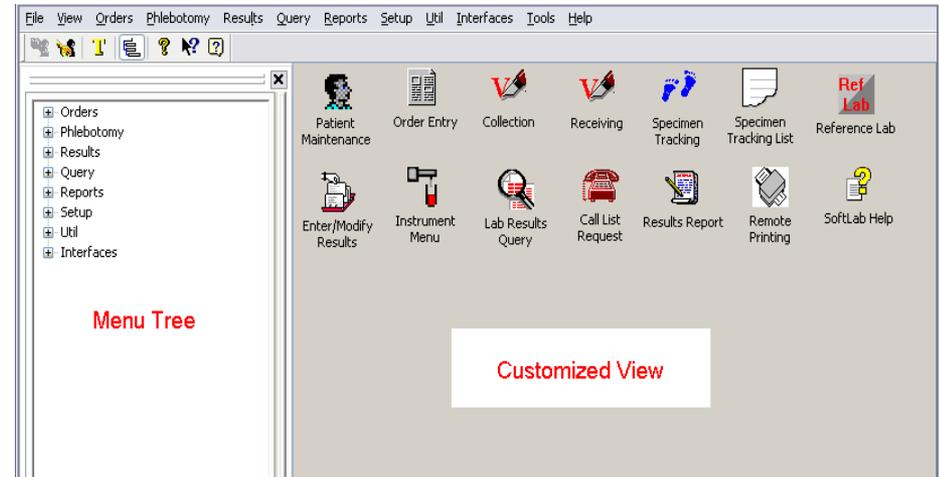
# General Navigation

- Which Module am I in?
- There are three ways to identify:
  1. **Module and version** in upper left hand corner of screen (Title Bar)
  2. **Green light** on module tab below tree menu in lower left hand corner of the screen
  3. **User/Terminal ID** at the bottom right hand corner of the screen



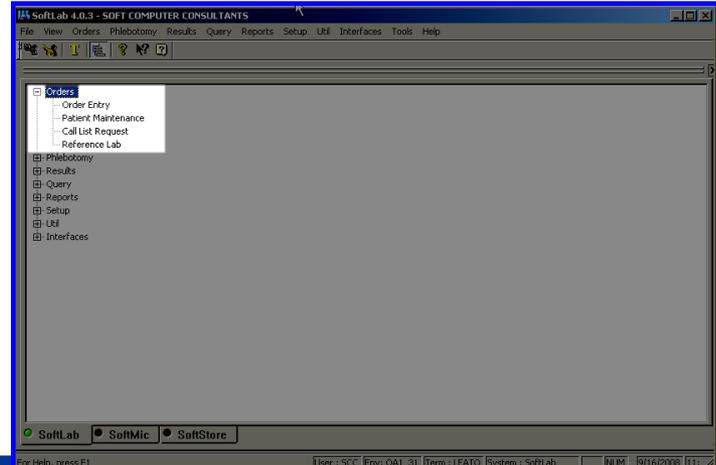
# General Navigation

- Using Icons
  - Menu Tree
    - Same information as toolbar
  - Adding and deleting icons
  - Arranging icons
    - Customize view
      - Click and drag from Menu tree to gray area



# General Navigation

- Using Tree Menu
  - Collapse (Optional)
    - Click “X” in corner of Menu Tree window to hide
  - Shrink size (Optional)
    - Hover cursor over right edge of tree menu, click and drag right over icons
  - View Suboptions
    - Click “+” icon next to main options on tree menu
    - Click on desired sub-option



# General Navigation

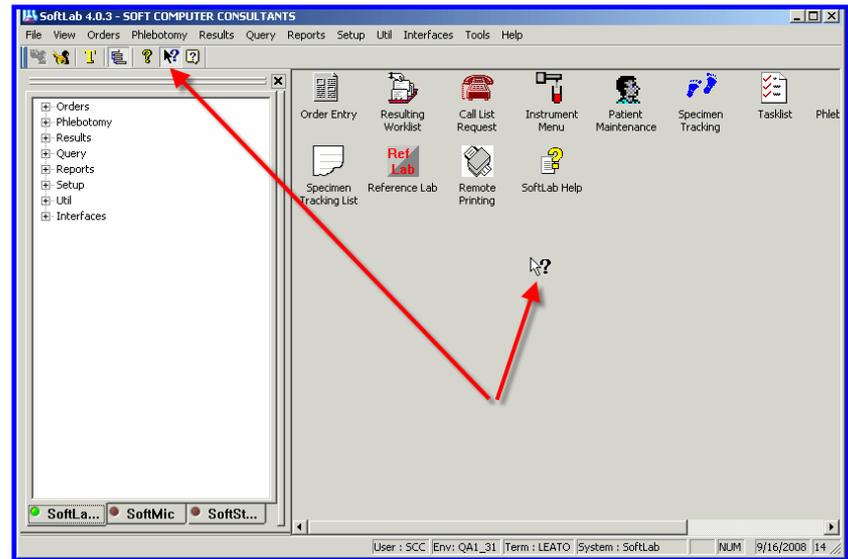
- Keyboard Hotkeys and Shortcuts
  - Use “Alt” key and first letter of option across the top of the screen to bring up sub-menus
    - Hover over the desired key with the mouse to show the [Alt] + combination
      - i.e. [Alt] + [O] for **Orders**
  - Use up or down arrows and “Enter” key or underlined hotkeys for sub options and their topics

# Help Functions

- Using “What’s This?” icon The icon is a small square with a blue border, containing a black mouse cursor arrow pointing towards the top-left and a blue question mark.
- Context Help
  - Click the icon
  - Move the mouse cursor over the topic in which you need help and click

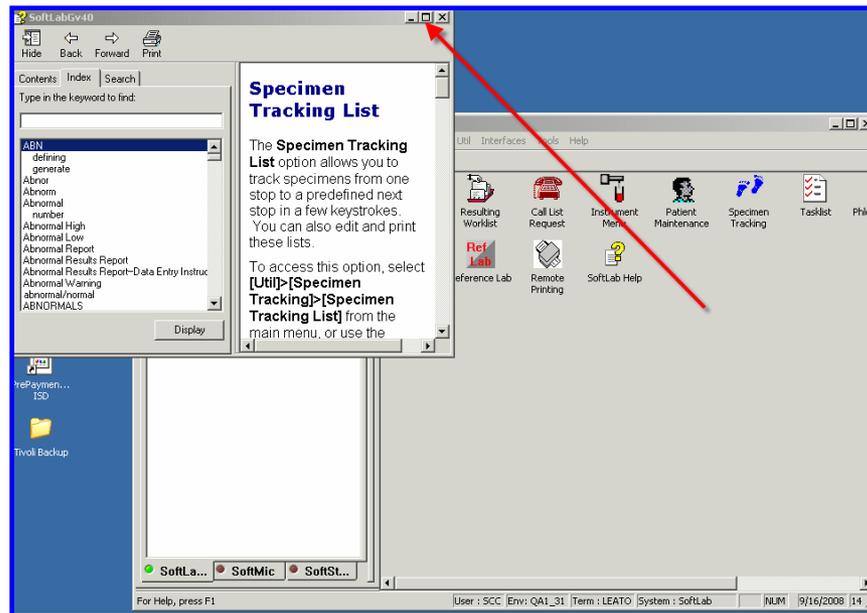
# Help Functions

- Engage the icon and move cursor to the icon you need help with with a single left click
- Move mouse pointer (which should now have a ? attached) to the area you need help with.
- Specimen Tracking List was used in the example shown



# Help Functions

- Click on maximize icon in the help screen to enlarge



# Help Functions

- Searchable Help screen
  - Standard help screen (i.e. MS Office Dancing Paperclip helper)
  - Click on icon and the Help Topics window will appear



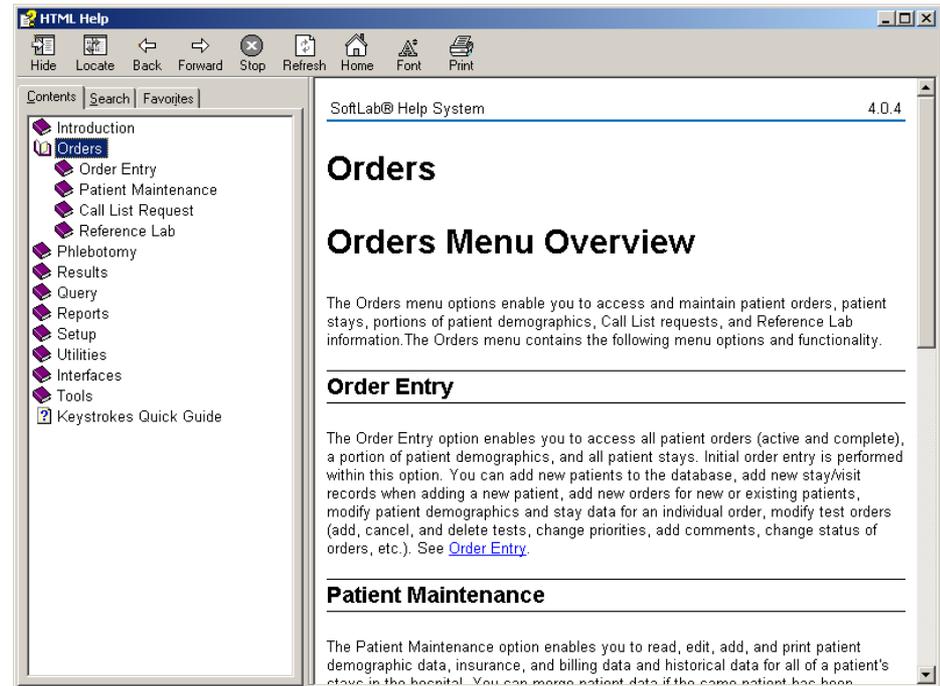
\*Note:



If any error messages appear, click the “YES” box and continue. Error messages here are an anomaly.

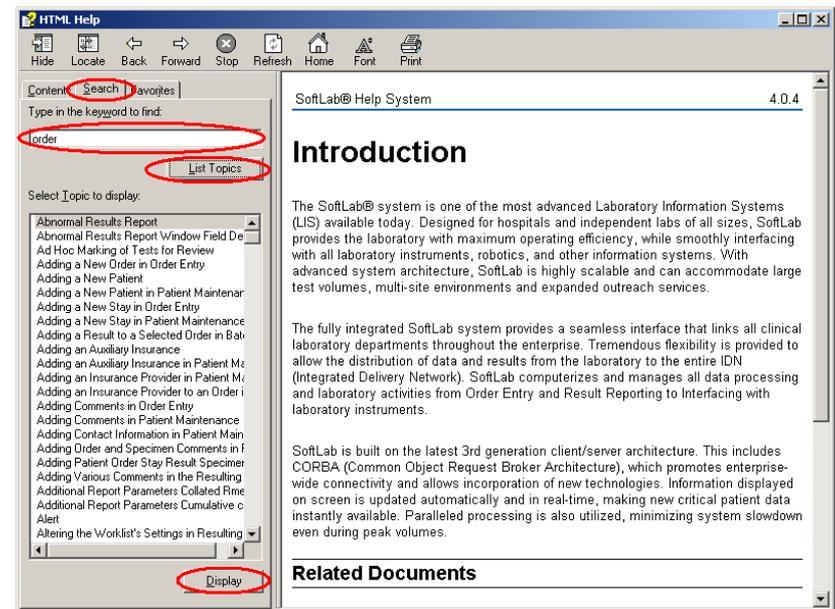
# Help Functions

- Contents tab
- Operates just like a Menu Tree
  - Double-Click on Book icon to look at subchapters of topic



# Search Windows

- Search Tab
  - Click on Search tab (top red circle)
  - Enter search criteria in the text box (middle red circle)
  - Click “List Topics” (bottom red circle) or **[Enter]**
  - Click on desired topic
  - Click on display (bottom red circle), or double-click



# Summary

This module covered:

- Log-on
- Navigation in the Main Menu screen
- Basic functions of Main Menu icons
- Help windows and help topics
- Log-off

# Credits

- Questions on content and/or input or critique on required modifications should be addressed to:
  - Laboratory LIS Soft Support  
*LaboratoryLISSoftSupport@beaumont.edu*