Laboratories at Adventist Healthcare Washington Adventist Hospital, Shady Grove Medical Center and Germantown Emergency Center

Date: July 25, 2018

LABORATORY ALERT

Subject: Logging on to DI (Instrument Manager)

The Laboratory is informing you of the following:

Logging on to DI / Instrument Manager	Before you log on to DI, look for the DI icon on the taskbar. If you see an active DI icon (see image below), then most likely the DI application is already running. For the image below, the active icons are "raised" or "depressed" and the inactive ones are flat.

	If the DI application is already running, then
	
	  A. If the DI application is running, but no one is logged on, and the Windows user account is NOT yours, then log off Windows immediately. Once Windows is up, log on to Windows using your own user name and password, and then log on to DI
	
	  B. If the DI application is running, but no one is logged on, and the Windows user account IS yours, then there is no need start another DI session. Just log on to the DI application that is already running
	
	Once you are done using DI, **log off** and click on the "**X**" to completely exit the application

Dconcepc 07/25/18	