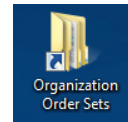


The Organization Order Sets are now available when the Intranet is not available during a Downtime or Network Outage. The Order Sets are now accessible on the 724Access Downtime Viewers in your area, by one of two options:

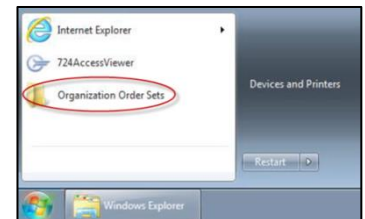
Locate a 724Access computer. It will have a red sticker on it that states DO NOT TURN THIS PC OFF.

OPTION 1: From the desktop, locate the folder names Organization Order Sets.



OR

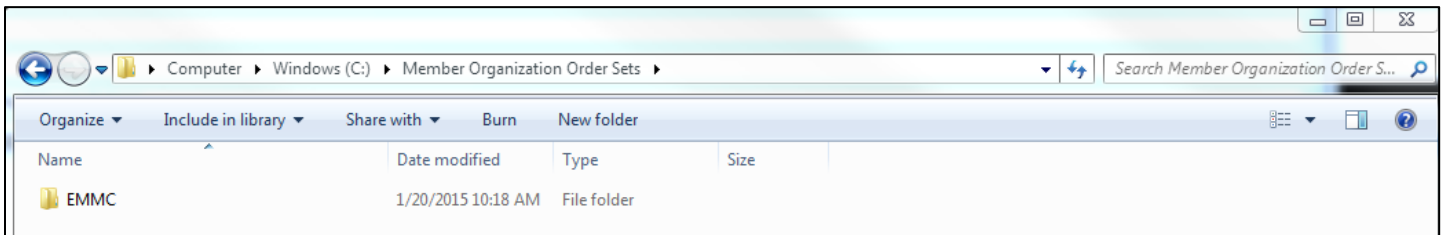
OPTION 2: From the Windows icon , locate the Organization Order Sets folder from the menu.



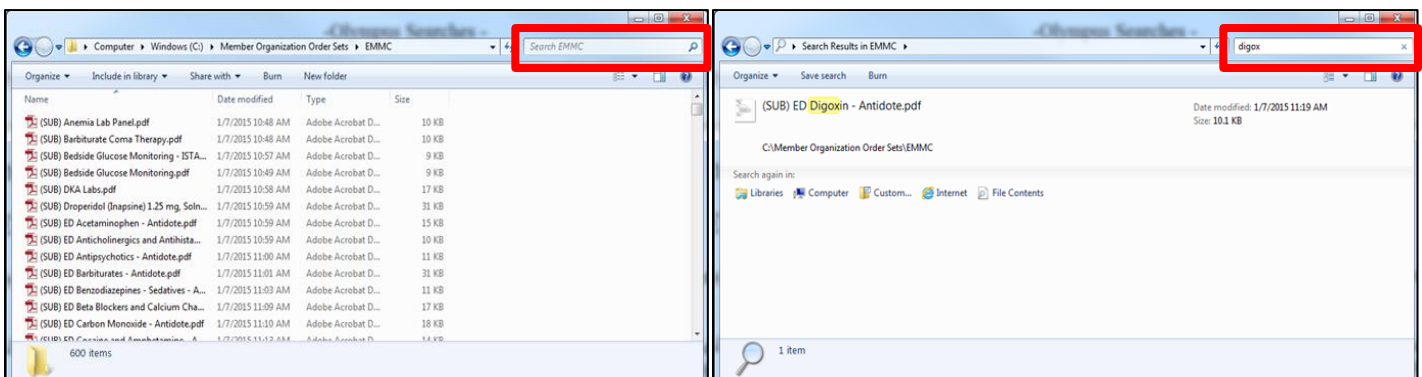
NOTE: Please use this method if the Organization Order Sets folder is not on the desktop.

After opening the folder by utilizing one of the methods above, please complete the following steps:

STEP 1: Select the appropriate Order Set.



STEP 2: Find the needed Order Set by using the search box or scrolling through the list.



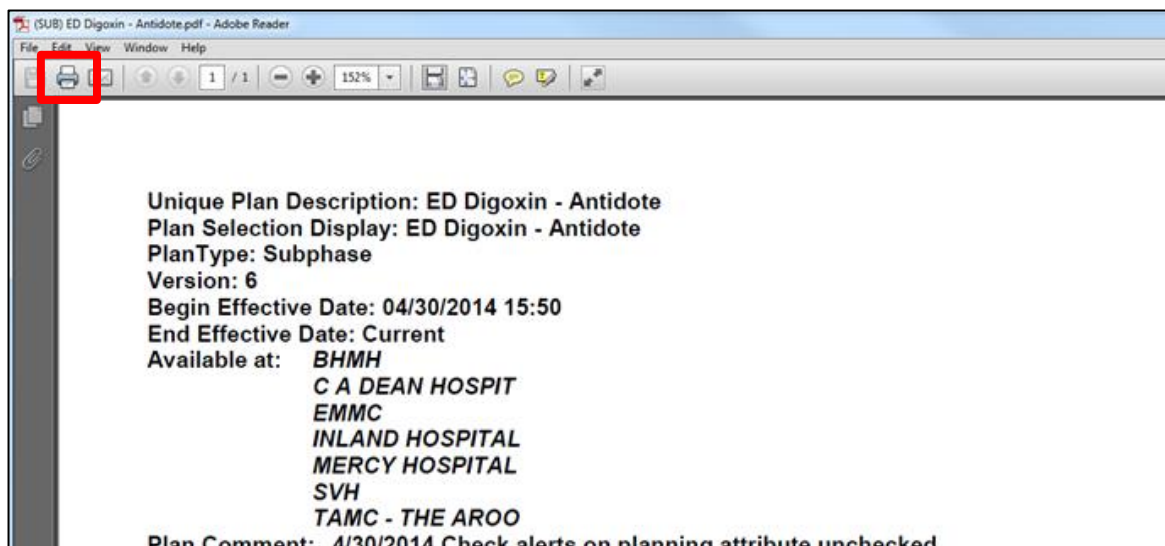
Locating Organization Order Sets During A Network Outage Downtime

June 2, 2015

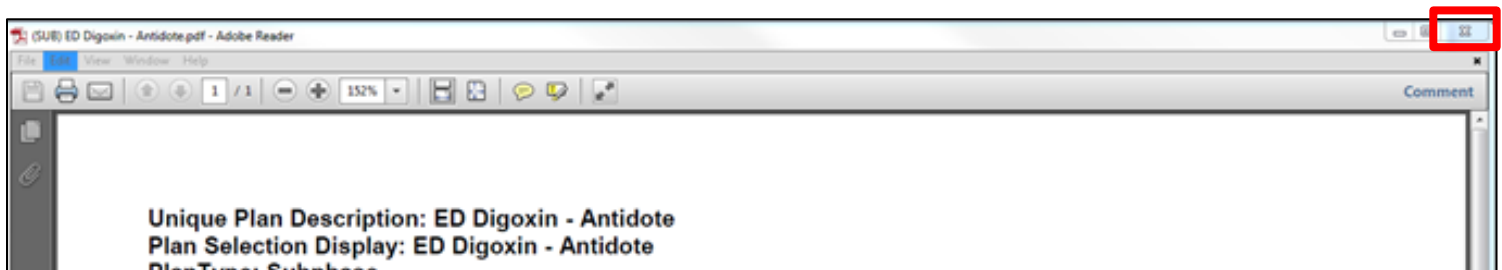
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STEP 3: Open the file by double clicking on it.

STEP 4: Click the printer icon. Printing the Order Sets will only work if the 724Access Viewer has a USB/locally attached printer when the network is down.



STEP 5: Close the PDF after printing by clicking the X in the upper right hand corner of the window.



STEP 6: Select next Order Set if needed.