



On December 11, the Member Organization's Policies and Procedures will be added to a folder on the 724 Access Downtime Viewers for easy access during a Downtime or Network Outage.

**NOTE:** These documents should only be accessed from this icon during a Downtime or Network Outage.

### Locate a 724 Access Downtime Viewer

724 Access computers have a red sticker on them that state 724 Access Downtime Viewer Please Do Not Turn Off.

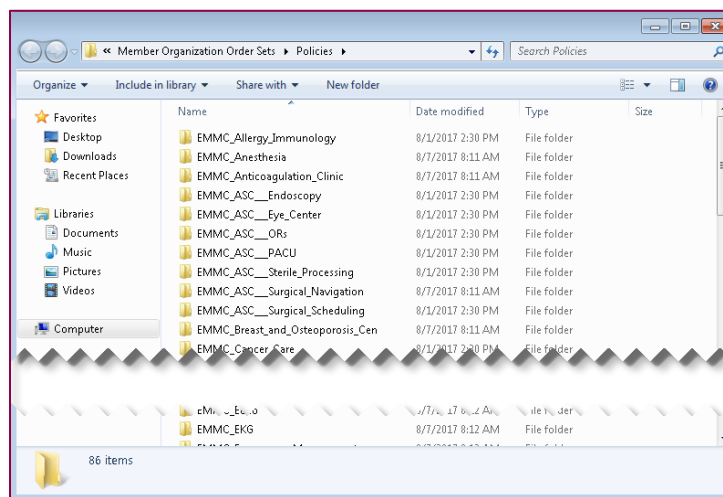
➤ Use one of the following options to locate the Policy folder.

- **OPTION 1:** From the desktop, locate the Policies folder.  Double-click to open the Policies folder.
- **OPTION 2:** From the Windows icon , locate the Policy Access Downtime Only link in the Menu.

**NOTE:** Use Option 2 if the Policy folder is not on the desktop.

➤ After opening the folder by utilizing one of the above methods, use the following steps to locate, open, and print a Policy .

**STEP 1:** Select the appropriate Policy Category and double-click to open the Policy folder. The Policies are organized alphabetically.

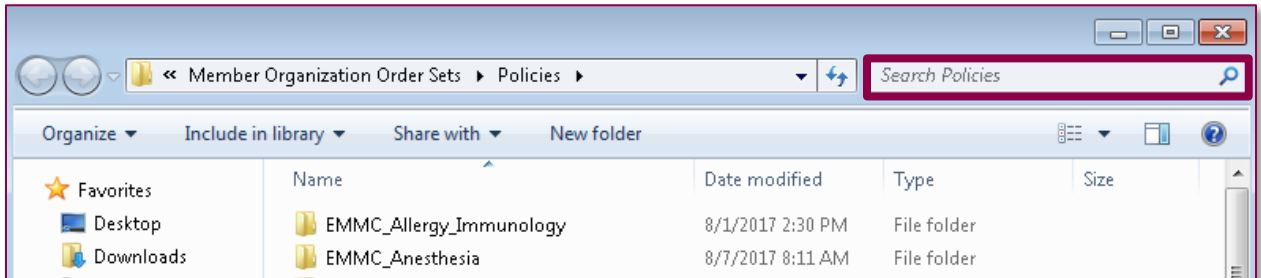


**NOTE:** The Policy folders contain the Member Organization's Policies and Procedures . A device at EMMC will open EMMC policies, VNA will open VNA policies, etc.

# Locating Policies and Procedures During a Downtime

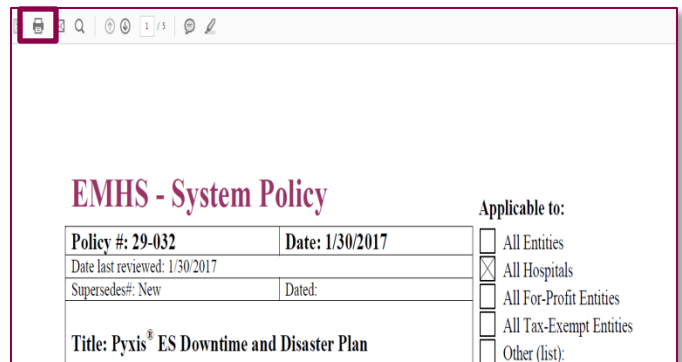
November 30, 2017

**STEP 2:** Find the desired Policy or Procedure by using the Search box or scroll through the list.



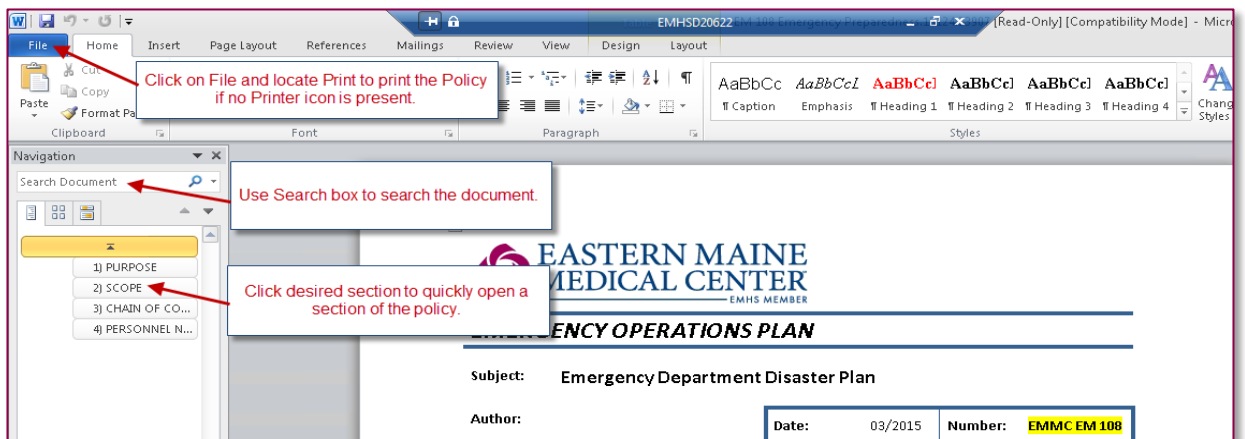
**STEP 3:** Open the document by double-clicking on it.

**STEP 4:** Click the printer icon to print the Policy, or click File and Select Print if no Print icon is visible.



**NOTE:** Printing the Policy will only work if the 724 Access Viewer has a USB/locally attached printer when the Network is down.

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



**STEP 6:** Select the next Policy or Procedure if needed.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 973-7728 or 1-888-827-7728.