

## Creating a PD Icon for Windows

**Introduction:** This procedure is intended to direct staff and users on how to create a new Practice Director Icon.

**Purpose:** The purpose of this procedure is to instruct staff or a user how to create a Practice Director Icon on a Windows computer.

**Scope:** This policy applies to all Practice Director users.

**Policy or Procedure:**

Creating Practice Director on Windows OS:

1. Open up the internet browser using Firefox. If you do not have Firefox you can use the link below to install Firefox on your computer.
2. <http://www.mozilla.org/en-US/firefox/features/>



3. In the address bar enter your office's static IP address followed by ":8443". The static IP address is located on the Practice Director server. To find the IP address you can go to the server if it is a Windows machine and open the Command Prompt. Once in the Command Prompt you will type in "ipconfig" and press enter. On the line IPv4 you will find your static IP address.
  - The Command Prompt is easy to access, there are 4 common ways:
    1. Type "cmd" in the start menu's search box and press enter.
    2. Click on Run, then type "cmd" and press enter.
    3. Click on All Programs in the start menu, click accessories and then click on Command Prompt.
    4. In Windows explorer, go to your hard drive's root and open Windows directory, from here open the system 32 directory and then scroll down until you find Command Prompt.

```
Command Prompt
Microsoft Windows [Version 10.0.15063]
(c) 2017 Microsoft Corporation. All rights reserved.

Z:\>ipconfig

Windows IP Configuration

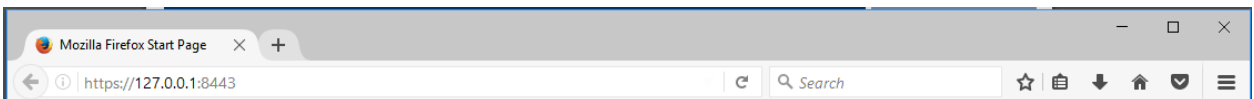
Ethernet adapter Local Area Connection 2:

    Connection-specific DNS Suffix  . : THEWILLIAMSWAY.COM
    Link-local IPv6 Address . . . . . : fe80::dd:13ee:97c0:2501%4
    IPv4 Address. . . . . : 192.168.20.78
    Subnet Mask . . . . . : 255.255.255.0
    Default Gateway . . . . . : 192.168.20.2

Z:\>
```

**\*NOTE:** If you have a Mac server this link should assist you in finding your IP address on your Mac server <http://osxdaily.com/2010/11/21/find-ip-address-mac/>

4. Once you know the static IP address you will enter it into the address field in Firefox as follows <https://###.###.###.###:8443>



5. A window will pop-up that says "This Connection is Untrusted" Please note that the IP address will be the static IP for your Practice Director Server.



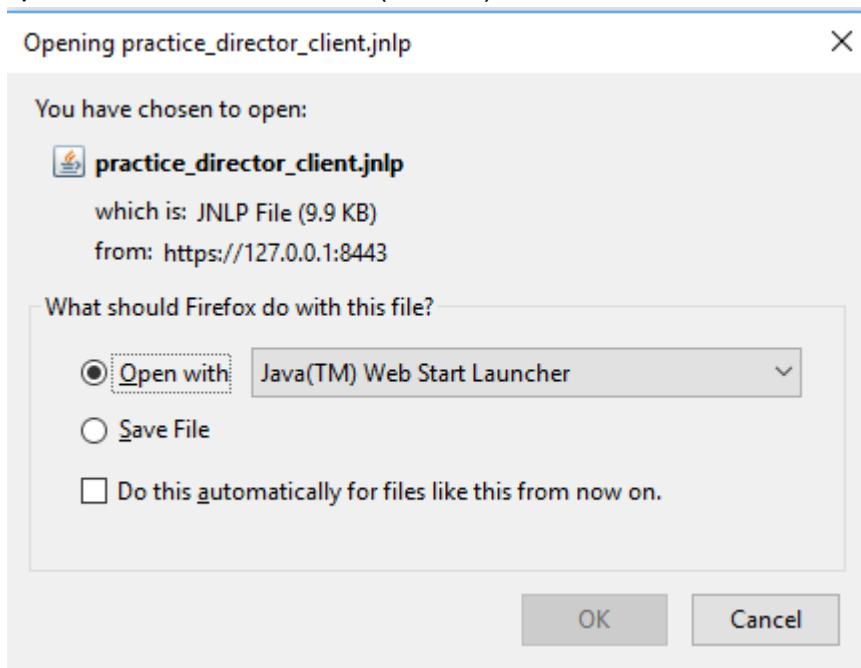
6. Select the yellow arrow next to “I understand the Risk” and select the Add Exception button.



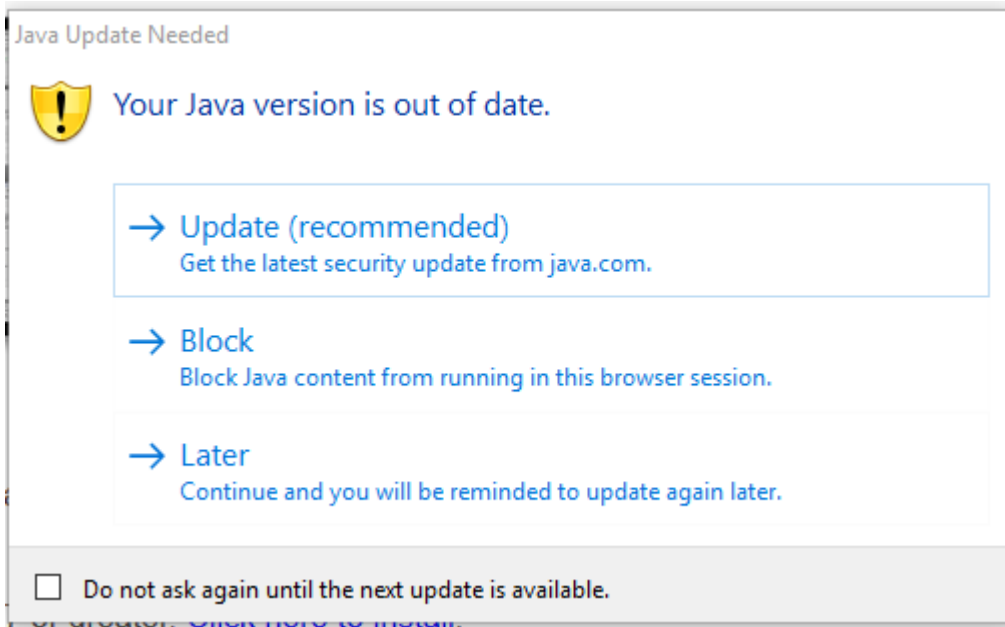
7. Now you will want to select the blue Launch Practice Director EHR button on the bottom of the screen



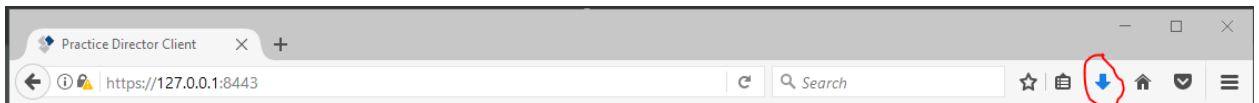
8. When the Open practice\_director\_client.jnlp window comes up leave it set to Open with Java Web Start (default) and select OK.



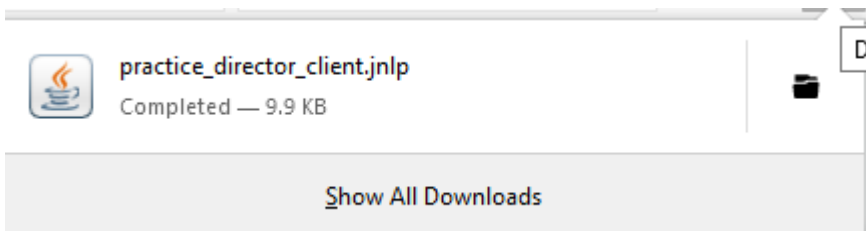
9. Next you may get a warning window as pictured below will pop up. Please select the box next to “Do not ask again until the next update is available” and click on Later.



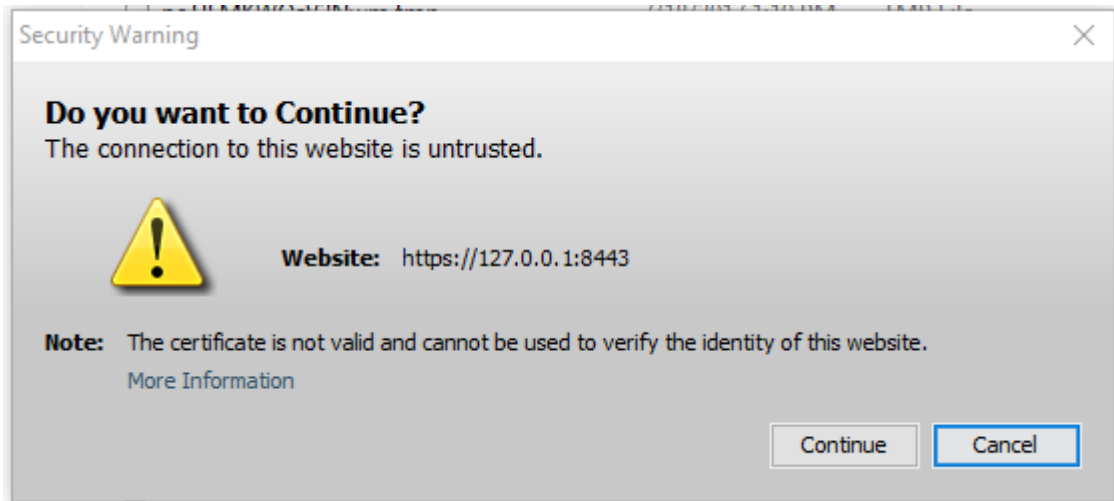
10. Than you will want to select the down pointing arrow above, it should be blue.



11. In there you should see a download called practice\_director\_client.jnlp.



12. The Window wanting you to update Java may pop up again, and you will just need to do the same thing from step 9. What you should see on the screen is a short Java loading Window and then a “Do you want to Continue?” Window. In this window you will select Continue.



13. You will see a Java loading page and then another downloading/verifying page. This will be followed by the login screen coming up and the icon appearing on the desktop.

