

Logging into VDI

Logging into VDI – Practice Using the Soarian TRAIN Environment

1. Double click the 'VMware Horizon client' icon on your desktop. If you do not have it, contact the Help Desk to have it installed.



2. Double click the VDI server 'vdi.uhhospitals.org'.



- 3. Enter your Username and Password.
- 4. Select Login.





😇 Login		• X
vmware Horizor	n	P ColP
	-	
Server:	🏠 https://vdi.uhhospitals.org	
User name:	1]
Password:]
Domain:	UHHS]
	Login	Cancel

- 5. Double click the VDI icon 'Desktop Pool".
 - Note: Your Desktop Pool icon may indicate Desktop Pool A, or B, or C.
 - After logging in with your Username and Password, you may not see the Desktop Pool icon.
 - $\circ~$ If you do not see the Desktop Pool icon, go to Step #6.



- 6. The VDI environment will load a virtual desktop.
- 7. Select **OneUH Soarian TRAIN** icon from your desktop.



If the OneUH Soarian TRAIN is not on your desktop

- o From your desktop, double-click the Shortcuts Repository folder
- Scroll down to **OneUH Soarian TRAIN** and double-click

Organize - New folder				
- Equaritar	Name	Date modified	Туре	Size
Pavoittes	E MyApps	//2/2014 4:36 PM	Internet Shortcut	T KR
Desktop	😭 OneUH Soarian TRAIN	6/1/2018 2:21 PM	Internet Shortcut	1 KB
Downloads	S ONC	8/1/2018 1:30 PM	Shortcut	2 KB
Pavointes - Shortcut	🔊 Optical	9/2/2014 8:44 AM	Shortcut	2 KB
Bosont Places	🄊 Optilink	1/30/2018 7:26 AM	Internet Shortcut	1 KB
S Recent Flaces	Part Oracle Applications	7/6/2017 2:54 PM	Internet Shortcut	1 KB
1 librarios	👼 osk - Shortcut	4/9/2015 11:03 AM	Shortcut	2 KB
	Parma Intranet Homepage	1/30/2018 7:27 AM	Internet Shortcut	1 KB
Music	🔊 Parma Midas	8/27/2018 11:35 A	Internet Shortcut	1 KB
 Music Dictures 	だ Patient Keeper	1/11/2017 3:36 AM	Internet Shortcut	1 KB
Videos	🔊 Patient Wait Time Web Portal	4/6/2017 9:49 AM	Internet Shortcut	1 KB
S videos	🔊 PeerVue	7/15/2015 3:34 PM	Internet Shortcut	1 KB
Commuter	Philips Device Control Center	7/16/2015 2:59 PM	Shortcut	3 KB
Computer	靋 Physician Portal	12/24/2013 10:42	Shortcut	2 KB
A Naturali	PointClickCare	7/19/2018 11:40 A	Shortcut	2 KB
Network	M Precision.BI	7/16/2015 10:29 A	Shortcut	3 KB
	H Presentation Center Designer	1/30/2018 7:37 AM	Shortcut	3 KB
	📩 Sante DICOM Viewer 8	1/26/2015 11:28 A	Shortcut	2 KB
	🭠 Schedule Me Now	10/25/2017 12:15	Internet Shortcut	1 KB
	E ScheduleView	9/2/2014 8:44 AM	Shortcut	2 KB
	🔊 Seidman Hill-Rom Smart Client	8/20/2015 10:26 A	Internet Shortcut	1 KB
	ShiftWise Vendor Management System	11/12/2015 10:57	Internet Shortcut	1 KB
	SigCapture	9/2/2014 12:22 PM	Shortcut	2 KB
	🌮 Soarian EDM	6/15/2018 10:44 A	Internet Shortcut	1 KB
	🌌 Soarian Test	12/10/2018 10:31	Pinned Site Shortcut	1 KB
	Soarian Train	12/10/2018 10:31	Pinned Site Shortcut	1 KB
	SoftVisor SHARED@COMMON	6/18/2014 1:26 PM	Shortcut	3 KB
	🔊 SOZOHub	8/23/2018 11:29 A	Shortcut	2 KB
	🐮 Spheris Clarity	6/22/2015 10:08 A	Shortcut	2 KB
	SSMT	9/2/2014 12:22 PM	Shortcut	2 KB

8. Login to the training environment using the training login i.e., username cyellow1, and password for the week.

Week of:

Username: cyellow1

Password: The password will change weekly:

1/7/2019	Spring07
1/14/2019	Spring08
1/21/2019	Spring09
1/28/2019	Spring01
2/4/2019	Spring02
2/11/2019	Spring03
2/18/2019	Spring04
2/25/2019	Spring05
3/4/2019	Spring06

New Password

4	Job Aid

3/11/2019	Spring07
3/18/2019	Spring08
3/25/2019	Spring09
4/1/2019	Spring01
4/8/2019	Spring02
4/15/2019	Spring03
4/22/2019	Spring04
4/29/2019	Spring05
5/6/2019	Spring06
5/13/2019	Spring07
5/20/2019	Spring08
5/27/2019	Spring09
6/3/2019	Spring01
6/10/2019	Spring02
6/17/2019	Spring03
6/24/2019	Spring04
7/1/2019	Spring05
7/8/2019	Spring06
7/15/2019	Spring07
7/22/2019	Spring08
7/29/2019	Spring09
8/5/2019	Spring01
8/12/2019	Spring02
8/19/2019	Spring03
8/26/2019	Spring04

Spring05
Spring06
Spring07
Spring08
Spring09
Spring01
Spring02
Spring03
Spring04
Spring05
Spring06
Spring07
Spring08
Spring09
Spring01
Spring02
Spring03
Spring04
Spring05
Spring06
Spring07
Spring08
Spring09

Logging off – Soarian Financials and VDI

At the end of each session, log out of Soarian Financials by selecting Log Off in the upper right hand corner.

Cerner Soarian [4.2.300]	'RAIN] - Soarian Test		
Data may not align cor	rectly when the browser is zoomed. Recommended browser zoom is 100%.		
Cerner Sands, Nadins L Home Page			
Home Page	Worklists	Tasks	
	Enhanced WorkLists Ø Refresh	Primary	
	You have no worklists.	Charge Batch Entry	
		Move Charges	
		Provider Accounting Home Page	
		Revise Encounter Details	
		Revise Patient	
		Treatment Series Charge Entry	
		View Encounter Details	
		View Patient	
		Submitted Charge Batch Utility	
		Add/Revise Person	
		Bed Management Workstation	
		Cancel Check-Out	
		Cancel Encounter	
	Standard Worklists	Secondary	
	Charge Error Worklist	Print Encounter Artifacts	
	Unattended Encounters Worklist	Clear Quote	
	Automatically Terminated Payment Agreement Worklist	EDI Access Center	
	Balance Transfer Error Worklist	Appointment Management	
	Census Worklist	Scheduling Administration	
	Completed Encounters Worklist	Scheduling Interface Log Tool	
	Contract Qualification Worklist	Scheduling Output Log Tool	
	Delinquent Payment Agreement Worklist		
	Encounter Billing Exception Worklist		
	Encounter Insurance Verification Worklist		
	Encounter Prep Worklist		
	Encounter Status Update Worklist		
	Encounters By Health Professional Worklist		
	Encounters By Insurance Allocation Worklist		
	Encounters By Patient Worklist		
	Encounters In Progress Worklist		
	Encounters With Incomplete Insurance Worklist		
	Guarantor Adjustment Error Worklist		
	Guarantor Rec. Held From Collection Activity Wklst		
	Guarantor Receivable Credit Balance Worklist		

To log off VDI

- Select **Options** at the top of your screen
- Select Disconnect and Log Off



Please submit any questions or concerns to OneUHTraining@UHhospitals.org