

# StoreFront User Guide

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If you currently access Munson-hosted applications (including PowerChart, eClinicalWorks, Aria, NextGen and others) there is a brand new way to access these applications called Citrix StoreFront. StoreFront will be replacing all of the current methods of accessing Munson applications including both services.mhc.net and nfuse.mhc.net.

The current methods of accessing Munson applications (Services and/or Nfuse) use Citrix software. StoreFront is also a version of Citrix, but it is a newer technology designed to work on more devices and, most importantly, provides faster connection speeds and consistency regardless of the device you are using (computer, iPad, etc.).

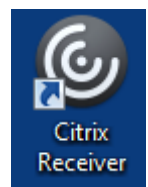
Whether you are in your office, accessing remotely from home, or on-site at a Munson Healthcare hospital, you will see the same desktop interface, icons, and even favorites.

## Upgrading to StoreFront

For most users the StoreFront upgrade will be rolled out to your location/department by Information Systems. For home/remote users the upgrade will need to be downloaded and installed. There are installation instructions in the How-To Documents area of the Intranet, or you can contact the Help Desk at 231-935-6053 or [helpdesk@mhc.net](mailto:helpdesk@mhc.net).

## Opening StoreFront

Once the upgrade is complete, you will see an icon on the desktop titled “Citrix Receiver”. Double-click this icon to open StoreFront and gain access to your Munson applications.

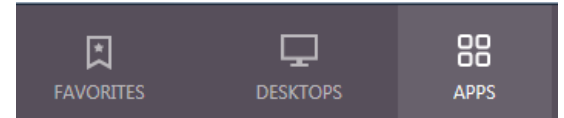


## StoreFront Navigation

Once StoreFront is open, you will see a window with several options for navigation. There are toolbars, icons grouped by category, and an entire page of every Munson application to which you have access.

## Toolbar

There are three main buttons at the top of the window.



- **Favorites** – Contains shortcuts to your favorite Munson applications.
- **Desktops** – Contains a link to Munson’s remote desktop.
- **Apps** – Contains a list of all Munson applications to which you have access.

## Groups

All Munson applications are grouped into four main categories. You will see these large areas located under the Toolbar at the top of the window. The groups you see and the icons located in the various groups depends on your access. To access a group click on it. You can scroll through the groups using the arrow icons on either side of the window.



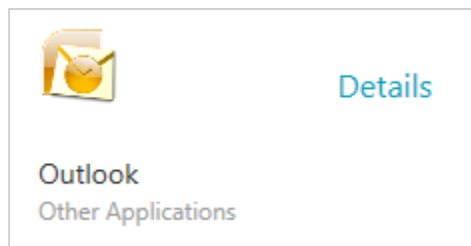
- **Clinical** – Clinical application shortcuts including Powerchart, eClinicalWorks, and NextGen.
- **User Tools** – Shortcuts to commonly used programs including Kronos and Outlook.
- **Admin Tools** – Administrative application shortcuts for those users with access including Remote Viewer and SCCM Console.
- **Office** – Shortcuts to your favorite Microsoft Office programs including Outlook and Excel.

**Important!** The groups and icons that you see depends on your level of access. If you feel that you are missing a program icon, contact the Help Desk.

## Launching the Applications

To open an application **click once on the icon** for the program. You will see the icon image being to spin and the program will open after loading. Once you are in the application it should work the same as before the StoreFront upgrade.

For more information on an application or to add it to your favorites, click on the “Details” link next to the icon.

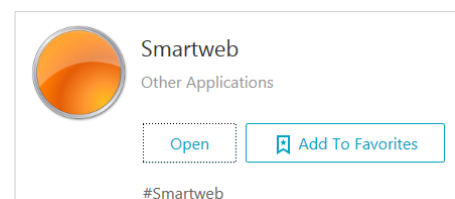


## Favorites

Any icon that you use on a regular basis can be added to your Favorites window. This way you can go directly to your Favorites anytime for quick access to the programs you use most often.

### To add to Favorites:

1. Locate the program icon
2. Click the **DETAILS** link
3. Click the **ADD TO FAVORITES** button



### To remove from Favorites:

1. Locate the program icon
2. Click the **DETAILS** link
3. Click the **REMOVE** button