

## ERGONOMICS ONLINE ORDERING: QUICK REFERENCE GUIDE

This guide provides an overview of specific policies and topics related to using the Ergonomics application to purchase computer equipment for use on the Mass General Brigham network.

### 1 ACCESSING THE ERGONOMICS APPLICATION



On a **Mass General Brigham workstation**: Go to Applications > Ergonomics

On the **Internet**: Go to <http://web01.ergogroup.com/Mass General Brigham/index.cfm>

1. **User Login** – Allows purchasers to view pricing information, order equipment, and save orders as a quote. An Ergonomics account (*acquired through training*) is required for this level of access.
2. **Catalog (view only)** – Allows all employees to view items available for purchase. Does not include pricing.

### 2 ACCOUNT SETUP

Use your **Mass General Brigham User Name** to log on to the Ergonomics site. Once training is completed, you will be given a temporary password. It is recommended that you change your password immediately.

#### Password Change Instructions

1. On the top left of the main screen under your information, click **Edit Profile**.
2. Delete the ●●●● listed in *both* password fields.
3. Type a **New Password** in both password fields, and then click **Save Information**.

#### Password Requirements

- Passwords must be fewer than 10 characters and may contain any combination of letters or numbers.
- Your Ergonomics password does not sync with your Mass General Brigham Password.
- Ergonomics passwords do not expire; passwords and user names are case sensitive.

### 3 APPLE PRODUCTS

Apple products are not purchased in the Ergonomics system. You can find information on how to order Apple products on the Mass General Brigham Research Computing website:

<https://rc.Mass General Brigham.org/>



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### 4 ALLOCATING ITEM(S) TO MULTIPLE COST CENTERS

On the **Order Form**, you are required to enter the **Business Unit**, **Cost Center** (or Grant) and **Account**. If applicable, enter the **PeopleSoft Project #**, or **Physician ID**.

#### Splitting cost by percentage

To split costs over two or more Cost Centers, Grants, or Capital Projects click on the plus sign in the “Cost Center Information” section.

- Additional cost center fields will appear. Enter the percentage allocated for each cost center.
- Percentages by item display on the page. You can also allocate by a specified percentage (e.g. 50% to one cost center and 50% to another)

### 5 WIRING & JACK OPTIONS

On the **Device Work Order**, choose from three possible combinations to indicate the type of wiring needed:

<b>Port Activation Jack Not Live</b>	A jack exists, but the port is not active. If you cannot test the port or are unsure, select this option. Be sure to include the Jack ID. If you select this option, a technician will come to activate the port. There is a cost associated with this service.
<b>None Jack Already Live</b>	If you can connect a computer and access the Internet, the port is active. No Jack ID entry is required.
<b>Cabling/Port Activation No Jack</b>	There is no jack where the computer will be set up. If you select this option, a technician will come to install a jack and activate the port. There is a cost associated with these services.

### 6 FAQs

- **What if I forgot my Ergonomics password?**  
Contact the Digital Service Desk.
- **What if I have 2 items going to different hospital locations?**  
It is recommended that you enter each item as a separate order.
- **How do I cancel an order?**  
Contact the Digital Service Desk.
- **What if I am unable to find an item?**  
Email Jennifer Burns, [Jennifer.Burns@ergogroup.com](mailto:Jennifer.Burns@ergogroup.com) or Paul Capodilupo, [Paul.Capodilupo@ergogroup.com](mailto:Paul.Capodilupo@ergogroup.com)

For assistance, please contact the **Digital Service Desk at 857-282-Help (4357)** or open a ticket on the **Digital Service Hub** at [www.massgeneralbrigham.org/isservicehub](http://www.massgeneralbrigham.org/isservicehub)