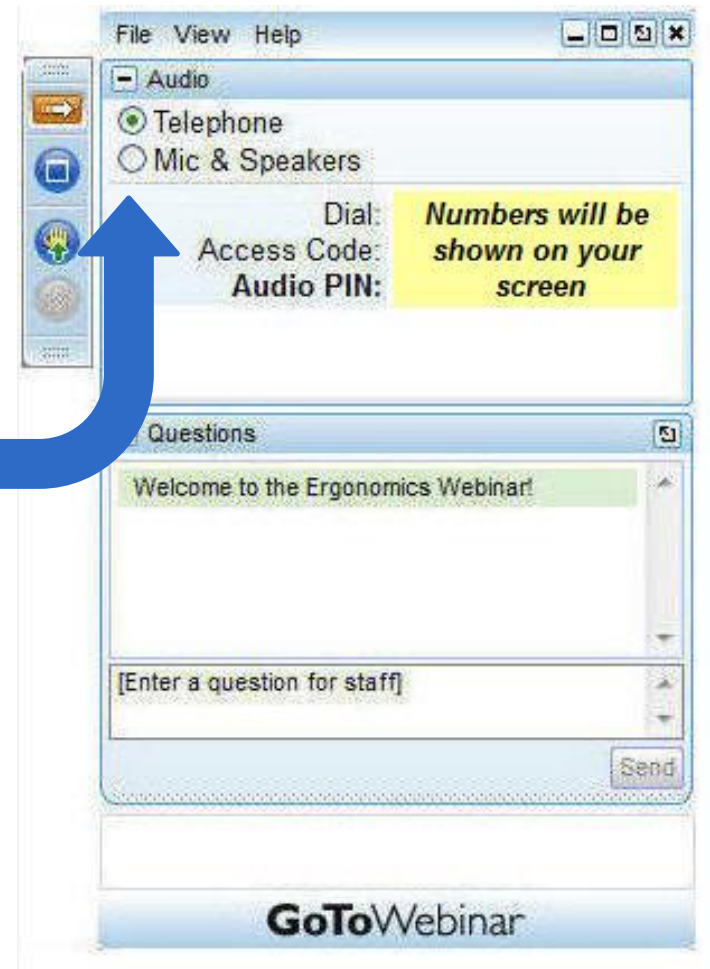


Welcome to Ergonomics!

The webinar will
begin shortly:

Please connect to audio by
choosing **Telephone** or
Mic & Speakers.

If you cannot hear audio,
choose Telephone and dial in
using the numbers shown on
your screen.





Your Facilitator

Information Systems Training



Joan Swift

During the webinar:

- ❖ Please refrain from using **Email**
- ❖ Close other **Applications** windows
- ❖ Close other **Internet Explorer** pages

This will help minimize connectivity and audio issues.

Thank you

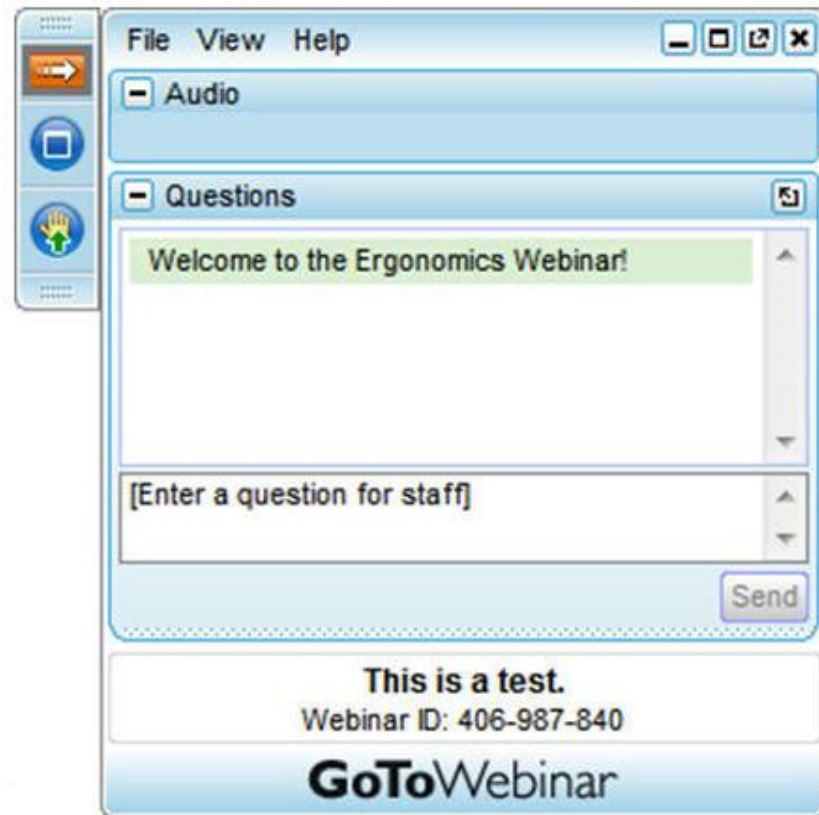
Control Panel Features

Show/Hide Control Panel →


View in Full Screen Mode →

Raise Hand →

Ask a Question →



Reference Guides



PARTNERS HEALTHCARE | FOUNDED BY BRIGHAM AND WOMEN'S HOSPITAL AND MASSACHUSETTS GENERAL HOSPITAL | **Information Systems TRAINING**

ERGONOMICS: QUICK REFERENCE GUIDE FOR DEPARTMENT PURCHASERS

This guide provides an overview of specific policies and topics related to using the Ergonomics application to purchase computer equipment for use on the Partners Network.

1 PHS PURCHASING SYSTEMS

There are three ways to order computer hardware, software, and related office supplies:

- **Ergonomics Ordering** – Used to purchase computer hardware
- **PHS Software Intranet Site** – Used to look up computer software information
Access at <http://is.partners.org/desktopdev/NEWWEB/content/SAMSITE/index.htm>
- **eBuy** (located in PeopleSoft) – Used to purchase office and medical supplies and place software orders

2 ACCESSING THE ERGONOMICS APPLICATION

On a **Partners Workstation**: Go to Partners Applications > Ergonomics
On the **Internet**: Go to <http://web01.ergogroup.com/partners/isdex.cfm>

- **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.
- **Catalog (view only)** – Allows all employees to view items available for purchase. Does not include pricing.

3 ACCOUNT SETUP

Use your Partners User Name to log on to the Ergonomics site. Once training is completed, you will be able to:

- Order software usage; select one or more applications operating systems
- The EA license is auto selected. This includes Microsoft Office 2007 products. There is no charge for this.

Note: Every new device comes with a Desktop Software License. When replacing a device, the license will carry over using device information entered in Work Order Form.

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Quick Reference Guide

Reference Guides

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Quick Reference Guide

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ERGONOMICS: ALLOCATING COSTS

This document provides Ergonomics purchasers with general guidelines for selecting accounts when ordering computer equipment. Purchasers should confirm specific account numbers with their Director, Manager, or Finance based on their department's budget.

When you review your shopping cart and "check out", the Cost Center Information screen will display:

* Display Required Fields		Cost Center Information			
* Business Unit	* Account	* Cost Center	PeopleSoft Project #	Physician ID	Percent
(ix)0100		EXP1234	Grant or Capital ID		(ix)100.00

1 BUSINESS UNIT

Each hospital has a unique 4-digit Business Unit number. A Business Unit is required for all orders. A few examples are:

MGH - 1200 BWH - 2200 PHS - 0100 BWFH - 2810 NSMC - 3100 NWH - 4100

2 ACCOUNT, COST CENTER, & PEOPLESOFT PROJECT

Orders under \$5,000

- Account numbers are based on Operating Codes (for orders under \$5,000) and Capital Codes (for orders over \$5,000). An Account number is required for all orders.

Choose an Account number that fits with the description of the items being purchased:

Account	Description
---------	-------------

- A Cost Center is required for all orders. In most cases, it will be your department's cost center (e.g., PH1234, MG4567), except as noted below.
- If you are charging to a Research Grant or Sundry Fund #, enter it in the PeopleSoft Project # section and use cost center 00000.

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Allocating Costs

- Objectives
- Two Step Approval Process
- Place & Track an Order
 - Multiple Items
 - Two cost centers
- Account Setup & Support



Learning Objectives

At the end of this training, you should be able to:

- Locate the desired computer equipment using the Ergonomics application
- Place an order using the Ergonomics application



What is Ergonomics?

Ergonomics:

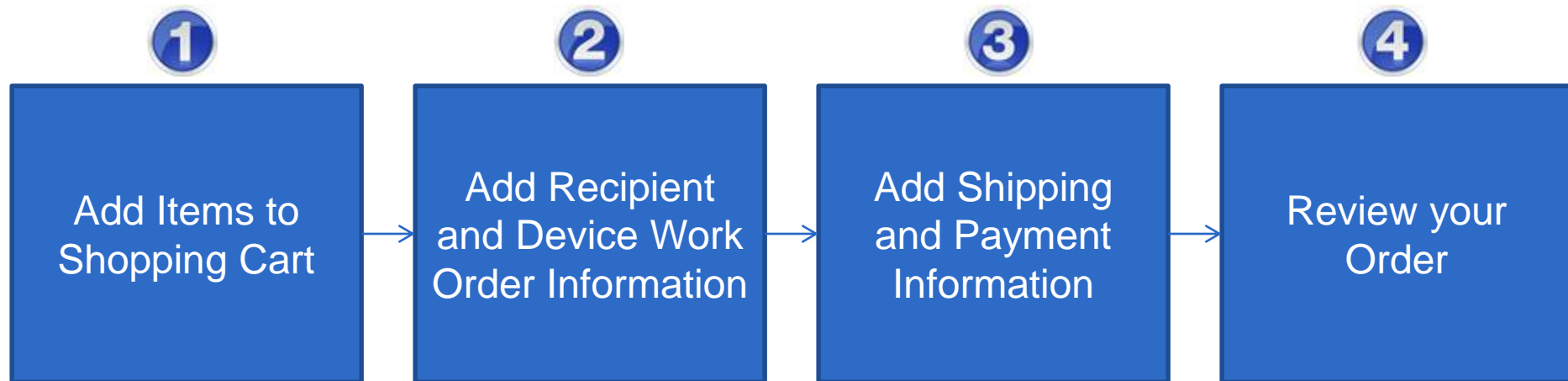
- Web-based application
- Purchase computer hardware
 - Standard desktop, laptop, printer, other computer-related equipment.

Ergonomic Group (EGI):

- Third-party vendor
- Manages application & fulfills orders



Online Shopping Cart



Order Flow: Approval

Submit Order
Online



Materials
Management



IS Customer
Service



Ergonomics



Order Flow: Approval

Submit Order
Online



Materials
Management



IS Customer
Service



Ergonomics



PC/Laptop purchases must meet one of the following requirements:

- The PC/Laptop is on the upgrade lifecycle list.
- The purchase is part of a budgeted project.
- The purchase is for a new employee.

If approved, the order will go to IS Customer Service for review.

If not, the order will be rejected.



Remote Access

- VPN
 - Limited applications
 - No fee

- GoToMyPC
 - All applications
 - Annual fee



Secure

Supported

Setup



Apple Products

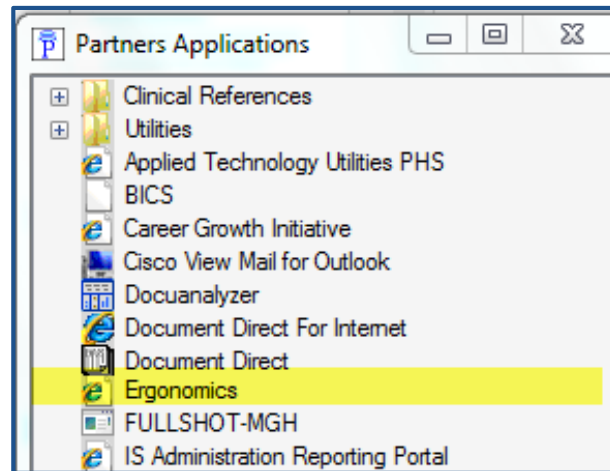


<https://rc.partners.org/>

Research Computing

Two Ways to Access

1 Partners Applications > Ergonomics



2 On the Internet:

<http://web01.ergogroup.com/partners/>



Questions?



Any
questions?

Post-Class Support

Quick Reference Guide

- Contains topics covered in class
- Reset Password
- Cancel an Order

PARTNERS HEALTHCARE		FOUNDED BY BIRGHAM AND WOMEN'S HOSPITAL AND MASSACHUSETTS GENERAL HOSPITAL	Information Systems TRAINING
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3. ACCOUNT SETUP			
Use your Partners 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			
<ol style="list-style-type: none">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 and Login Tips			
<ul style="list-style-type: none">• Passwords must be fewer than 30 characters and may contain any combination of letters or numbers.• Your Ergonomics password does not automatically synchronize with your Partners Password.• Ergonomics passwords do not expire; passwords and user names are case sensitive.			
4. SOFTWARE OPTIONS FOR DESKTOPS AND LAPTOPS			
For a New and Replacement Workstations:			
<ul style="list-style-type: none">• Under Software Image, select one image (choose applicable Operating System)• The EA license is auto selected. This includes Microsoft Office 2007 products. There is no charge for this.			
Note: Every new device comes with a Desktop Software License. When replacing a device, the license will carry over using device information entered in Work Order Form.			
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Post-Class Support

1. Ergonomics Account Managers
 - Questions about a specific product
 - Unable to find an item
2. Ergonomics Support Site
<http://istraining.partners.org/ergo>
3. Report all other issues to your IS Service Desk

Account Setup

- Your Ergonomics account will be setup after today's session:
 - Allow 1 business day
 - You will be notified by e-mail when your account is ready
 - Distribution List

