STAR 2000™

MCKESSON
Empowering Healthcare

ALLSTAR SIGNON USER'S GUIDE

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Preface

This *ALLSTAR SignOn User's Guide* provides detailed steps and information for using ALLSTAR SignOn with all STAR 2000™ applications.

How To Use This Manual

This manual is designed to be a user guide with step-by-step procedures to aid you in performing functions. Each chapter of the manual has the following components, when applicable:

- Introduction

- Field Explanations

- Checklist

- Quicksteps

- Procedure

- Impact

INTRODUCTION
Each chapter has an introduction that explains the function in general terms, along with specific information you need to know that is not included in the procedure. The introduction may also tell you how the chapter is organized and whether there is any documentation you can refer to for more information about the function.

FIELD EXPLANATIONS
Function screen examples are provided, along with explanations of each field on the screen. The explanations include detailed information about prompts and the impact of entries you make in the field. In addition, a coded field explanation provides specific information about the field length, the type of entry, and requirements for entering data. Explanations of each field are also provided in the procedures. See "Conventions & Field Explanations" on page iv for a complete explanation of the coded field explanations.

CHECKLIST
Procedures often require you to perform other tasks before beginning. When necessary, a checklist of required tasks is provided.

QUICKSTEPS
Each procedure is immediately preceded by a section called Quicksteps. Quicksteps provides the procedure in quick steps, without any screens, error messages, or prompts. This enables experienced users to quickly refresh their memory on a procedure.

PROCEDURE

The Procedure section gives you the step-by-step method for performing the function and includes screens, prompts, error messages, and the functional impact of each step.

IMPACT

The Impact section provides information on the results of performing the procedure. This includes the functional results as well as the impact on other parts of the system, including other modules and other STAR applications.

Conventions & Field Explanations

CONVENTIONS

This *User's Guide* uses certain conventions to present step-by-step instructions and other information. The conventions are as follows:

1.	Numbers precede the steps you must follow. The steps are numbered consecutively.
bold	All keys that you press or items you type are in boldface type to make them easy to see.
•	This symbol precedes items in a list.
•	Bullets precede instructions that have only one step. Steps within steps are also preceded by a bullet.
—	A dash indicates a choice of actions at a certain point. When you see a dash (—), you know that you can choose between two or more available options.
Italic	Prompts and system messages are offset from the text and printed in italic characters. Look for these words on your screen.
Select	The word Select indicates a series of actions or an action that can be performed in several ways. For example, the phrase *Select the patient from the Master Patient Index* means: *Perform the various steps necessary to display a patient from the Master Patient Index*.
Enter	When you are told to enter text in a step, the step includes pressing the ENTER key. For example, *Enter the date* means: *Type the date and press ENTER.*
Field Names	Field names are shown in initial capital letters.

Documentation Conventions

Documentation for McKesson's STAR 2000™ line of products follows these conventions:

Revisions
Text revisions are indicated by a change bar in the left margin. Paragraphs that contain grammatical changes that do not affect content are not marked.

Canadian Documentation
This volume may include documentation for Canadian users of this product. Complete sections of Canadian text are identified by "CN" and "CN Only."

Key Names
Named keys, such as SHIFT, CTRL, ALT, and ENTER, are displayed in this document in uppercase (capital) letters. A symbol key is written as text in this document followed by the symbol in parentheses, such as hyphen (-) and asterisk (*).

Key Chords
Key chords are key entries that require you to hold down one or more keys (typically, CTRL, ALT, or SHIFT) before pressing another key. In this document, key chords are displayed as the names of each key in the chord separated by a hyphen (-) (for example, CTRL-ALT-DEL).

Enter
ENTER is a key on a computer keyboard used to complete an entry on a STAR system. (This key may also be referred to as NEW LINE or NL in the STAR system.)

Data Entries
Letters or words you enter in response to the system are displayed in **bold** letters in this document. For example: Enter **Y** for Yes or **N** for No.

Selecting an Entry
This document often instructs you to "select an entry." The method you use to select an entry depends on whether you are using STAR from a terminal or IBM-compatible personal computer. Entry methods include:

- Entering the option number
- Using your arrow keys to highlight the option and pressing ENTER
- Clicking on the option using a mouse or other pointing device (PC only)

For more information about these options, see the *General Information Volume*.

Prompts
System prompts are displayed at the bottom of many STAR screens when the system requests an entry or displays a message. In this document, these prompts are indented and the text italicized, as shown in the following example:

Enter patient name--

Field Characteristics
STAR product documentation provides field explanation codes, in addition to a narrative description for each field on a screen. These codes display the maximum length of your entry in the field, the type of entry you make in the field, and whether the field is required. This information displays in the following format:

- DISPLAY ONLY for a field you cannot edit.

- For X-YY-Z field types, where:

    - X is the maximum number of characters permitted in the field:

        - P for a field length determined by a Parameter

        - T for a field length determined by a Table

        - U for a field having an Undefined length

    - YY is the type of entry technique permitted in the field:

        - A for Letters only

        - AC for Letters and Punctuation only (no numbers)

        - AN for Numerals and Letters only (no punctuation)

        - C for Characters (including punctuation)

        - N for Numerals only

        - NC for Numerals and Punctuation only (no letters)

    - Z is the requirement indicator of the field:

        - C if an entry is Conditionally required or optional

        - O if an entry is Optional to complete the function

        - R if an entry is required to complete the function

            NOTE: Facilities can designate that certain fields be Required. STAR product documentation does not display R for fields designated as Required by a facility.

    - For YY-Z field types, where YY is:

        - DATE for a field subject to the date entry conventions described in the *General Information Volume.*

        - SPECIAL FORMAT for a field having data entry requirements not conforming to standard format. The field definition contains the specific data entry requirements for the field.

        - TABLE LOOKUP for a field that enables you to select from a displayed table. See the *General Information Volume* for more information regarding this entry technique.

        - TIME for a field subject to the time entry conventions described in the *General Information Volume.*

For use of the Z position in this format, refer to the explanations for Z under X-YY-Z.

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INTRODUCTION

ALLSTAR SignOn for systems with MultiSTAR automatically signs you on to the STAR application you use every day. ALLSTAR SignOn eliminates a double sign-on process – once to sign on to the operating system, and then to sign on to your STAR application. You need only sign on to the operating system; ALLSTAR SignOn does the rest. ALLSTAR SignOn also enables users who work with multiple applications to select the one they want to access when they sign on.

This manual is organized to provide you with the simple sign-on procedure, in addition to information for maintaining ALLSTAR SignOn. The table below shows suggested and optional reading for users with different needs.

WHICH CHAPTERS DO I NEED TO READ?

Information provided in this manual includes maintenance information that is not necessary for all users to know. The table following indicates chapters you need to read, depending on your needs and whether you are a MultiSTAR user or a STARBASE user (on a system with both STARBASE CPUs and MultiSTAR CPUs):

for MULTISTAR

Type of User	Suggested Reading	Optional Reading
Single-Application	"Chapter 3 - SIGNING ON"	"Chapter 1 - GETTING STARTED" and "Chapter 2 - TERMS AND CONCEPTS"
Multi-Application	"Chapter 2 - TERMS AND CONCEPTS" and "Chapter 3 - SIGNING ON"	"Chapter 1 - GETTING STARTED"
System Maintenance	"Chapter 1 - GETTING STARTED" "Chapter 2 - TERMS AND CONCEPTS" "Chapter 3 - SIGNING ON" "Chapter 4 - MAINTAIN SIGNON FOR EMPLOYEES" "Chapter 5 - MAINTAIN SIGNON FOR PHYSICIANS" "Chapter 6 - ALLSTAR SIGNON REPORTS"	

for STARBASE

Type of User	Suggested Reading	Optional Reading
STARBASE Users	Product Reference Guides	"Chapter 1 - GETTING STARTED" and "Chapter 2 - TERMS AND CONCEPTS"

Administrator	"Chapter 1 - GETTING STARTED"	
	"Chapter 2 - TERMS AND CONCEPTS"	
	"Chapter 3 - SIGNING ON"	
	"Chapter 4 - MAINTAIN SIGNON FOR EMPLOYEES"	
	"Chapter 5 - MAINTAIN SIGNON FOR PHYSICIANS"	
	"Chapter 6 - ALLSTAR SIGNON REPORTS"	

INFORMATION IN THIS MANUAL

Chapter 1: GETTING STARTED

This chapter you are reading provides a brief overview of the subject and organization of the *User's Guide*. Also included is a table that lists the relevant sections that each level of user needs to read.

Chapter 2: TERMS AND CONCEPTS

Chapter 2 provides an explanation of the terms and concepts used throughout the *User's Guide*. These concepts help you understand terminology the system uses to define your ability to access applications. Maintenance requires a knowledge of the terminology for making field entries in required tables.

Chapter 3: SIGNING ON

Chapter 3 provides the procedure for signing on to MultiSTAR systems. This procedure is the same regardless of the MultiSTAR platform your hospital is using. The procedure enables users of one or multiple applications to sign on. STARBASE users continue to use product sign-on keys.

Chapter 4: MAINTAIN SIGNON FOR EMPLOYEES

Chapter 4 lists areas requiring maintenance for hospital employees. The procedure for table maintenance is detailed in this chapter. The table requiring user maintenance is the Hospital Employee File. The STAR Environment Master Table is maintained by McKesson.

Chapter 5: MAINTAIN SIGNON FOR PHYSICIANS

Chapter 5 lists areas that require maintenance for physicians and their staff members. The procedure for table maintenance is detailed in this chapter. The table requiring user maintenance is the Physicians table in STAR Patient Care. The STAR Environment Master Table is maintained by McKesson.

Chapter 6: ALLSTAR SIGNON REPORTS

Chapter 6 provides information about the ALLSTAR SignOn reports which include the ALLSTAR Master User List, the STAR Environment List, and the AllSTAR SignOn Function Access Report.

Chapter 2 - TERMS AND CONCEPTS

This section explains the terms and concepts that about ALLSTAR SignOn and how it works.

ALLSTAR

ALLSTAR is a term McKesson uses to describe the functions and issues that affect all STAR applications.

ALLSTAR ID Code

ALLSTAR ID code is a unique number the system uses to identify an employee. The system uses this code to keep records of all application transactions performed by the employee. ALLSTAR SignOn retrieves this code during the sign-on process.

Central Processing Unit (CPU)

Also known as the **Processor** or **Machine**, the CPU is the computing part of the computer and controls the operation of the computer. The CPU executes instructions from the operating system and applications, such as logical and arithmetic operations.

Environment

See the terms Operating Environment and STAR Environment.

Hospital Employee File

The Hospital Employee File contains a record of each hospital employee. Each record includes the employee's ALLSTAR SignOn information and product-specific information. The system uses the ALLSTAR SignOn information to enable the employee to access applications. The system uses the product information to determine how the employee can use the application – for example, which initial menu is displayed.

HUB CPU

The Hub CPU is the CPU that has network connections to all other CPUs with STAR applications. The Hub CPU acts as the receptacle and transmitter of ALLSTAR information to and from all other STAR applications. The Master Product, usually STAR Patient Care, is the application that resides on the Hub CPU.

When there are STAR applications that reside on different CPUs that do not have network connections to each other, you designate one product on each CPU as the

Master Product. This enables each stand-alone application to maintain ALLSTAR SignOn information.

IDs

See the terms ALLSTAR ID Code, OS ID Codes, and System IDs.

Local Area Network (LAN)

A LAN is a network of computers that are located in the same room or same building. See also Network.

MultiSTAR

MultiSTAR Software Environment, also called **MSE**, is a McKesson systems software component that enables STAR applications to run on multiple vendor operating systems. MultiSTAR integrates the operating system and the STAR applications into a unified system, interacting with the operating system to read and write data, communicate with PCs or terminals and printers, and issue commands to other processors in a networked environment. See also Platform.

Network

A Network is a set of computers connected together. This benefits the user by enabling the sharing of applications, data, and hardware such as printers. STAR applications are networked to provide access to data throughout the STAR system. See also Local Area Network (LAN).

Operating Environment

The Operating Environment is the set of conditions for system operation set up by the operating system. Often, an application requires a certain operating environment or operating system. In some cases, the application is designed for the company's own, or proprietary, operating system and can only operate on that system. McKesson's MultiSTAR enables a choice of standard operating environments such as UNIX® for the STAR applications. See also MultiSTAR, Operating System, and Platform.

Operating System

The Operating System is software that runs the computer. The operating system sets the standards or *language* the applications must use to run on the computer. Also referred to as the OS, the operating system manages requests to the hardware for programs and data manipulation, as well as PC or terminal display and communications. See also MultiSTAR, Operating Environment, and Platform.

OS ID Codes

The operating system authorizes access to the system using OS ID codes. The format of your OS ID code is specific to the operating system your CPU is using. Refer to your operating system reference guide for more information on OS ID codes.

ALLSTAR SignOn uses the OS ID code to eliminate the double sign-on process — once to the operating system and once to STAR. ALLSTAR SignOn links the OS ID code used for signing on to the operating system with the ALLSTAR ID code in the employee file. The system uses the ALLSTAR ID code to automatically sign you on to STAR applications.

Password

A password is a word or code the operating system uses to identify an authorized user. For security purposes, the password does not display on the screen when you enter it. Passwords serve as a security measure against unauthorized access to system data. The password is an important part of signing on to the operating system. Some STAR applications also use a Secret Code to control access to certain functions in the application. See also Signon and Secret Code.

Platform

The platform is the hardware and operating system that runs the applications. McKesson's MultiSTAR enables STAR applications to run on a variety of platforms from vendors such as Data General (acquired by EMC Corporation 2000®), or DEC (acquired by Compaq Computer Corporation®), or Hewlett-Packard Company® (HP). See also MultiSTAR.

Secret Code

A secret code is an alphanumeric code the STAR application uses to identify an authorized user. For security purposes, the secret code does not display on the screen when you enter it. Some STAR applications use the ALLSTAR ID code and secret code to control access to certain functions. See also Signon and Platform.

Signon

Sign-on for MultiSTAR users is a two-part process that first authorizes you as a valid user of the operating system, and secondly enables you to access applications and system functions.

First, you sign on to the operating system with your operating system identification code and a password for security. The system administrator assigns you the OS ID code and password. The operatng system uses this to confirm that you have been set up as a user.

ALLSTAR SignOn automates the second part of the process, signing on to the applications, thereby eliminating a double sign-on process for MultiSTAR users. Some STAR applications require you to enter a secret code to use some functions. See also Password, OS ID Codes, ALLSTAR ID Code, Secret Code, and STAR Environment.

System IDs

Each CPU can have several logical divisions, called system IDs. These logical divisions enable more than one application environment to run on one CPU. For example, you can have Live and Test versions of STAR applications in different system IDs on a single CPU.

STAR Environment

MultiSTAR enables you to have multiple STAR application environments in one or multiple computers. Each STAR application has its own area of operation, called an application environment. There may be multiple application environments for the live, test, and training versions of STAR applications. An application environment is defined by the CPU on which it resides and the System ID number assigned to that environment. For example, the STAR Pharmacy Live environment may be on CPU 1 and have a System ID of 1.

When you sign on and work in one only application, ALLSTAR SignOn automatically displays the initial menu for the application environment in which you usually work. When you work with multiple application environments, you are prompted to select the application environment you want. See System IDs.

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Chapter 3 - SIGNING ON

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INTRODUCTION

MultiSTAR supports a variety of operating systems from third-party vendors. To prevent unauthorized use of system information, the system requires you to sign on to the operating system before you can access STAR applications. In addition, your STAR application requires sign-on information for access. ALLSTAR SignOn streamlines this procedure.

ALLSTAR SignOn eliminates having to sign on twice – once to the operating system, and once to the STAR application. ALLSTAR SignOn uses your operating system sign-on or login name, called the **OS ID code**, to refer to your user information in STAR. The STAR user information includes a list of the application environment(s) you can access.

Another benefit of ALLSTAR SignOn is the ability to sign on to the system from any MultiSTAR PC or terminal and have your designated initial menu display. For users of multiple applications, your valid application selections display at any PC or terminal where you sign on. This is because ALLSTAR SignOn is linked to your OS ID code and is not specific to the PC or terminal where you sign on.

The simple sign-on procedure is the same for all MultiSTAR systems, although the sign-on screen that displays may differ depending on your hospital's operating system. Refer to your operating system's reference guide to see specific screens or for information on your OS ID code and password. Make sure you have been assigned a valid OS ID code and password before attempting to perform the following procedure to sign on. Some STAR applications use a secret code to control access. The procedure for changing the STAR application and operating system passwords is explained in this section. ALLSTAR SignOn is for systems with MultiSTAR.

This section includes the following procedures:

- "SIGNING ON" on page 3-5

- "CHANGING ENVIRONMENTS" on page 3-8

- "SIGNING OFF" on page 3-10

- "CHANGING YOUR PASSWORDS" on page 3-11

For clarification of any terms or concepts used in this section, refer to "Chapter 2 - TERMS AND CONCEPTS". The following flowchart outlines the sign-on process.

Press OS Sign-on Key

OS requests OS ID code and password

OS validates ID code and password

Activate MultiSTAR or OS prompt

OS prompt → Host Operating System prompt appears

MultiSTAR

MSE validates access to ALLSTAR

Access to Multiple Environments

No → Initial Menu

Yes

Table of Environments display

Select Alternate Environment

Select Environments

Initial Menu

Exit

SIGNING ON

Signing on authorizes you as a valid user of the system and enables you to access applications and system functions.

Checklist

This is a checklist of tasks you need to perform before beginning the procedure for signing on.

- You have been assigned a valid OS ID code and password for the operating system. Your system administrator assigns the OS ID code.

- You have been set up in the Hospital Employee File for the application environment(s) you want to access. Your product administrator or system administrator sets up environments for access.

Quicksteps

Quicksteps are designed for experienced users who may need a reminder on how to perform a task. Follow the quicksteps below when you do not need to see screens, prompts, and error messages documented. When you need more complete information, use the fully documented procedure following Quicksteps.

1. Press the operating system sign-on key.

2. Enter your OS ID code.

3. Enter your password.

4. If necessary, choose the application environment you want to access.

Procedure

The following procedure shows you how to sign on to the system and STAR applications. The initial screen for your hospital's operating system is displaying.

NOTE: The initial screen varies for each operating system. For specific information on your operating system and its requirements for sign-on keys, passwords, and operating system ID codes, refer to the documentation you received with your operating system or refer to your system administrator.

1. Press the sign-on key required by your operating system.

   The sign-on screen for your operating system displays. The screen includes entry fields for your OS ID code and your password.

2. Enter your OS ID code.

3. Enter your password.

    The system checks to make sure you are set up as a valid user, and that the password you entered is valid for that OS ID code. ALLSTAR SignOn links the OS ID code with the ALLSTAR ID code in your employee file. The system uses the ALLSTAR ID code to sign you on to STAR applications.

    •   When you are set up for access to one application environment, that STAR application's initial menu is displayed, as defined in the Hospital EmployeeFile. The sign-on process is complete.

When you are set up for access to multiple application environments, a list of the environments you can access displays for your selection, as in the following screen example:

```
                          GENERAL Hospital Clinicals
                                            Fri Sep 17, 1993 10:05 am

 User:   SAMUELS,RICHARD T


 Page:01                   STAR Environments
     Description              ID - Description        System
 ----------------------------------------------------------------------
 ( 1) Patient Care           1 - 12.1 Patient Care   Patient Care Live Env
 ( 2) Computer Operations    0 - Operations          Patient Care
 ( 3) Patient Care           2 - 12.1 Patient Care   Patient Care Test Env








 Enter STAR Environment [Patient Care - ID 1]--
```

The screen includes the following information:

•   The description of the STAR Environment

•   The ID number and description of the ID

•   The system description of the CPU where the application resides

Your default environment is displayed if you have one assigned in the Hospital Employee File.

4. Select one of the following:

    —   Press ENTER to select the default environment.

    —   Select the application environment you want to access.

    The initial menu of the selected application environment displays. Users who have access to multiple environments can access a different environment by signing off from STAR, explained following, signing on again to the operating system, and then selecting a different environment.

CHANGING ENVIRONMENTS

Users who have access to multiple environments can access a different environment without signing off and then on again. To access an alternate environment, on the User Preferences screen choose **Select Alternate STAR Environment**. A list of the environments that you can access displays for your selection.

Character-Based Environments

For each product, the User Preferences Functions menu option is located under Employee Table Maintenance. The following Input Options menu screen (available to all users) displays when you select the User Preferences Functions option:

```
                  General Hospital User Preferences Processor
                                              Fri May 21, 2004 01:04 pm
User Preferences Input Options

           Option No.  Option
           --------------------------------------
               1       Menu and Mnemonic Functions

               2       Function Key Definition
               3       Menu Type Selection
               4       CRT Color Selection

               5       Windows Word Processing User Preferences
               6       Download Windows Word Processor Macros

               7       Information Windows Administration
               8       Information Windows Preference

               9       Select Alternate STAR Environment
              10       STAR ONLINE Support Access Administration


Enter option number--
```

NOTE: If you do not have access to the User Preferences screen, contact your system administrator.

Select **Alternate STAR Environment**. A list of the environments that you can access displays for your selection.

```
                          GENERAL Hospital Clinicals
                                          Fri Jul 10 1998 10:05 am

 User:   SAMUELS,RICHARD T


 Page:01                 STAR Environments
      Description           ID - Description          System
 ------------------------------------------------------------------------
 ( 1) Patient Care          1 - 12.1 Patient Care    Patient Care Live Env
 ( 2) Computer Operations   0 - Operations           Patient Care
 ( 3) Patient Care          2 - 12.1 Patient Care    Patient Care Test Env










 Enter STAR Environment [Patient Care - ID 1]--
```

STAR Navigator

To access an alternate environment through STAR Navigator, access the Select Alternate STAR Environment Menu Library (AMULTI). A list of STAR environments that you can access displays. Select the desired environment.

NOTE: If you do not have access to the Menu Library (AMULTI), contact your STAR Navigator Views administrator.

Computer Operations Menu

To access an alternate environment through the Computer Operations Menu, sign on to the Computer Operations environment. Select the menu option for **Select Alternate STAR Environment**. For more information, see Select Alternate STAR Environment section of the *MultiSTAR Software Environment Operations Guide.*

SIGNING OFF

You can sign off when you finish using the STAR application. ALLSTAR SignOn features automatic sign-off when you do not use the application within a hospital-defined period of time.

Automatic sign-off reverts to previous screens after each defined period of no activity. When the system reaches the initial menu, you are signed off. This helps prevent unauthorized users from using a CRT that is left unattended.

The following procedure shows you how to sign off from STAR applications. Users who have access to multiple environments can access a different environment by signing off from STAR, signing on again to the operating system, and then selecting a different environment.

Select one of the following:

- •   When you are at the initial menu:

  Type period (.) and press ENTER.

- •   When you are at any other menu:

  Type period (.) and press ENTER as many times as necessary to return to the initial menu.

  -OR-

  Type slash period slash (/./) and press ENTER.

The initial operating system sign-on screen is displayed.

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CHANGING YOUR PASSWORDS

The system uses passwords to protect the integrity of the data in the system. To protect the security of the password, the system requires you to periodically change it. ALLSTAR SignOn uses two passwords to control access to the system:

• The operating system may use a password to control access to the operating system. You use this password each time you sign on.

• Most STAR applications also have a password, called a secret code, to control access to certain functions in the application. You only enter the secret code when the application prompts you for it.

STAR Application Secret Codes

The application controls access to certain functions by security level. When a user does not have the required security level, the ALLSTAR ID code and secret code of a user with a higher level of security must be entered before the user can continue. The system uses the ALLSTAR ID code that was entered with the higher security level to allow access to functions until the user signs off.

You can change the secret code using the Change Your Secret Code function. Every user is assigned an initial secret code of *123*. You must update this code the first time you are asked to enter your ALLSTAR ID code and secret code by the STAR application.

Operating System Passwords

You can change your OS password using the Change Your Secret Code function in STAR applications or from within the operating system when you are not using STAR applications. You can find information about the procedure used by your operating system by consulting its reference guide.

Changing Your OS Password or STAR Secret Code

There are two ways you can change the OS password and STAR secret code:

• You can change the password/secret code using the Change Your Secret Code function, described in the following procedure. This helps to protect the security of your secret code and the functions you use.

• When you enter a password/secret code that is no longer valid, the system prompts you to change it. A password/secret code is no longer valid when a defined length of time has passed. The time period for the STAR secret code is defined for all STAR applications in a system parameters table maintained by McKesson. The time period for the OS password is defined by the OS system administrator according to the requirements of the operating system.

In addition, you can change your STAR secret code whenever the system requires you to enter it:

- Type your current secret code followed by a colon (:), and then type the new secret code. For example: SECRET:NEWSECRET.

Location of the Change Your Secret Code Function

The location of this function varies by STAR application. The following table shows the name of the menu option and how to access the option.

STAR Application	Menu Access	Menu Option Name
STAR Patient Care	• Nursing Management	Change Your Secret Code
STAR Financials — Patient Accounting	• Financial System Management • Secret Code Maintenance	Change Your Secret Code
STAR Financials — General Ledger Accounts Payable Materials Management	• Financial System Management • Secret Code Maintenance	Change Your Secret Code
STAR Financials — Payroll/Human Resources Applicant Management	• System Management • Secret Code Maintenance	Change Your Secret Code
STAR Radiology	• Administration • Personnel Management	Change Secret Code
STAR Laboratory	• Main Menu or Section Menu	Change Your Secret Code
STAR Pharmacy	• Formulary/Pharmacy Tables • RX Table Maintenance • Pharmacy Employees Table	Change Your Secret Code

STAR Application List

Certain STAR products belong to a family of associated applications. These families share product information, such as the STAR secret code and the initial menu. The following are families of applications:

Clinical Family of Applications:

- STAR Patient Care

- STAR Pharmacy

Financial Family of Applications:

- STAR Financials General Ledger

- STAR Financials Accounts Payable

- STAR Financials Materials Management

- STAR Financials Payroll/Human Resources

- STAR Financials Patient Accounting

ALLSTAR SignOn recognizes these families when processing the secret code. A secret code is the same for a family of associated applications. STAR Radiology, STAR Laboratory, STAR Clinical Browser and Horizon$^{WP®}$ Physician Portal are independent applications.

NOTE: When you need to have a different initial menu for applications in the same family of applications, you must have different codes (ALLSTAR ID and OS ID) to access each application.

When you use multiple ID codes, you maintain a STAR secret code for each application. For example, when you want to have a different initial menu in STAR Patient Care and STAR Pharmacy, you must have different OS and ALLSTAR ID codes for each application, and you maintain a different secret code for each application.

When you can access both STAR Patient Care and STAR Pharmacy, but only need one initial menu, you only need to maintain one set of codes: ALLSTAR, OS, and Secret Codes for both applications.

Quicksteps

Quicksteps are designed for experienced users who may need a reminder on how to perform a task. When you need more complete information, use the fully documented procedure following Quicksteps.

1. Display the menu that has the **Change Your Secret Code** option.

2. Choose the password you want to change.

   - Enter **O** to change the operating system password.

   - Enter **A** to change the STAR secret code.

3. Enter the current secret code.

4. Enter the new secret code.

5. Re-enter the new secret code.

Procedure

The following procedure shows you how to change your secret code for STAR applications. Users who have access to multiple environments can change their code for a different environment by signing off from STAR, signing on again to the operating system, and then selecting a different environment.

The secret code you enter must be alphanumeric, more than one character in length, and contain no punctuation.

1. Display the menu that has the **Change Your Secret Code** option.

    The method for displaying this menu varies by product; for specifics, see the reference table on page . The following prompt is displayed:

    > *Edit secret code for (A)pplication or host (O)perating system--*

2. Choose the password you want to change:

    *   Enter **O** when you want to change your operating system password.

        The function to change the password for your operating system is displayed. If any of your entries do not follow the password change guidelines for your operating system, the appropriate error message is displayed. At the *Press NL--* prompt, press ENTER to return to the previous screen. Refer to your operating system's *Reference Guide* for more information.

        NOTE: You cannot change your operating system password until ALLSTAR SignOn is active. If ALLSTAR SignOn is not active, the previous prompt does not display and you do not have the option of changing the operating system password. Instead, a prompt is displayed to change the secret code for the STAR application.

    *   Enter **A** when you want to change the secret code for the STAR application.

        The system displays the following prompt:

        > *Enter current secret code--*

        Go on to Step 3.

3. Enter your current secret code.

    The characters you enter at this prompt, and the following prompts, do not display on the screen for security reasons. The following prompt is displayed:

    > *Enter new secret code--*

4. Enter a new secret code that is alphanumeric and is more than one character in length.

> The system requests that you repeat the new secret code:

>> *Please Repeat Secret Code--*

> This is to ensure that you enter the same secret code twice. This precaution is necessary since the characters do not display on the screen and guards against typing errors.

5. Retype the new secret code.

• When you enter the exact code you just entered, the following message displays:

>> *New secret code filed!*

> The system redisplays the menu with the Change Your Secret Code option.

• When you enter a different code, the system displays the following prompt for you to try again:

>> *Enter new secret code--*

> On the third unsuccessful attempt, the system displays the following message:

>> *Code NOT accepted!*

> Once you enter the password correctly two times, the system displays the following message:

>> *New secret code filed!*

> The system redisplays the menu with the Change Your Secret Code option.

IMPACT

The system replaces the old password/secret code with the new password/secret code. You can change your password/secret code as often as necessary. The password/secret code is valid for the time period set by the system or product administrator. You receive a message when you enter a STAR secret code that is no longer valid: *Secret code outdated!* You must enter a new code to continue.

Chapter 4 - MAINTAIN SIGNON FOR EMPLOYEES

Illustrations

ALLSTAR SignOn User's Guide
October 2011   *Release 17.0*   *4–1*
Proprietary to McKesson - Subject to Confidentiality Agreement

INTRODUCTION

In most instances, ALLSTAR SignOn requires you to maintain information for each employee you want to be able to sign on to STAR applications.

NOTE: An exception to this is Horizon^{WP} Physician Portal, which only has one physician defined with an OS ID code.

To set up physicians and their staff for access to STAR Navigator, establish them as employees in the Hospital Employee File explained in this section.

In addition to product-specific information, there is information you maintain for the employee that is the same for all products except Horizon^{WP} Physician Portal:

- Employee Number

- Operating System (OS) ID Code

- ALLSTAR ID Code

- Accessible Environments

- Default Environment

- Termination Date

You maintain this information in the Hospital Employee File's Create/Edit Personnel Records screen. You access this screen differently depending on the STAR product you use. See the table of information for your product in "WHERE CAN I FIND ADDITIONAL INFORMATION?" on page 4-6.

ALLSTAR SignOn links the OS ID code used for signing on to the operating system with the ALLSTAR ID code in the Hospital Employee File. The system uses the ALLSTAR ID code to automatically sign you onto STAR applications. This eliminates the necessity of signing on twice — once to the operating system and once to STAR applications. In addition, you assign each employee a list of approved working environments. For an explanation of environments, refer to "GETTING STARTED" and "TERMS AND CONCEPTS".

Employees can be set up to access environments on remote CPUs. ALLSTAR SignOn provides a parameter that enables you to prevent these environments from displaying during sign-on. You may want to prevent these environments from displaying because reports cannot be printed to the user's default printer when the user is signed on to a remote environment. For more information, see "PREVENT DISPLAY OF REMOTE ENVIRONMENTS DURING SIGNON" on page 4-47.

SECURITY LEVEL REQUIREMENTS FOR DISPLAY/EDIT OF FIELDS

To ensure security for sensitive fields (the OS ID code, ALLSTAR ID code, and Employee Number), ALLSTAR SignOn protects these fields from displaying for users whose security level is not equal to or greater than the level required to add an employee. When a user does not have the required security level, these fields display two asterisks (**) in place of the sensitive information.

The ability to edit any of the fields on the Create/Edit Employee screen is controlled by the Add Employee field in the Edit Other Parameters screen of the Employee Master Table Maintenance function.

ALLOWING USERS TO SWITCH BETWEEN STAR ENVIRONMENTS

MSE users have the ability to switch between STAR SignOn environments as desired without signing off and signing on again.

For users in a character-based environment, this option is accessed by going to the User Preferences Functions Input Options menu and selecting the Select Alternate STAR Environment option.

STAR Navigator users must have direct access to this option. To allow users direct access to this option, these users must have the Menu Library AMULTI placed on one of their STAR Navigator Views. This can be done through the Navigator User View Maintenance function.

WHERE CAN I FIND ADDITIONAL INFORMATION?

This manual uses certain terms and methods of access to document the function for maintaining employees:

- The Hospital Employee File menu is displayed with functions for maintaining employee information.

- The Create/Edit Personnel Records option enables you to maintain information for ALLSTAR SignOn.

Certain products use different terms and methods of accessing the file or table for maintaining employees. The following table shows the name of the employee file, the menu option for each application, and the name of the volume where the information is documented in the product's reference guide.

STAR Application	Menu Access	Menu Option Name	Reference Guide Documentation
STAR Patient Care	• Hospital Employee File	Create/Edit Personnel Records	Patient Care General Information Volume
STAR Financials — Patient Accounting	• Financial System Management • Hospital Employee File	Create/Edit Personnel Records	
STAR Financials — General Ledger (also covers Accounts Payable and Matls.Mgmt.)	• Financial System Management • Hospital Employee File	Create/Edit Personnel Records Employee Demographics	General Ledger Volume
STAR Financials — Payroll/Human Resources Applicant Management	• System Management • Employee Sign-on File	Create/Edit Personnel Records	Payroll/Human Resources Product Reference Guide
STAR Radiology	• Administration • Personnel Management	Create/Edit Personnel Records	Applications Volume
STAR Laboratory	• Administration • Maintenance Functions • Employee Data	Create/Edit Employee	Maintenance Functions Volume
STAR Pharmacy	• Formulary/Pharmacy Tables • RX Table Maintenance • Pharmacy Employees Table	Create/Edit Personnel Records	Tables & Parameters Volume

STAR Clinical Browser	• STAR Physician Table		STAR Patient Care Reference Guide Tables Volume
Horizon^{WP} Physician Portal	• STAR Physician Table		STAR Patient Care Reference Guide Tables Volume

STAR APPLICATION LIST

Certain STAR products belong to a family of associated applications. These families share product information in the employee file, such as initial menu:

Clinical Family of Applications:

- STAR Patient Care

- STAR Pharmacy

Financial Family of Applications:

- STAR Financials General Ledger

- STAR Financials Accounts Payable

- STAR Financials Materials Management

- STAR Financials Payroll/Human Resources

- STAR Financials Patient Accounting

ALLSTAR SignOn recognizes these families when displaying available environments for an application. All environments for the family of associated applications are available to be assigned for access. STAR Radiology and STAR Laboratory are independent applications.

NOTE: A user can have only one initial menu per family of applications. When the user wants to have a different initial menu for multiple applications in the same family, you must assign a unique ALLSTAR ID code, OS ID code, and STAR secret code for each application.

When a user has access to multiple applications, but in different families (such as STAR Patient Care and STAR Financials Patient Accounting), you only need one ALLSTAR ID code, OS ID code, and STAR secret code. You can have a different initial menu for each application because they are in different families.

HOSPITAL EMPLOYEE FILE

You maintain information in the Hospital Employee File for each employee you want to be able to sign on to STAR applications. The information in this file is used to control the functions to which an employee/user has access.

Your McKesson representative must add the first employee to the Hospital Employee File. This employee is assigned a security level of System Manager, which is level 86. This level is high enough to allow access to the Create/Edit Personnel Records and the Edit Employee Demographics functions on the Hospital Employee File maintenance menu. After this is accomplished, the employee can then add other employees who need access to STAR applications.

To access the Hospital Employee File, select this option on the System Management or Financial System Management menu. The Hospital Employee File Processor menu is displayed:

```
            General Hospital Hospital Employee File Processor
                                      Wed Jun 21, 2006 10:36 am
 Hospital Employee File Input Options


            Option No.  Option
            ----------------------------------------
                1        Create/Edit Personnel Records
                2        Edit Employee Demographics
                3        Print Employee Master
                4        Secret ID Authorization Check/Verify
                5        Employee Master Table Maintenance
                6        Edit Sign-on Help Screen

                7        Allstar Sign-on Reports
                8        Allstar Sign-on Remote Environments Parameter
                9        Password Instance Maintenance
               10        Navigator User Maintenance
               11        ALLSTAR SignOn Function Access Report

               12        Spooler Security Maintenance
               13        Download Report Maintenance

 Enter option number--
```

The options that impact ALLSTAR Signon are explained in this section. More detailed information is located in "Procedure" on page 4-37 of MAINTAIN EMPLOYEE INFORMATION FOR ALLSTAR SIGNON.

For more information about:

- Navigator User Maintenance, see the *STAR Navigator User's Guide*.

- any specific STAR application options not described in this section, see "WHERE CAN I FIND ADDITIONAL INFORMATION?" on page 4-6.

Create/Edit Personnel Records Screen

The following screen shows an example of the Hospital Employee File's Create/Edit Personnel Records screen for an existing employee:

```
        General Hospital Create/Edit Personnel Records Processor
                                         Tue Jun 22, 2004 08:36 am

 ALLSTAR   1 ID Code    2 Name                  3 Init   4 Employee Number
           123456789    A,HOSPITAL EMPLOYEE     HEA        11111111111
 5  STAR Environments                           6 Default STAR Environment

 7 Termination Date  8 O.S. ID Code     9 Edit By             10 Edit Date


 PRODUCT  11 Position                12 Allergy Privileges  13 Beeper     14 CRT
          48 Dept Supervisor      Add/Modify
 15 Initial Menu        16 Lock Comment 17 Temporary Security    18 Until
    NP-Sup/Adm
 19 Department          20 Facilities         21 Security
                                              Dept Sup/Head 61
 22 Pharmacy Employee Type 23 Valid Entities    24 Resource Code
    Non-Pharmacy
 25 CliniCom Group        26 NPIIR    27 Edit By              28 Edit Date
                                         Smith, John             05/16/03


 Enter field number or '/' starting field number--
```

Notice that there are two main areas of information on the screen: ALLSTAR and PRODUCT. ALLSTAR information is employee information used by all STAR products to verify access. PRODUCT information is specific to how you use the product, such as which initial menu is displayed for that product. The following prompt is displayed for you to choose which section of the screen you want to edit:

Edit ALLSTAR(A), Product(P) information or Case Team Assignments(C)?--

Enter **A** to access the ALLSTAR portion of the screen.

Enter **P** to access the PRODUCT portion of the screen.

Enter **C** to access the CASE TEAM portion of the screen. For more information, see .

ALLSTAR Information

The ALLSTAR information is the same regardless of the STAR product you use to access the Hospital Employee File. The system maintains this file on the Hub CPU. When you change any field in the ALLSTAR section, the system networks the revision to all products on all CPUs.

The STAR Environments you enter for an employee dictate which products are available to the employee:

- Employees for whom you enter multiple environments can select from any of the valid environments at sign-on. The default STAR Environment appears in the prompt as the default.

- Employees for whom you enter a single environment are automatically signed on to that environment.

If you enter A to access the ALLSTAR portion of the screen, the following is displayed:

```
        Navigator ALLSTAR WEM Create/Edit Personnel Records Processor
                                          Wed Aug 31, 2005 10:39 am

 ALLSTAR   1 ID Code  2 Name                   3 Init    4 Employee Number

 5 STAR Environments                         6 Default STAR Environment

 7 Termination Date  8 O.S. ID Code    9 Edit By            10 Edit Date

11 All Environments Assigned
   View Only






 Enter field number or '/' starting field number--
```

Field Explanations

Following are detailed explanations of the fields you see on the screen, including codes for field entry. Refer to the "Preface" for information on what these codes mean. General field information is repeated in the procedure for maintaining employee information for ALLSTAR SignOn.

ALLSTAR

1. ALLSTAR ID CODE (9-AN-R or Auto-assignment)
The ALLSTAR ID code is a unique number the system uses to identify an employee. The system uses this code to keep records of all application transactions performed by the employee. ALLSTAR SignOn retrieves this code during the sign-on process to verify access for an employee. This field enables you to either manually or automatically assign ALLSTAR ID codes.

Each ALLSTAR ID code must be unique. When you enter the ALLSTAR ID code manually, the system checks to make sure the number has not been assigned to another employee.

- When you enter an ALLSTAR ID code that exists in the Physician Table, the following prompt is displayed:

  ALLSTAR ID code intersects the Physician Table!
  ID `32` is ADAIR,FRANK C (32) Set up this employee? (Y/N)--

  If you enter Y, you are allowed to create an employee for the code you entered.

  If you enter N, the following prompt is displayed:

  ALLSTAR ID code intersects the Physician Table!
  ALLSTAR ID code or `*` for automatic assignment--

  Enter desired ALLSTAR ID code or an asterisk (*) if you want the system to assign the code. The system automatically assigns the next unique ID code number. The same ALLSTAR ID code is used for an employee within the product family. This field is required.

- When you enter an ALLSTAR ID code already configured for an employee, the following prompt is displayed:

  ID '1256' is DUNSTON,DOMINICK A (123456789) Set up this employee? (Y/N)--

  If you enter Y, you are allowed to create an employee for the code you entered.

  If you enter N, the *ALLSTAR ID code or `*` for automatic assignment--* prompt is redisplayed and you can enter a different code to add a new employee.

2. NAME (22-AC-R)
You enter the employee name in the format: *Last,First Middle*. You must enter a last and first name of at least one alphabetical character in this field. After the initial alpha character you can enter any combination of letters, the hyphen (-), or the apostrophe ('). This enables you to enter names with hyphens or apostrophes, such as *Del'Aquila,John Jake* or *Smith-Jones,Mary May*. You separate the Last and First names by a comma (,) and the first and middle names by a space. You can enter any combination of alphanumeric characters, spaces, and the following characters for the middle name: () [] " ' - / \ { }. This field is required.

3. INIT (3-A-R)
When you add a new employee, the system automatically enters the initials of the name you entered in the Name field. The system enters the initials in the format First/Middle/Last. For example, the system enters *JJD* for *Del'Aquila,John Jake*. You can edit this field when necessary. This field is required.

4. EMPLOYEE NUMBER (12-AN-R)
You enter the unique employee number assigned to this employee according to hospital standards. When you enter a number that currently is in use, the system displays the following error message:

Error: Employee # in use by HALL,JOHN S!

Enter a unique employee number. This field is required.

5. STAR ENVIRONMENTS (TABLE LOOKUP-O)
You can make entries in this field only for ALLSTAR SignOn users. Refer to the
ALLSTAR SignOn User's Guide for information on this field. This field is optional.

6. DEFAULT STAR ENVIRONMENT (TABLE LOOKUP-O)
You can make entries in this field only for ALLSTAR SignOn users. Refer to the
ALLSTAR SignOn User's Guide for information on this field. This field is optional.

7. TERMINATION DATE (8-NC-O)
The Termination Date field enables you to enter the date of termination of an
employee. The system prevents this employee from signing on to STAR applications
starting at midnight on this date. This field is optional.

8. OS ID CODE (ENTRY IS OS-DEPENDENT)
You can make entries in this field only for ALLSTAR SignOn users. Refer to the
ALLSTAR SignOn User's Guide for information on this field. This field is optional.

9. EDIT BY (22-C-A)
The system automatically displays the name of the user (as signed on) who adds or
edits the ALLSTAR employee information. The system displays the name of the user
as entered in the Name field of the user's Hospital Employee File.

10. EDIT DATE (DATE-A)
The system automatically enters the date that the user adds or edits the employee
information. The date displays in the format determined by your hospital standards.

11. ALL ENVIRONMENTS ASSIGNED (DISPLAY ONLY)
The information selected in the STAR Environments field for the selected employee is
displayed in this field. This field is only displayed when you select to view or edit the
ALLSTAR portion of the screen.

PRODUCT

The PRODUCT information displays according to which product you use to access the
Hospital Employee File. For example, the Create/Edit Personnel Records processor
displays information in the fields.

Field Explanations

11. POSITION (TABLE LOOKUP)
Select from the list of positions already created through the Position File option to
complete this required field. When a position is selected, the default security level
associated with that position is automatically entered in the security field, but can be
edited. This field is required.

NOTE: If the Position field is changed, the security level associated does not change to the new default security. Once a security level has been established in the personnel record, it can only be changed by directly editing the Security Level field on this screen.

12. ALLERGY PRIVILEGES (1-N-R)

This field is used to define allergy privileges at the employee level. As of Release 8.0, it replaces the Home Phone field, which also exists on the Employee Demographics screen. Options include View only, Add, Add/Modify and Add/Modify/Verify. When you access this field, the following prompt is displayed:

Enter highest level allowed for allergy processing [2]--

0=View, 1=Add, 2=Add/Modify, 3=Add/Modify/Verify

The field is required, and the default is 2 (Add/Modify). A null value is treated as 0 (view only).

The setting in this field overrides (if it is different), the setting for the Allergy Privileges field for this employee's position type in the Position File.

13. BEEPER (10-C-O)

Enter the beeper number, if applicable.

14. CRT (TABLE LOOKUP)

This field is not used by STAR Pharmacy.

15. INITIAL MENU (TABLE LOOKUP)

This field enables an individual to have an initial menu linked to their ID code. The initial menu assigned limits a person's access to just the functions associated with their specific initial menu. The menu assigned here overrides any other sign-on menu for the CRT and any menu defined in the Initial Menus By Level matrix. For example, a departmental employee can access the same functions regardless of which CRT in the hospital that employee is currently using.

Select from the table of initial menus that displays. The Initial Menu table is maintained by your McKesson representative.

16. LOCK COMMENT (12-C-O)

This field is a 12-character alphanumeric free-form comment field. Information entered in this field is included in detailed locked patient or locked bed messages when this employee has the patient or bed locked. Enter information that may be helpful to other users, such as the employee's extension or location in the facility.

17. TEMPORARY SECURITY (TABLE LOOKUP)

This field assigns an individual a higher security level for a specific period of time (used in the case of transfers, illnesses, vacations, etc.). The selection is made from the list of security levels established. Temporary security can be edited and/or deleted as necessary.

18. UNTIL (SPECIAL FORMAT-C)
Enter the expiration date of the temporary security. This field is required if Temporary Security is completed.

19. DEPARTMENT (TABLE LOOKUP)
Select from the list that displays. This is the same list that was created through the Department File option. Since the department table determines the length of time that a secret code or password is valid, if no entry is made, the system assumes zero days for the number of days a password is valid.

20. FACILITIES (TABLE LOOKUP)
This field overrides the facility that is ordinarily accessed when this individual signs on from the CRT table. It can be completed whether or not the CRT and menu override have been linked to the individual.

21. SECURITY (TABLE LOOKUP)
The system automatically enters the default security associated with the position initially entered. A position can be assigned with a default security level higher than the security level of the individual who is entering the data. Positions with security levels of 0-89 can be assigned through the initial position entered. This field is required.

A user cannot assign a security level higher than his/her own when accessing this field directly. Security levels of 80 or greater can be assigned by McKesson or as the result of an entry in the position field that has a default security level of 80 or higher (which only works for the initial assignment of a position).

Special Office Access and Access Code assignments are assigned here if you edit the Security field. The Special Office Access always needs to be N (No) in the STAR Patient Care System. The use of access codes is optional. For more information on access codes, refer to the Master Table Maintenance - Edit Access Codes subsection of this section.

22. PHARMACY EMPLOYEE TYPE (SPECIAL FORMAT-R)
This field distinguishes between registered pharmacists, other pharmacy personnel, and non-pharmacy personnel. Valid types are: Non-pharmacy, RX Technician, and Reg. Pharmacist.

Certain processes in the system function differently based on the type of employee performing the function. For example, interaction screening can display different levels of interactions for pharmacy technicians than for pharmacists. Also, if verification by a pharmacist is required when an order is entered by a technician, the system uses this field to determine what type of employee entered the order.

After you select this field to edit, the system displays the following prompt:

   Is this a Pharmacy employee?

If you enter N for No or press ENTER, the system fills this field with Non-Pharmacy. If you enter Y for Yes, the system displays the following prompt:

Is this employee a registered Pharmacist?"

If you enter Y for Yes, the system fills this field with Reg. Pharmacist. If you enter N or press ENTER for No, the system fills this field with RX Technician.

23. VALID ENTITIES (2-AN-O)
This field contains a list of valid entities that the employee is assigned to for payroll purposes. This field only works within the STAR Financial environment.

24. RESOURCE CODE (TABLE LOOKUP)
This field is used by the STAR Patient Care Clinical Management module to link a hospital employee to a resource.

25. CLINICOM GROUP (TABLE LOOKUP)
This field contains the code and description of the CliniCom group this employee is assigned to when the employee is signed on to CliniCom.

26. NPIIR (SPECIAL FORMAT-O)
The NPIIR (Navigator Patient Information Icon Restrictions) field allows patient information to be restricted from viewing when the Patient Information icon (i) is selected in GUI applications.

If this field is blank, no information has been defined and the user selected is not restricted from viewing any patient information items in the Patient Information window.

If this field is set to Defined, information has been added to specific patient information items by completing the following procedure.

When you access this field, the following screen is displayed:

```
        General Hospital Create/Edit Personnel Records Processor
                                           Tue Jun 22, 2004 08:43 am

( 1)Patient Name           :
( 2)Medical Record Number  :
( 3)Account Number         :
( 4)Corporate Number       :
( 5)Social Security Number :
( 6)Address,City,State,Zip  :
( 7)Phone Number           :
( 8)Patient Type           :
( 9)Height/Weight          :
(10)Sex/Marital Status     :
(11)Admission/Discharge Date:
(12)Physician Informat     :




 Enter field number or '/' starting field number--
```

Enter the number of the field to edit. When you select a field, the following prompt is displayed:

Restrict viewing for Navigator Patient Information Icon? (Y/N) [N]--

Enter **Y** to keep this patient information item from displaying when this user is logged on and the Patient Information Icon is selected. If you enter Y, the entry in the field is set to Restricted.

Enter **N** to display this patient information item when this user is logged on and the Patient Information Icon is selected. If you enter N, the entry in the field is set to Not Restricted.

NOTE: When you enter information in these fields (either Restricted or Not Restricted) and the screen is accepted, the NPIIR field entry is set to Defined.

27. EDIT BY (DISPLAY ONLY)
The system displays the name of the person who last edited this employee's information.

28. EDIT DATE (DISPLAY ONLY)
The system displays the date this employee's information was last edited.

CASE TEAM

To access the case team information, enter **C** at the following prompt:

Edit ALLSTAR(A), Product(P) information or Case Team Assignments(C)?--

When you enter C, the following screen is displayed:

```
        Navigator ALLSTAR WEM Create/Edit Personnel Records Processor
                                          Wed Sep 07, 2005 12:35 pm

  1 ID Code            2 Name                 3 Init     4 Employee Number
  1 32                   ADAIR,FRANK C          FCA        32
  5 Case Teams         6 Edit By                          7 Edit Date
    Entries Defined      Smith,John                         09/07/05

















 Enter field number or '/' starting field number--
```

Field Explanations

NOTE: All fields are display only and are defined earlier in this section unless otherwise noted here.

5. CASE TEAMS (TABLE LOOKUP)

This field contains the case teams to which the selected employee has been assigned. When you access this field, the following prompt is displayed:

Enter case team or `-` to list--

Enter the number of the case team to which you want to assign the selected employee or enter a hyphen (-) to display a list of available case teams from which to choose. If you enter a hyphen (-), a screen similar to the following is displayed:

```
Page:01                          Case Team
( 1) POST PARTUM
( 2) PSYCH TEAM




 
 
 


Enter choice--
```

Enter the number of the case team to which you want to assign the selected employee and press ENTER. *Entries Defined* is displayed in the field.

After you assign at least one case team, the following prompt is displayed:

Enter # to delete or `A` to add--

Enter **A** to assign a new team from the list or enter the number of the case team you want to remove from this employee's record. If you enter a number to delete (remove the case team association), the following prompt is displayed:

Delete POST PARTUM? (Y/N) [N]--

where *POST PARTUM* is the team you selected. Enter **Y** to remove the case team from this employee (all other employee information is retained). Enter **N** to retain the entry.

Edit Employee Demographics

The Edit Employee Demographics function captures additional employee information.

Select the Edit Employee Demographics option from the Hospital Employee File menu, and the system displays the following prompt:

Enter system ID, ''employee number, last name, or '-' to list--*

Employees must be added to the Personnel Record as described in the Create/Edit Personnel Records function in order for data to be entered here.

After you select an employee, the Edit Employee Demographics Processor screen is displayed:

```
              General Hospital Edit Employee Demographics Processor
                                        Wed Jun 14, 2006 04:23 pm

  1 Name                    2 Position              3 Employee Number   4 ID Code
    TEST,ADMISSIONS            47 Dept Director        55                  ADM
  5 Soc Sec Num  6 License #        7 Hire Date    8 Termination   9 Birthdate

 10 Address                      11 City              12 State    13 ZIP Code

 14 Home Phone       15 Work Ext.   16 Pharmacy Employee Type
                                       Non-Pharmacy
 17 Payroll Entity                 18 Payroll Number      19 Soc Sec Format
                                                             XXX-XX-NNNN
 20 Edit By                        21 Edit Date
    Bell,Tracy A                      05/24/06
 22 Entity   GL Department(s)      23 Table Maintenance    24 View Tables




 Enter field number or '/' starting field number--
```

NOTE: Fields not defined below are explained in the *STAR Patient Care Reference Guide*.

Field Explanations

1. NAME   (DISPLAY ONLY)
This field displays the employee name based on the entry in the personnel record.

2. POSITION (DISPLAY ONLY)
This field displays the employee position based on the entry in the personnel record.

3. EMPLOYEE # (DISPLAY ONLY)
This field displays the employee number based on the entry in the personnel record.

4. ID CODE (DISPLAY ONLY)
This field displays the ID code based on the entry in the personnel record.

5. SOC SEC NUMBER/HEALTH CARD NUMBER (9-N-O)
Enter the relative's social security/health card number without hyphens (-). The system displays the number and inserts the hyphens.

6. LICENSE # (16-C-O)
This field contains the employee's professional license number, if applicable.

7. HIRE DATE (15-C-O)
This field contains the hire date.

8. TERMINATION (SPECIAL FORMAT-O)
This field contains the termination date, when applicable. An entry in this field causes the employee to become inactive on the termination date. Employees are not deleted but inactivated, because clinical applications must keep a record of all employees (even if terminated) for legal reasons. Therefore, inactive employee codes are not to be reused. Employees with a termination date that is not a future date are not able to access the STAR system using their employee ID code.

NOTE: This field is display only. To change the information in this field, access the Create/Edit Personnel Records option and modify the Termination Date field. For more information, see "7. TERMINATION DATE (8-NC-O)" on page 4-13.

9. BIRTHDATE (15-C-O)
This field contains the employee's date of birth.

10. ADDRESS (30-C-O)
This field contains the employee's address.

11. CITY (15-C-O)
Enter the employee's city or enter an equal sign (=) to fill in the default city and state entered in Other Parameters.

12. STATE/PROVINCE (2-A-R or TABLE LOOKUP)
Enter the relative's state/province in the standard two-character state/province abbreviation format, or you can press hyphen (-) and ENTER to display a table for selection of the state/province. This entry is validated with the user-defined state/province table. You can enter an equal sign (=) for the default state/province.

(US) 13. ZIP CODE (9-N-R or 6-AN-R)
Enter the relative's ZIP code. The ZIP code you enter can be five or nine characters. An equal sign (=) can be entered for the first five characters of the default ZIP code. If a nine-digit ZIP code is utilized, it displays with a hyphen (-) between the ZIP code and the ZIP code extension. If you enter a six-digit alphanumeric Canadian ZIP code, it displays in a X9X9X9 format.

(CN) 13. POSTCODE (6-AN-R or 9-N-R)
Enter the patient's postcode. If you enter an equal sign (=), the system automatically fills the field with the default postcode. The system displays the postcode in a X9X9X9 format. You can also enter a U.S. ZIP Code in this field. If you enter a nine-digit ZIP Code, the system automatically puts a hyphen between the code and the extension.

14. HOME PHONE (13-N-O)
This field contains the employee's home phone number. If no area code is entered, the system automatically appends the default area code from Other Parameters on the front of the phone number. This field is also on the Create/Edit Personnel Records screen.

15. WORK EXT. (5-N-O)
This field contains the employee's work phone number.

16. PHARMACY EMPLOYEE TYPE (SPECIAL FORMAT)
This field distinguishes between registered pharmacists, other pharmacy personnel, and non-pharmacy personnel. Valid types are: Non-pharmacy, RX Technician, and Registered Pharmacist. This field is used by the STAR Pharmacy base product. The default response is a non-pharmacy employee.

17. PAYROLL ENTITY (2-AN-O) or (TABLE LOOKUP)
This field contains the General Ledger entity that payroll has assigned to the employee. This field is used by the STAR Financials Payroll/Human Resources application.

18. PAYROLL # (12-AN-O)
This field contains the employee's payroll number. This field is used by the STAR Financials Payroll/Human Resources application.

19. SOCIAL SECURITY FORMAT (9-C-O)
Enter the social security number masking format to use on the patient, guarantor, and relative screens, forms, and reports used by this employee.

To mask an individual numeral, enter any number or letter except the letter N, or enter one of the following symbols: !, @, #, $, %, ^, &, *, (, or).

To set the number in a particular position to display, enter **N**.

For example, an entry of XXXXXNNNN displays the social security number as XXX-XX-1234, where 1234 are the last four digits of the social security number.

NOTE: This format overrides the format defined on System Wide Parameters, Admission and General Parameters, and at the employee department level.

To avoid confusion, McKesson recommends that you do not use numbers to designate masking.

20. EDIT BY (DISPLAY ONLY)
The system displays the name of the person who last edited this employee's information.

21. EDIT DATE (DISPLAY ONLY)
The system displays the date this employee's information was last edited.

22. ENTITY - GL DEPARTMENT(S) (C-AN-O for Entity/GL Departments)
Use this dual-entry field to define all entities and GL Departments that the employee is authorized to access in GL Display Account Activity. For more information, see the General Ledger Accounts chapter in the *STAR Financials General Accounting Reference Guide - General Ledger Volume.*

23. TABLE MAINTENANCE (TABLE LOOKUP-O)
This field controls which departmental tables the selected user can **edit** using the STAR Patient Care Departmental Table Maintenance option on the Departmental Management main menu. Only the tables entered here are displayed for selection and editing.

NOTE: The tables selected here override those selected in the Table Maintenance field of the CRT Names table.

24. VIEW TABLES (TABLE LOOKUP-O)
This field controls which departmental tables the selected user can **view** using the STAR Patient Care Departmental Table Maintenance - View option on the Departmental Management main menu. Only the tables entered here are displayed for selection and viewing.

NOTE: The tables selected here override those selected in the View Tables field of the CRT Names table.

Password Instance Maintenance

This option allows you to define the rules for user password format (types of characters allowed and number of characters required) as well as the length of time a user password remains valid. Certain STAR applications (for example, STAR Clinical Browser) use these rules when a user creates a new password in that application.

When you select this option from the Hospital Employee File Input Options menu, a list of applications that use this function is displayed:

```
              General Hospital Password Instance Maintenance Processor
                                             Fri Jun 16, 2006 10:47 am

 Page:01                              Applications
       Code  Description                Menu/Program   Environments
 ( 1) CB    Clinical Browser




 Enter choice or (A)dd--
```

Enter the number of the application you want to select or enter **A** to add another application. The following screen is displayed:

```
              General Hospital Password Instance Maintenance Processor
                                             Fri Jun 16, 2006 10:47 am

  1 Minimum Length           2 Maximum Length        3 Lower Case Chars

  4 Upper Case Chars         5 Numbers               6 Special Chars

  7 Password Expiration Days 8 History Check          9 ID as password

 10 Edited By               11 Edited Date




 Enter field number or '/' starting field number--
```

Field Explanations

1. MINIMUM LENGTH (2-N-R)
This field contains the minimum number of characters that must be entered when a user password is created in the selected STAR application. When you access this field, the following prompt is displayed:

Enter the password minimum length (2 to 15) [6]--

Enter a number between 2 and 15. The default is 6.

2. MAXIMUM LENGTH (2-N-R)
This field contains the maximum number of characters that can be entered when a user password is created in the selected STAR application. When you access this field, the following prompt is displayed:

Enter the password maximum length (2 to 15) [15]--

Enter a number between 2 and 15. The default is 15.

3. LOWER CASE CHARS (2-N-O)
This field contains the number of lowercase characters that must be entered when a user password is created in the selected STAR application. When you access this field, the following prompt is displayed:

Enter the number of lower case characters required [0]--

Enter a number between 0 and 15. The default is 0.

4. UPPER CASE CHARS (2-N-O)
This field contains the number of uppercase characters that must be entered when a user password is created in the selected STAR application. When you access this field, the following prompt is displayed:

Enter the number of upper case characters required [0]--

Enter a number between 0 and 15. The default is 0.

5. NUMBERS (2-N-O)
This field contains the number of numeric characters that must be entered when a user password is created in the selected STAR application. When you access this field, the following prompt is displayed:

Enter the number of numbers required [0]--

Enter a number between 0 and 15. The default is 0.

6. SPECIAL CHARS (2-N-O)
This field contains the minimum number of special characters that must be entered when a user password is created in the selected STAR application. When you access this field, the following prompt is displayed:

Enter the minimum number of special characters [0]--

Enter a number between 0 and 15. The default is 0.

7. PASSWORD EXPIRATION DAYS (3-N-R)
This field contains the number of days a password is valid. When you access this field, the following prompt is displayed:

Enter the password expiration days (2 to 365) [365]--

Enter a number between 2 and 365. The default is 365.

8. HISTORY CHECK (1-C-O)
This field determines if the system checks to ensure that the new password does not match any of the last three passwords defined for that user. When you access this field, the following prompt is displayed:

Perform password history check on last 3 passwords? (Y/N) [N]--

Enter **Y** if you want the system to check to ensure the new password is different from the last three passwords defined.

Enter **N** if you do not what the system to check if the new password is different from the last three passwords defined.

9. ID AS PASSWORD (1-C-O)
This field determines if you want to allow the User ID and password to be identical. When you access this field, the following prompt is displayed:

Allow the User ID as a password? (Y/N) [N]--

Enter **Y** if you want to allow the User ID and password to be identical.

Enter **N** if you want to ensure the password is not identical to the User ID.

10. EDITED BY (DISPLAY ONLY)
The system displays the name of the person who last edited the information on this screen.

11. EDITED DATE (DISPLAY ONLY)
The system displays the date and time the information on this screen was last edited.

Spooler Security Maintenance

This option allows you to create spooler security levels and then limit the ability of specified employees to demand print and view certain on-demand reports based on those spooler security levels. For example, you may need to prevent payroll users from accessing patient health information (PHI) or prevent clinical users from accessing payroll information.

When you select this option from the Hospital Employee File Input Options menu, the following screen is displayed:

```
                    General Hospital Spooler Security Maintenance Processor
                                                  Tue Jul 19, 2005 11:57 am
Spooler Security Maintenance Input Options

           Option No.  Option
           ---------------------------------------
               1        Edit Spooler Security Categories
               2        Attach a Spooler Security Category to a Report
               3        Attach Spooler Security Category to an Employee
               4        Print Spooler Security Report




Enter option number--
```

EDIT SPOOLER SECURITY CATEGORIES

This option allows you to create or edit spooler security levels that you can attach to a report or employee.

NOTE: After you create the spooler security, you attach it to desired reports (see). Then you enter the spooler security level (of each report you want to restrict) on the employee's personnel record so the employee cannot demand print or view the report (see).

When you access this option from the Spooler Security Maintenance Input Options menu, the following screen is displayed:

```
              General Hospital Edit Spooler Security Categories Processor
                                                  Tue Jul 19, 2005 12:06 pm
Spooler SEC level










Spooler security level --
```

- Enter the spooler security level you want to edit or enter a hyphen (-) to view a list of available spooler security levels.

  After you have selected a code to edit, the following screen is displayed:

```
            General Hospital Edit Spooler Security Categories Processor
                                                  Tue Jul 19, 2005 03:16 pm
Spooler SEC level
( 1)Code        : HPI 02
( 2)Description  : CAN ACCESS HPI EXCEPT SS#
( 3)SSL Active   : Active
( 4)Edit by      : Adams,John
( 5)Edit date    : 07/19/05 03:12pm












 Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (5-C-R)
This field contains the spooler security level that was designated when you first entered this code. The code is used to limit demand printing and viewing of certain reports.

2. DESCRIPTION (36-C-R)
This field contains the description of the spooler security level. When you access this field, the following prompt is displayed:

Enter new description--

Enter the desired description (up to 36 characters).

3. SSL ACTIVE (1-C-R)
This field determines if this spooler security level is available for use. When you access this field, the following prompt is displayed:

Activate spooler security level -- (Y [N])

If you enter Y to activate the code, *Active* is displayed in the field and you can assign this spooler security level to limit demand print or view access.

If you enter N (or accept the default),**NOT Active** is displayed in the field. You can assign this code to an employee or a report even if this field is set to Not Active.

For example, if you want to key all the information in advance of activating new security levels, you can leave this field set to Not Active until your organization is ready to implement the restrictions. When all of the report and employee information is entered, you can set this field to Active, and the demand print or view access restrictions you have entered go into effect.

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the employee who was signed on when the table entry was entered or last edited. The system automatically fills this field with the employee's last and first name.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date and time at which the table entry was last edited. The system automatically fills the field with the appropriate date and time.

When you have completed the edits, the following prompt is displayed:

> *Accept this screen? (Y/N/ˇD'elete) [Y]--*

If you enter Y, the edits are saved and the *Filed!* message is displayed before you are returned to the previous screen.

If you enter N, the changes are not saved and you are returned to the previous prompt.

If you enter D, the following prompt is displayed:

> *Enter delete(D) from file or file(F) as deleted [F]--*

-   If you enter D to delete the code from the file, the following prompt is displayed:

    > *Are you sure you want to delete this code `xx'? (Y/N) [N]--*

    where *xx* is the code you want to delete. Enter **Y** to delete the code and remove all attached employees and/or reports. Enter **N** to exit without deleting the code. If you enter Y to delete the code, the *Deleted!* message is displayed and you are returned to the previous screen. You cannot display the code and it cannot be referenced by other applications or for reporting purposes.

-   If you enter F to file as deleted, the *Filed as Deleted!* message is displayed and you are returned to the previous screen. If the code is filed as deleted, you cannot display it, but it can be referenced by other applications and for reporting purposes.

• If you want to add a new spooler security level, enter a level number (maximum 5 characters) that does not exist on the table. When you enter the number and press ENTER, the following screen is displayed:

```
              General Hospital Edit Spooler Security Categories Processor
                                            Tue Jul 19, 2005 02:36 pm
Spooler SEC level




















Add this code `xx`? (Y/N) [Y]--
```

where *xx* is the spooler security level you want to add. Enter **Y** to add the code. Enter **N** to exit without adding the code.

If you enter Y, the following screen is displayed:

```
              General Hospital Edit Spooler Security Categories Processor
                                            Tue Jul 19, 2005 02:39 pm
Spooler SEC level
( 1)Code         : xx
( 2)Description  :
( 3)SSL Active   :
( 4)Edit by      :
( 5)Edit date    :
```

Enter the information in each field and accept the changes. The *Filed!* message is displayed and you are returned to the previous screen.

ATTACH A SPOOLER SECURITY CATEGORY TO A REPORT

This option allows you to associate a spooler security level with a report.

NOTE: Then you enter the spooler security level (of each report you want to restrict) on the employee's personnel record so the employee cannot demand print or view the report (see).

When you access this option, a list of all the spooler security levels is displayed.

A screen similar to the following is displayed:

```
       General Hospital Attach a Spooler Security Category to a Report Processor
Page:01                          Spooler SEC level
( 1) HPI2-HPI Level 02
( 2) HPI3-HPI LEVEL 03
( 3) HPI4-HPI LEVEL 04














 Enter choice--
```

Enter the number of the desired spooler security level and press ENTER. The following prompt is displayed:

Enter name to add/edit or first letters and a dash (-) --

Enter the name of the report you want to add or edit for the selected spooler security level. You can enter the beginning letters of the report followed by a hyphen (-) to list the available reports that begin with those letters. You can also enter a hyphen (-) to display a list of all available reports.

A screen similar to the following is displayed:

```
       General Hospital Attach a Spooler Security Category to a Report Processor
                                              Wed Jul 20, 2005 08:29 am

 Page:1                HPI2 secured Reports (`*` Inactive Report) ##=Current Choices
        Name          Description
 ( 1)  AXOMXTR0       EXAM REQUEST SLIP
 ( 2)  AXOMXTR1       EXAM REQUEST SLIP
 ( 3)  AXONXON0       OVERDUE PRINT NOTICE
 ( 4)  AXONXON1       OVERDUE PRINT NOTICE
 ( 5)  AXOTXRR0       FINAL REPORT
 ( 6)  AXPAXPA0       PHYSICIAN ACTIVITY REPORT
 ( 7)  AXPAXPA1       PHYSICIAN ACTIVITY REPORT
 ( 8)  AXPLXPL0       FILM ROOM PULL LIST
 ( 9)  AXPMXEM000     EMPLOYEE MAILING LABELS
 (10)  AXPRXPR000     PRE-CANNED SUMMARY PRINT
 (11)  AXPRXPR001     PRE-CANNED SUMMARY PRINT
 (12)  AXQCXQC0       QUALITY CONTROL
 (13)  AXRBXRR0       FINAL REPORT
 (14)  AXRBXRR1       FINAL REPORT
 (15)  AXRDXRD0       Nuclear Medicine Diag Codes
 (16)  AXRDXRD1       Nuclear Medicine Diag Codes
 (17)  AXRDXRR0       FINAL REPORT


 Enter choices (e.g. 1,7,5-9) or '-'choices to remove--
    end select(NL)  next pg(/ or PG DN)  previous pg(/P or PG UP)  Search(TAB)
```

NOTE: An asterisk (*) indicates the report is currently inactive.

Enter the number of the report you want to add or edit for the selected spooler security level. To select multiple reports, enter each report number separated by a comma (,) and press ENTER after the last number entered. For example, 1,5,7. To remove a report, enter a hyphen (-) followed by the number you want to remove. For example, -5 removes the Final Report in the screen example above.

When you have entered all the desired report numbers, press ENTER. The selected report numbers are highlighted. Press ENTER to save changes and return to the previous menu.

ATTACH SPOOLER SECURITY CATEGORY TO AN EMPLOYEE

This option allows you to associate a spooler security level with an employee, which restricts all reports attached to that spooler security level from being demand printed or viewed by that employee. When you access this option, the following prompt is displayed:

Enter ALLSTAR ID code, `*`employee number, last name `-` to list--

You can enter the employee's ALLSTAR ID code, an asterisk (*) followed by the employee number or all or part of the employee name and hyphen (-) to display a list of employee.

When you select an employee, a screen similar to the following is displayed:

```
 ALLSTAR    1 ID Code   2 Name                      3 Init     4 Employee Number
            **                                                  **
 5 STAR Environments                               6 Default STAR Environment

 7 Termination Date  8 O.S. ID Code    9 Edit By              10 Edit Date
                        **
11 Employee Spooler Security Levels












 Enter field number or '/' starting field number--
```

NOTE: For an explanation of fields not defined in this section, see "Create/Edit Personnel Records Screen" on page 4-10.

Field Explanations

11. EMPLOYEE SPOOLER SECURITY LEVELS (TABLE LOOK-UP)
This field contains the spooler security levels that the selected employee is not allowed to access.

NOTE: If you have attached any reports to the spooler security level you enter for the employee, the employee is not able to demand print or view that report. For more information, see "Attach a Spooler Security Category to a Report" on page 4-30.

When you access this field, a list of all active spooler security levels is displayed:

```
 Page:01                       Spooler SEC level           ##=Current Choices
 ( 1) HPI2-HPI Level 02
 ( 2) HPI3-HPI LEVEL 03
 ( 3) HPI4-HPI LEVEL 04









 Enter choices (e.g. 1,7,5-9) or '-'choices to remove--
                              end select(NL)
```

Enter the number of the spooler security level you do not want the selected employee to access and press ENTER. To select multiple levels, enter each spooler security level separated by a comma (,) and press ENTER after the last number entered. For example, 1,5,7. To remove a spooler security level, enter a hyphen (-) followed by the number you want to remove. For example, -2 removes the HPI3 level in the screen example above.

When you have entered all applicable spooler security levels, press ENTER. The selected spooler security levels are highlighted. Press ENTER and the selected levels are displayed in the field. Accept the screen to save changes and return to the previous menu.

PRINT EMPLOYEE SPOOLER SECURITY CROSS REFERENCE REPORT

This option allows you to demand print the Employee Spooler Security Cross Reference Report, which lists every spooler security level attached to each employee or report.

When you select this option, the *Compiling and Printing!* message is displayed briefly and you are returned to the previous screen.

Output

Purpose:	The Employee Spooler Security Cross Reference report lists the spooler security levels that are attached to a report and the levels an employee is not allowed to access.
Generation:	The Employee Spooler Security Cross Reference report is printed on-demand when you access the Print Spooler Security Report option from the Spooler Security Maintenance Input Options menu.
Parameters:	The Employee Spooler Security Levels field in the Attach Spooler Security Category to an Employee option defines the security levels that the selected employee cannot access.
	The employee cannot demand print or view any report assigned that spooler security level in the Attach a Spooler Security Category to a Report option.
Sort Sequence:	The primary sort is Spooler Security Level. Within each level, the employees associated with that level are listed, then the reports assigned to that level are listed.

Figure 4.1 Employee Spooler Security Cross Reference Report

```
Wed Jul 20, 2005 11:22 am       EMPLOYEE SPOOLER SECURITY CROSS REFERENCE REPORT
                     HPI2 - Spooler Security Category                 Page 1

--------------------------------------------------------------------------------
     A* Code    Employee Name
--------------------------------------------------------------------------------

     12345      Jones, Sam
                Attached SSC --> HPI2 HPI3

Wed Jul 20, 2005 11:22 am       REPORT SPOOLER SECURITY CROSS REFERENCE REPORT
                     HPI2  - Spooler Security Category                 Page 2

--------------------------------------------------------------------------------
     Report     Report Description
--------------------------------------------------------------------------------

     1500D      1500 Claims Facility A
                Attached SSC --> HPI2

     1E         1 East Census and Messages
                Attached SSC --> HPI2

     1E&1N      1 East and 1 North Printers
                Attached SSC --> HPI2

     1EA        1 East Census and Messages (A)1
                Attached SSC --> HPI2

     1ESRSTAT   Phys Order Req STAT Log (1E)
                Attached SSC --> HPI2

     ABSPLCL1   COLLECTION LABEL
                Attached SSC --> HPI2

Wed Jul 20, 2005 11:22 am       EMPLOYEE SPOOLER SECURITY CROSS REFERENCE REPORT
                     HPI3 - Spooler Security Category                 Page 3

--------------------------------------------------------------------------------
     A* Code    Employee Name
--------------------------------------------------------------------------------

        12345   Jones, Sam
                Attached SSC --> HPI2 HPI3

Wed Jul 20, 2005 11:22 am       REPORT SPOOLER SECURITY CROSS REFERENCE REPORT
                     HPI3  - Spooler Security Category                 Page 4

--------------------------------------------------------------------------------
     Report     Report Description
--------------------------------------------------------------------------------

     101        4 East Census and Messages
                Attached SSC --> HPI3

     105        1500 Claims Facility E
                Attached SSC --> HPI3
```

MAINTAIN EMPLOYEE INFORMATION FOR ALLSTAR SIGNON

There are two tables that control employee sign-on information in STAR:

- the STAR Environment Master Table, and

- the Hospital Employee File.

McKesson maintains the STAR Environment Master table. This table lists the environments that are available for your system. This table provides the list of environments that displays for your selection in the Hospital Employee File's STAR Environments field.

The Hospital Employee File can be maintained in a number of ways. A system administrator can be responsible for ALLSTAR information, and product administrators responsible for maintaining PRODUCT information. Or, one person can maintain all Hospital Employee File information. The following procedure describes only how to maintain ALLSTAR information.

Checklist

This is a checklist of tasks you need to perform before beginning the procedure for maintaining ALLSTAR information in the Hospital Employee File:

- A policy is set for assigning ALLSTAR ID codes: auto-assignment by the system or manual assignment of unique numbers.

- A policy is set for the format of ALLSTAR ID codes when you assign them manually.

- Responsibilities are assigned to maintain ALLSTAR and PRODUCT information in the Hospital Employee File.

- A policy is set for assignment of initial menus for a family of applications. There can be only one initial menu per family of applications. See Your STAR Family of Applications subsection for a discussion of initial menus and applications.

- A policy is set for the assignment of the default environment when a user has access to multiple applications.

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Proprietary to McKesson - Subject to Confidentiality Agreement

- You have employee information that includes the following:

  - Employee name (Last, First Middle)

  - Initials

  - Employee ALLSTAR ID code

  - Employee number

  - Employee operating system ID code

  - STAR environments for approved access

  - The default STAR environment

  - Product-specific information for the PRODUCT section of the Hospital Employee File

- To enter product-specific information or add accessible environments for the employee, sign on to the product for which you want to set up or maintain the employee. You can enter ALLSTAR information when you are signed on to any product.

Quicksteps

Quicksteps are designed for experienced users who may need a reminder on how to perform a task. Follow the quicksteps below when you do not need to see screens, prompts, and error messages documented. When you need more complete information, use the fully documented procedure following Quicksteps.

1. Display the Hospital Employee File menu, and choose **Create/Edit Personnel Records**.

2. Select a new or existing employee file.

3. If necessary, enter **A** to edit ALLSTAR information.

4. If necessary, select the method of ALLSTAR ID Code assignment.

5. Enter the employee's name (Last,First Middle). This format must be followed exactly, or the system does not accept your entry.

For example, type:	Smith,Robin J
not:	Smith, Robin J
and not:	Smith,RobinJ.

6. Enter Employee Number.

7. Enter STAR environment(s) to which you want the employee to have access.

8. Enter the default STAR environment, when multiple environment access.

9. Only enter termination date to prevent employee access to STAR products.

10. Enter OS ID code assigned by your operating system administrator.

11. Accept the screen when you are finished.

12. Refer to your product reference guide for information on fields in the PRODUCT section of the screen.

Procedure

NOTE: For more information, see "HOSPITAL EMPLOYEE FILE" on page 4-9.

The following procedure shows you how to set up and maintain ALLSTAR SignOn information or environments for employees:

NOTE: You can sign on to any product when you want to set up or maintain only ALLSTAR information, which is shared system-wide. When you also want to set up or maintain PRODUCT information or add accessible environments for this employee, you need to sign on to the product for which you want to enter information or environments.

1. On the Hospital Employee File menu, choose **Create/Edit Personnel Records**. The following prompt is displayed:

    Enter ALLSTAR ID code, `*`employee number, last name `-` to list, add(A)--
    use `%`last name followed by `-` to see ALLSTAR employee list

    For information about how STAR applications access this function see "WHERE CAN I FIND ADDITIONAL INFORMATION?" on page 4-6.

2. You have several choices of how to display the Create/Edit Personnel Records screen for the employee you want to maintain:

    •   Enter **A** to add a new employee.

    •   Enter a new or existing ALLSTAR ID code.

    •   Enter asterisk (*****) and a new or existing employee number.

    •   Enter all or part of the employee name and hyphen (**-**) to list employees already set up for your product family.

- Enter percent (%), all or part of the employee name, and hyphen(-) to list employees set up for all products (designated as ALLSTAR employees).

Each choice is shown in boldface type and is explained on the following pages.

ADD A NEW EMPLOYEE

To add a new employee, enter **A**.

A blank Create/Edit Personnel Records Processor screen is displayed, as shown in the following example. The cursor is automatically positioned in the ID Code field of the ALLSTAR section, and the system prompts you to enter: *ALLSTAR ID code or '*' for automatic assignment--* Use this screen, and the steps on the following pages, to add the employee to the product you are using. For example, you need to add your product to the available STAR Environments using the **STAR Environment** field in the following steps. Go on to Step 3 - ALLSTAR ID CODE.

```
          General Hospital Create/Edit Personnel Records Processor
                                        Tue Jun 22, 2004 08:36 am

 ALLSTAR   1 ID Code    2 Name                  3 Init    4 Employee Number
           123456789    A,HOSPITAL EMPLOYEE     HEA       11111111111
 5 STAR Environments                            6 Default STAR Environment

 7 Termination Date  8 O.S. ID Code    9 Edit By              10 Edit Date


 PRODUCT  11 Position              12 Allergy Privileges  13 Beeper     14 CRT
            48 Dept Supervisor       Add/Modify
 15 Initial Menu        16 Lock Comment 17 Temporary Security    18 Until
    NP-Sup/Adm
 19 Department          20 Facilities         21 Security
                                              Dept Sup/Head 61
 22 Pharmacy Employee Type 23 Valid Entities     24 Resource Code
    Non-Pharmacy
 25 CliniCom Group        26 NPIIR    27 Edit By                28 Edit Date
                                        Smith, John              05/16/03


 Enter field number or '/' starting field number--
```

ADD OR ACCESS AN ALLSTAR ID OR EMPLOYEE NUMBER

To add or access an ALLSTAR ID, enter the ID number. To add or access an employee number, enter an asterisk (*).

- When you enter an ALLSTAR ID code or employee number that does not already exist, you receive the following prompt:

    No record for 12345 Enter new employee? (Y/N)--

Select one of the following:

- Enter **Y** to set up a new employee with this code or number. A blank Create/Edit Personnel Records Processor screen is displayed (see above

example), with the cursor automatically positioned in the **ID Code** field of the ALLSTAR section. The system prompts you to enter: *ALLSTAR ID code or '*' for automatic assignment--* Go on to Step 3 - ALLSTAR ID CODE.

- Enter **N** when you do not want to set up a new employee. The prompt redisplays for you to enter a different code or number:

  Enter ALLSTAR ID code, '' employee number, last name '-' to list, add(A)--*

• When you enter an ALLSTAR ID code or employee number that already exists, **but the employee has not been set up for this product**, the following prompt is displayed:

  ID '33333' is SCRANTON,MARGARET (022113) Set up this employee? (Y/N)

Select one of the following:

- Enter **N** when this is not the employee you want to set up. The prompt redisplays for you to enter a different employee:

  Enter ALLSTAR ID code, '' employee number, last name '-' to list, add(A)--*

- Enter **Y** to set up this employee. A blank Create/Edit Personnel Records Processor screen is displayed (see above example), with the cursor automatically positioned in the **ID Code** field of the ALLSTAR section. The system prompts you to enter: *ALLSTAR ID code or '*' for automatic assignment--.* Go to "3. ALLSTAR ID CODE: Enter system ID code or '*' for automatic assignment--" on page 4-41.

• When you enter a code or employee number that exists in multiple IDs, but the information in the ID-specific product security file does not match the information in the ALLSTAR master file, the following prompt is displayed:

  ALLSTAR Employee does not match the ID specific product security file.
  Update ID X product specific security file with ALLSTAR information? (Y/N)--

Enter **Y** to update the information in ID *X* (where *X* is the number of the ID that currently does not match the ALLSTAR information file). After you update the ID (or if you enter N to bypass the update), the Create/Edit Personnel Records Screen is displayed for the code or employee number you want to edit. Go to "3. ALLSTAR ID CODE: Enter system ID code or '*' for automatic assignment--" on page 4-41.

• When you enter an ALLSTAR ID code that exists in the Physician Table, the following prompt is displayed:

> *ALLSTAR ID code intersects the Physician Table!*
> *ID `32` is ADAIR,FRANK C (32) Set up this employee? (Y/N)--*

If you enter Y, you are allowed to create an employee for the code you entered.

If you enter N, the following prompt is displayed:

> *ALLSTAR ID code intersects the Physician Table!*
> *ALLSTAR ID code or `*` for automatic assignment--*

Enter desired ALLSTAR ID code or an asterisk (*) if you want the system to assign the code. The system automatically assigns the next unique ID code number. The same ALLSTAR ID code is used for an employee within the product family. This field is required. Go to "3. ALLSTAR ID CODE: Enter system ID code or '*' for automatic assignment--" on page 4-41.

- When you enter an ALLSTAR ID code or employee number that already exists, *and the employee has been set up in this product*, the Hospital Employee File screen is displayed for the employee, with the following prompt:

> *Edit ALLSTAR(A), Product(P) information or Case Team Assignments(C)?--*

Select one of the following:

- Enter **A** to edit ALLSTAR information. Go to "3. ALLSTAR ID CODE: Enter system ID code or '*' for automatic assignment--" on page 4-41.

- Enter **P** to edit product information. For more information on these fields, refer to your product's reference guide documentation here.

- Enter **C** to edit case team assignment information. For more information, see "CASE TEAM" on page 4-17.

ACCESS AN EXISTING EMPLOYEE

To access an existing employee:

- enter all or part of the employee name and hyphen (-) to list employees already set up for your product family, or

- enter percent (%), all or part of the employee name, and hyphen (-) to list employees already set up for **all** products.

For all methods of listing names, you receive the prompt:

List only the active employees? [Y]--

- Enter **Y** for Yes to list only active employees.

- Enter **N** for No to display a list that also includes inactive employees.

A list of names beginning with the letters you entered displays for your selection. The ALLSTAR ID code displays in brackets [nnn] after each name, as in the following example:

```
          General Hospital Create/Edit Personnel Records Processor
                                                Wed Mar 29, 2000 03:51 pm
  Page:01                            Employees
( 1) CLERK,ACCTS PAYABLE  [9510]
( 2) CLERK,GENERAL LEDGER [9512]
( 3) CLERK,PAYROLL        [155]
( 4) CLERK,PAYROLL        [9518]
( 5) CLERK,PERSONNEL      [156]
( 6) CLERK,PERSONNEL      [9520]
( 7) COLLECTORFIVE,MANAGE [120]
( 8) COLLECTORFOUR,COLLEC [116]
( 9) COLLECTORONE,SUPERVI [101]
(10) COLLECTORTHREE,COLLE [115]
(11) COLLECTORTWO,COLLECT [114]
(12) CROSS,AVA  E         [2805]
(13) CROSS,CHRIS A        [4090]



Enter choice--
```

Select the employee from the list, by entering the number shown in parentheses (nn) to the left of the employee name.

The Hospital Employee File for this employee displays both the ALLSTAR and PRODUCT sections of the screen, with the following prompt:

Edit ALLSTAR(A) or Product(P) information?--

Select one of the following:

- Enter **A** to edit the ALLSTAR information. Go to "3. ALLSTAR ID CODE: Enter system ID code or '*' for automatic assignment--" on page 4-41.

- Enter **P** to edit the PRODUCT information. For more information on these fields, refer to your product's reference guide documentation here.

NOTE: The ALLSTAR section of the Hospital Employee File is on your screen. The remaining steps follow the order of the field entries for adding a new employee to ALLSTAR. When you are editing information for an existing employee, go directly to the field you want to edit. The field names and their prompts are listed at each numbered step.

3. **ALLSTAR ID CODE:** *Enter system ID code or '*' for automatic assignment--*

Select the method of ALLSTAR ID code assignment:

- Enter asterisk (*) to have the system automatically assign a unique ALLSTAR ID code to this employee.

  The system assigns the next available number in consecutive order.

- Enter a unique ALLSTAR ID code for the employee in the format determined by your hospital standards.

  Each code you add must be unique. The following prompt is displayed when you try to add a code that is already in use:

  ID '125' is THOMAS,ARTHUR JOHN (5666) Set up this employee? (Y/N)--

  Enter **N** when you want to add a new employee. The following prompt is displayed:

  Enter ALLSTAR ID code, '' employee number, last name '-' to list, add(A)--*

  Enter **Y** when you want to display the ALLSTAR and PRODUCT information for this employee.

4. **NAME:** *Enter new employee name (Last,First Middle)--*

   Enter the employee name in the following format. The system displays up to 22 characters: Last,First Middle.

   - Last name — First character must be alphabetical; the remainder can be any combination of letters, the hyphen (-), or the apostrophe ('). You must enter at least one character.

   - Comma (,)

   - First name — First character must be alphabetical; remainder can be any combination of letters. You must enter at least one character.

   - Space

   - Middle name — Any combination of alphanumeric characters, spaces, and the following characters: **( ) [ ] " ' - / \ { }** Entry of the middle name is optional.

   - Press ENTER when you finish entering the name.

   NOTE: An asterisk may display in the Name field for an existing employee. This occurs when you select an employee whose ALLSTAR ID code had two employee names associated with it before implementation of ALLSTAR SignOn. The product administrator terminated this employee and then re-added the employee with a unique ALLSTAR ID code. You can no longer use this code.

The system automatically displays the initials of this name in the Initials field in the format: First/Middle/Last. If necessary, you can edit this field.

5. **EMPLOYEE NUMBER:** *Enter new employee number--*

   • Enter the Employee Number.

The number needs to conform to hospital standards. When you enter a number that is currently in use, the system displays the following error message:

Error: Employee # in use by HALL,JOHN S

Enter a unique employee number.

6. **STAR ENVIRONMENTS:**

Enter choices (e.g. 1,7,5-9) or '-' choices to remove--
        End selection (NL)

A list of the STAR Environments available for the product with which you signed on (including its family of products), displays when you edit this field.

```
              General Hospital Create/Edit Personnel Records Processor
                                          Wed Aug 14, 2002 10:54 am

 ALLSTAR   1 ID Code  2 Name                    3 Init    4 Employee Number
            1035        TENTER,ELLEN BAINES       EBT        111222333
 5 STAR Environments                       6 Default STAR Environment
->
 7 Termination Date  8 O.S. ID Code     9 Edit By              10 Edit Date


Page:01 CPU #    Application          ID #    ID Description   ##=Current Choices
( 1)     2       Patient Care         ID 1    12.1 Live
( 2)     2       Patient Care         ID 2    12.1 Test
( 3)     2       Pharmacy             ID 1    12.1 Live
( 4)     2       Pharmacy             ID 2    12.1 Test




Enter choices (e.g. 1,7,5-9) or '-'choices to remove--
                        end selection(NL)
```

The list of environments includes information about the CPU where the application resides, the name of the application in the environment, the ID # of the environment on the CPU, and a description of the application in the ID.

The environments listed are from the STAR Environment Master Table that is maintained by McKesson. The field lists the environments available for you to assign to this employee for access.

The available environments that display depend on the product you are using to add or maintain this employee. See Your STAR Family of Applications subsection for information on available environments for each application. For example, signed on to STAR Patient Care, the environments for Patient Care and Pharmacy display (as in the preceding example).

NOTE: When an employee changes positions and is working with a new application, you do not need to terminate the employee and re-add them for the other application. Instead, you remove and add applications as necessary, using the STAR Environments field. You remove an application by entering hyphen (-) and the selection number.

Select one or more environments for this employee to access:

• Enter the option number of the environment you want to add.

• Press ENTER. The system highlights the selection number of the environment.

• Highlight any additional environments to which you want the employee to have access.

• To remove any environments you have highlighted for selection, type hyphen (-), the selection number, and press ENTER.

• Press ENTER when you finish selecting environments.

The table no longer displays and the names of the environments you selected (up to 43 characters) display in the field.

7. **DEFAULT STAR ENVIRONMENT:** *Enter choice--*

A list of the environments you selected in the STAR Environments field displays for you to select the default environment. Entry in this field is not required. Define a policy for setting up and maintaining default environments for users with access to multiple environments. This is because there can be only one default environment per ALLSTAR ID code.

• Enter the selection number of the environment you want to be the default.

The system enters the name of the environment in the field. When the employee signs on, the default you choose displays in the prompt at sign-on, as in the following example:

Enter STAR Environment [Patient Care Live - ID 1]

The employee can press ENTER during sign-on to select the default environment.

8. **TERMINATION DATE:** *Enter new termination date--*

   NOTE: When an employee changes positions and is working with a new application, you do not need to terminate the employee and re-add them for the other application. Instead, remove and add applications as necessary using the STAR Environments field, in Step 6.

   Select one of the following:

   •   Press ENTER to bypass the Termination Date field, unless you want to prevent this employee from signing on to STAR applications.

   •   Enter a date in this field in the format your hospital uses. This prevents the employee from signing on to STAR applications starting at midnight on this date.

9. **OS ID CODE:** *Enter ID code/login for operating system signon--*

   Enter the employee's operating system ID code exactly as the operating system requires. Make sure you enter any upper- or lowercase letters as necessary. The operating system's system administrator can give you this information.

   This is the password used for STAR Clinical Browser. It is accessible via the Physicians table.

   When the field entry does not exactly match the OS ID code, the employee cannot sign on to STAR applications. This is because the system cannot find a match between the OS ID code used to sign on to the operating system and the OS ID code entered in the Hospital Employee File.

   NOTE: You cannot access the Edit By and Edit Date fields. The system automatically fills in these fields. The system enters the name of the user adding or editing the ALLSTAR employee information. The system uses the name as entered in the Name field of the Hospital Employee File. The system automatically enters the date you add the employee to ALLSTAR SignOn.

10. When you finish adding the employee to ALLSTAR, accept the ALLSTAR screen.

You receive the message *Filed!* and the PRODUCT section displays, as in the following example, with the cursor positioned in the first available field:

```
           General Hospital Create/Edit Personnel Records Processor
                                               Tue Jun 22, 2004 08:36 am

 ALLSTAR   1 ID Code     2 Name                  3 Init    4 Employee Number
             123456789    A,HOSPITAL EMPLOYEE    HEA       11111111111
 5 STAR Environments                           6 Default STAR Environment

 7 Termination Date  8 O.S. ID Code    9 Edit By              10 Edit Date


 PRODUCT  11 Position             12 Allergy Privileges  13 Beeper     14 CRT
            48 Dept Supervisor      Add/Modify
15 Initial Menu      16 Lock Comment 17 Temporary Security     18 Until
   NP-Sup/Adm
19 Department           20 Facilities        21 Security
                                             Dept Sup/Head 61
22 Pharmacy Employee Type 23 Valid Entities     24 Resource Code
   Non-Pharmacy
25 CliniCom Group        26 NPIIR    27 Edit By              28 Edit Date
                                     Smith, John                05/16/03


 Enter field number or '/' starting field number--
```

11. Enter or edit the PRODUCT information for this employee.

12. Accept the screen when you finish adding or maintaining the employee.

     The following message briefly displays:

     Employee (JONES,JENNY KAY) is filed! ALLSTAR ID code is P101

     The Hospital Employee File prompt to add or maintain another employee redisplays for you to continue.

     Enter ALLSTAR ID code, '' employee number, last name '-' to list, add(A)--*

IMPACT

When you accept the ALLSTAR section of the screen, the following happens:

• The system updates the Hospital Employee File on the Hub CPU.

• The Hub CPU networks the changes to all STAR applications on all CPUs.

• The PRODUCT section of the screen is displayed, and the ALLSTAR fields are now display only.

• The employee now prints or displays on the Master User List.

PREVENT DISPLAY OF REMOTE ENVIRONMENTS DURING SIGNON

When an employee signs on to a remote environment – an application on another CPU – the system uses a network connection to access the environment. Because the connection is made through the network and not via a direct connection to the CPU (as is made during sign-on to a local environment), the system cannot determine which CRT name to use (as defined in the CRT Names table). Because the system cannot identify the CRT name, reports printed in the remote environment do not print at the employee's default printer.

ALLSTAR SignOn provides a parameter that enables you to prevent the remote environments from displaying during sign-on. This parameter is available in STAR Patient Care and the STAR Financials, since these CPUs are networked to any other CPUs you may have. The parameter needs to be controlled by one system administrator.

NOTE: If your hospital has all its STAR products on one CPU, this parameter has no effect. This is because there are no remote environments.

Checklist

This is a checklist of tasks you need to perform before beginning the procedure for setting the ALLSTAR SignOn Remote Environments Parameter:

You have either of the following:

- 3.2 or higher release of MultiSTAR (MSE).

- You have determined that you have STAR products that reside on a remote CPU.

Quicksteps

Quicksteps are designed for experienced users who may need a reminder on how to perform a task. When you need more complete information, use the fully documented procedure following Quicksteps.

1. Display the Hospital Employee File menu.

2. Select the **Allstar Sign-on Remote Environments Parameter** option.

3. Enter **Y** to continue or **N** to cancel.

4. Enter either **N** to display remote environments during sign-on, or **Y** to prevent display of remote environments during sign-on.

Procedure

The following procedure shows you how to set the parameter for preventing the display of remote environments during sign-on.

1. Display the Hospital Employee File menu for either STAR Patient Care or STAR Financials, as in the following example:

```
            General Hospital Hospital Employee File Processor
                                           Wed Jun 21, 2006 10:36 am
 Hospital Employee File Input Options

            Option No.  Option
            ----------------------------------------
                1       Create/Edit Personnel Records
                2       Edit Employee Demographics
                3       Print Employee Master
                4       Secret ID Authorization Check/Verify
                5       Employee Master Table Maintenance
                6       Edit Sign-on Help Screen

                7       Allstar Sign-on Reports
                8       Allstar Sign-on Remote Environments Parameter
                9       Password Instance Maintenance
               10       Navigator User Maintenance
               11       ALLSTAR SignOn Function Access Report

               12       Spooler Security Maintenance
               13       Download Report Maintenance

 Enter option number--
```

2. Select the **Allstar Sign-on Remote Environments Parameter** option. The following screen is displayed:

```
            General Hospital Remote Environments Parameter Processor
                                           Tue Jun 20, 1995 09:46 am




   Warning!  This function will set the system parameter that controls
            whether or not Allstar Sign-on environments that reside on
            a remote CPU will be displayed for selection during sign-on.

            The parameter affects all of the STAR CPUs in the network!



 Do you wish to continue? (Y/N) [N]--
```

The following prompt is displayed:

> *Do you wish to continue? (Y/N) [N]--*

A warning that this parameter controls whether or not remote environments display for selection during sign-on and that the parameter affects all STAR CPUs in the network is displayed.

3. Select one of the following:

    •   Enter **N** for No if you do not want to continue. The system redisplays the previous screen.

    •   Enter **Y** for Yes if you want to continue and to either change or check the setting of the parameter.

    When the parameter is currently set to display remote environments is displayed in the following screen:

    ```
              General Hospital Remote Environments Parameter Processor
                                                   Tue Jun 20, 1995 09:47 am



    Current Setting: Display remote Allstar Sign-on environments



    Display remote Allstar Sign-on environments for sign-on? (Y/N) [Y]--
    ```

    The following prompt is displayed:

    Display remote Allstar Sign-on environments for sign-on? (Y/N) [Y]--

    The system displays the current setting of the parameter as the default in the prompt. If the prompt is set to No, the following message displays:

    Current Setting: Do NOT display remote Allstar Sign-on environments

4. Select one of the following:

    •   Enter **Y** for Yes if you want to restrict the display of remote environments during sign-on.

    •   Enter **N** for No if you want the remote environments to display during sign-on.

    The previous menu redisplays.

Impact

The setting of this parameter has the following impacts:

• If the parameter is set to restrict the display of remote environments, the remote environments do not display for any user signing on to a STAR CPU.

• If the parameter is set to display the remote environments during sign-on, any user can sign on to a remote environment. However, reports printed in the remote environment may not print at the user's default printer, since the CRT Names table is not used to select the correct printer.

Chapter 5 - MAINTAIN SIGNON FOR PHYSICIANS

ALLSTAR SignOn User's Guide
October 2011   *Release 17.0*   *5–1*
Proprietary to McKesson - Subject to Confidentiality Agreement

INTRODUCTION

STAR Navigator

ALLSTAR SignOn requires you to maintain information for physicians that you want to be able to sign on to STAR Navigator modules of STAR Patient Care. For example, Station Census and Physician List are STAR Navigator modules. You maintain the following information for the physicians and their staff:

- Accessible Environments

- Default Environment

- Sign-On Expiration Date

- OS ID code

You maintain this information in the O.S. Sign-On Information screen of the STAR Physician Table. You sign on to STAR Patient Care to maintain this table information for physicians and their staff.

ALLSTAR SignOn links the OS ID code used for signing on to the operating system with the Physician code in the STAR Physician Table.

STAR Clinical Browser

Each STAR Clinical Browser user must have an ALLSTAR code and OS ID code defined in the STAR Physician Table. The OS ID code is the login code for STAR Clinical Browser users. However, the OS ID code does not have to be built in UNIX. For more information, see the *STAR Patient Care Reference Guide Tables Volume.*

Horizon^{WP} Physician Portal

Individual Horizon^{WP} users do not have to have an ALLSTAR code and OS ID code. Only one physician has to have an OS ID code. This physician is defined in the STAR connector. All other Horizon^{WP} Physician Portal users are built in Epicentric® with a login that maps to the STAR Physician Table. This is defined during the installation of Horizon^{WP} Physician Portal.

PHYSICIAN SIGNON INFORMATION PROCESSOR SCREEN

The screen is displayed as follows:

```
Sign-On Information Processor
                                            Fri Sep 17, 1993 10:53 am
Physician Name: 32 - ADAIR,FRANKLIN B

1 Name                                   2 Initials
  ADAIR,FRANKLIN B                         FBA
3 STAR Environments                      4 Default STAR Environment

5 Sign-On Expir    6 O.S. ID Code      7 Edit By              8 Edit Date
                      fa1256              Smith, John            08/5/93
9 All Environments Assigned
  View Only




Enter field number or '/' starting field number--
```

The information you enter here is used by the STAR Navigator and STAR Clinical Browser modules to verify access to the system.

NOTE: STAR Clinical Browser uses only the OS ID code field.

You maintain this file in STAR Patient Care. When you change any field on this screen, the system networks the revision to all products on all CPUs.

The STAR Navigator Environments you enter for physicians or their staff dictate which products are available to them:

 •   Physicians for whom you enter multiple environments can select from any of the valid environments at sign-on. Normally, physicians do not have multiple environments available. The Default STAR Environment appears in the prompt as the default.

 •   Physicians for whom you enter a single environment are automatically signed on to that environment.

Field Explanations

Following are detailed explanations of the fields you see on the screen, including codes for field entry. Refer to the Preface for information on what these codes mean. General field information is repeated in the procedure for maintaining physician information for ALLSTAR SignOn.

1. NAME (DISPLAY ONLY)
The system displays the physician's name as entered in the STAR Physician Table or the staff member's name as entered in the Office Staff Parameters screen. This field is display only.

2. INITIALS (DISPLAY ONLY)
The system displays the initials of the physician or staff member in the Name field. The system enters the initials in the format First/Middle/Last. This field is display only.

3. STAR ENVIRONMENTS (TABLE LOOKUP-O)
You use this field to define the environments to which you want this physician or staff member to have access via STAR Navigator. You can select from a list of available environments. The environments that display are maintained in the STAR Environment Master Table by McKesson.

The list of environments includes the following information:

- CPU #: This is the number of the Central Processing Unit on which the application resides.

- Application name: This is the name of the application in the environment.

- ID #: This is the system ID on the CPU.

- ID Description: This is a description of the application environment in the ID.

4. DEFAULT STAR ENVIRONMENT (TABLE LOOKUP-O)
When the physician or staff member can sign on to multiple environments, you can set up a default STAR environment in this field. The default STAR environment displays as the default in the prompt that displays during sign-on, as in the following example:

  Enter STAR Environment --

The physician or staff member simply presses ENTER to select the default STAR environment. This is an optional field. When the physician can access only a single environment, you do not need to enter a default STAR environment.

5. SIGN-ON EXPIR (8-NC-O)
The Sign-On Expir field enables you to enter the date that the physician's or staff member's sign-on privileges expire. This field does not impact STAR Clinical Browser or Horizon*^{WP}* Physician Portal.

6. OS ID CODE (ENTRY IS OS-DEPENDENT)
Obtain the correct OS ID code for the physician or staff member from the operating system's system administrator.

NOTE: Physicians set up in both the STAR Physician Table (for access to STAR Clinical Browser) and the Hospital Employee File (for access to other products/modules) require two OS ID codes. Make sure the code you enter in this field is different from the OS ID code entered in the Hospital Employee File.

You must enter the OS ID code exactly as the physician or staff member enters it when signing on to the system. Make sure you enter any upper- or lowercase letters as necessary. When this field entry does not match the OS ID code exactly, the physician or staff member cannot sign on to STAR Clinical Browser.

7. EDIT BY (22-C-A)
The system automatically displays the name of the user (as signed on) who adds or edits the physician O.S. sign-on information.

8. EDIT DATE (DATE-A)
The system automatically enters the date that the user adds or edits the physician sign-on information. The date displays in the standard format.

9. ALL ENVIRONMENTS ASSIGNED (VIEW ONLY)
This field enables you to view all STAR environments that have been assigned to this physician. This field is view only.

Chapter 6 - ALLSTAR SIGNON REPORTS

Illustrations

INTRODUCTION

This chapter contains information about the ALLSTAR SignOn reports. You can access these reports from the Hospital Employee File Input Options menu:

```
            General Hospital Hospital Employee File Processor
                                          Wed Jun 21, 2006 10:36 am
 Hospital Employee File Input Options


          Option No.  Option
          ---------------------------------------
              1       Create/Edit Personnel Records
              2       Edit Employee Demographics
              3       Print Employee Master
              4       Secret ID Authorization Check/Verify
              5       Employee Master Table Maintenance
              6       Edit Sign-on Help Screen

              7       Allstar Sign-on Reports
              8       Allstar Sign-on Remote Environments Parameter
              9       Password Instance Maintenance
             10       Navigator User Maintenance
             11       ALLSTAR SignOn Function Access Report

             12       Spooler Security Maintenance
             13       Download Report Maintenance

 Enter option number--
```

The report menu options described in this chapter are:

- ALLSTAR SignOn Reports - This option allows you to manage and maintain employee sign-ons using the ALLSTAR Master User List and the STAR Environment List.

- ALLSTAR SignOn Function Access Report - This option allows you to create a functionality list of options users can access through character-based menus and STAR Navigator views. You can generate a printed report or a comma-separated file you can import into a third-party database software package (such as Microsoft® Excel or Horizon Business Insight™).

ALLSTAR SIGNON REPORTS OPTION

The ALLSTAR SignOn Reports option provides two reports to aid you in managing and maintaining employees for sign-on:

- ALLSTAR Master User List

- STAR Environment List

You access both of the reports from the same menu option, ALLSTAR SignOn Reports. Report access varies according to the product you are using. Refer to the table in "Chapter 4 - MAINTAIN SIGNON FOR EMPLOYEES" for accessing the menu for your product. The ALLSTAR SignOn Reports option is on the same menu as the Create/Edit Personnel Records option for all products except STAR Radiology. Radiology users select Personnel Print from the Personnel Management menu.

The ALLSTAR SignOn Reports option enables you to print ALLSTAR SignOn information for employees. This information enables you to manage the assignment of ALLSTAR ID codes, operating system (OS) ID codes, and STAR Environments. The information that prints on the report includes:

- ALLSTAR ID Code

- Employee Name

- Employee Number

- OS ID Code

- Accessible STAR Environments

- Default STAR Environment

This information is shared across all STAR products and is not product-specific. You can display or print the information in two ways: the Master User List or the STAR Environment List.

ALLSTAR Master User List

The ALLSTAR Master User List enables you to view the STAR environments to which an employee has access. You can print information for employees who have access to all or selected STAR environments. The Master User List sorts the information in a variety of ways:

- By Employee Name

- By ALLSTAR ID Code

- • By OS ID Code

For each of these sorts, you can designate all or a range of occurrences. For example, you can select to sort by Employee Names A through H for the Patient Care Live, Pharmacy Live, and Radiology Live environments. The report lists only employees who meet two requirements:

- • They have last names starting with A through H *and*

- • They have access to any of the following environments: Patient Care Live, Pharmacy Live, or Radiology Live environments.

The Master User List lists all the environments each employee has available for access, even if the environment is one you did not select for listing. In the example on the next screen, Gordon Grey's environments are listed, including Patient Accounting. The employee's default environment, if the employee has one, is also listed.

A sample Master User List follows on the next screen, sorted by employee last name. The method you use to sort, such as ALLSTAR ID Code, displays in the first column.

```
Fri Sep 17, 1993 10:34 am                                          Page 1
                              Master User List
                          Sorted by: Employee Name

Employee Name            ID CODE   OS ID Code       Employee No.
   STAR Environments                             Default STAR Environment
---------------------------------------------------------------------------

AMBORN,MARY S            5232      am4556           233-54-7113
   Laboratory-ID 4                                 Laboratory-ID 4
   Radiology-ID 4

COLLINS,PHILLIP W        4671      cp5609           234-66-5632
   Patient Care-ID 9

DANIELS,WILMA B          2231      dw2221           665-34-2212
   Pharmacy-ID 20

HYATT,KYLE H             3566       hk3456           102-54-5541
   Patient Care-ID 9                               Pharmacy-ID 20
   Pharmacy-ID 20
```

STAR Environment List

The STAR Environment List enables you to quickly view the employees who have access to STAR Environments. The list prints each environment separately with its list of employees that have access. You can print information for selected or all STAR Environments. When the environment is the employee's default environment, Yes prints in the Default? column. The employee name and information prints for each environment to which the employee has access.

You can limit the list of employees that display by entering a range to sort by:

- Employee Name

- ALLSTAR ID Code

- OS ID Code

For example, you may want to display a list of employee names from A through H for all STAR Environments. Only the employees whose last names begin and end with those letters display for each of the environments. An employee may be listed multiple times, once for each environment to which the employee has access, such as once for Patient Care and again for Pharmacy. In the reports on the following screens, Kyle Hyatt prints on the STAR Environment List for Patient Care and again on the STAR Environment List for Pharmacy.

The following screens show an example of the STAR Environment List for the Pharmacy and Patient Care Environments. In this example, the list is sorted by ALLSTAR ID code. The method you use to sort appears in the first column. For example, when you sort by OS ID code, the OS ID code appears as the first column of the list.

Figure 6.1 STAR Environment List Sorted by ALLSTAR ID Code, Page 1 for Patient Care Environment

```
Fri Sep 17, 1993 10:57 am                                          Page 1

                          STAR Environment List
                         Sorted by: ALLSTAR ID Code
                     STAR Environment: Patient Care-ID 9


ID Code   Employee Name           OS ID Code      Employee No.   Default?
-----------------------------------------------------------------------------
4671      COLLINS, PHILLIP W      cp5609          234-66-5632

3334      GREY,GORDON L           gg3425          071-39-6666    Yes

3566      HYATT,KYLE H            hk3456          102-54-5541




                               End of Report
```

Figure 6.2 STAR Environment List Sorted by ALLSTAR ID Code, Page 2
for Pharmacy Environment

```
Fri Sep 17, 1993 10:57 am                                        Page 2

                          STAR Environment List
                        Sorted by: ALLSTAR ID Code
                     STAR Environment: Pharmacy-ID 20


ID Code   Employee Name          OS ID Code       Employee No.   Default?
---------------------------------------------------------------------------

2231      DANIELS,WILMA B        dw2221           665-34-2212

3566      HYATT,KYLE H           hk3456           102-54-5541    Yes



                             End of Report
```

Generate Master User List or STAR Environment List

You can select either the Master User List or the STAR Environment List to print or
display from the following screen:

```
                              General Hospital
                                               Fri Sep 17, 1993 10:24 am
 1 Report Type
->
 2 STAR Environments

 3 Sort by              4 Starting                5 Ending

 6 Hardcopy?            7 Report/Printer




 Print Master User List(M), or STAR Environment List(S)? [S]--
```

Field Explanations

Following are detailed explanations of the fields you see on the screen, including codes
for field entry. Refer to the Preface for information on what these codes mean.
General field information is repeated in the procedure for printing the reports.

1. REPORT TYPE (1-A-R)
This field requires you to choose the report you want to produce. The following prompt
is on the screen:

Print Master User List(M) or STAR Environment List(S)? [S]--

Enter **M** to print the Master User List or **S** to print the STAR Environment List. The
Master User List enables you to print a list of the accessible environments for each

employee. The STAR Environment List reports each environment separately, listing the employees who have access to the environment. The STAR Environment List is the default response.

2. STAR ENVIRONMENTS (TABLE LOOKUP)
This field displays a list of STAR Environments for your selection. The following prompt is on the screen:

Enter STAR Environment options, or all(A)--

Information for the STAR Environments you select prints on the report, including Application name and ID#. For both the Master User List and the STAR Environment List, only employees that have access to the environment(s) you select display on the report.

3. SORT BY (1-A-O)
You can sort either of the reports in a variety of ways — Employee Name, OSID code, and ALLSTAR ID code. The following prompt is on the screen:

Sort by employee name(N), ALLSTAR ID code(A), or OS ID code(O)? [N]--

Enter the appropriate response to designate how you want the report to sort — **N** for name, **A** for ALLSTAR ID code, or **O** for OS ID code. The method you choose to sort, such as Employee Name, displays in the first column of the report. See the report examples on previous screens.

4. STARTING (22-C-O)
This field enables you to enter the name or code with which you want to start the report. Depending on your entry in the Sort by field, one of the following prompts is on your screen:

Enter starting employee name (Last,FI) [First employee]--

Enter starting ALLSTAR ID code [First employee]--

Enter starting OS ID code [First employee]--

Enter the employee name in the following format when you want the list to start with a specific employee:

Last Name, and then type comma (,), and then First Initial

Enter either of the full codes, ALLSTAR ID or OS ID, when you want to start with a specific code.

The default is the first available entry for the sort method you chose in the Sort by field.

NOTE: The list sorts using the standard ASCII (American Standard Code for Information Interchange) sort. The sort is in order of: blank spaces, punctuation, numbers and letters. In an ASCII sort, numbers are sorted by first position, and then the second position. Therefore, the number 12 lists before the number 2. This is not an issue when codes are all the same number of characters in length.

5. ENDING (22-C-O)
This field enables you to enter the name or code with which you want to end the report. Depending on your entry in the Sort by field, one of the following prompts is on your screen:

Enter ending employee name (Last,FI) [Last employee]--
Enter ending ALLSTAR ID code [Last employee]--
Enter ending OS ID code [Last employee]--

The default is the last available entry for the sort method you chose in the Sort by field.

6. HARDCOPY? (1-A-R)
You can either print or display the report. The following prompt is on your screen:

Hardcopy? (Y/N) [Y]--

Enter **Y** for Yes to print the report. Enter **N** for No to display the report on the screen. The default response is Yes to print the report. This is a required field.

7. REPORT/PRINTER (TABLE LOOKUP)
When you enter Y in the Hardcopy? field, the Report/Printer field displays the report name and default printer where the report prints.

The report/printer that displays varies with the product you are using:

- For STAR Radiology users, the default displays according to the report type and default printer set up for Employee Mailing Labels.

- For STAR Laboratory users, the default displays according to the report type and default printer set up for LAB General Reports for each department.

- For all other products, the report prints at the default printer for the CRT as set up in the CRT Names table. When there is no default printer set up in the CRT Names table, you can enter the printer using the prompt.

You can change the printer by accessing the Report/Printer field. The following prompt is on your screen:

Enter report name, or partial name '-' for list--

You can enter a new report name or select the report name from the list you can display using the hyphen (-) option. The report prints at the printer you select.

Quicksteps

Quicksteps are designed for experienced users who may need a reminder on how to perform a task. Follow the quicksteps below when you do not need to see screens, prompts, and error messages documented. When you need more complete information, use the fully documented procedure following Quicksteps.

1. Display the Hospital Employee File menu for your product.

2. Select **ALLSTAR SignOn Reports**.

3. Select one of the following:

    •   Enter **M** for Master User List

    •   Enter **S** for STAR Environment List

4. Select STAR Environments you want to list.

5. Select one of the following:

    •   Enter **N** for Employee Name

    •   Enter **A** for ALLSTAR ID Code

    •   Enter **O** for OS ID Code

6. Enter Starting and Ending entry of list.

7. Enter **Y** to print or **N** to display list.

8. When you select to print, default printer displays for you to change if necessary.

9. Accept the screen.

Print Procedure

The following procedure shows you how to print ALLSTAR SignOn reports: the Master User List and the STAR Environment List.

1. Display the Hospital Employee File menu for your product.

    For information on how to display this menu, refer to "Chapter 4 - MAINTAIN SIGNON FOR EMPLOYEES". Radiology users select Personnel Print from the Personnel Management menu.

2. Select **ALLSTAR SignOn Reports**. The following screen is displayed:

```
                              General Hospital
                                             Fri Sep 17, 1993 10:24 am
 1 Report Type
->
 2 STAR Environments

 3 Sort by                4 Starting                5 Ending

 6 Hardcopy?              7 Report/Printer




Print Master User List(M), or STAR Environment List(S)? [S]--
```

The cursor is in the Report Type field and the following prompt is on the screen:

Print Master User List(M), or STAR Environment List(S)? [S]--

You are required to select the way you want to list the ALLSTAR information by selecting one of the reports.

3. Select one of the following:

   •   Enter **M** to print the Master User List

   •   Enter **S** to print the STAR Environment List

      The cursor moves to the STAR Environments field and a list of STAR Environments displays on the screen, as in the following example:

```
                              General Hospital
                                             Fri Sep 17, 1993 10:24 am
 1 Report Type
   Master User List
 2 STAR Environments
->
 3 Sort by                4 Starting                5 Ending

 6 Hardcopy?              7 Report/Printer

Page:01 CPU #    Application         ID #    ID Description   ##=Current Choices
( 1)      1      Patient Care        ID 1    12.1 Patient Care Live
( 2)      1      Patient Care        ID 2    12.1 Patient Care Test
( 3)      1      Computer Operations ID 0    12.1 Computer Operations
( 4)      2      Pharmacy            ID 1    12.1 Pharmacy Live
( 5)      2      Pharmacy            ID 2    12.1 Pharmacy Test
( 6)      2      Radiology           ID 1    12.1 Radiology Live
( 7)      2      Radiology           ID 2    12.1 Radiology Test

Enter STAR Environment options, or all(A)--
                            end selection(NL)
```

The STAR Environments that list on the screen are all the environments available for your facility. This list of environments is the STAR Environment Master table that is maintained by McKesson for your facility. The CPU#, Application name, ID#, and ID Description display for each STAR Environment.

4. Select one of the following:

   •   Select one or more of the environments about which you want to list information:

       Enter the option number and press ENTER to highlight an environment for selection.

       Highlight any additional environments.

       Press ENTER to complete your entry.

       When you select an environment by mistake, you can remove the highlighting by typing hyphen (-), the option number, and pressing ENTER.

   •   Enter **A** to select all the environments.

       The environments you select display in the STAR Environments field, up to the width of the screen.

       The cursor moves to the Sort By field and the following prompt is on the screen:

       Sort by employee name(N), ALLSTAR ID code(A), or OS ID code(O)? [N]--

5. Select one of the following:

   •   Enter **N** to sort by employee name.

   •   Enter **A** to sort by ALLSTAR ID code.

   •   Enter **O** to sort by OS ID code.

       The report sorts by the method you designate. The sort method you choose appears as the first column in the report. See the report examples on the previous screens.

       The cursor moves to the Starting field.

       Depending upon the sort method you chose in the Sort by field, one of the following prompts is on the screen:

Enter starting employee name (Last,FI) [First employee]--
Enter starting ALLSTAR ID code [First employee]--
Enter starting OS ID code [First employee]--

6. Select one of the following:

    •   Enter all or part of the name (Last,FI) or code with which you want to begin the report.

        Enter the name in the format: Last name followed by comma (,) and then the first initial of the employee, as in *Koestler,J.* The system accepts any of the characters valid for name entry (refer to "Chapter 4 - MAINTAIN SIGNON FOR EMPLOYEES" for specific information). The system accepts any ASCII character when you enter a code.

    •   Press ENTER to select the default and start with the first available name or code. The system displays an entry such as *[First employee]* in the field, depending on the Sort by method you chose.

        The cursor moves to the Ending field.

7. Select one of the following:

    •   Enter all or part of the name (Last,FI) or code with which you want to end the report.

        Enter the name in the format: Last name followed by a comma (,) and then the first initial of the employee. The system accepts any ASCII character when you enter a code.

    •   Press ENTER to select the default and end with the last available name or code. The system displays an entry such as *[Last employee]* in the field, depending on the Sort by method you chose.

        The cursor moves to the Hardcopy? field. The following prompt is displayed on the screen: *Hardcopy? [Y]--*

8. Select one of the following:

    •   Enter **N** to display the report on the screen.

        After you accept the screen, the following message displays:

        Report compiling. Please wait!

        The report displays on the screen. Press ENTER when you finish viewing the report to redisplay the menu for maintaining employee information.

- Enter **Y** to print the report.

  The Report/Printer field displays the report name and printer where the report prints. You can change the report by not accepting the screen and then accessing this field. The following prompt is on your screen:

  Enter report name, or partial name'-' for list--

  You can enter a new report name or select the report name from the list you can display using the hyphen (-) option.

  After you accept the screen, the following message displays:

  Report compiling. Will print when complete!

  The report prints at the printer displaying in the Report/Printer field. The Hospital Employee File menu redisplays. See the Report/Printer field for an explanation of where the report prints.

ALLSTAR SIGNON FUNCTION ACCESS REPORT

This option allows you to create a functionality list of options users can access through character-based menus and STAR Navigator views. You can generate a printed report or a comma-separated file you can import into a third-party database software package (such as Microsoft Excel or Horizon Business Insight).

When you access this option from the Hospital Employee File Input Options menu, the following screen is displayed:

```
        General Hospital ALLSTAR SignOn Function Access Report Processor
                                              Wed Jun 21, 2006 02:47 pm

















 Enter Allstar code to report or (A)ll employees  (A/99999) [A]--
```

Enter the individual employee's ALLSTAR ID code if you want to generate a list of all of the menus that employee can access. Enter **A** if you want to generate a list of the menus all employees can access.

The following prompt is displayed:

> *Enter Facility Code (ABCDRE) [ALL]--*

Enter an individual facility code or press ENTER for ALL facilities. The following prompt is displayed:

> *Enter (C)SV or (P)rinter friendly? (C/P) [C]--*

- Enter **C** to generate a CSV file (**C**omma-**S**eparated **V**alues file) that you can import into a third-party database software package. See "ALLSTAR SignOn Function Access Report - CSV File Output" on page 6-16.

- Enter **P** to generate a report you can print. See "ALLSTAR SignOn Function Access Report - Printed Report Output" on page 6-19.

ALLSTAR SignOn Function Access Report - CSV File Output

Enter **C** at the *Enter (C)SV or (P)rinter friendly? (C/P) [C]--* prompt if you want to generate a CSV file (**C**omma-**S**eparated **V**alues file) that you can import into a third-party database software package. The following prompt is displayed:

> *Enter the product family (CFLPX) or (A)ll [A]--*

Enter the letter for the product family menus to which the selected employee has access (C=STAR Patient Care, F=STAR Financials, L=STAR Laboratory, P=STAR Pharmacy, or X=STAR Radiology). Enter **A** to list menu access to all STAR products.

The following prompt is displayed:

> *Break the CSV report into 250 record reports [N]--*

Some third-party database products such as Microsoft Excel have a limit of 255-columns. Enter **Y** to separate the CSV file into 250-column sections to avoid errors when you import into these third-party products.

Horizon Business Insight does not have a 255-column limit, so you can enter **N** if you want to import the CSV file into that product.

The following message is briefly displayed on the screen before the system returns you to the menu:

> *Printing Security Report To ASSECRCSV!*

To view or import the CSV file, access View Spooled Reports. The following prompt is displayed:

> *Enter report name or leading chars '-' for a list--*

Enter **ASSECRCSV-** and select the desired criteria and report as usual.

A screen similar to the following is displayed:

```
                General Hospital View Spooled Reports Processor
                                               Wed Jun 21, 2006 01:48 pm
Report :ASSECRCSV  Allstar Security Report CSV    Position:###################
Spooled: 06/21/06 1130                        Last Printed: 06/21/06 1131
Application -  C     Facility  A
Employee,,01215,06756,104,108,1100,1102,1103,1104,111111,1115,113,11375,118,122
,33721,33735,33739,33747,33754,33789,33809,4109,4153,4340,456,47065,47312,48860
5T32,RLEWIS,R1,R2,R3,STAR31,STAR32,T1,T2,T3,TIMMY,TOMMY,SALLY,JOE,SUSIE,SALLY,
Department,,DATA PROCESSING,DATA PROCESSING,OTHER DEPTS,EMERGENCY ROOM,MEDICAL
A PROCESSING,DATA PROCESSING,DATA PROCESSING,ADMITTING,DATA PROCESSING,DATA PRO
L RECORDS,MEDICAL RECORDS,,,PHARMACY,ADMITTING,MEDICAL RECORDS,EMERGENCY ROOM,N
ECORDS,DATA PROCESSING,ADMITTING,ADMITTING,ADMITTING,ADMITTING,DATA PROCESSING,
MACY,DATA PROCESSING,NURSING,REGISTRATIONS,NURSING,,ADMITTING,DATA PROCESSING,A
ING,PHARMACY,,DATA PROCESSING,LABORATORY (PATIENT CARE),PHARMACY,PHARMACY,PHARM
RMATION,PHARMACY,PHARMACY,ADMITTING,ADMITTING,PHARMACY,DATA PROCESSING,ADMITTIN
Employee Name,,SALLY JONES,JOE REED,SUSIE MATTHEWS,ERIK KLEIN, JAMES JOYCE,
Page: 1 to 1 of 1        Line:1                  Column:  1 -  79
    F1Page up  F2Page Dn  F3GoTo  F4Skip 10%  F5Print  F6Nxt Rpt  F7Exit  ?
```

Press **F5**. The following screen is displayed:

```
                General Hospital View Spooled Reports Processor
                                               Wed Jun 21, 2006 01:54 pm
Report :ASSECRCSV  Allstar Security Report CSV    Position:##################
Spooled: 06/21/06 1130                        Last Printed: 06/21/06 1131
Page:01
( 1) Print
( 2) Download
( 3) Fax
( 4) Email










 Enter choice--
```

To download the CSV file, select the option for Download.

NOTE: For detailed information about the options on this screen, see the View
Spooled Reports section of the *MultiSTAR Software Environment Operations
Guide.*
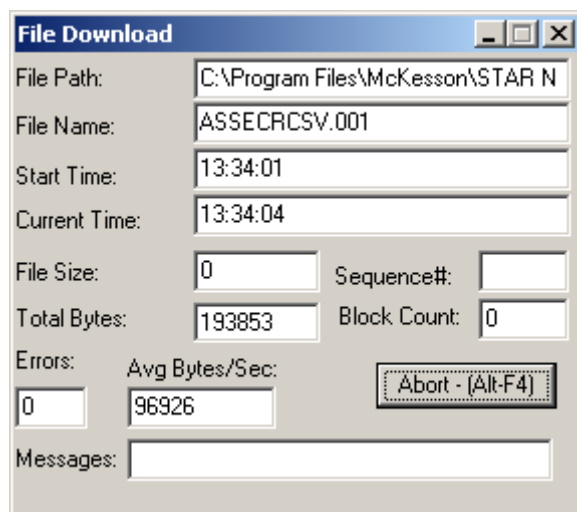
When you select Download and enter the desired page range, a screen similar to the following is displayed:

```
           General Hospital View Spooled Reports Processor
                                              Wed Jun 21, 2006 01:31 pm
 Report :ASSECRCSV  Allstar Security Report CSV   Position:###################
 Spooled: 06/21/06 1323                         Last Printed: 06/21/06 1324
  1 File Name
    ASSECRCSV.001
  2 Download Drive
    C:
  3 Download Directory
    \Program Files\McKesson\STAR Navigator 11.0.3 Test\hboc32\Download\




















 Accept (Y/N)? [Y]--
```

Enter **Y** to accept the file name and location that is displayed or enter **N** to edit the fields before downloading the file.

When you accept the screen, the download begins and a progress dialog box similar to the following is displayed during the download:

When the download is complete, the following prompt is displayed:

Report Downloaded Successfully!

You can now access the file in your third-party database software and arrange the data in the most suitable format for your use.

ALLSTAR SignOn Function Access Report - Printed Report Output

Enter **P** at the *Enter (C)SV or (P)rinter friendly? (C/P) [C]--* prompt to generate a report you can print. The following prompt is displayed:

> *Enter the product family (CFLPX) or (A)ll [A]--*

Enter the letter for the product family menus to which the selected employee has access (C=STAR Patient Care, F=STAR Financials, L=STAR Laboratory, P=STAR Pharmacy, or X=STAR Radiology). Enter **A** to list menu access to all STAR products.

The following message is briefly displayed on the screen before the system returns you to the menu:

> *Printing Security Report To ASSECR!*

To view or print the report, access View Spooled Reports. The following prompt is displayed:

> *Enter report name or leading chars '-' for a list--*

Enter **ASSECR-** and select the desired criteria and report as usual. A screen similar to the following is displayed:

```
              General Hospital View Spooled Reports Processor
                                                Wed Jun 21, 2006 02:12 pm
Report :ASSECR  ALLSTAR SECURITY REPORT          Position:##------------------
Spooled: 06/21/06 1158                           Last Printed: 06/21/06 1331
General Hospital                     Application: F  06/21/06 11:58am     Page 1

---------------------------------Page Break---------------------------------
Hospital E (Pharmacy)                Application: F  06/21/06 11:58am     Page 2


Employee: 11111  Cassheimer Sandi W    Department: BUSINESS OFFICE
Job Title: FINANCIAL SYSTEMS                Initial Menu: ffmcrdp   *F Data Process
CRT: Port SpecificCRT generated by port Nav View: RECW
Security Level: 80  Employee Facilities:  CRT Facilities:
Termination Date:          Temporary Security:
Financial Entities: ALL    ALLSTAR Environments:
_____
 FCAPCIM     3M OPPS Reimbursement Inter FFGUARDMD   AR Demand Follow-Up
 FRECACT     AR and BD Account Managemen FATB1       ATB Report
 CMTBL1      Abstracting, DRG & UM Table famar       Account Inquiry
 famamr      Account Managem             FAM         Account Management
 FACTNOT4    Account Notes               FREPACCT    Account Reports
 FACTREV     Account Revision            FACTSEL     Account Selection Report
         Page: 1 to 2 of 12     Line:1                Column:  1 -  79
    F1Page up  F2Page Dn  F3GoTo  F4Skip 10%  F5Print  F6Nxt Rpt  F7Exit  ?
```

Press **F5** to print and select the option to Print.

NOTE: For detailed information about print options available, see the View Spooled Reports section of the *MultiSTAR Software Environment Operations Guide.*

Figure 6.3 ALLSTAR SignOn Function Access Report (ASSECR)

```
                    General Hospital View Spooled Reports Processor
                                                  Wed Jun 21, 2006 02:12 pm
Report :ASSECR  ALLSTAR SECURITY REPORT            Position:##------------------
Spooled: 06/21/06 1158                             Last Printed: 06/21/06 1331


Model Hospital A                          Application: F  06/21/06 11:58am     Page 5


Employee: 11112  ARCHER,ROBERT            Department: BUSINESS OFFICE
Job Title: CONTROLLER                     Initial Menu: ffmcor    FIN SYSTEM MANAGER
CRT: FINSTAR FINANCIALS                   Nav View:
Security Level: 60  Employee Facilities:  CRT Facilities: ABCDE
Termination Date:          Temporary Security:
Financial Entities: ALL    ALLSTAR Environments:
_____
  FAM        Account Management          AUTRPRM    Allstar Parameter Reports
  FBILCLM2   Billing and Claims          CBLTNBD    Bulletin Board
  CMCENS     Census                      FVENDMM    Contract Account Management
  FMSYSF     Financial System Management CNAMINQ    Name Inquiry
  FPROCREF   Process Refunds             FMTBL      Tables
<Page Break>
Model Hospital A                          Application: F  06/21/06 11:58am     Page 6


Employee: 11113  LANCASTER,BARB          Department: BUSINESS OFFICE
Job Title: CONTROLLER                     Initial Menu: ffmcor    FIN SYSTEM MANAGER
CRT: FINSTAR FINANCIALS                   Nav View:
Security Level: 60  Employee Facilities:  CRT Facilities: ABCDE
Termination Date:          Temporary Security:
Financial Entities: ALL    ALLSTAR Environments:
_____
  FAM        Account Management          AUTRPRM    Allstar Parameter Reports
  FBILCLM2   Billing and Claims          CBLTNBD    Bulletin Board
  CMCENS     Census                      FVENDMM    Contract Account Management
  FMSYSF     Financial System Management CNAMINQ    Name Inquiry
  FPROCREF   Process Refunds             FMTBL      Tables
<Page Break>
Model Hospital A                          Application: F  06/21/06 11:58am     Page 7


Employee: 11114  VAN HUFF, CHRIS         Department: DATA PROCESSING
Job Title: FINANCIAL SYSTEMS             Initial Menu: cmmdp    DATA PROC/DEPT
CRT: Port SpecificCRT generated by port Nav View: CMV1 Security Level: 80  Employee
Facilities:  CRT Facilities:
Termination Date:           Temporary Security:
Financial Entities: ALL   ALLSTAR Environments:  5 C 194|5 C 9|5 K 224|5 P 9
_____
  famagrf    Accounting Grap             GMRAPO     Auto PO Generator
  GMHBOME    Backorder Queue Edit        GMBAL      Balancing
  GMLBCSM    Bar Code Spooler Maintenanc CBLTNBD    Bulletin Board
  CCHGFUNC   Charge/Credit/Inquiry/Auto  GMCCPY     Contract Copy
  GMCINQ     Contract Inquiry            GMCMNT     Contract Maintenance
  gmmrpts1   Demand Reports              GMDPTRTN   Department Returns
  GMDPRTN    Department Returns/Transfer CNAMINQDTL Detailed Name Inquiry
  GMMEDI     EDI Processing              GMENTSUM   Entity Statistics
  AFUNCTIONK Function Key Definition     gmtgui     GUI Processes
  gmmhist    Hist/Stats                  GMHSYED    History & Statistics Year E
  GMHANLYS   History and Analysis        GMHISTAT   History/Statistics
  GMMINQ     Inquire                     GMISAPP    Issue Approval
  GMTMITEMMS Item Master                 GMTMITEMMS Item Master Inquiry
<Page Break>
```

Employee information as well as each menu the employee can access is printed on the report.

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ALLSTAR SignOn User's Guide
October 2011   *Release 17.0*   *Index-1*
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■ R e a d e r   C o m m e n t   F o r m ■

We value your suggestions for improving our documentation. Please use this form to evaluate the *ALLSTAR Signon User's Guide* for Release 17.0.

Topic	Poor	Fair	Good	Excellent
Organization of information	❑	❑	❑	❑
Accuracy of information	❑	❑	❑	❑
Completeness of information	❑	❑	❑	❑
Clarity of information	❑	❑	❑	❑
Amount of overview information	❑	❑	❑	❑
Explanation of processes	❑	❑	❑	❑

Are there parts of this manual that could be made more helpful to you? Please explain.

_____

_____

_____

_____

_____

Other Comments:

_____

_____

_____

Thanks for your help in improving the documentation.

Your Name and Position

_____

Hospital/Organization
Name

_____

Telephone Number

_____

May we contact you?   Yes or No (circle one)

Fold here

Place
Stamp
Here

STAR 2000 Documentation Team
McKesson
Mail Stop ATHQ-3302
5995 Windward Parkway
Alpharetta, GA 30005

Fold here