# Checklist for administrative staff • Getting started with Omnimed

# Login for the first time

- Connect to <u>app.omnimed.com/omnimed</u> from the <u>Google Chrome</u> browser.
- **Bookmarks:** Add <u>Omnimed to your bookmarks</u> or create a shortcut on your desktop.
- **Language**: The application takes the language of your browser. If needed, change the <u>application language</u> (French or English)

## **Configurations to complete**

- User profile: XView profile configuration (French)
  - Choose a <u>default institution</u> (if you have access to more than one login institution)
  - Update your <u>contact details</u>

#### • **Appointments**:

• <u>Add the calendars</u> you need access to, for which you'll need to

view and manage appointments

### **Tasks:**

- Validate with your manager to ensure that you have been added to the task queues you need access to
- Training video (French) : <u>Omnimed overview for administrative</u> staff (30 minutes)

#### 1 If you work from home

- Download Google Chrome and add Omnimed to your favorites or create a shortcut on your computer desktop
- Make sure that your computer, screen and Internet link meet the minimum recommendations for Omnimed
- Perform the necessary installations to allow yourself to access the QHR
- Do not save your password in your browser