

As a result of the functionality requirements for several of the applications currently hosted on the **BSO Pharmacy Portal** (FPPS Pharmacy Payments, CCG eReferral, Interpreting Service etc.) the **Internet Explorer** browser **must** be used.

The BSO FPS eBusiness Team may have previously placed a unique desktop shortcut on your windows based device (PC / Laptop / Tablet) specific to Internet Explorer to aid with this requirement.

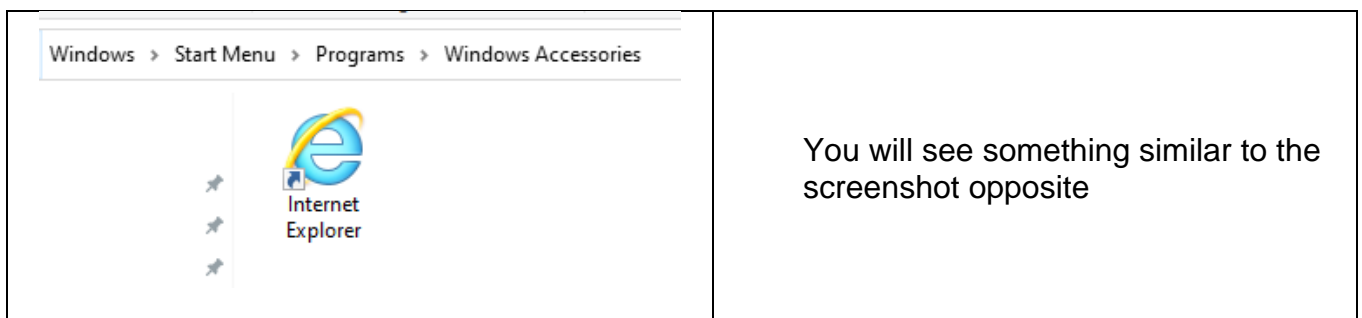
The following user guide shows a step-be-step process on how to create and configure an **Internet Explorer specific desktop shortcut** for the **Pharmacy Portal**.

Step 1 – Creating Internet Explorer Shortcut on your Windows Desktop

- Open the **Windows Search** option:
 - Using your mouse, **Click** the **Magnifying Glass** icon on your taskbar
 - or
 - Using your keyboard, use the windows shortcut = **Windows Key + Q**
- Type in **Internet Explorer**
- Under the **Best Match** option, you will see the following result

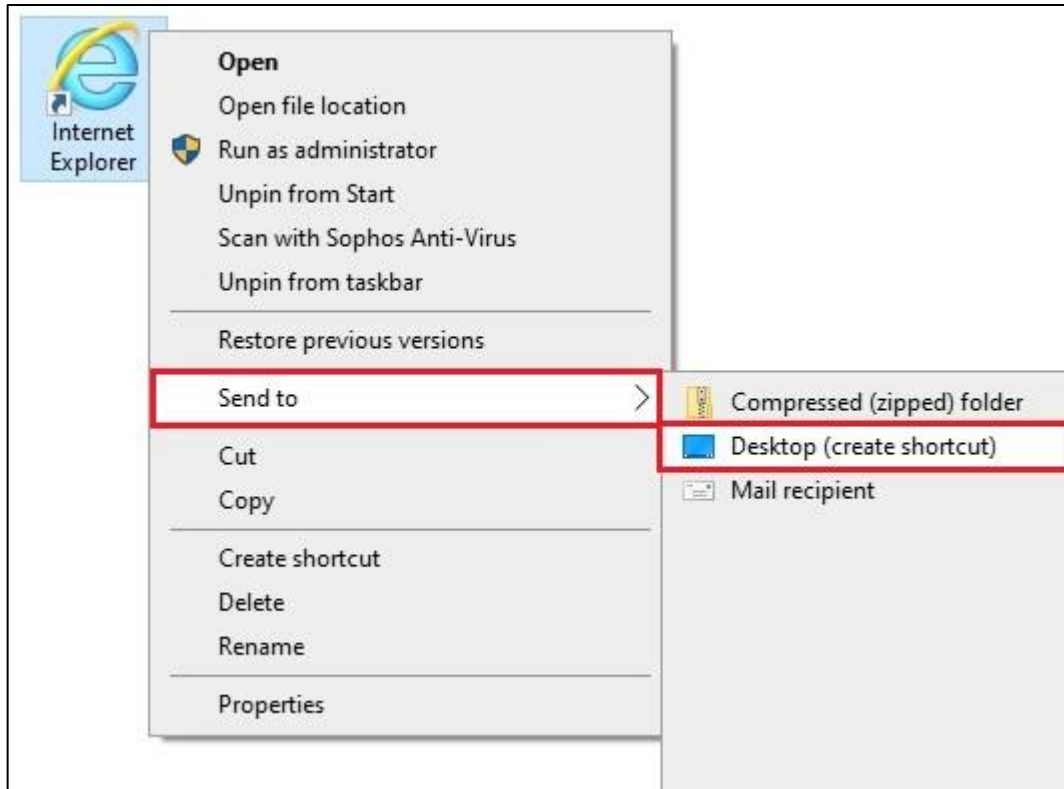


- Using your mouse, hover over the icon, use the **right click** option
- From the sub menu, select **Open File Location**



You will see something similar to the screenshot opposite

- **Right click** the Internet Explorer icon using your mouse
 - Scroll down to the **Send to** option
 - Then select (left click on your mouse) the **Desktop (create shortcut)** option



This will place an Internet Explorer icon (Shortcut) on your Desktop.

Suggestion: Drag this IE Icon to a familiar location / area of free space on your desktop.

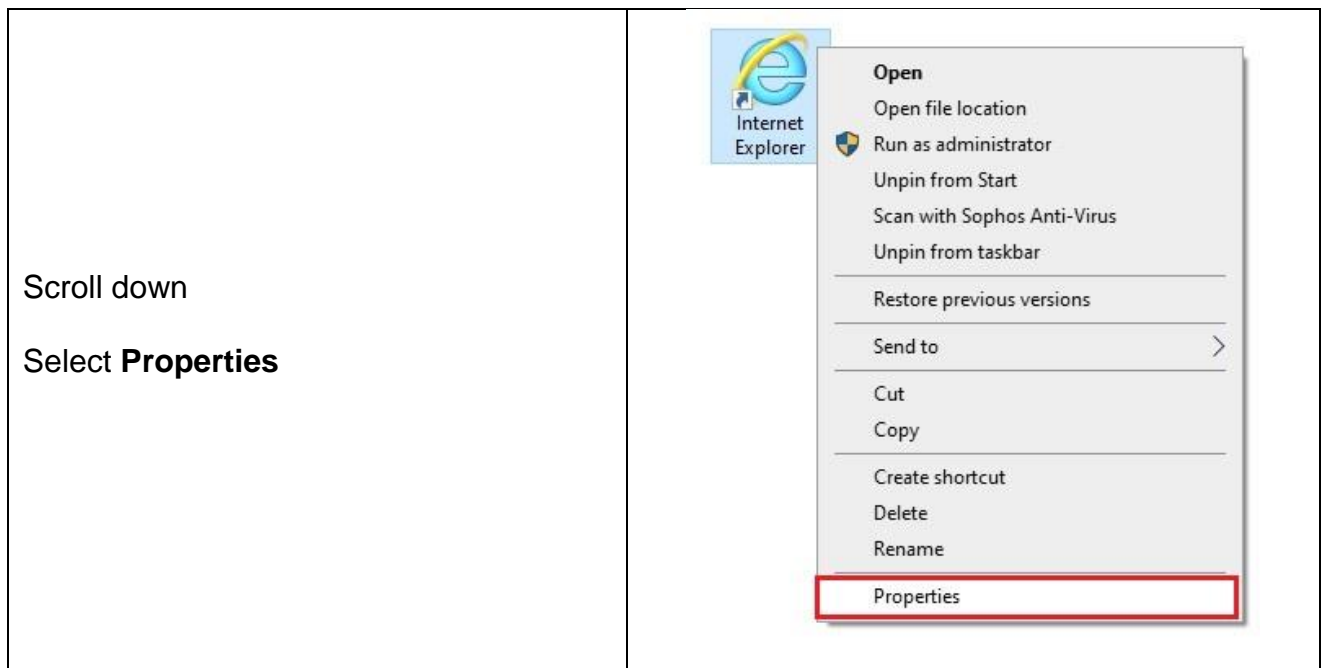
Step 2 – Modifying the Internet Explorer Shortcut on your Windows Desktop

Locate the newly created IE desktop icon and **rename** it to **BSO Pharmacy Portal**

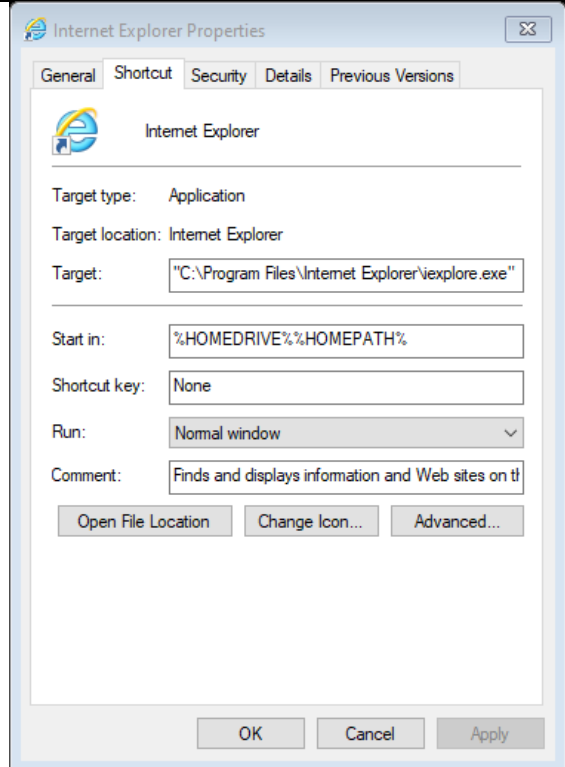
- Using your mouse, **Right click** the icon, scroll down the sub-menu, select **Rename**
 - or
- Using your mouse, **left click to highlight** the icon, **Click F2** on your keyboard

Once renamed, you need to configure this shortcut to open the Pharmacy Portal directly.

- **Copy** this link – <https://pharmacyportal.hscni.net>
- **Right click** your newly renamed **BSO Pharmacy Portal** IE Icon



The following pop-up will appear.



- Using your mouse, within the **Target** field, **Left click** after the “ after .exe.
- **Insert a space**
 - Click the **spacebar** on the your keyboard
- Paste in the link you copied from the previous step (above).
 - Using your **keyboard**, use the windows shortcut = **Windows Key + V**
 - or
 - Using your **mouse, right click** and select **Paste**
- The full Target field should now be:
 - "C:\Program Files\Internet Explorer\iexplore.exe" https://pharmacyportal.hscni.net
- Click **Apply**.
- Click **Ok**

That is this icon completely setup. Going forward, once you double click (using the left mouse button) to open, it will launch the Pharmacy Portal within the Internet Explorer browser.

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