

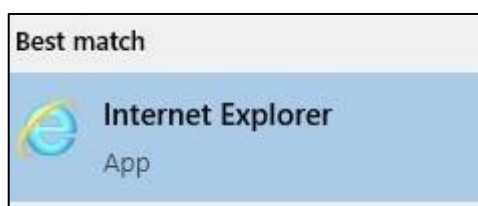
As a result of the functionality requirements for several of the applications currently hosted on the **BSO Dental Portal** (Dental Payments, CCG eReferral, Interpreting Service etc.) the **Internet Explorer** browser **must** be used.

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.

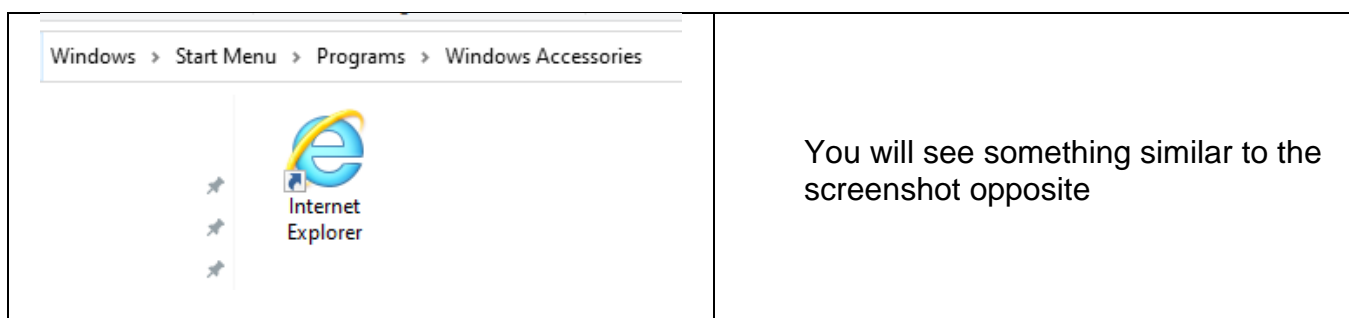
The following user guide shows a step-be-step process on how to create and configure **TWO Internet Explorer specific desktop shortcuts** for the Dental Portal each unique to the application users wish to access / use.

## Step 1 – Creating Internet Explorer Shortcut on your Windows Desktop

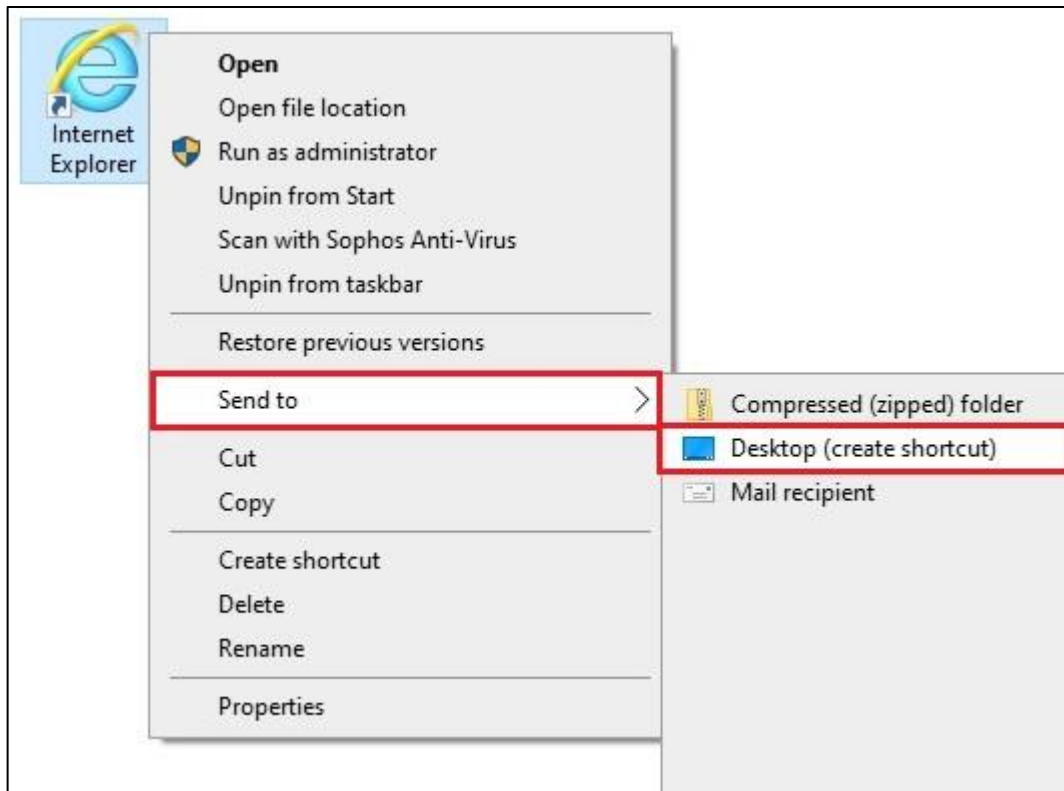
- Open the **Windows Search** option:
  - Using your mouse, **Click** the **Magnifying Glass** icon on your taskbar
    - or
  - Using your keyboard, use the windows shortcut = **Windows Key + Q**
- Type in **Internet Explorer**
- Under the **Best Match** option, you will see the following result



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



- **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.

- **Minimize** any currently open windows and locate this icon.

Create a 2<sup>nd</sup> Internet Explorer icon (Shortcut) by repeating the steps above or use the copy / paste method.

- Using your mouse, **Right click** the Internet Explorer icon,
  - Scroll down the sub-menu, select **Copy**
- On a blank space on your desktop, right click and select **Paste**

*Suggestion: Drag both IE Icons to a familiar location / area of free space on your desktop.*

## Step 2 – Modifying the Internet Explorer Shortcuts on your Windows Desktop

As a result of an ongoing functionality problem with the Proxy method of network authentication (BSO ITS are currently investigating this) you are now required to use a different method of security authentication (establishing a connection into the HSCNI Network / Dental Portal) to ensure each unique application is fully functional.

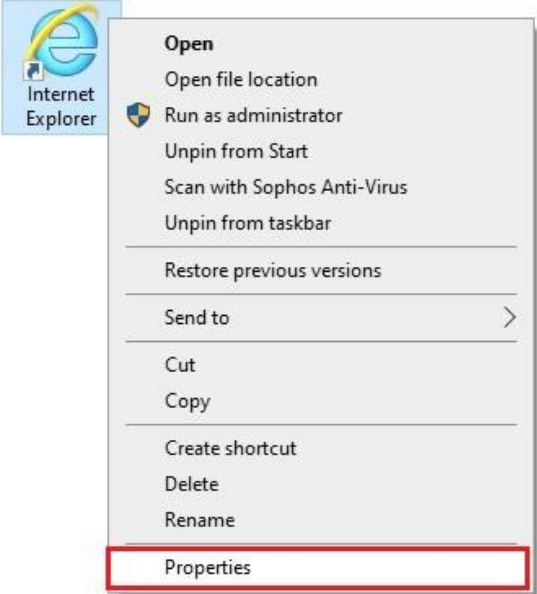
For the **FPPS Dental Payments & HSCNI Email** applications use – <https://dentalportal.hscni.net>

For the **CCG eReferral & Interpreting Service** applications use – <https://signin.hscni.net/dentists>

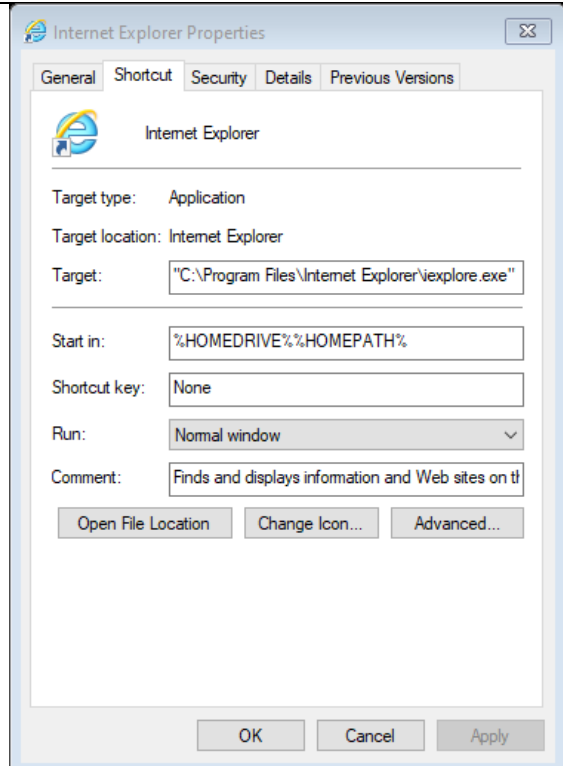
- **Rename** one of the IE Icons to **BSO Dental Portal (Proxy)**
- **Rename** the other IE Icon to **BSO Dental Portal (VPN)**
  - Using your mouse, **Right click** the icon, scroll down the sub-menu, select **Rename**
    - or
  - Using your mouse, **left click to highlight** the icon, **Click F2** on your keyboard

### A. BSO Dental Portal (Proxy)

- **Copy** this link – <https://dentalportal.hscni.net>
- **Right click** your newly renamed **BSO Dental Portal (Proxy)** IE Icon

<p>Scroll down</p> <p>Select <b>Properties</b></p>	 <p>The screenshot shows a right-click context menu for an Internet Explorer icon. The menu items are: Open, Open file location, Run as administrator, Unpin from Start, Scan with Sophos Anti-Virus, Unpin from taskbar, Restore previous versions, Send to, Cut, Copy, Create shortcut, Delete, Rename, and Properties. The 'Properties' option at the bottom is highlighted with a red rectangular box.</p>
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The following pop-up will appear.

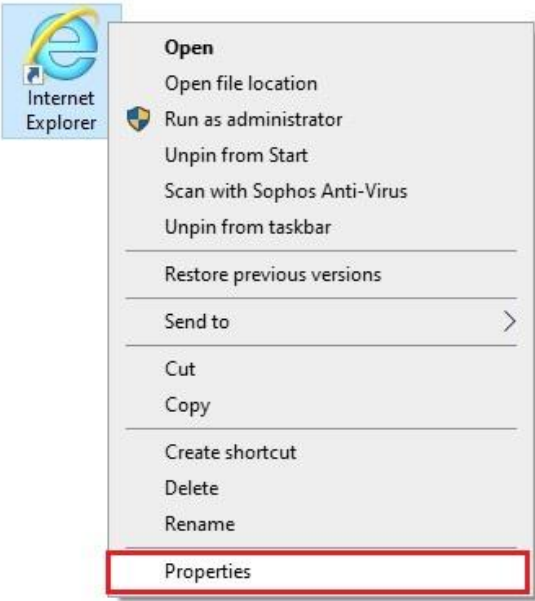
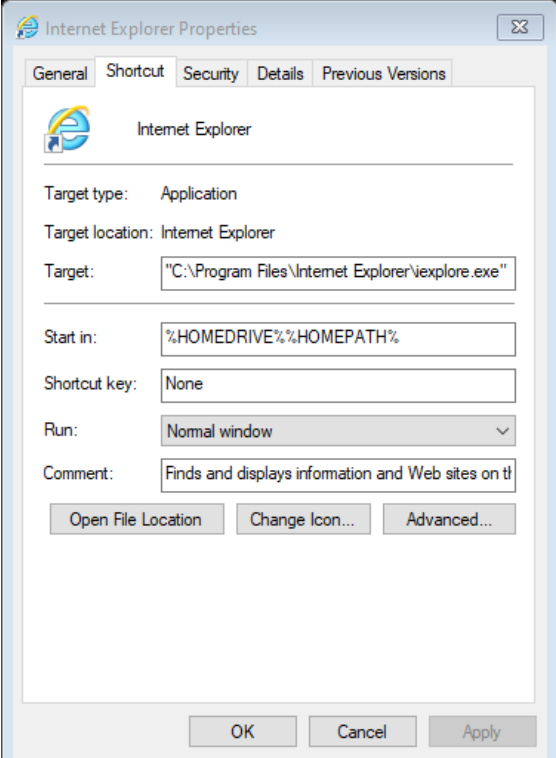


- Using your mouse, within the **Target** field, **Left click** after the “ after .exe.
- **Insert a space**
  - Click the **spacebar** on the your keyboard
- Paste in the link you copied from the previous step (above).
  - Using your **keyboard**, use the windows shortcut = **Windows Key + V**
    -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

That is this icon completely setup.

## B. BSO Dental Portal (VPN)

- **Copy** this link – <https://signin.hscni.net/dentists>
- **Right click** your newly renamed **BSO Dental Portal (VPN)** IE Icon

<p>Scroll down</p> <p>Select <b>Properties</b></p>	
<p>The following pop-up will appear.</p>	

- 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://signin.hscni.net/dentists
- Click **Apply**.
- Click **Ok**

That is this icon completely setup.

Going forward, once you double click (left mouse button) to open, it will launch the URL within the Internet Explorer browser.

**Remember**: This guide was created to aid in the creation of two bespoke Internet Explorer desktop shortcuts that, from a functionality aspect, are unique for the application you wish to use.

The VPN method of connection **MUST BE** used for any user attempting to access the **CCG eReferral** or **Interpreting Service** applications.

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