



Automatic Logoff/Lock Features

- 1) PowerSoftMD Certified Meaningful Use Time Out:** From the Primary Menu, select the Utility Menu, then select Advanced Utilities, then select "Meaningful Use Settings" (call Data Tec for the Special Password), set the top "Automatic Screen Time Out Number of Minutes" to how ever many minutes you want, and then click the "Save/Exit" button.
- 2) PowerSoftMD Certified Automatic Logoff Timer:** From the Primary Menu, select the "Options" button, in the upper right hand corner set the "Windows Logoff 24 Hour" settings. For example set 17:30 to automatically lock the work station at 5:30 PM.
- 3) PowerSoftMD Certified EMR Time Out:** From the Primary Menu, select the drop down arrow to the right of the EMR Icon, select Patient Profile (you can click OK without selecting any patient), select the top toolbar "Tools" option, then select "Options", next "options for profile screen" (the password is SECRET), next fill in the "Number of Minutes for EMR Screen to automatically minimize".
- 4) Windows Work station Logoff:** Right Click on your desktop, select "Personalize", select "Screen Saver", and pick a Screen saver if you haven't done so. Set the "Wait" Time to what you want, we recommend 15 minutes. Make sure you click "On resume, display Logon screen", then click "OK" to save and exit the Screen Saver settings screen.

An alternative is to Go to Control Panel > Appearance & Personalization > Change screen saver.

Another alternative; With Windows 10 Creators Update, Microsoft moved this screen saver setting from the Control Panel to Settings. You can find it by going to Settings > Personalization > Lock screen > Screen saver settings.

