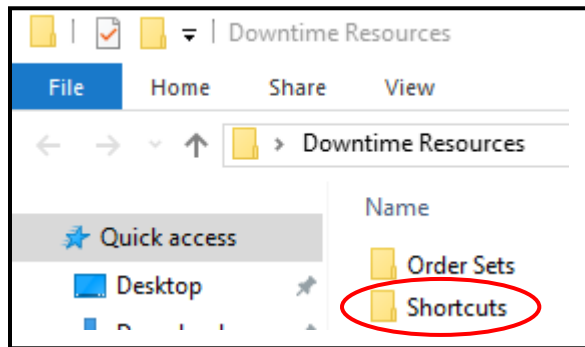


## Level 3 Downtime Steps

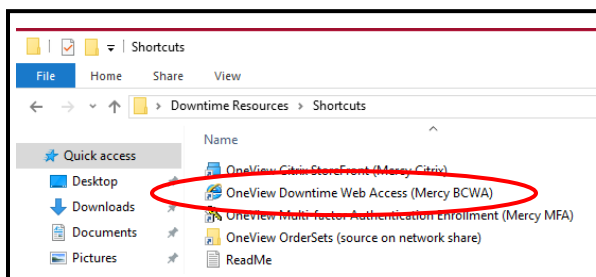
1. If appropriate, pull any scheduled patient medications from Omnicell; place in patient labeled bag, and store in secured drawer prior to downtime
2. Approximately 1 hour before scheduled downtime, print individual MAR reports for each patient:
  - a. Go to Downtime Processes folder on the BCA Computer and click to open:



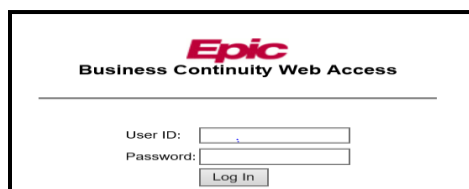
- b. Click on the Shortcuts folder:



- c. Click on "OneView Downtime Web Access (Mercy BCWA)":



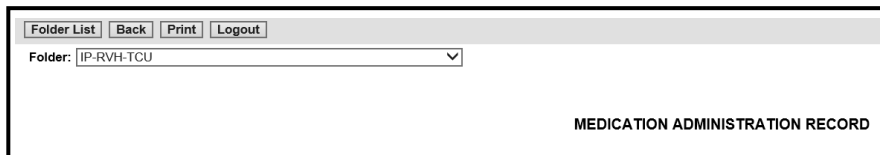
- d. Log in with your OneView User ID and Password:

A screenshot of a login form for "Epic Business Continuity Web Access". The form has a red "Epic" logo at the top. Below the logo, there are two input fields: "User ID:" and "Password:". Below the "Password:" field is a "Log In" button.

e. Click on your unit:



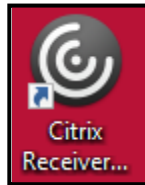
f. Scroll to the lists of MAR Reports, click on each patient's MAR Report individually print each patient's Report:



g. Log out when completed.

### 3. Logging into Shadow Read Only to Review Clinical Data during Downtime

a. Click on Citrix Receiver icon:



b. Click on "Hyperspace SHDRVH" if available under favorites; log in with your OneView User ID and Password for a View Only look

c. If you don't see "Hyperspace SHDRVH" under your favorites, click on "Apps", click on "Hyperspace SHDRVH" and click "Open" for a View Only look:

