

Adding a Favourite and Creating a Desktop Shortcut for the Online Test Directory

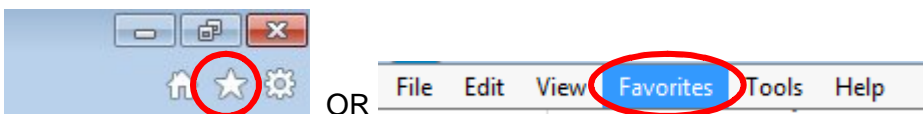
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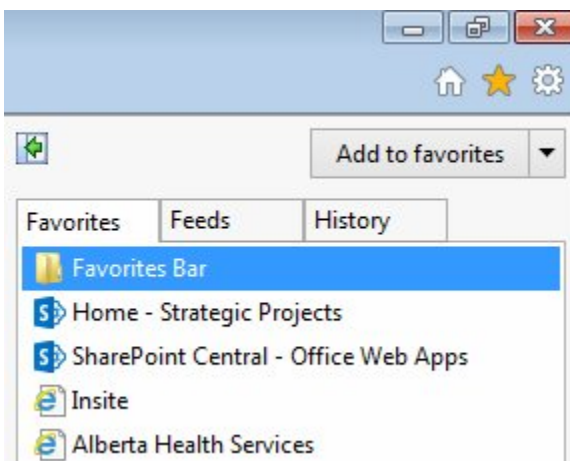
Purpose This document provides information to laboratory staff, physician and nursing for creating a desktop shortcut to the Online Test Directory(s) using the Internet Explorer browser.

Details

1. Navigation within the AHS external Laboratory Services Website
 - Click <https://www.albertahealthservices.ca/>
 - Under the "Information For" tab, choose "For Health Professionals"
 - Under the "Teams and Departments" tab, choose "Laboratory Services"
 - Under the "Tools" heading, choose "Lab Test Directories and Collection Information"
 - Under the "Test Directories and Collection tab, choose one of the test directories (AHS Lab Services, Genetic Lab Services or ProvLab)
2. Create a Favorites Shortcut
 1. Open the online test directory that you wish to make a favorite
 - AHS Lab Services Online Test Directory:
<http://www.albertahealthservices.ca/webapps/labservices/index.asp>
 - Genetic Lab Services Online Test Directory
<https://www.albertahealthservices.ca/webapps/labservices/indexGenetics.asp>
 - Provincial Laboratory for Public Health (ProvLab) Online Test Directory:
<https://www.albertahealthservices.ca/webapps/labservices/indexProvLab.asp>
 2. Click on the favorites star or the favorites tab at the top of the screen



3. This will bring up any existing favorites and also give the option to add a new favorite.



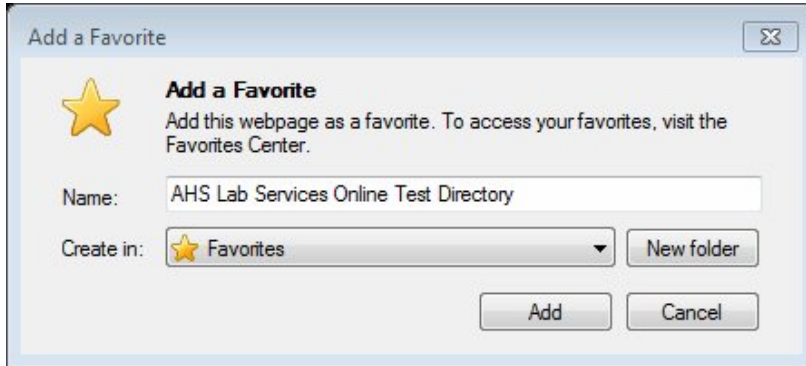
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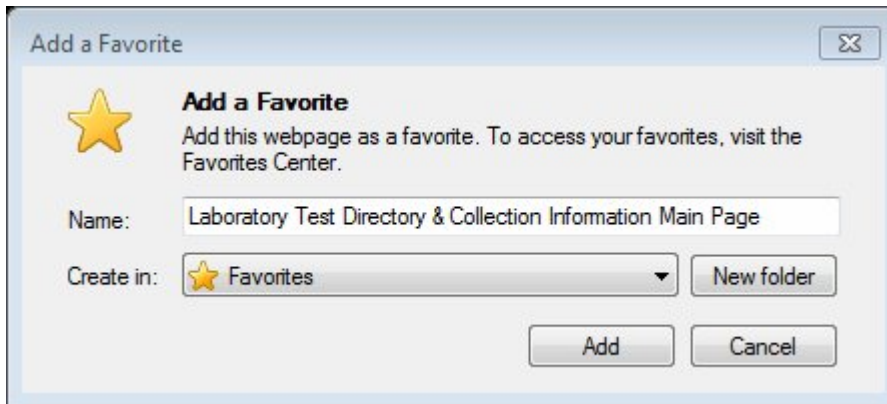
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- To add a new favorite, click on “Add to favorites” and enter in the applicable online test directory name that you are adding and click “Add”

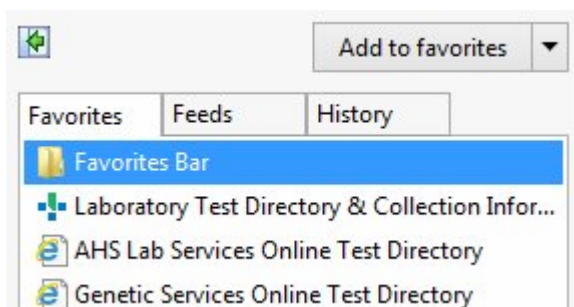


- You can do this for each individual test directory or you can also make the main [Laboratory Test Directory & Collection Information web page](#) a favorite.



This main page houses all of the online test directories but also the Provincial and individual zone/program collection information.

- All favorites will be listed and available anytime you want to use them after they are set up. Simply open up a browser and click the star to see all favorites that are saved. Click on the particular favorite to open up the web page.



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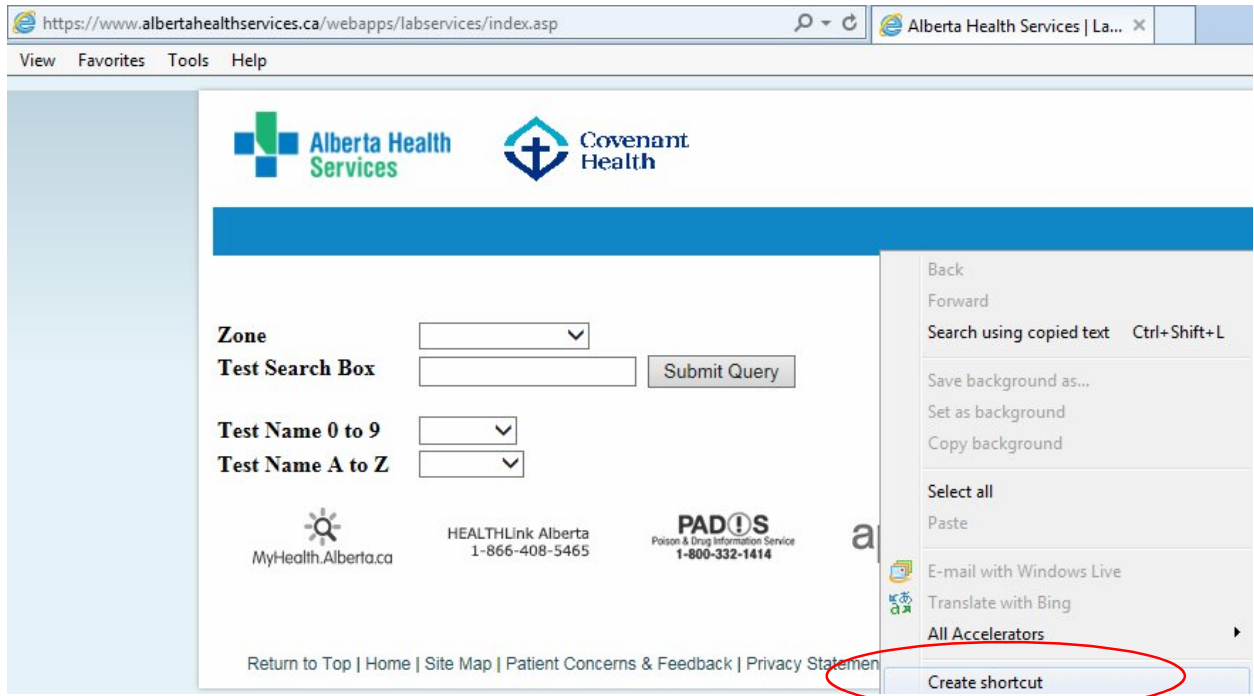
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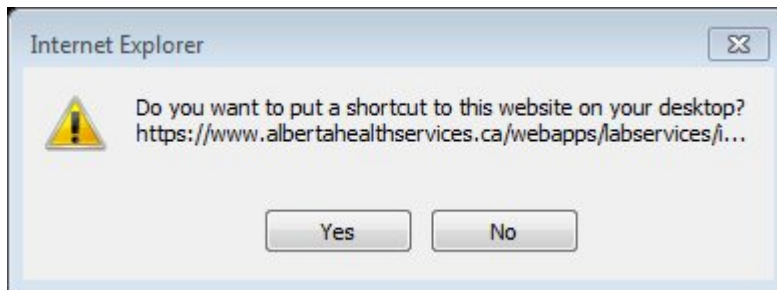
3. Create a Desktop Shortcut

1. Open the online test directory you wish to make a shortcut and right click on the page.

Select "Create Shortcut"



2. Click "yes" for the following prompt.



3. This will put a shortcut to the online test directory with a generic shortcut icon on your desktop



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Customizing your shortcut icon (Optional)

1. Click on the URL below for the particular Icon you wish to make a shortcut.

AHS Laboratory Services Online Test Directory Icon

<http://wswebxtapp01d.healthy.bewell.ca/labservices/images/AHSLab.ico>

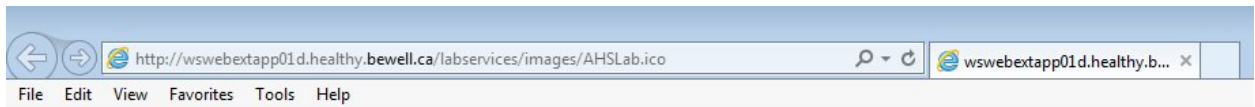
Genetic Laboratory Services Online Test Directory Icon

<http://wswebxtapp01d.healthy.bewell.ca/labservices/images/Genetics.ico>

ProvLab Online Test Directory Icon

<http://wswebxtapp01d.healthy.bewell.ca/labservices/images/ProvLab.ico>

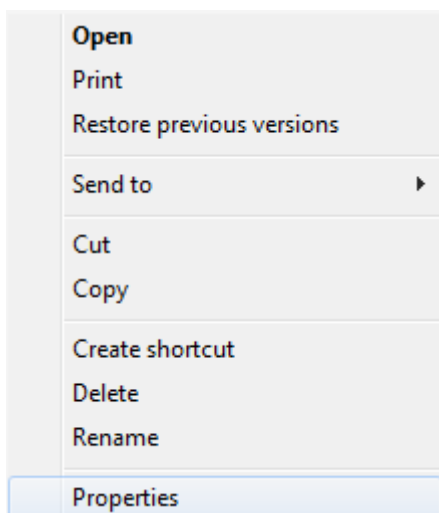
2. This will bring up the graphic in a new window.



3. Right click on the graphic and choose to “Save Picture As” and save the icon to your computer (i.e. Pictures folder). Repeat this step for each of the icons you wish to use.

Assigning the customized Icon

1. Right click on the generic icon on your desktop and click on “properties”



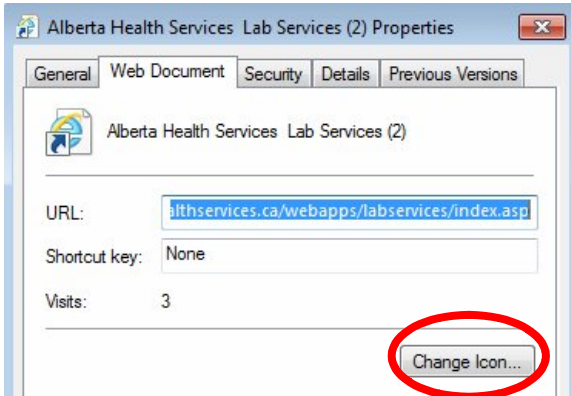
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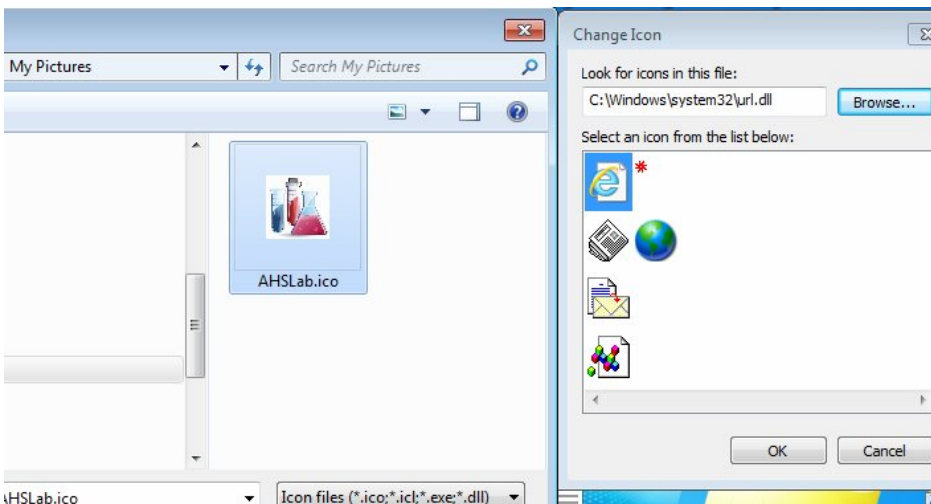
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2. Click on “Change Icon”.



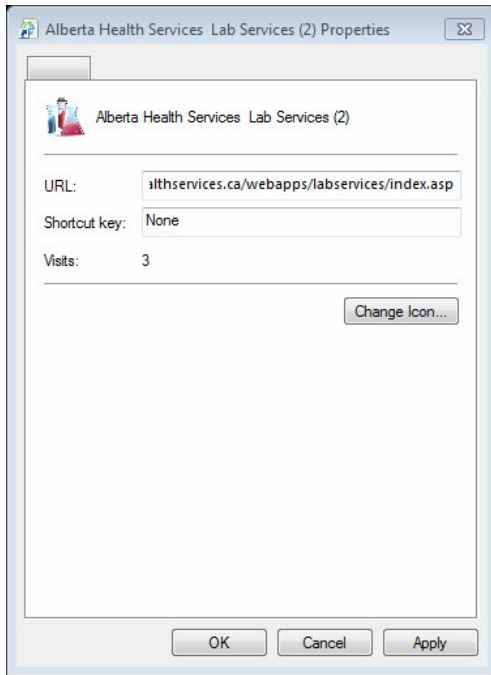
a. Browse to your folder that holds the icon graphics (i.e. picture folder) and select the appropriate icon and click “Open” and then click “OK”.



3. On the last screen click “Apply” and “OK” to set the graphic to your shortcut.

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4. Repeat these steps for each of the shortcuts that you have created.

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Controlled Copy:

Date Printed:

Initials:

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