Accessing the Epic Read-Only Icon

Audience: All Epic Users

If you’re using a shared workstation, the Epic – Read Only icon should display on the desktop, and you can simply double-click this shortcut to begin.

What If I’m Using a Shared Workstation or Logged In to My Houston Methodist Computer and Don’t See the Epic Icon?

If you’re using a Houston Methodist shared workstation, or you’re logged in as yourself, and you do not see the Epic icon on the desktop, follow these steps:

1. Click the up arrow in the system tray (next to the time).
2. Double-click the Citrix Receiver icon.
3. On the Citrix Receiver screen, click the sign.
4. Select All Applications, then locate Epic – Read Only and select it.
5. Exit the Citrix Receiver screen. The Epic – Read Only icon now displays on your desktop.
6. Double-click the Epic – Read Only icon to access Epic.

NOTE: From this point forward, you can simply double-click the Epic – Read Only icon from the desktop for quick access.