Logging in to Vision 3 Using the Aeros Managed Service

AEROS is the managed service provided and managed by **Cegedim Healthcare Solutions**, helping GP practices and CCGs deliver the Government's Digital Challenge. **AEROS** is a strategic hosting platform that encourages local healthcare teams to embrace data sharing, interoperability and integrated care.

Patient records are stored on secure remote managed servers. Using cloud technology, **AEROS** provides clinicians with fast access to patient records, enabling locally authorised healthcare teams to collaborate electronically and to exchange information and review progress wherever they are located.

Benefits to using **AEROS** include:

- No training required to switch.
- All major third party products are supported and updates are deployed quickly.
- No server to maintain, no backup or reindex to manage.
- Faster patient load times.
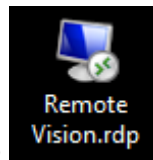- Reporting runs 60% faster than a local server.

This quick reference guide is designed to help you with the following aspects of using **AEROS**:

- Assessing **Vision 3** via **AEROS**, see Logging into an AEROS Session on page 2 for details.
- Frequently asked questions about using **AEROS**, see Frequency Asked Questions on page 3 for details.
- Accessing your GPC via an **AEROS** Log in, see Accessing GPC via an AEROS Log in on page 5 for details.
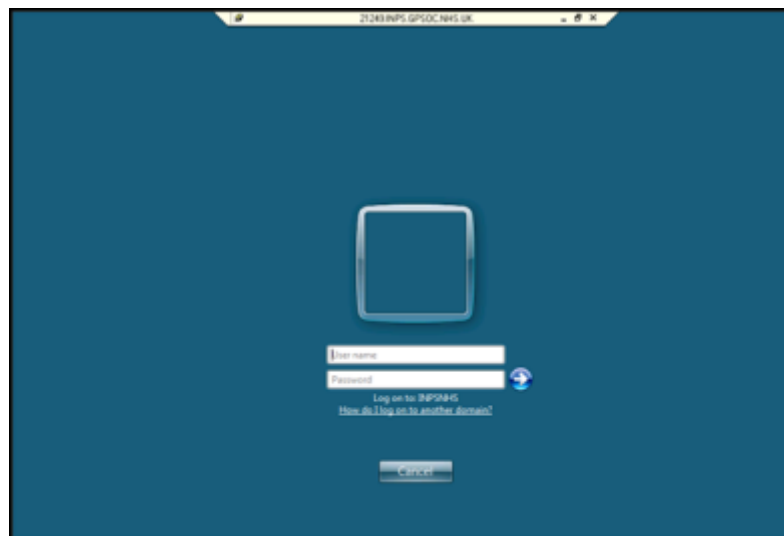- Logging out of an **AEROS** session, see Logging out of an AEROS Session on page 7 for details.

Logging into an AEROS Session

To log into the **AEROS** system:

1. From your computer, log into Windows in the usual way to display your desktop.

2. Double click **Remote Vision.rdp** .

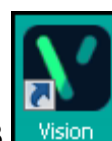3. The **Log On screen** displays:

4. Complete as follows:

   - **User name** - nnnnn.aaaaa where nnnnn is your practice user number and aaaaa is your initial and the first four letters of your surname, for example, 12345.JSMIT for user 12345 and John Smith.

     > **Note** - You can only access **GP Communicator** (GPC) or check your **Mail Gateway** by logging in using the EDI.nnnnn log in provided by your **Cegedim Healthcare Solutions**.

   - **Password** - Enter the password you set up on your initial log in.

   - **Log on to** - Should default to **INPSNHS**, if it does not, select **Other User** and change the log on name to INPSNHS\nnnnn.aaaaa.

5. Select **OK**.

6. Your **AEROS** desktop displays with **Vision 3** ready for use.
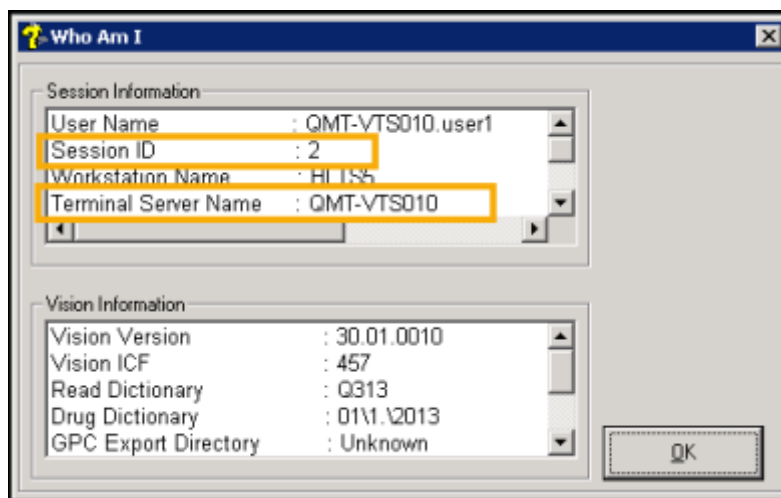
Frequency Asked Questions

? How do I check Who am I?

To check your session details, usually for the Helpdesk:

1. From within your session, double click **Whoami** .

2. The **Who Am I** screen displays with all the relevant information of your Session ID and Terminal Server Name:

3. Select **OK** to close.

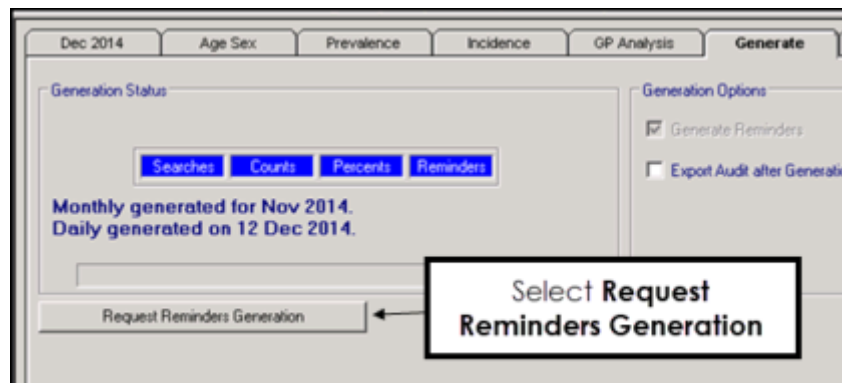## ? Why can I not log in to more than one machine at a time?

You can only be logged in on one **AEROS** session at a time, this helps ensure **AEROS** is ISO 27001 security compliant for the highest level of physical access and security processes.

❓ How do I run Clinical Audit?

A **Clinical Audit** generation runs automatically every night. If you want to run an ad-hoc **Generate/Regenerate Reminders**:

1. From **Clinical Audit**, select the **Generate** tab.
2. Select **Request Reminders Generation**.

Your reminders are generated/regenerated as part of the automatic overnight run:

❓ Which version of Word is available through AEROS?

Currently, **Word 2010** is available via your **AEROS** log in.

❓ How to I switch back to my local machine?

To leave **AEROS** connected and running, but to switch back to your local desktop, from the Remote Server Toolbar at the top of your screen, select **Minimise**. You are returned to your local desktop with the **AEROS** session minimised on your bottom toolbar.

To return to your **AEROS** session, select the minimised icon on your bottom toolbar.

Accessing GPC via an AEROS Log in

Once your practice migrates to the **AEROS** system you no longer have a **GPC** workstation at your practice.

All of the work your **GPC** machine used to do, is now done via a specific **AEROS** log in known as the **Electronic Data Interchange (EDI)** log in.
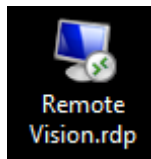
The EDI Log in can be used from any workstation. As you can have two **AEROS** sessions running from one machine, you can be logged in as yourself and as the EDI at the same time.

When you log into EDI, all the messages that you used to receive via your **GPC** machine are received and processed into your system, for example Pathology results and Docman.
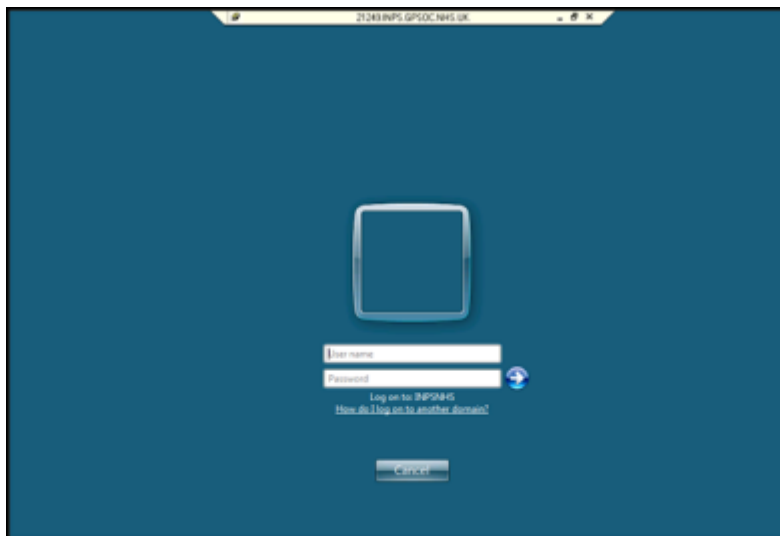
It is therefore vital that you designate a member of staff to log into **AEROS** with the EDI log in first thing every morning. It should then be left logged in until the end of business each day to ensure the timely receipt of messages.

To log into your EDI account:

1. From your computer, log into Windows in the usual way to display your desktop.

2. Double click **Remote Vision.rdp** .
3. The **Log On screen** displays:

4. Complete as follows:

- **User name** - INPSNHS/nnnnn.EDI (where nnnnn is your user number) or the alternative log in provided by **Cegedim Healthcare Solutions**.

  ✏️ **Note** - You can only access **GP Communicator** (GPC) or check your **Mail Gateway** by logging in using the EDI.nnnnn log in provided by your **Cegedim Healthcare Solutions**.

- **Password** - Enter the password you have been allocated by **Cegedim Healthcare Solutions**.

5. Select **OK**.

6. Your EDI **AEROS** desktop now displays, select **Mail Gateway** to enable your clinical scheduler to run. This ensures your mail is processed through to **Vision 3**.

7. Log in to **Vision 3** in the usual way if required.

8. Select **Minimise** 🔲 to return to your local desktop leaving the EDI log in running:

Select Minimise

💡 **Remember** - You can log into the same machine with your own AEROS log in whilst EDI is running.

Logging out of an AEROS Session

You have two options to come out of an **AEROS** session:

Logging off AEROS

To log off an **AEROS** session, closing all running processes:

1. From the **AEROS** main screen, select **Start** .

2. Select **Account** .

3. Finally, select **Sign out** .

You are now fully logged out of the **AEROS** system and are back to your local desktop.
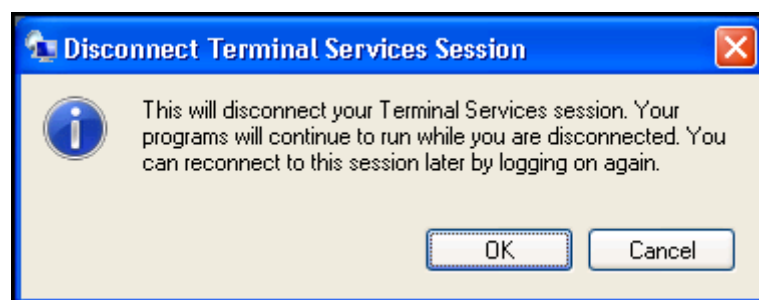
Disconnecting from AEROS

> **Important** - This is not a method **Cegedim Healthcare Solutions** recommends.

To disconnect from an **AEROS** session, leaving all processes on the **AEROS** server running:

1. From the **AEROS** main screen, select **Close** on the remote session tool bar at the top of the screen.

2. The **Disconnect Terminal Services Session** screen displays:

3. Select **OK** to disconnect your session, but to leave your processes running.