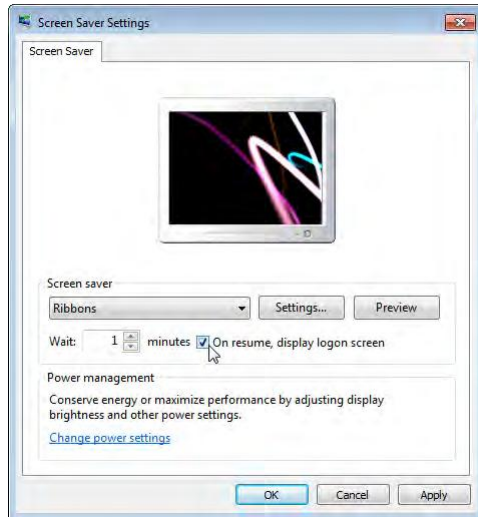


## To Logoff interWORKS

There are two ways to log out of interWORKS. You will be automatically logged off interWORKS when you close the application following the steps in To Close interWORKS. Another option to log out of interWORKS is to create an auto logoff setting.

1. On your computer's Start Menu, select the **Control Panel**.
2. Depending on your version of Windows, select **Display** or **Personalization**.
3. Then click **Screen Saver**.
4. In the Screen Saver option box, click to mark the **On resume, display Welcome screen or display logon screen** checkbox.



Now, when the screen saver is in use, you are logged out of interWORKS. When you return to the computer, you will have to login again.

### Note

If Avreo support has turned on the feature for the Avreo server, auto logoff can be set up for all users in interWORKS. There is also a bypass for home users to override the auto logoff feature.



## Connecting to Multiple Avreo Servers

If you have security rights to access more than one Avreo server, you can easily connect to any or all of these servers at the same time without launching multiple applications. For example, if you are a radiologist who reads exams for multiple healthcare organizations, you can open the interWORKS application one time, then connect to each server that you need to access.

### To Connect to Multiple Avreo Servers

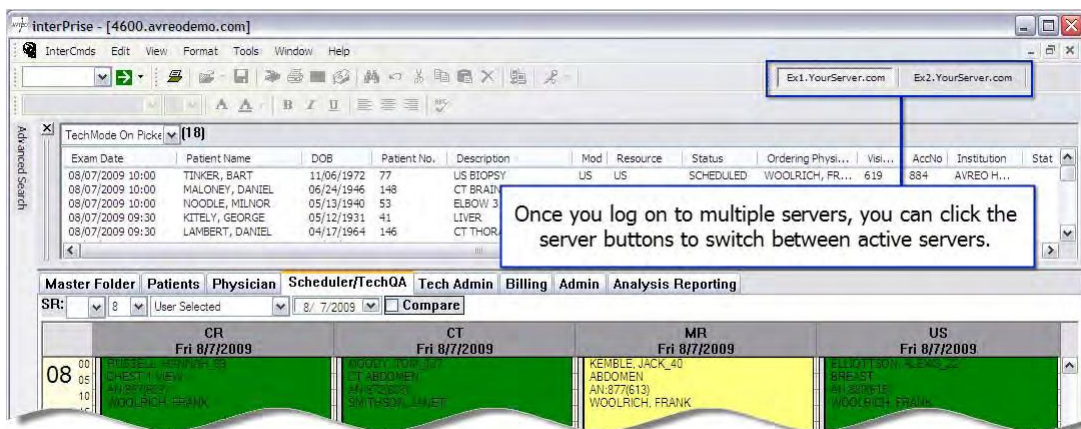
1. Open interWORKS and connect to the first Avreo server.  
For more information, see "To Open interWORKS" on page 3 of this guide.

2. Click the **Connect** command on the **InterCmds** menu.

The Login screen appears.



3. In the **Server** box, type the web address for your interWORKS server.
4. In the **User Name** and **Password** boxes, type your user name and password for this server. Your user name determines the actions you can perform using the interWORKS application.
5. Mark the **SSL** checkbox to connect to this server using the SSL protocol for enhanced security. This checkbox must be marked if you are using a Secure Socket Layer (SSL) encryption. interWORKS will automatically mark this box, if your URL begins with "https://"
6. Click the **OK** button. interWORKS validates your user name and password, then opens the application.
7. To switch between active servers, click the appropriate server button in the upper right corner of the application window. Each server button displays the server name you entered to connect to the server.



## To Close a Connection with an Avreo Server when Connected to Multiple Servers

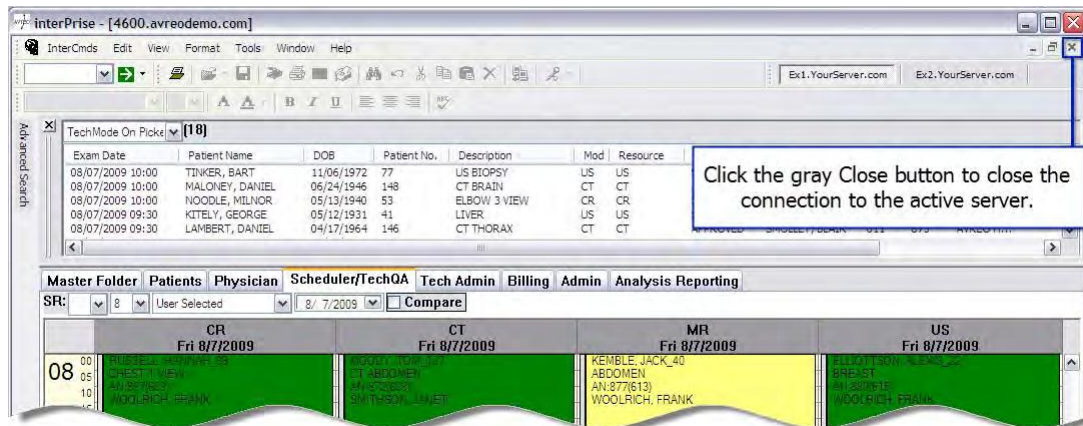
Follow these steps to close one of your connections to an Avreo server. When you disconnect from the last Avreo server, interWORKS automatically closes.

1. To close a server connection, click this server button in the upper right corner of the application window. Each server button displays the server name you entered to connect to the server.

- Click the gray Close button in the upper right corner of the application window. You can also right-click the server button, then click **Close**.

## Warning

If you click the red Close button, you will close all your server connections as well as the interWORKS application.



interWORKS closes the connection to the active server.

# Changing Your Password

To maintain the security of your interWORKS user account, you should periodically change your password by following the steps in To Change Your interWORKS Password. Remember, your interWORKS password is case-sensitive. This means that interWORKS identifies “Password,” “passWoRD,” and “PASSWORD” as different entries.

If you have administrator-level security rights, you can also change the password for other users. This can be helpful if another healthcare professional forgets their password.

## To Change Your interWORKS Password

- Click the **Change Password** command on the **InterCmds** menu. The Change Password screen appears.

