

IDEXX Cornerstone*

Practice Management System

How to find templates, training guides, and other resources in Windows® 8 and 8.1

In previous versions of the Windows® operating system, you could use the **Start** button to access a variety of templates, training guides, and other resources related to the IDEXX Cornerstone* Practice Management System.

In Windows 8 and Windows 8.1, however, the **Start** button works differently. These documents are still available on your computer, but now you access them on the new All Apps screen.

Available documents and resources include the following:


- Templates for mailing labels and reminder cards
- Training guides for inventory and in-house and reference laboratories
- Training files
- The *User's Manual*, *Administrator's Manual*, and *Getting Started Guide*
- A tutorial video on using medical notes

You can also find some of these documents online at idexx.com/cornerstoneresources, under **Cornerstone Modules**.

Tip: To see the full name of a document, point to it. What's New documents have names like "Cornerstone 8.3" and "Cornerstone 8.1."

Windows 8.1

To access documents and other resources previously available through the Start button:

1. On the Start screen, move your mouse. The arrow  icon appears in the lower left.
2. Click the arrow icon. The Apps screen appears.
3. If necessary, scroll right to see the Cornerstone category.

Windows 8

To access documents and other resources previously available through the Start button:

1. Hold down the Windows key+Q. The Apps screen appears. The training guide documents appear on the right of the screen. (You may need to scroll to see them all.)
2. If necessary, scroll right to see the Cornerstone category.

Note: The Windows key is the second button from the left on the lowest row of most PC keyboards, and is marked with a Windows logo.

Windows 8 or 8.1

To search for documents and other resources:

- Do one of the following:
 - On the Start screen, type a word or two from the name of the document or resource.
 - From any screen, hold down the Windows key+Q and then type a word or two from the name of the document or resource. (The Windows key is the second button from the left on the lowest row of most PC keyboards, and is marked with a Windows logo.)
- Documents and resources that match this search term appear. See table below for search term examples and suggestions.

Type:	To find:
cornerstone 8.3 what	Cornerstone 8.3 What's New
reminders	Reminder templates Add 3 Card , E-mail , Postcard , and so forth to find specific templates.
smartlink reference	Cornerstone 8.3 SmartLink* Reference Laboratory Certification/Guide
in-house labs	Cornerstone 8.3 In-house Labs Training
canada east-west	Cornerstone 8.3 Canada East-West Reference Laboratory Guide
diagnostic imaging	Cornerstone 8.3 Diagnostic Imaging User's Guide
multi-location	Cornerstone 8.3 Multi-Location Inventory Guide
single location	Cornerstone 8.3 Single Location Inventory Guide
training files	Training files Add Cornerstone , Time Clock , and so forth to find specific files.



idexx.com/cornerstone

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