# Accessing Allscripts Supply Chain Solutions (PMM)

The Allscripts Supply Chain Solutions software (aka PMM) is used for the materials management system at Vanderbilt for issuing products to patients and for ordering inventory replenishment.
During the transition period to the VUMC network, access to the inventory system is provided via the VMWare Horizon client software though a virtual desktop.

Accessing via the VMWare Horizon HTML Access (Web requisitioning & receiving, and full client functions)

1. Go to the following URL in a web browser: https://virtual.vumc.org
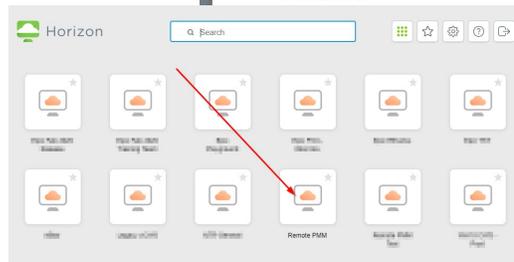2. Click on the "VMWare Horizon HTML Access" link.
   (Note to skip this step in the future, click the radio button titled "Check here to skip this screen and always use HTML Access")
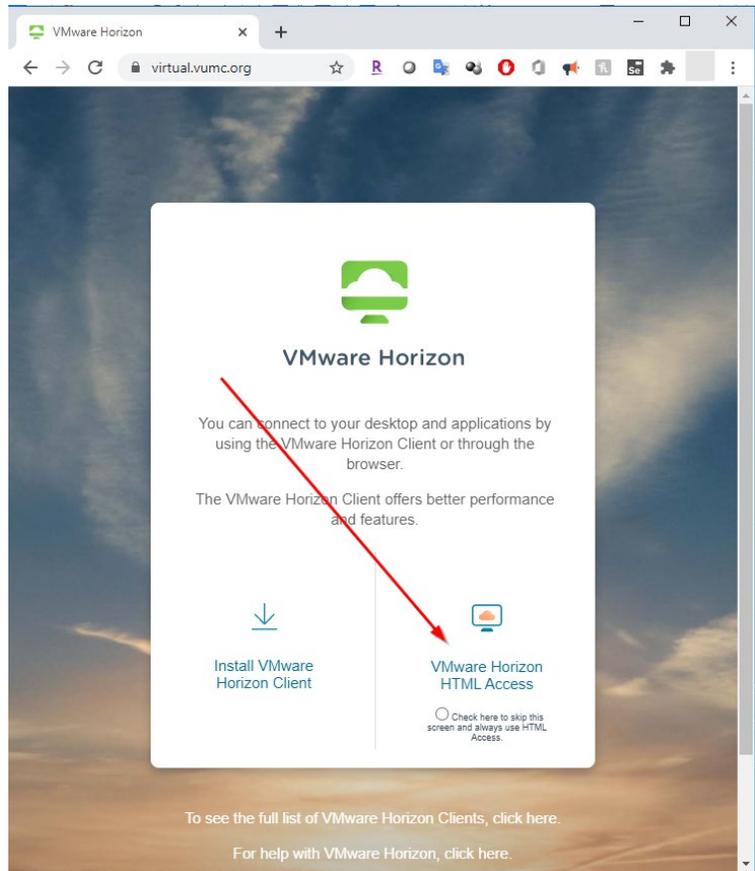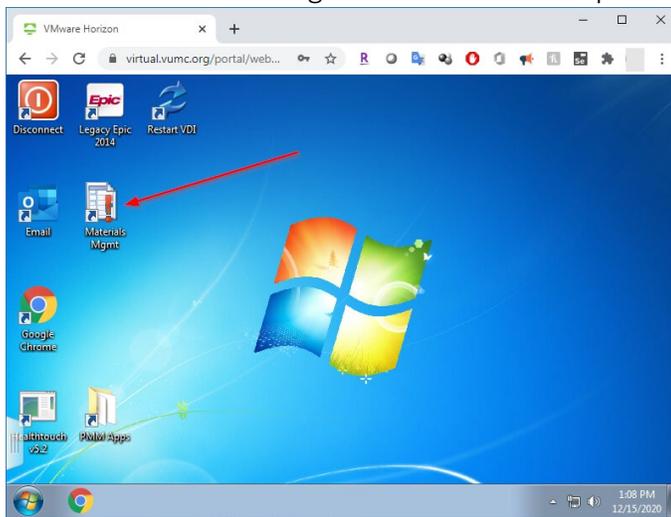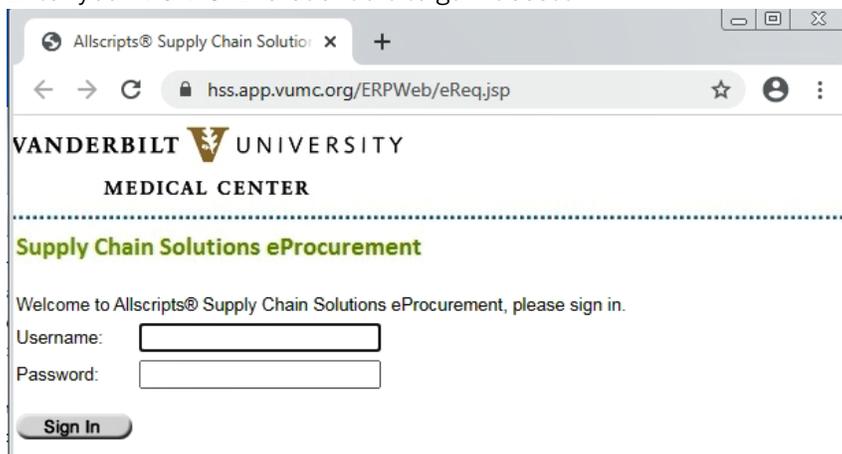
3. Enter your VUMC ID and Password
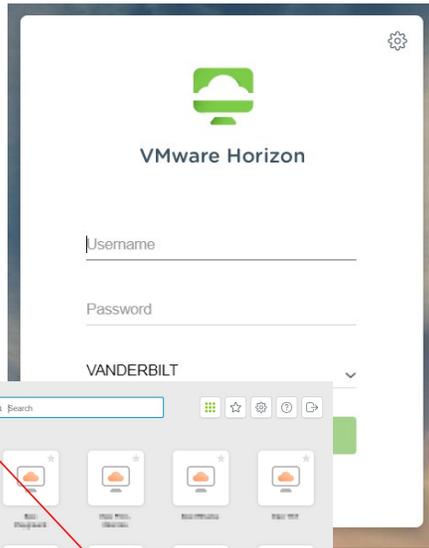
4. Click on the "Remote PMM" icon.

5. For Requisitioning and Receiving functionality access the "HSS Requisitioning" website via these steps.
   a. Click on the "Materials Mgmt" icon on the desktop.

   b. Enter your VUMC ID credentials to gain access.

c. Once authenticated, this screen will be displayed for Requisitioning and Receiving functionality. (Most users will only utilize the Requisitioning functionality. Receiving is restricted to a limited set of users.)

d. More information on how to use this website can be obtained via:
   i. HSS Requisitioning of inventory – www.vumc.org/it/vmware-allscripts
   ii. HSS Receiving of inventory– www.vumc.org/it/vmware-allscripts

6. If your responsibilities include materials management functions like PO creation, inventory control, reporting, template/par maintenance, or hand-held scanner functionality.
   - Access the applications via the PMM Apps folder located on the desktop.
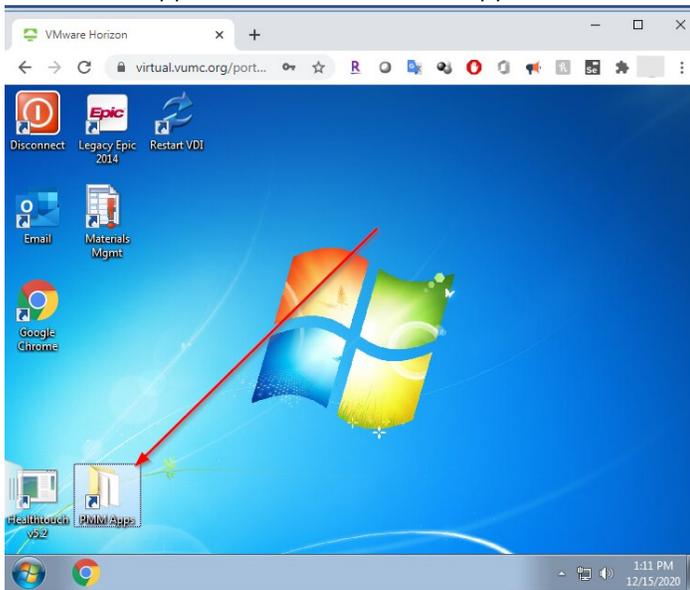
- Select the PMM module needed for the job function required. (i.e. Purchasing for direct PO creation) (Note: The handheld scanners cannot be used with the "VMWare Horizon HTML Access" client)
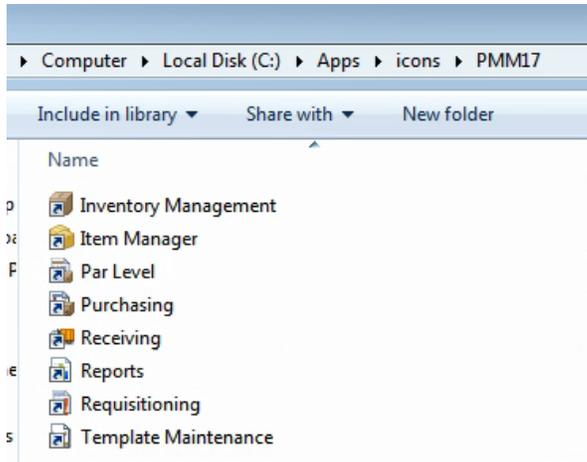
7. When complete be sure to end your VDI session (see Ending Your "Remote PMM" VDI Session for steps)

Accessing via the VMware Horizon Client (Handheld scanner, web requisitioning & receiving, and full client functions)

1. Launch VMware Horizon Client from The Start Menu or Desktop shortcut.

2. Click the icon labeled virtual.vumc.org
   - *If you don't have this icon, contact your local IT support or place a Helpdesk ticket by calling the VUMC Helpdesk at https://pegasus.vumc.org or via phone at 615 343-4357*

3. Select the "Remote PMM" Virtual desktop infrastructure (VDI)
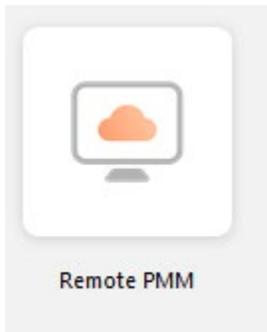
4. For Requisitioning and Receiving functionality access the "HSS Requisitioning" website via these steps.
   - Click on the "Materials Mgmt" icon on the desktop.

- Enter your VUMC ID credentials to gain access.
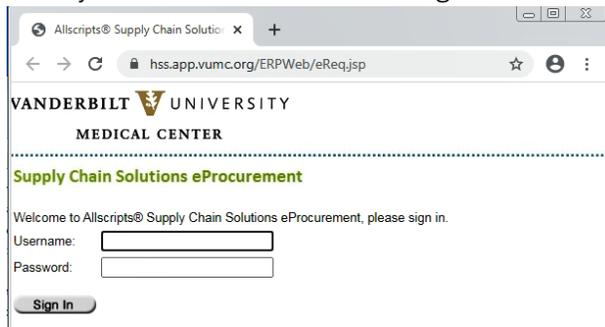
- Once authenticated, this screen will be displayed for Requisitioning and Receiving functionality.
(Most users will only utilize the Requisitioning functionality. Receiving is restricted to a limited set of users.)
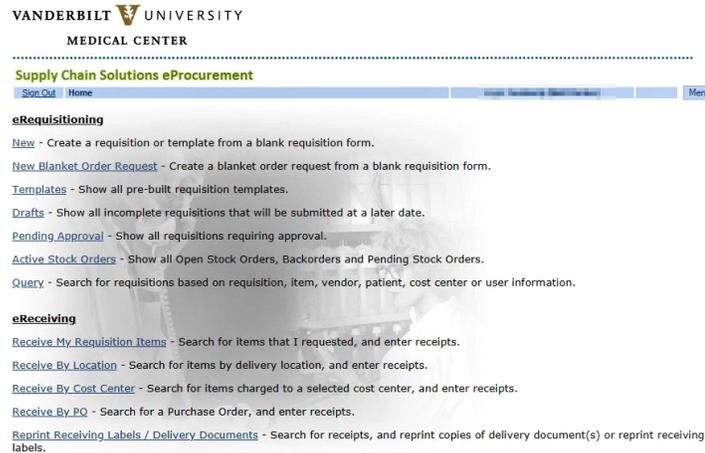
- More information on how to use this website can be obtained via:
    i. HSS Requisitioning of inventory – www.vumc.org/it/vmware-allscripts
    ii. HSS Receiving of inventory– www.vumc.org/it/vmware-allscripts

5. If your responsibilities include materials management functions like PO creation, inventory control, reporting, template/par maintenance, or hand held scanner functionality.
    - Access the applications via the PMM Apps folder located on the desktop.

- Select the PMM module needed for the job function required. (i.e. Purchasing for direct PO creation)
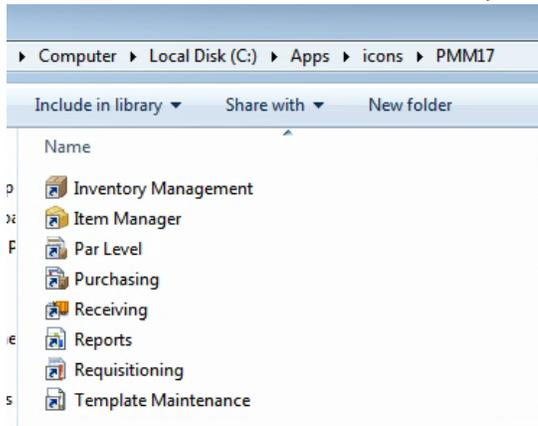
- For instructions on how to use the PMM handheld scanners see "Connecting to a Scanner / Scanning" on www.vumc.org/it/VMWare-Allscripts
6. When complete be sure to end your VDI session (see Ending Your "Remote PMM" VDI Session for steps)

Ending your "Remote PMM" VDI Session

There are two ways to end your session; logging out and disconnecting.

- Logging Out
    i. You should save your work and log out of your VM at the end of every shift. Every time you log out, your VM gets deleted. Every time you log in, you are getting a brand new VM. It always looks like the same computer to you because we save your settings.
    ii. Ways to log out
        1. Most VMs have a Desktop Shortcut that says 'Restart VDI'.
           This will log you out.

        2. Restart or logging off using your VMs Start Menu
        3. Your VM has a Horizon toolbar at the top of the screen.
           Toolbar > Options > 'Disconnect and Log Off'
- Disconnecting
    i. You should disconnect when you need to temporarily leave a VM but need to leave work in progress. This might include taking a lunch break or a clinician moving from station to station or room to room. Disconnecting is comparable to just turning off a computer's monitor or closing your eyes. The VM is still running. You just aren't seeing it. Disconnecting is not effective for troubleshooting because it does not give you a new VM or allow administrators to perform maintenance.
    ii. Ways to disconnect
        4. Your VM has a Horizon toolbar at the top of the screen.
           Toolbar > Options > 'Disconnect'
        5. Clicking the X button on your Horizon VM to close the Window
        6. Logging out, restarting, sleeping, hibernating, or shutting down your physical PC
        7. Clicking on the Disconnect desktop icon.