

Tips and best practices

Here are some MayoACCESS tips and best practices you may find useful.

Adding desktop shortcuts to MayoACCESS and MayoClinicLabs.com

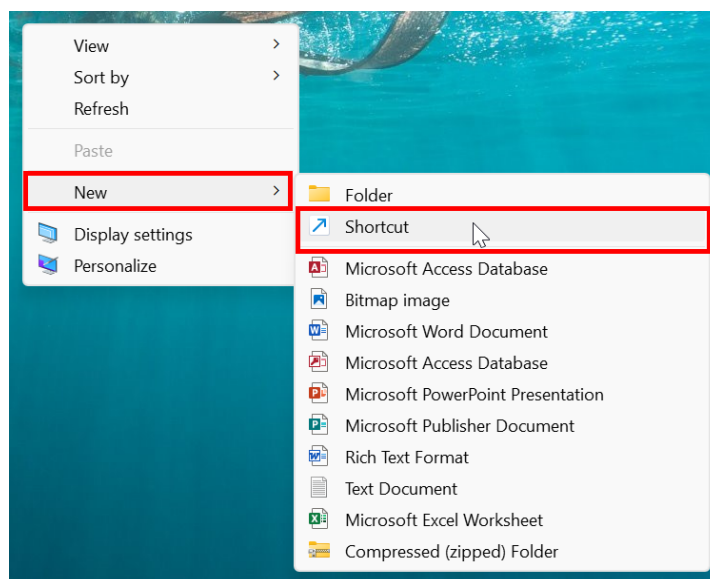
For quick access to the MayoACCESS and Mayo Clinic Laboratories websites, you can add shortcuts to your computer desktop.

Note: These instructions are specific to Microsoft Windows 10 and Google Chrome version 11. The steps for other versions of Windows or Chrome, or for other operating systems or web browsers, might be different.

To add shortcuts to MayoACCESS and [MayoClinicLabs.com](https://www.mayocliniclabs.com) on your computer desktop:

In Windows

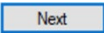
1. Right-click anywhere on your computer desktop.
2. From the pop-up menu, select **New**, and then **Shortcut**.



3. In the text field on the first screen of the **Create Shortcut** wizard, enter the uniform resource locator (URL) for the shortcut icon.

The screenshot shows the first screen of the 'Create Shortcut' wizard. The title bar reads 'Create Shortcut'. The main heading is 'What item would you like to create a shortcut for?'. Below this, a paragraph states: 'This wizard helps you to create shortcuts to local or network programs, files, folders, computers, or Internet addresses.' A text input field is labeled 'Type the location of the item:' and is currently empty. To the right of the input field is a 'Browse...' button. Below the input field, it says 'Click Next to continue.' At the bottom right, there are 'Next' and 'Cancel' buttons.

For example, to create a shortcut icon for the production MayoACCESS website, enter either <https://mmlaccess.com> or <https://www.mayocliniclabs.com>.

4. At bottom right, click the **Next** button. 
5. On the next screen of the wizard, enter the name for this shortcut. For example, enter "MayoACCESS Production".

The screenshot shows the second screen of the 'Create Shortcut' wizard. The title bar reads 'Create Shortcut'. The main heading is 'What would you like to name the shortcut?'. Below this, a paragraph states: 'Type a name for this shortcut:'. A text input field contains the text 'MayoACCESS Production'. Below the input field, it says 'Click Finish to create the shortcut.' At the bottom right, there are 'Finish' and 'Cancel' buttons.

6. To create the shortcut and exit the wizard, click the **Finish** button. 

Adding MayoACCESS and MayoClinicLabs.com as trusted websites

To ensure they operate correctly, add the MayoACCESS and Mayo Clinic Laboratories websites to Google Chrome as trusted sites.

Note: These instructions are for Google Chrome version 11. The steps for other versions of Chrome or for other web browsers might differ.


To add MayoACCESS and [MayoClinicLabs.com](https://mmlaccess.com) as trusted sites:

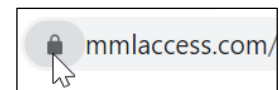
1. In Chrome, navigate to either of the following uniform resource locators (URLs):

- **Test Site:** <https://test.mmlaccess.com>

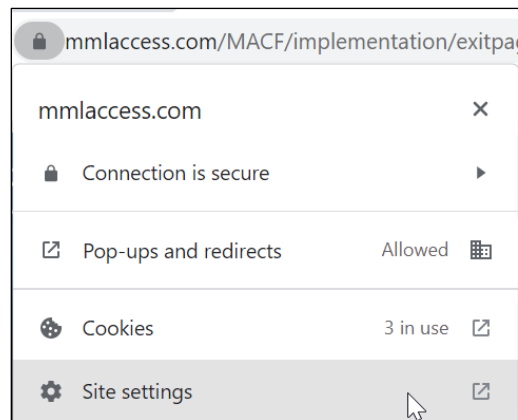
Important: To avoid inadvertently ordering tests from the MayoACCESS test site, do not add a shortcut to the test site on the processing computers in your laboratories.

- **Production Site:** <https://mmlaccess.com>

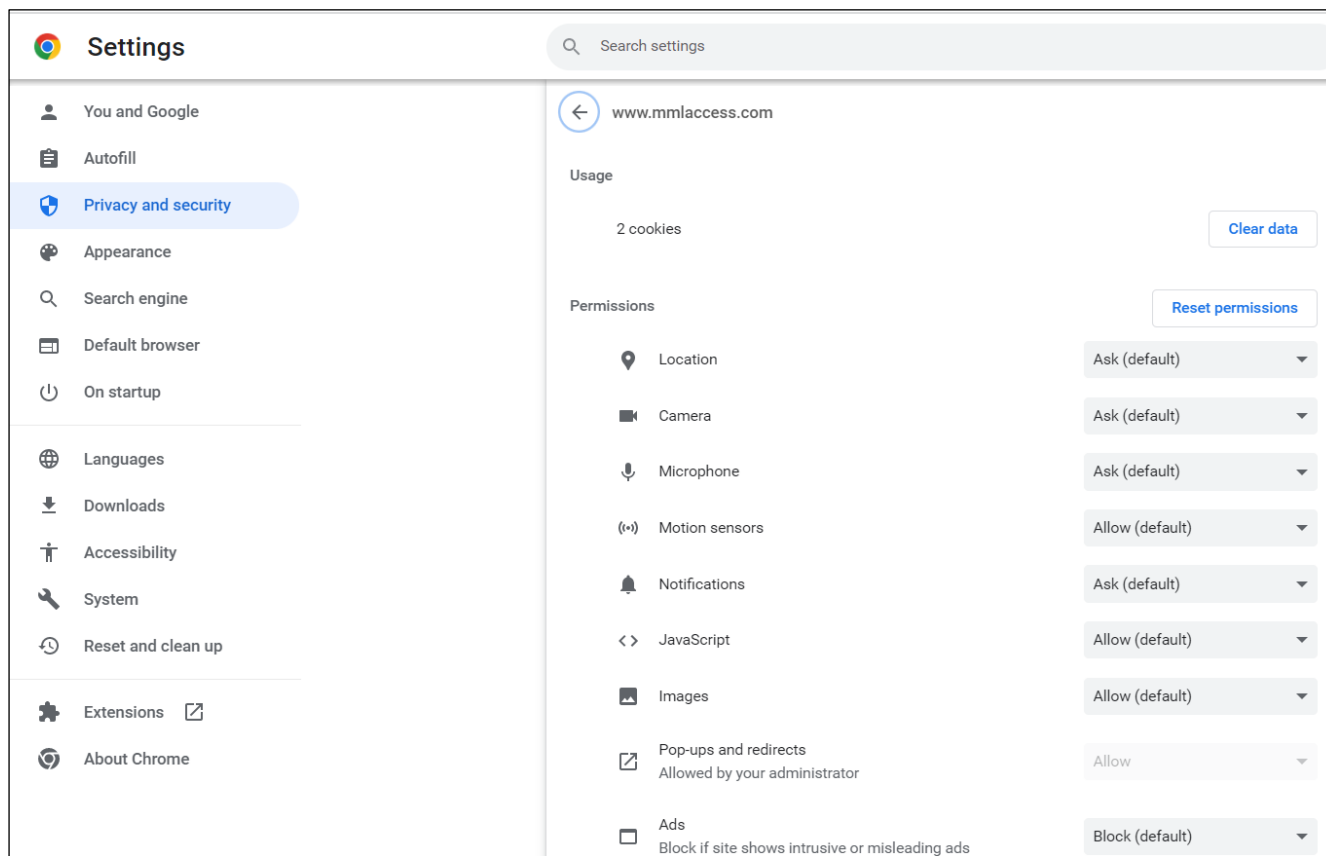
2. At the left side of the address bar, click the padlock icon  (right).



3. From the drop-down menu, select **Site settings**.



You are redirected to the **Privacy and security** tab in **Settings**.



4. On the right, use the drop-down menus to set the desired **Permissions** for <https://mmlaccess.com/>.
5. When done, repeat the steps above for <https://mayocliniclabs.com/>.