



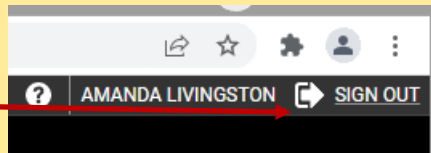
# Tips & Tricks Weekly



## Good PC Hygiene

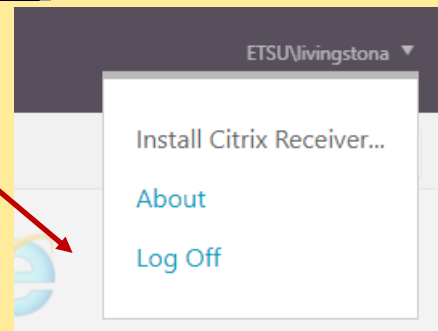
- ⇒ It is good practice to do a clean sign out of all programs, close all internet browser windows, and restart the computer at the end of the day.
- ⇒ Computer programs slow down and get unresponsive because their everyday memory gets used up.
- ⇒ Think of restarting like sleep. The computer and the programs need a fresh start.
- ⇒ That's why we recommend logging off and restarting daily.
- ⇒ RDP and Citrix are both like computers inside a computer.
- ⇒ The appropriate method for our different programs are outlined below.

**Touchworks**-sign out in the top right corner

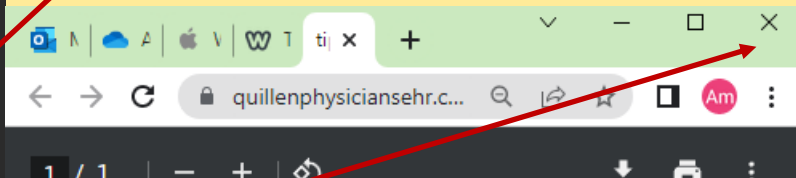
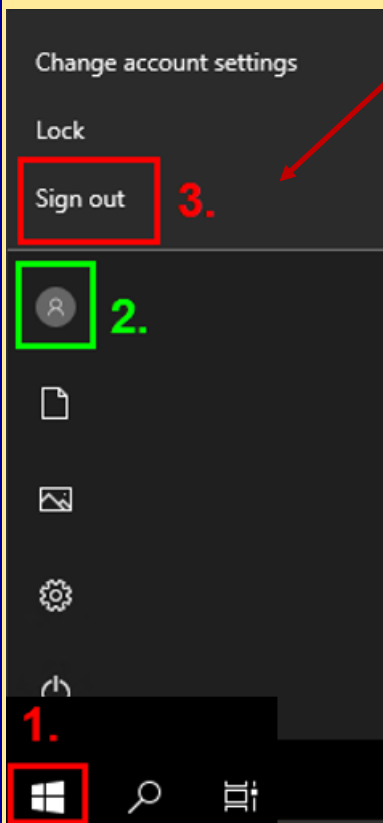


**Citrix**- if the Citrix StoreFront is still open, Log Off in the top right corner

If EHR is frozen, see Tips and Tricks: [Disconnecting a Frozen Citrix Session](https://www.quillenphysiciansehr.com/tips--tricks-weekly.html) in our Tips and Tricks Weekly library located at <https://www.quillenphysiciansehr.com/tips--tricks-weekly.html>

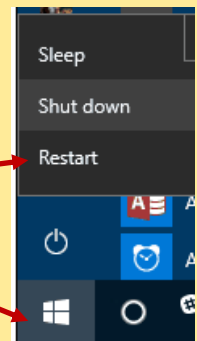


**RDP in APM**- (RDP is like Citrix for APM)- from inside of the RDP screen- Sign out from the RDP Windows menu



**Close out browser windows**- Chrome especially is a memory hog!

**Restart your PC**- Go to the Windows menu in bottom left corner, then choose Restart.



**Restart a Mac**- choose Apple menu  > Restart

If you don't want app windows that are open to reopen when your Mac restarts, deselect "Reopen windows when logging back in"