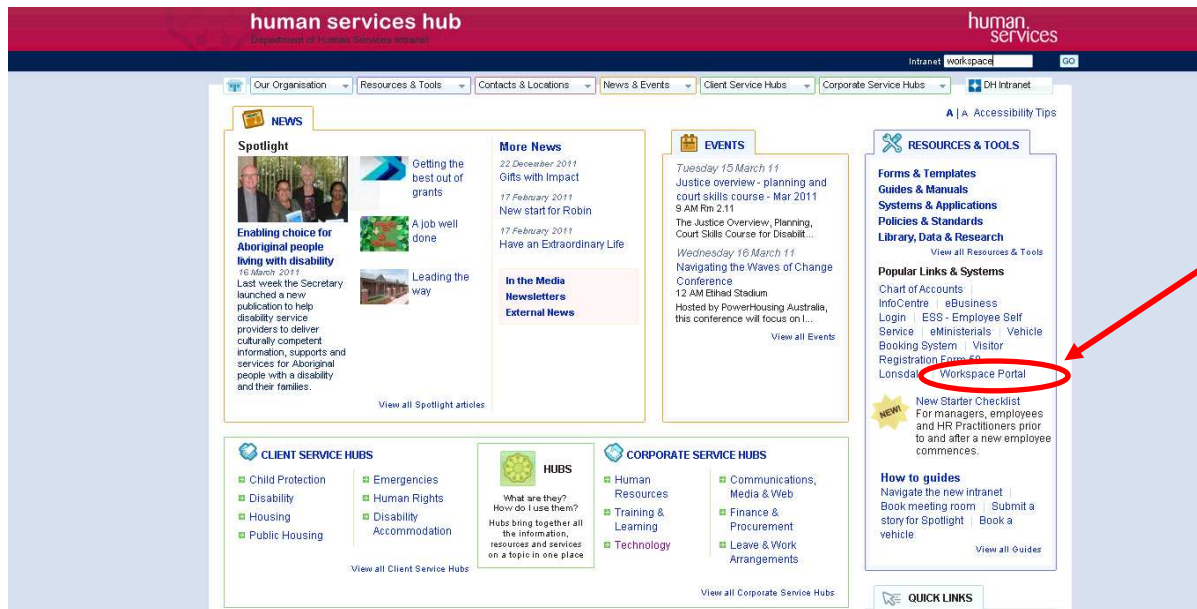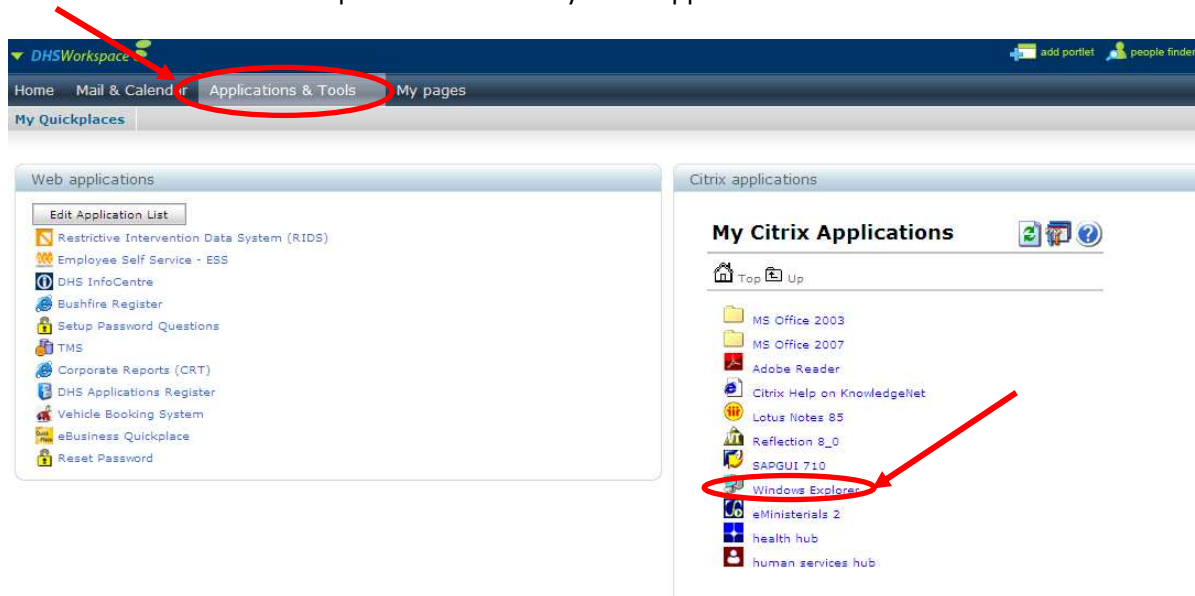# How to access the Physical Support Risk Assessment Tool (via Citrix)

IMPORTANT! You must log into DHS Workspace each time to access EMSOnline within Citrix .
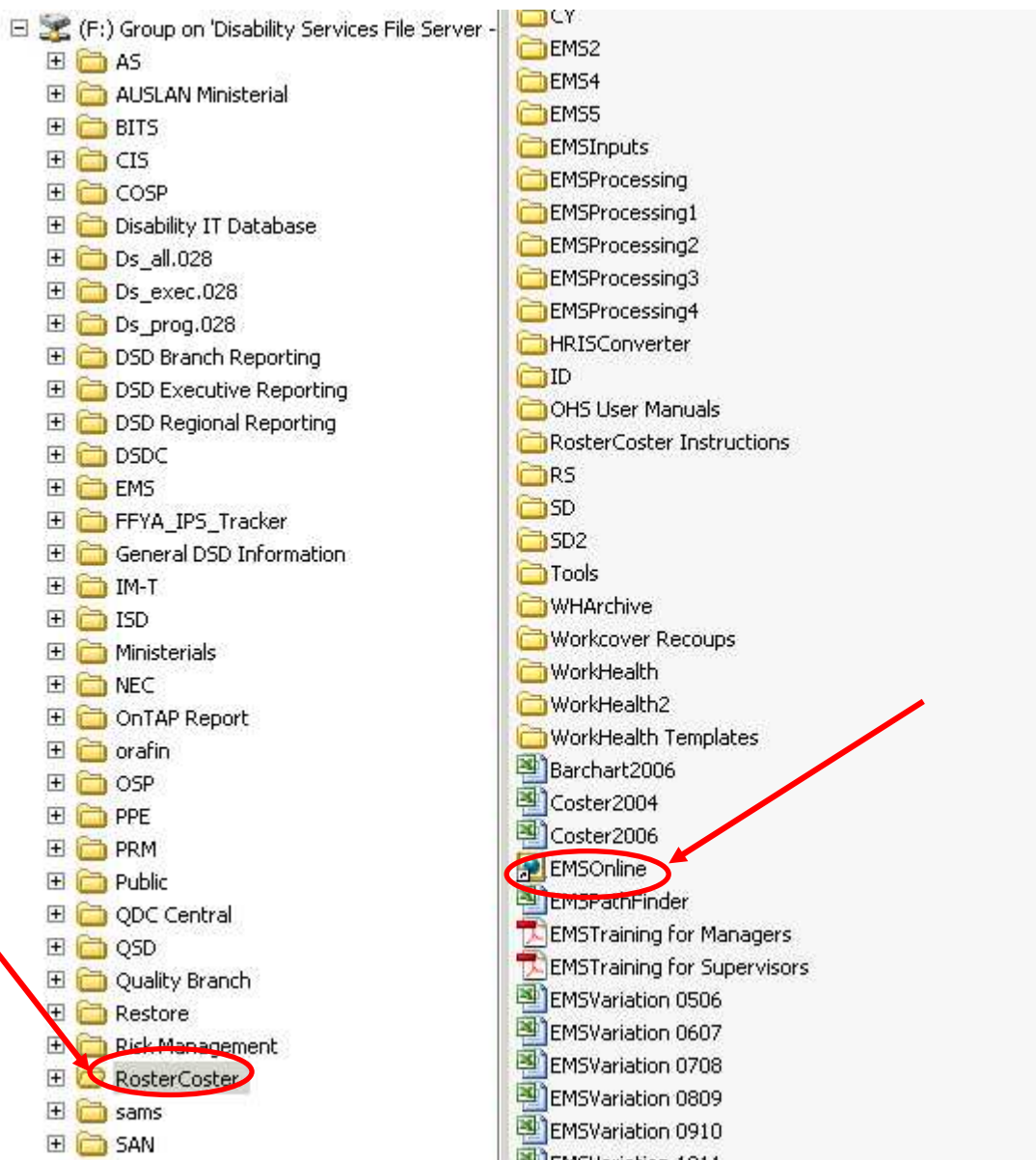
1. Click on "Workspace Portal" under DHS KnowledgeNet screen under "Resources and Tools", "Popoular Links and System" on the right hand side of the screen.

2. The Workspace Portal should now appear. Click on the "Applications and Tools" tab and select "Windows Explorer" from the My Citrix Applications.
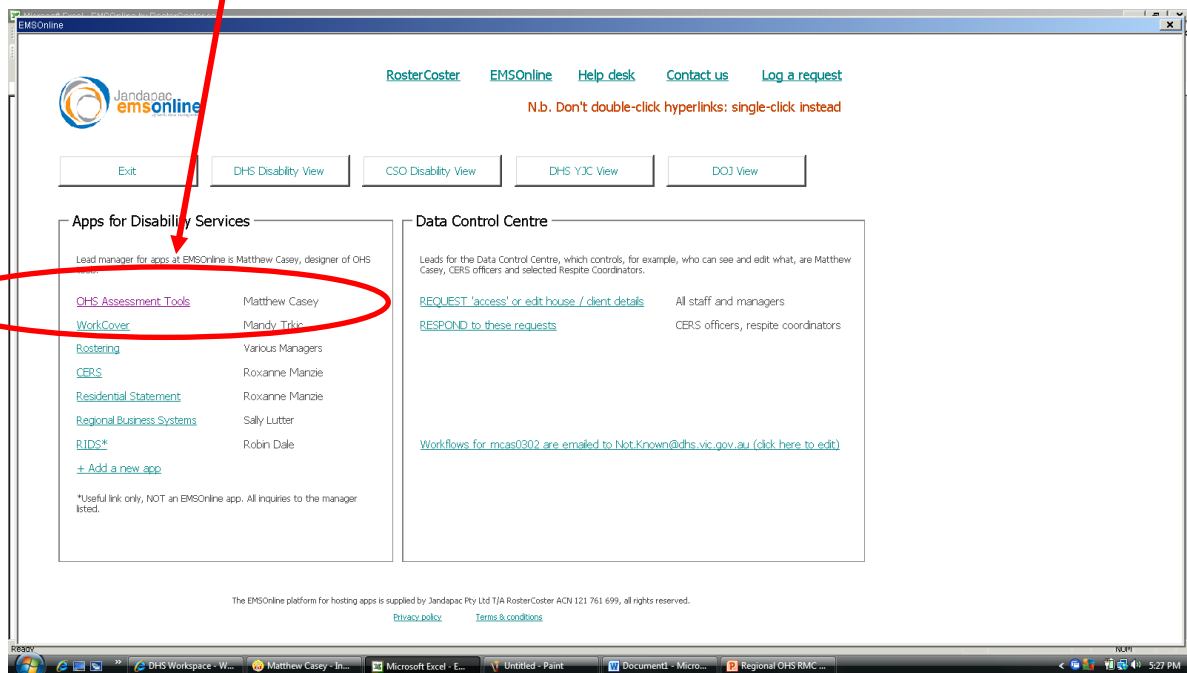
3. A new window should appear. In the new window select the F: drive, select the "Rostercoster" directory and find the file called "EMSOnline". Double click on the EMSOnline file. EMS Online should now open.
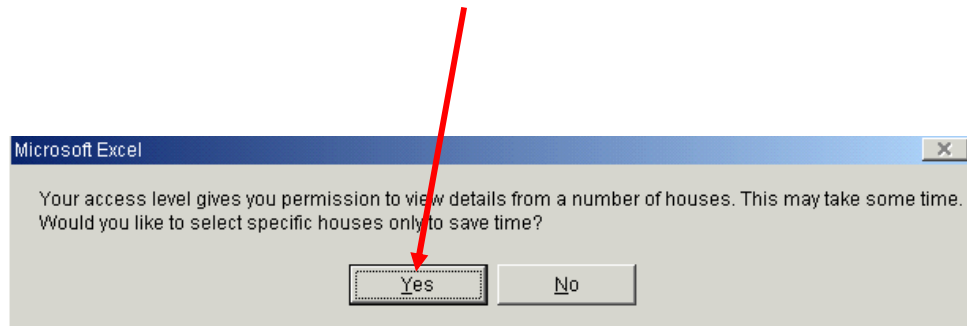

IMPORTANT! - You must log into DHS Workspace each time to access EMSOnline within Citrix .

4. Select "OHS Assessment Tools"

5. Choose OK. If you do not select this option it will take a long time for the data to upload. Not all users will be asked this question. Some will skip to step7

6. Select the appropriate house and choose "Go"

7. Select "Physical Support Assessments".

8. Select the client from the drop down box and click on "Complete / Update Physical Support Risk Assessment". Follow the prompts.