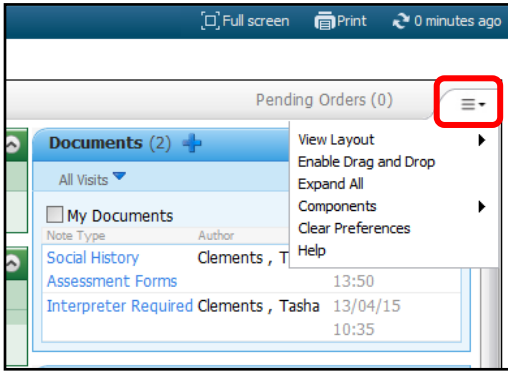
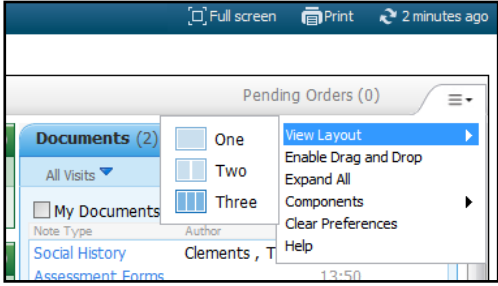
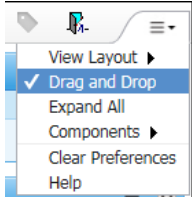
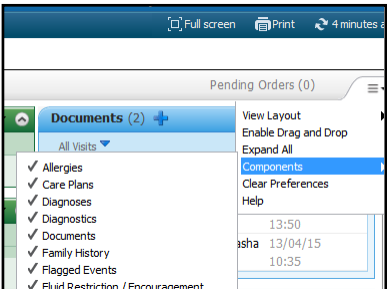


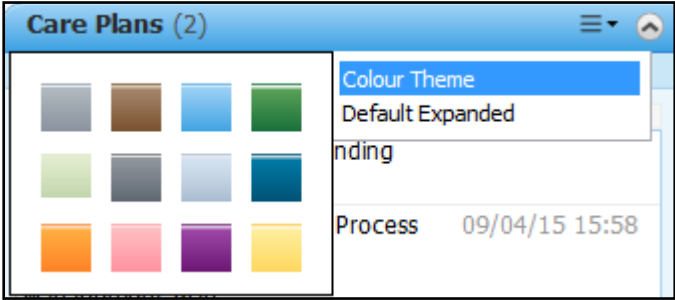
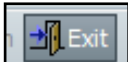


## CUSTOMISING PATIENT RECORD SUMMARY

|    |   |
|----|---|
| 1. | Parts of the Clinician Workflow and Nurse Workflow can be customised to make it easier for each staff member to see what is appropriate for them, and to make the layout easy to use.   |
| 2. | <p>In PowerChart, open a patient record.</p> <p>From Clinician Workflow, select the Inpatient tab.</p> <p>From the Nurse Workflow, select the Situation Background tab.</p>   |
| 3. | <p>Click on the icon with 3 horizontal lines in the top right corner of the page to open the menu.</p>   |
| 4. | <p>View Layout option allows to view 1, 2 or 3 columns on the Visit Summary</p>   |
| 5. | <p>Drag and Drop option allows to move each component into the order of your choice. The tick will appear to indicate that this option is currently 'on'. You must click back onto Drag and Drop and ensure this tick is removed and option is turned 'off' to stop components being moved unintentionally.</p>  |
| 6. | <p>Expand All – will open all items to allow you to see the information in every component.<br/>*NOT RECOMMENDED! Some components may have too much information available to view*</p> <p>If you have previously clicked Expand All this option will become Collapse All to close them back down.</p>   |

|     |  |
|-----|--|
| 7.  | <p>Components – displays a list of all the available items to include or exclude from this view. Left click to add or remove the tick next to each one. Only those with a tick will appear.</p>    |
| 8.  | <p><b>Clear Preferences – resets the view to the system default.</b></p>   |
| 9.  | <p>Individual components can be customised also.</p> <p> The downward arrow in a circle is used to expand the component. It can then be collapsed using the upward arrow </p>  |
| 10. | <p>The 3 horizontal lines icon gives you two options, Colour Theme or Default Expanded.</p> <p>Colour Theme – allows you to change the colour of the component title bar, if you hover over this you can choose from a colour pallet for that specific component.</p> <p>Default Expanded – allows you to decide whether you want that component expanded or collapsed when you open a patient by default</p>  |
| 11. | <p>In order to save your settings you must exit the system correctly. Via Exit on the Toolbar.</p>    |