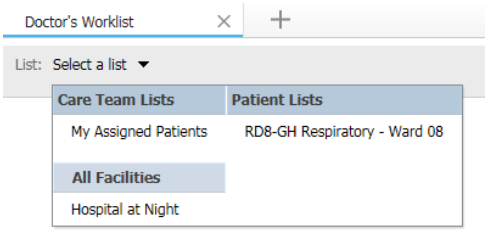
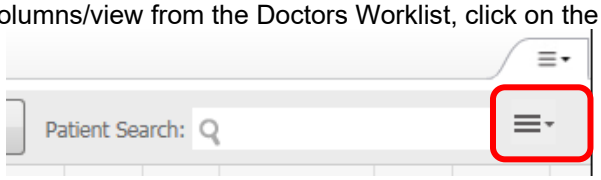
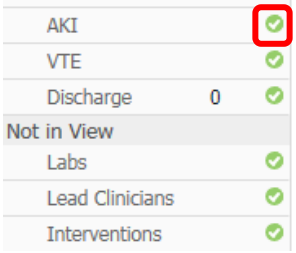
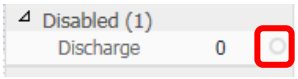
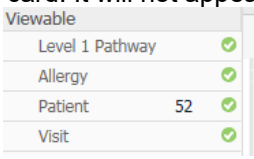
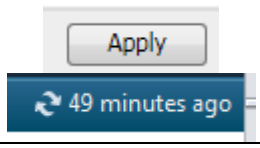
Navigating to the Drs Worklist and Configuring the Columns

1.	From the tool bar, click on the Doctors Worklist icon.
2.	To load your Ward, click on the drop down arrow next to Select a List and select the list you wish to view/work from. 
3.	If you wish to change the columns/view from the Doctors Worklist, click on the drop down to the right side. 
4.	To remove a column from your view, click on the green tick to the right of the subject you wish to remove. 
5.	That column will be moved to the disabled section and can be reactivated by clicking in the circle. 
6.	You can also click and drag any one of the subjects to a more appropriate position on the Worklist. This is personal to you and your smart card. It will not appear in this format for anyone else. 
7.	Click on Apply and then refresh and the changes will be visible.