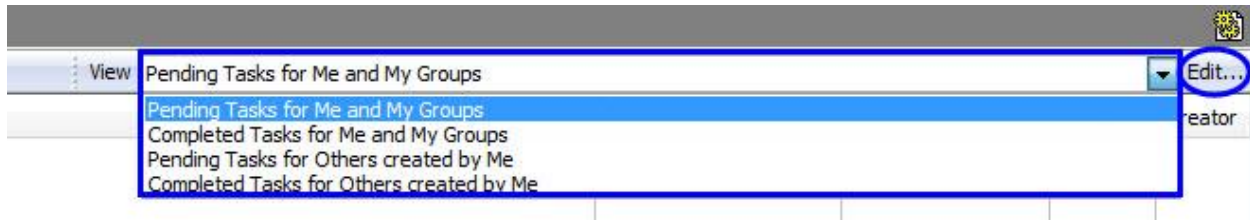
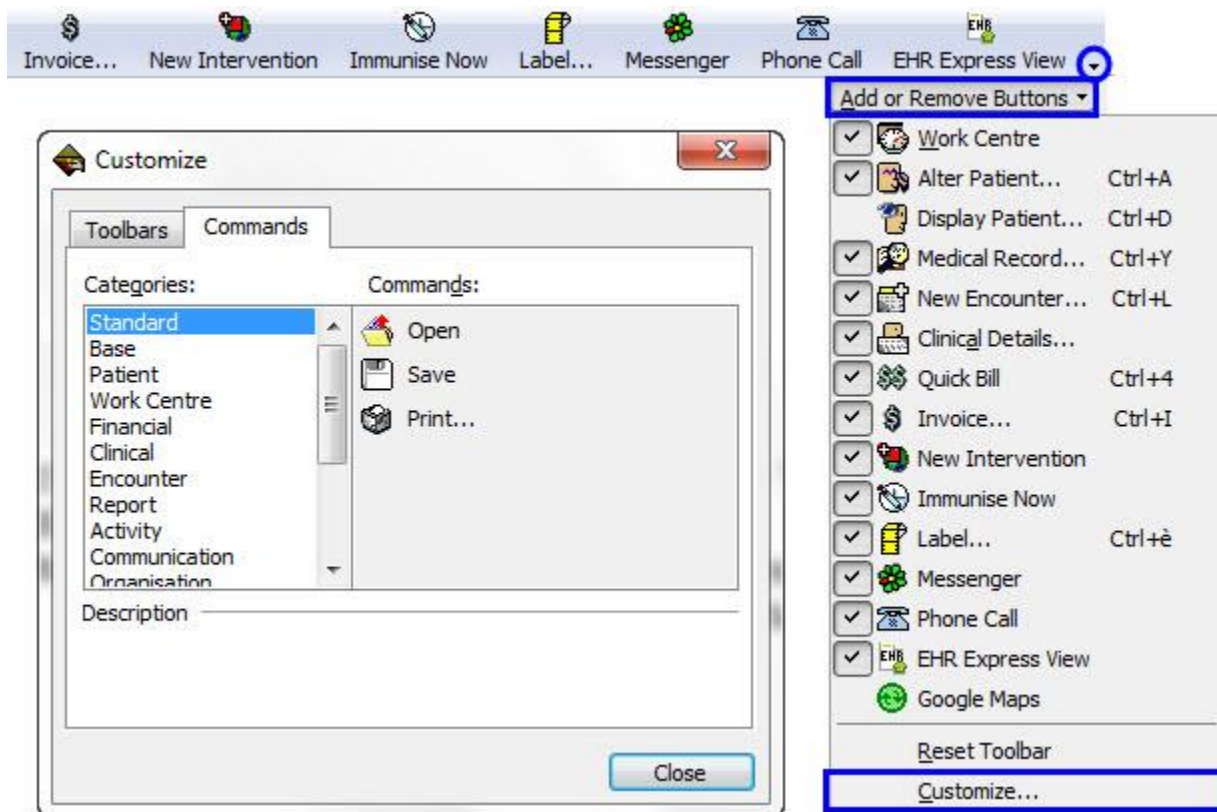


How to customize your EMR to fit you

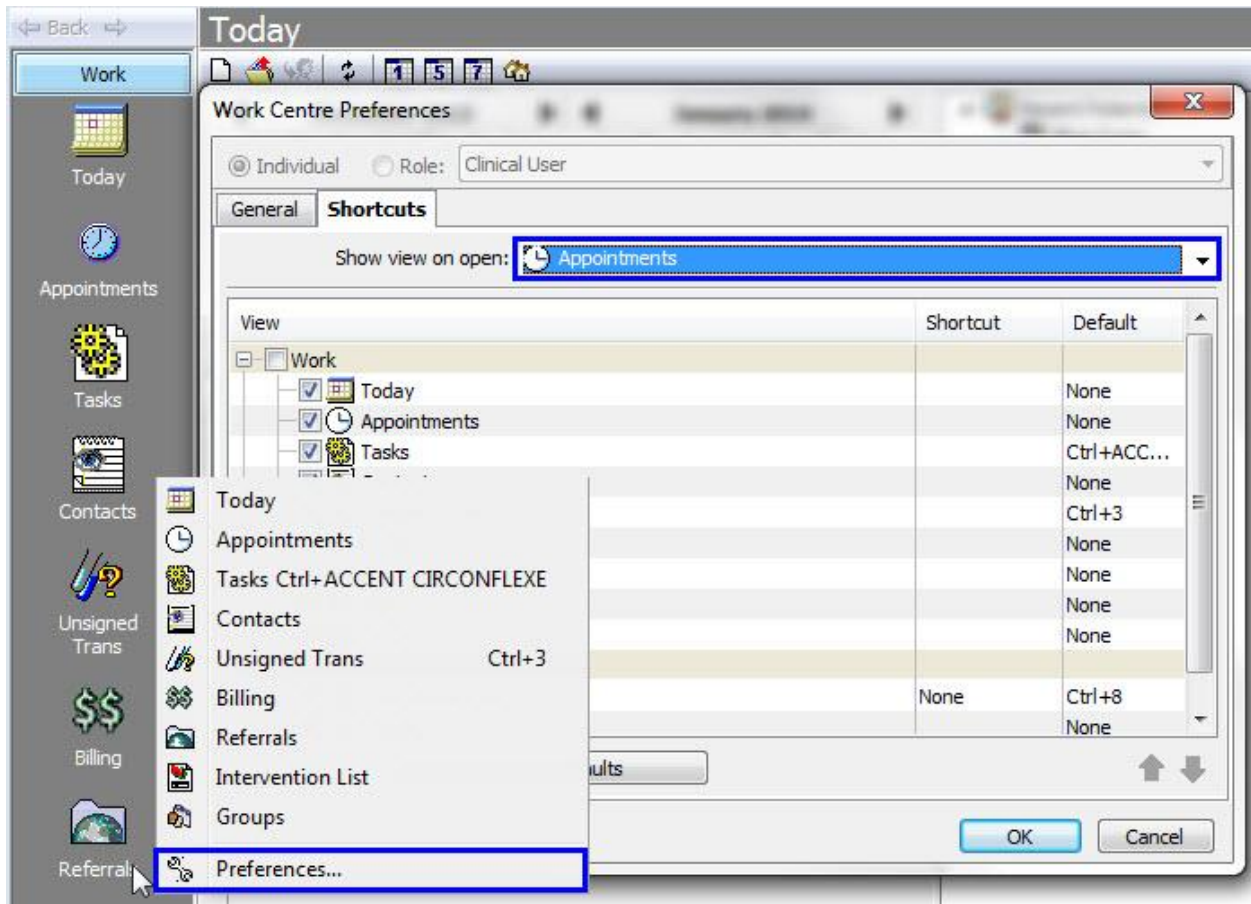
Filters: what will display on your screen is driven by view filters. Data is always retained in the system, however; these view filters will determine what is shown and what is hidden. Your EMR has a variety of default filters available to you from the beginning of use. You are by no means limited to the default filters, where required, you can make your own. This is done by clicking **Edit** which is found to the right of all **View drop down** lists.



Main Toolbar: you can chose what buttons display in your main toolbar by clicking the small **arrow** at the end of the toolbar and selecting **Add or Remove Buttons**. If the button you want is not in the basic list, click **Customize** to find more buttons on the **Commands** tab.



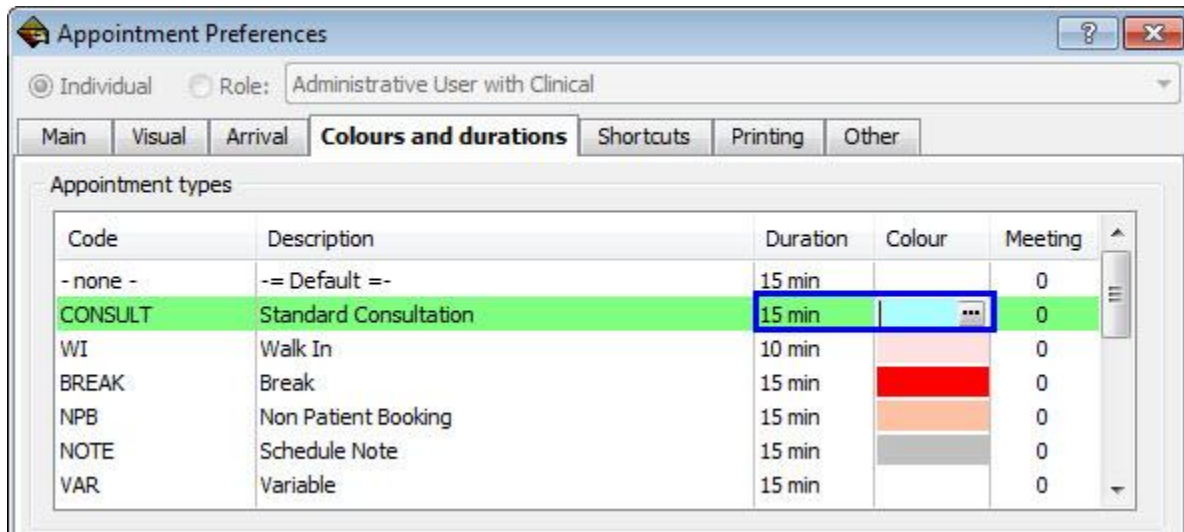
Views you open to: you can choose what view you open to in both the Work Centre and the Medical Record by right clicking on the grey segment list and selecting **Preferences**. You can then select your preferred view from the **Show view on open** drop down list. This is also where you can decide which buttons display in the different segment lists.



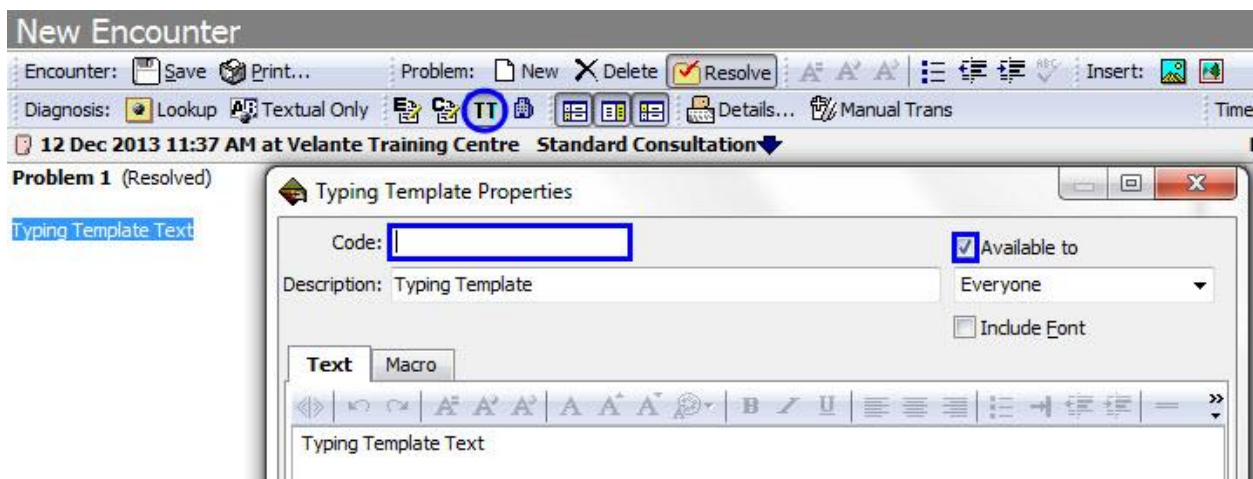
Appointment Rules: create and maintain appointment rules by going to **Maintain – Appointments – Rules**. Double click on an existing rule to edit it, or click **New Personal Appointment Rule** to create a new rule.



Appointment Colour and Duration: to customize the colour in which an appointment type is displayed in the Appointment Book, go to **Organisation – Preferences – Appointment**, and navigate to the **Colours and durations** tab to adjust the **colour** and **duration** of your appointment types.



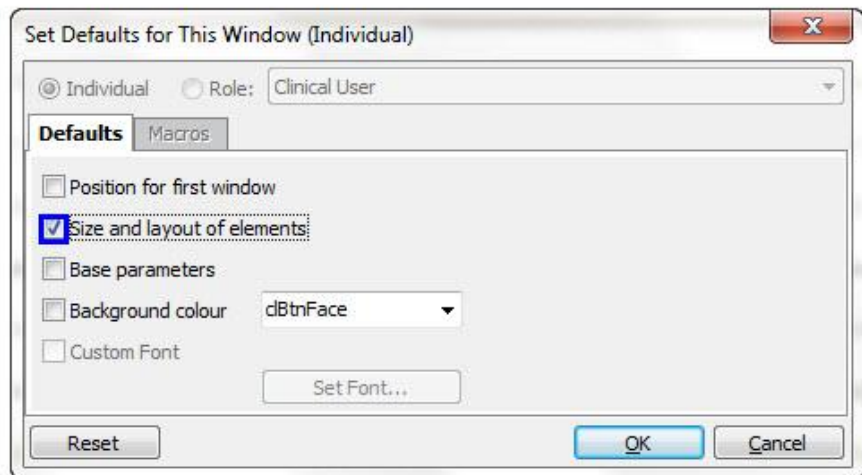
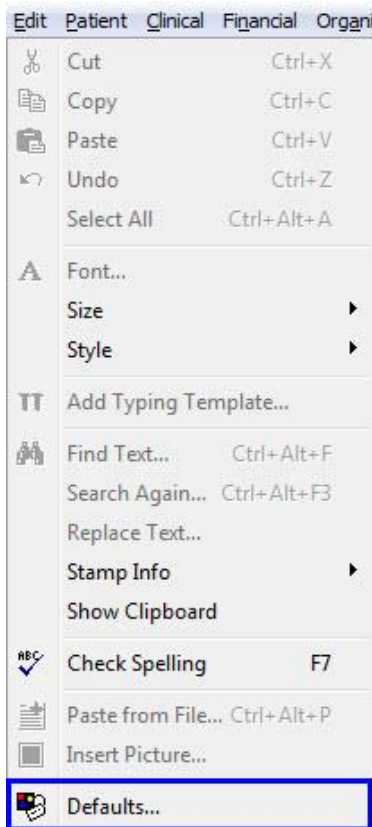
Typing Templates: it is easy to create your own typing templates. If you find yourself typing something in an Encounter over and over again, it might be useful to create a typing template for yourself. You can select the text that you enter regularly and click **TT**. Now enter a **Code** for your template and, if applicable, make it **available to everyone** so others can use it too. To use your typing template in the future, simply type the code you created followed by a **backslash (\)**. You can also create and maintain typing templates by going to **Maintain – Templates – Typing**.



Moving and Resizing toolbars: you can change the layout of different sections of your toolbars in the EMR. Simply grab the **left starting point** of the toolbar section and drag it to the desired location.



Moving and Resizing windows: you can change the size and layout of the windows that you work with. Once a window is the size and is in the position that you want, go to **Edit – Defaults** and select the **Size and Layout of Elements** checkbox to save this position. The window will now open that way each subsequent time it is opened.



Encounter Font Size: you can customize the font type and size used in the encounter by going to **Organisation – Preferences – Clinical** and navigating to the **Encounters** tab; simply click on the **Set** button next to each of the text options to customize the text appearance.

