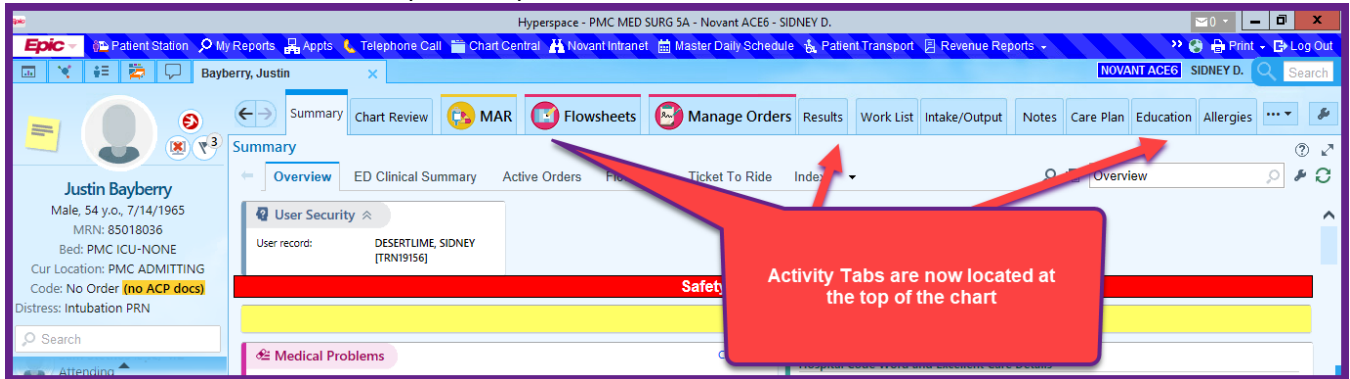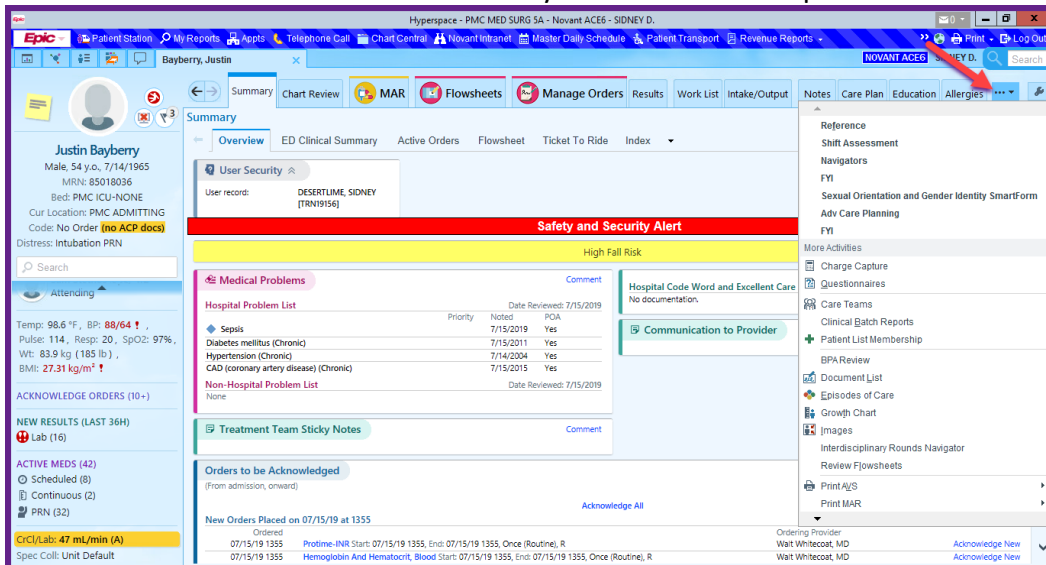# Dimensions Acute

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Tips & Tricks

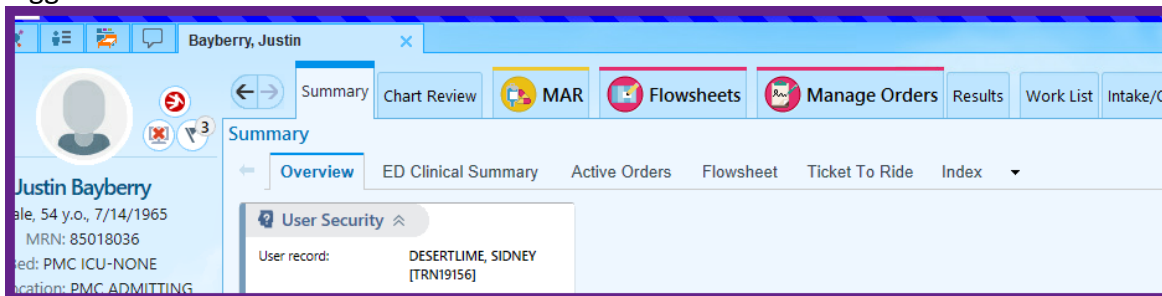# Activities – How to Organize

The activities are now at the top of the patient chart.

All activities that were in the More activity are now in the drop down button.

You may organize your activities to help you better find things, and design what you use the most, as bigger and in color.

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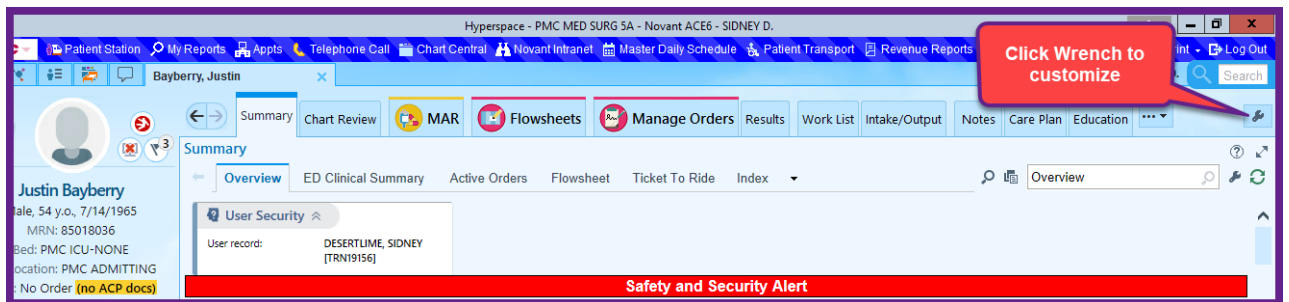
N: NOVANT HEALTH

The activities are divided up into 3 areas –

- Activity tabs - seen immediately and should be your most commonly used
- Occasionally used – under the drop down and easily found
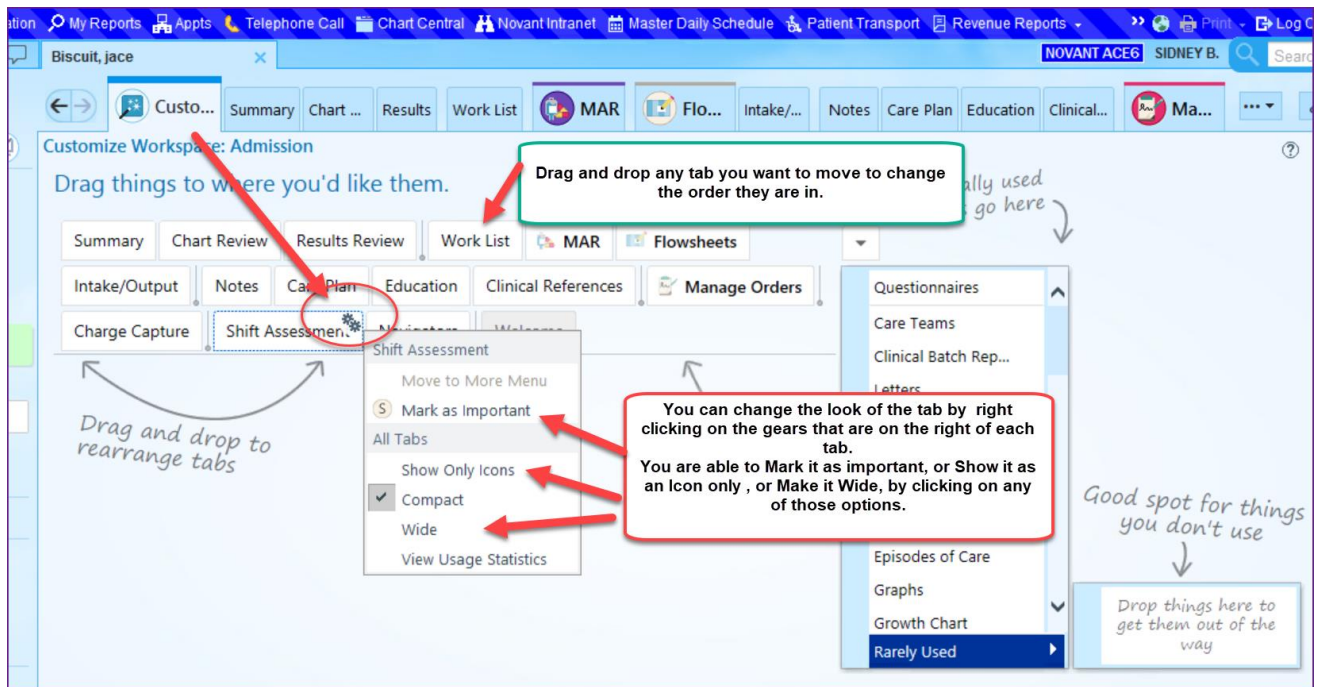- Rarely used – way at the bottom, and must hover to see them
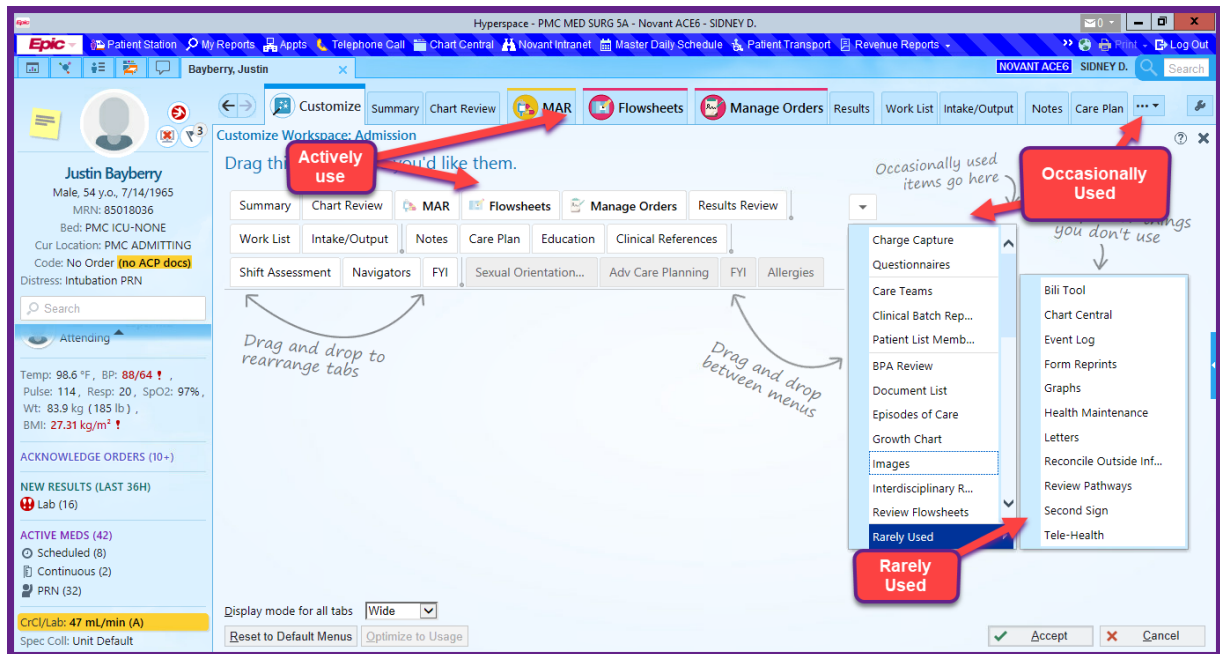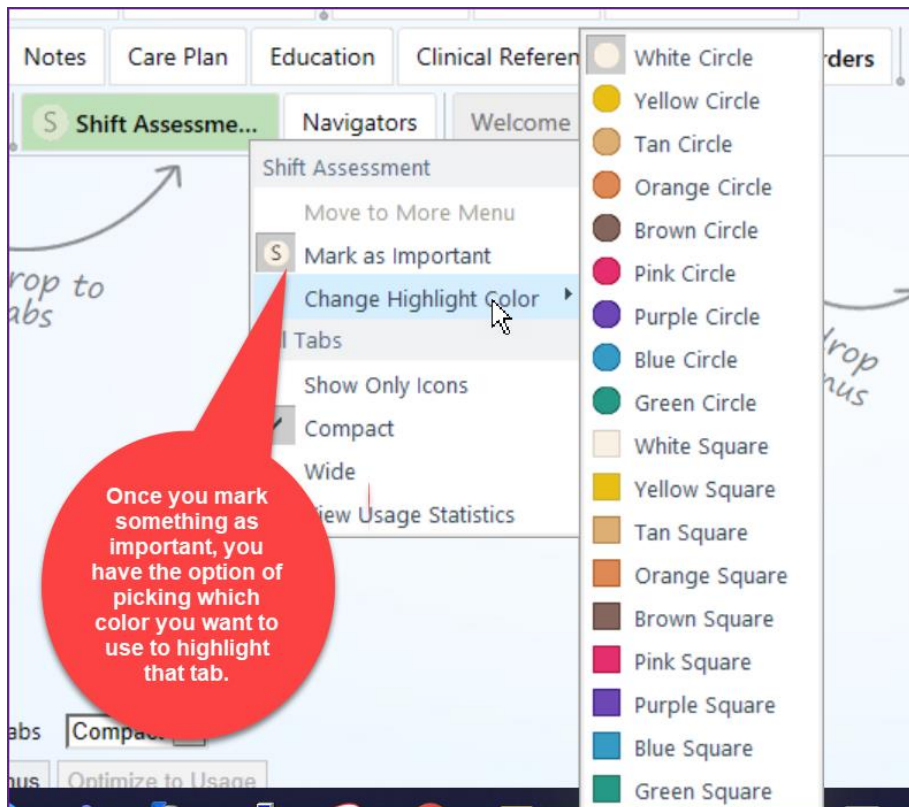

1. Activity Tabs -

    a. These are the tabs you can see. To customize, click on the wrench on the right.

    b. To You can rearrange them in any order by clicking on any tab and dragging it to where you want it.
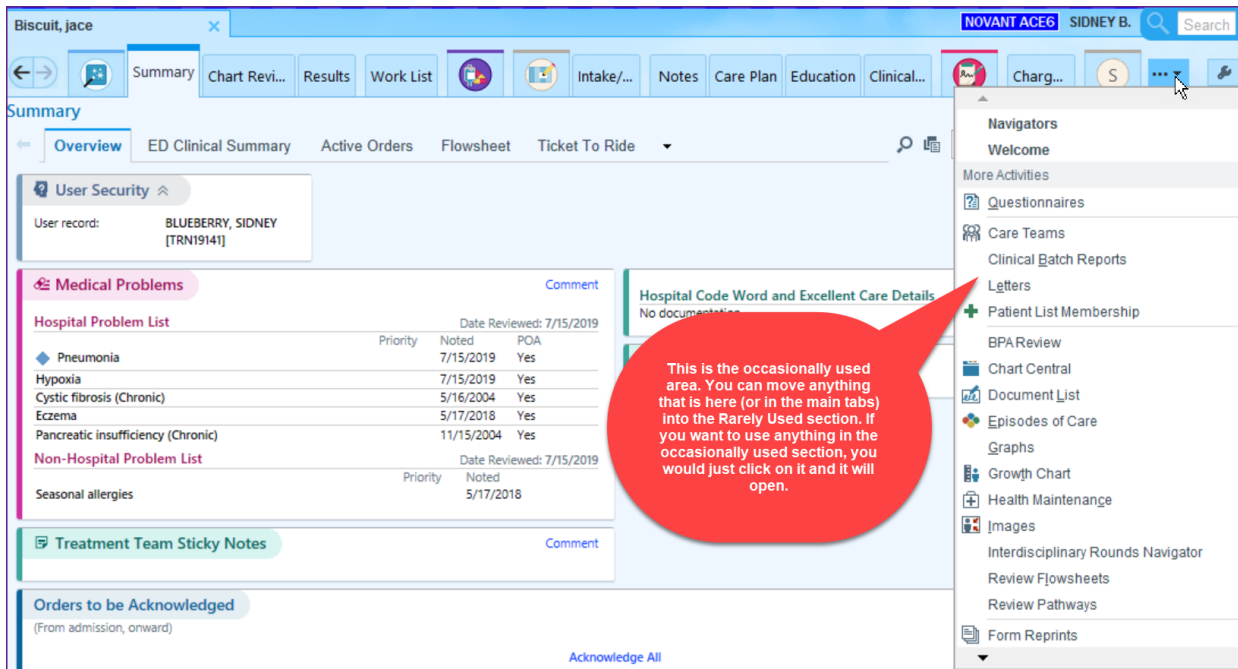
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c. You can mark it as important or choose to see it as an icon only.

d. You can mark it as Wide, so it appears bigger.

e. Once you mark it as Important, you will have the option of chooseing which color to highlight the tab.

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2. Occasionally Used

These will appear under the drop down tab on the right of the activity tabs that you see.

From your Customize Workspace, drag and drop anything that you infrequently use into the Rarely Used section. This will keep you from scrolling over it frequently when looking for other items.
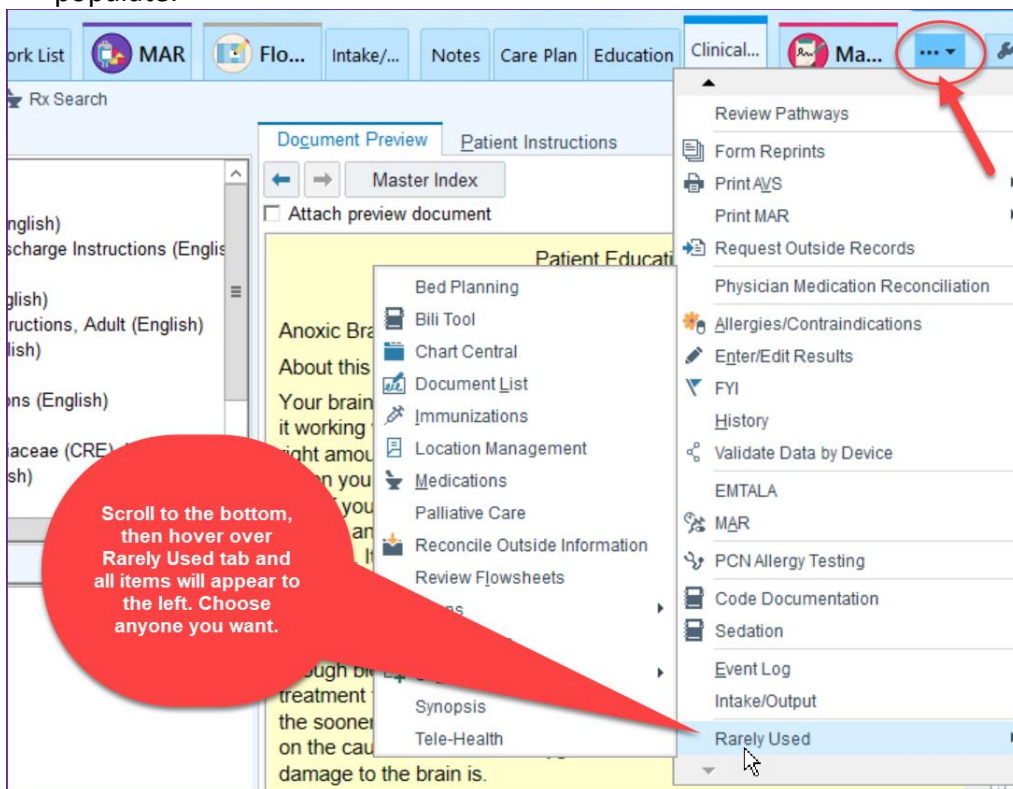
Dimensions Acute
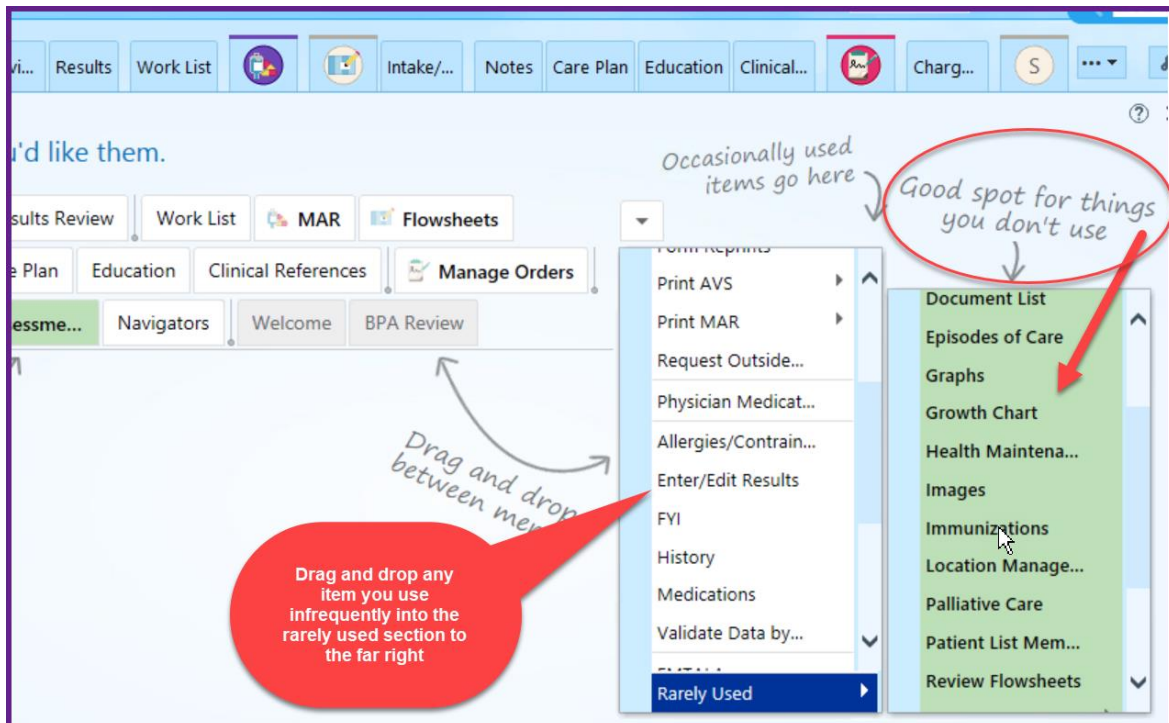
3. Rarely Used –

a. Once you have everthing like you want it, click Accept.
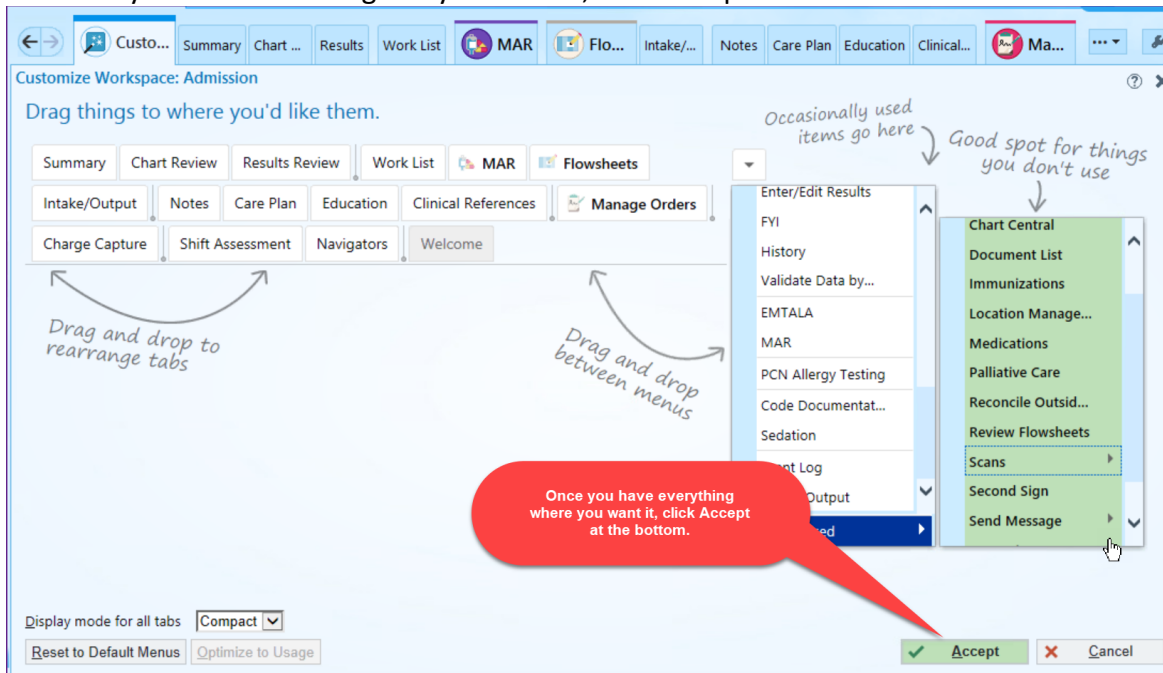
b. To find the Rarely Used items, scroll to the very bottom and hover to allow the items to populate.

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If you choose to go back to the default settings, Click on the wrench to get to Customize screen, then click Reset to Default Menus