



# CHEAT SHEET

## How to set up favourite note templates

### ATTENTION PLEASE



All clinical staff who document in the ieMR

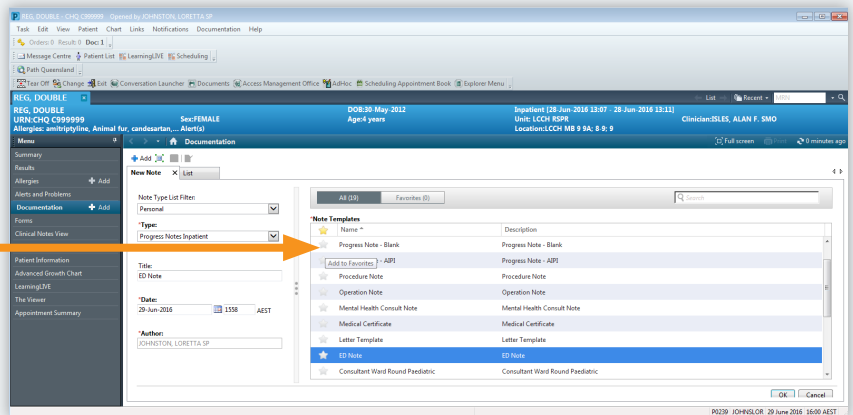
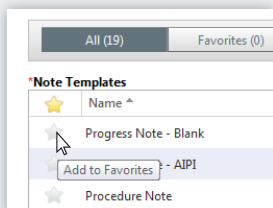
Read on...

Save yourself time when documenting in the ieMR by setting up favourite note templates.

This will make it easier to find the templates you use often, such as blank progress notes.

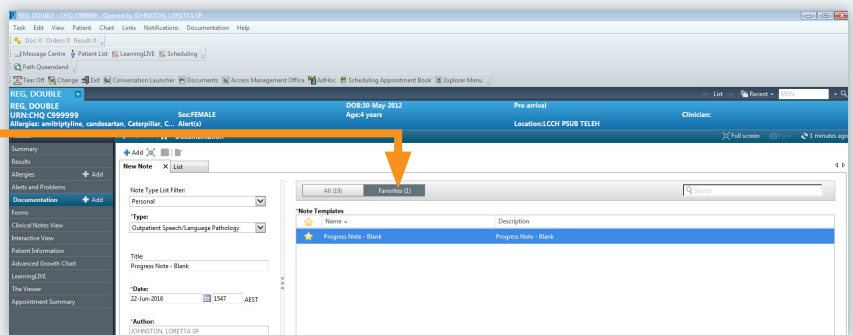
### How to set up a favourite note template

When adding a New Note, click the greyed out star symbol next to the Note Templates you wish to favourite



### How to view favourite note templates

Click the 'Favorites' button  
Now you will only see your favourite note templates



You can also customise your note types so you don't have to scroll through the whole list every time you document! Check out our CHEAT SHEET: How to set up personal note types

Questions, or want more info?  
The ieMR team is here to help!

3068 1999 | CHQ\_digitalfuture@health.qld.gov.au

**Our Digital Future**  
IMAGINE WHAT'S POSSIBLE...

