



# CHEAT SHEET

## How to set up personal note types

### ATTENTION PLEASE



All clinical staff who document in the ieMR

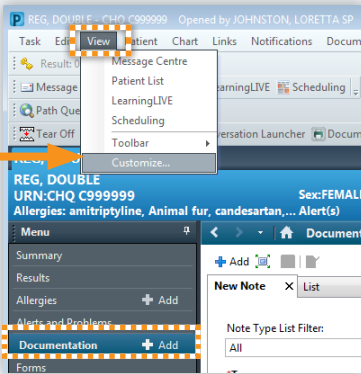
Read on...

With many different note types in the ieMR, it's easy to accidentally select the wrong one, making it difficult to locate your note later.

You can set up 'Personal Note Types' for the notes you frequently use to save time searching the list and reduce the chance of accidentally selecting the wrong note type.

### How to set up a personal note type

- 1 Go to the 'Documentation' tab  
Go to the View menu  
Click 'Customise...'

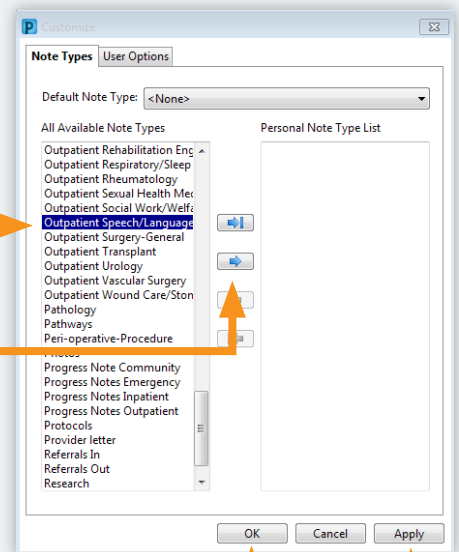


- 2 Under 'All Available Note Types' click to select the note type you wish to add to your list

Click the second blue arrow to add to your 'Personal Note Type List'

*NB: clicking the top blue arrow will add all note types to your list*

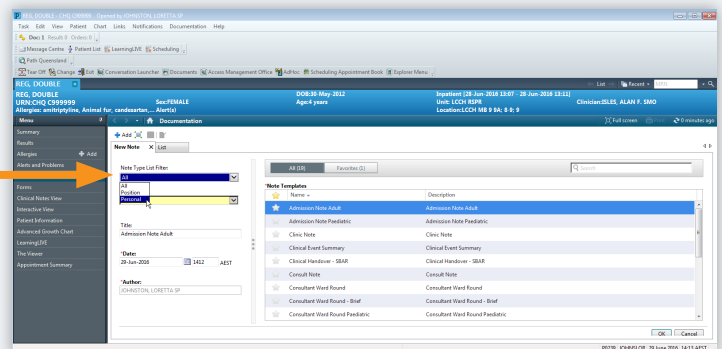
- 3 Click Apply  
Click OK



### How to view by personal note types

In the 'Note Type List Filter' pull down box, select 'Personal'

Now you will only see the note types you have customised instead of the entire list!



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

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Our Digital Future

IMAGINE WHAT'S POSSIBLE...

