

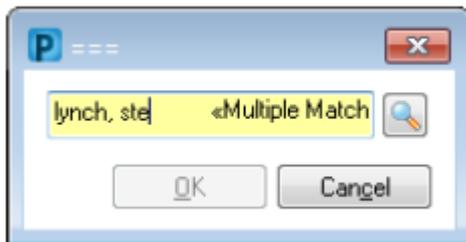
## PowerNote: Macros management

### SurgiNet

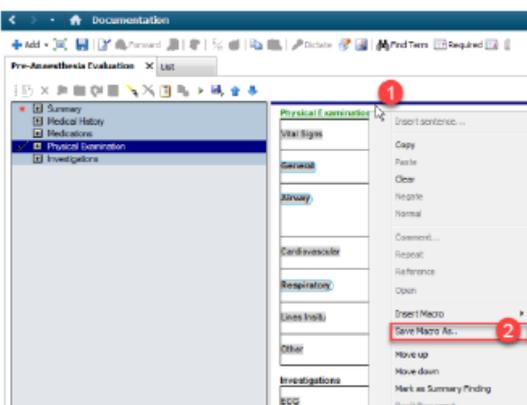
#### Quick reference guide

The option of customising the **PowerNote** can be completed so that all future logins retain the user preference of the **Macro** created. After data has been entered into a **Paragraph** there is the option of saving this as a **Macro** for future use. This grouping of user preferences can be saved and named appropriately.

1. After recording the information within a **Paragraph**, right click the **Paragraph Heading** in the right hand pane. This information can be text or Name selection from the database.

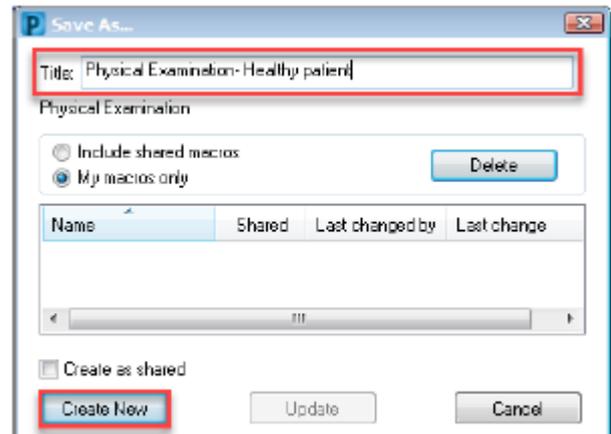


2. From the drop down menu displayed select **Save Macro As**.

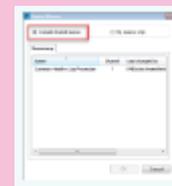


The **Save As** window displays where the **Title** can be edited to distinguish one saved **Macro** from another. The option to share the **Macro** with others is also available in this window.

3. Once the details have been entered click **Create New** to save the **Macro**. Note the box that can be ticked to **Create as shared**. Alternatively existing **Macros** can be modified or updated within the window.



**Note:** If a **Macro** is created and the **Create as shared** box was ticked at that time, the **Macro** will be visible under the **Include shared macros** filter and not the **My macros only**.

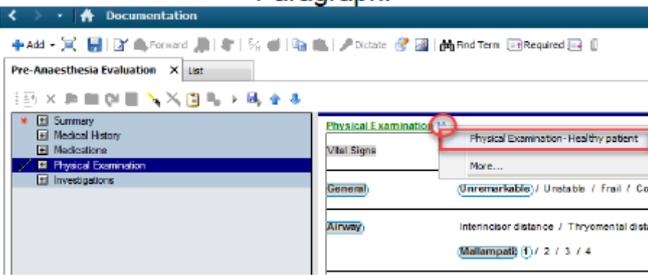


The **Paragraph Heading** now contains a **M** to signify a **Macro** is available to utilise for this **Paragraph**.

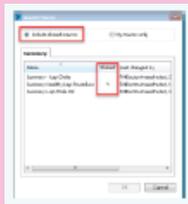
4. Clicking on the **M** next to the **Paragraph Heading** displays the available **Macros** related to that specific **Paragraph**.



ieMR Advanced



**Note:** Clicking on the **M** next to the **Paragraph Heading** displays a drop down menu; selecting the **More** option displays the **Insert Macro** window where any created and saved **Macros** can be selected to use in the **PowerNote**.



**Note:** The ability to filter using the radio buttons **Shared Macros** or **My macros only**. Selecting the **Shared Macros** radio button displays the users **Macros** and any **Shared Macros** from other users.

- Once you have completed Macros at the paragraph level, you can also set Macros at the **Sentence** and **Term** level.

Diagram illustrating the levels of macro application:

- Paragraph:** Procedural Information M <Hide Structure> <Use Free Text>
- Sentence:** Details of Procedure (14.05.18) / ...
- Term:** Specimens Sent to Pathology? Yes / Comment

