



ieMR Advanced

## Toolbar/menu – locating hidden buttons and icons

### Care Delivery

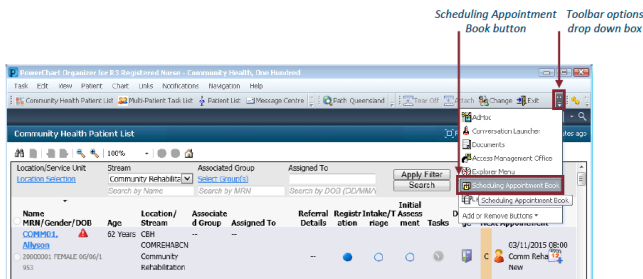
#### Quick reference guide

### Customising the ieMR Toolbar and locating hidden icons

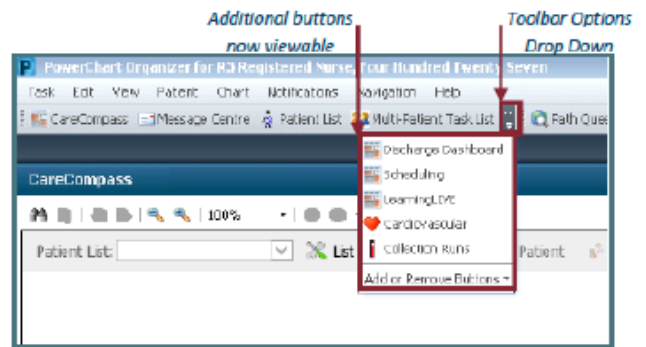
**Note:** In the default view in ieMR, a number of icons in the Toolbar are hidden. This can be changed to reveal a menu to view hidden icons and also increase the Toolbar size to unhide icons permanently.

To locate hidden icons on the **ieMR Toolbar**:

1. Click on the **ieMR Toolbar** options drop down box.
2. Click on the button you want to use.





There are multiple drop-down boxes on the Toolbar which enable selection of additional buttons.



### Un-hiding buttons from the ieMR Toolbar and customisation

The **ieMR Toolbar** can be customised to 'unhide' buttons.

To customise:

1. Hover over the  button on the Toolbar until the drag and drop  icon appears.
2. Left mouse click and hold and drag the bar down.

The toolbar should now appear as two rows. When the drag and drop icon appears you can move the Toolbar sections down and slide them left and right.



When you exit **PowerChart** this customised view will save to your unique login.

