



ieMR Advanced

PowerChart tricks and tips

Care Delivery

Quick reference guide

Keyboard shortcuts

T = today's date




N = the current time

Y = 1 January of the current year

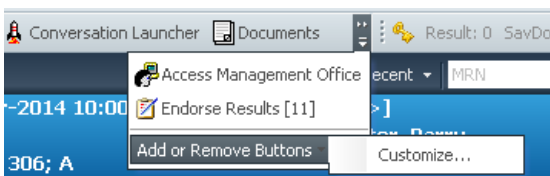
Customising the toolbar



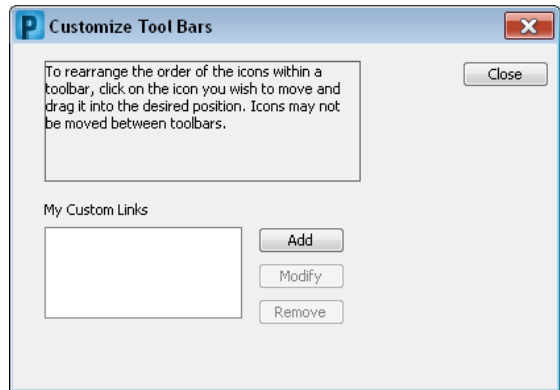
There are a number of links available on the toolbar at the top of the PowerChart screen. Not all links are visible by default, but this can be adjusted by two ways:

1. The view icon  will appear as you hover over the end of each toolbar section, indicated by a line of dots . As you drag left or right, the toolbar sections will be made smaller or larger, and icons will appear or disappear according to available space.
2. Click on the  icon to view the dropdown options of other links available and customise accordingly.

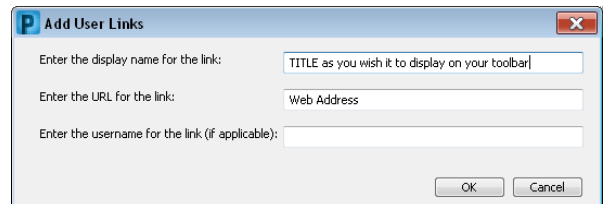
You must have the **Customise Tool Bars** dialogue box open in order to add toolbar icons.



3. After selecting Customise, the Customise Tool Bars dialogue box opens.
4. Select **Add**.



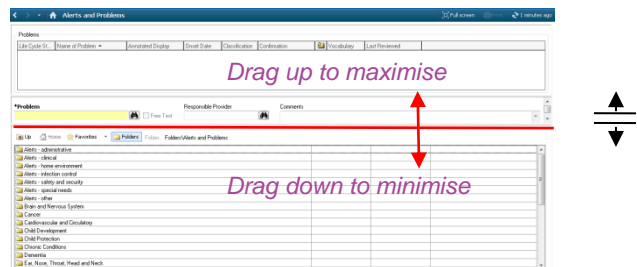
5. Enter the icon display name, and URL.




6. Press **OK**.

Customising screen view

Throughout the patient medical record, when you hover over section edges, the resize icon will appear. Use this to drag the edge of the section up or down to make the viewable area larger or smaller, as in the below example on the **Alerts and Problems** screen.



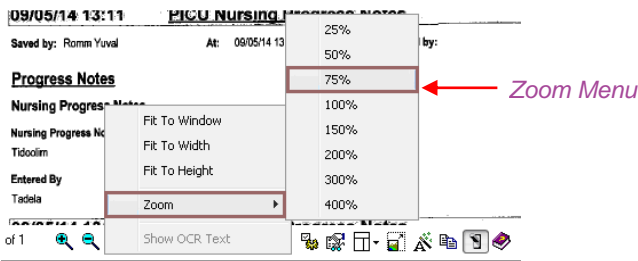
How to set default zoom when viewing documents in PowerChart

1. When viewing a document, select the view icon  from the document viewer toolbar.

View Icon

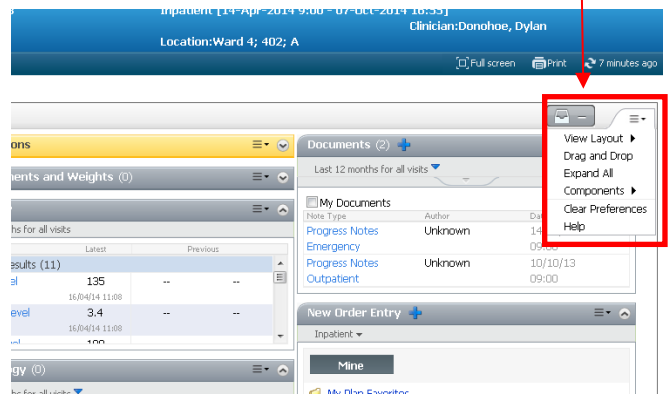


2. Click **Zoom**.
3. Select **75%** for best results.



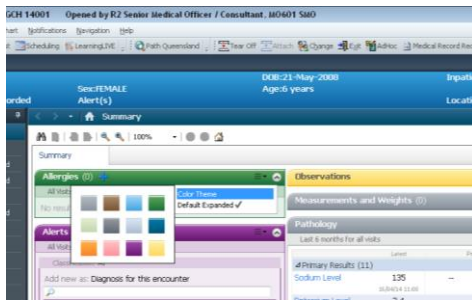
2. **Drag and Drop** enables you to move individual section headings around on the Summary Page.
3. **Expand All** applies the default setting to expand all section headings.
4. **Components** allows you to add/remove section headings.

Summary Page tab



Customising your Summary Page

Each section heading on the Summary Page can be assigned a colour by accessing the **Colour Theme** menu.



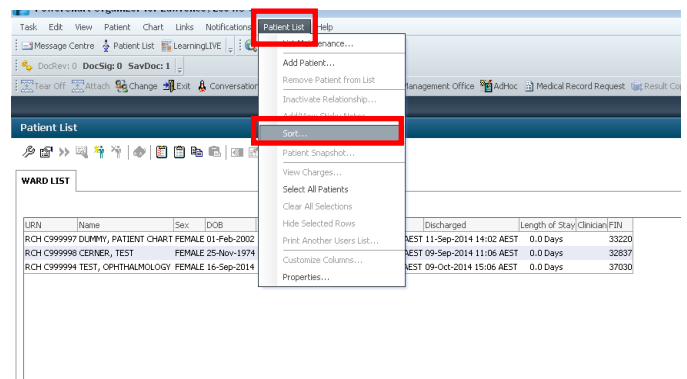
To change the layout of the Summary Page, access the menu on the Summary Page tab.

1. **View Layout** allows you to select the number of columns to display on the Summary Page.

Customising your Patient Lists

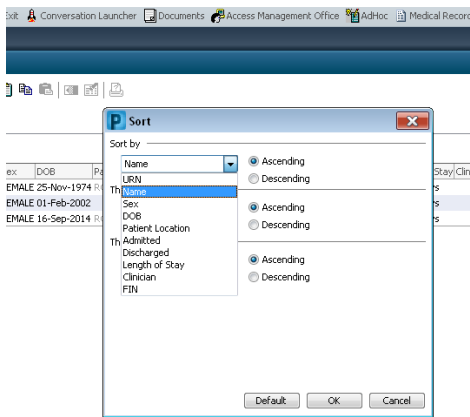
You can customise your Patient Lists to display by bed number, or Surname etc.

1. From the Patient List screen, select Patient List from the toolbar, and Sort.



2. When the Sort menu appears, choose your display option/s.




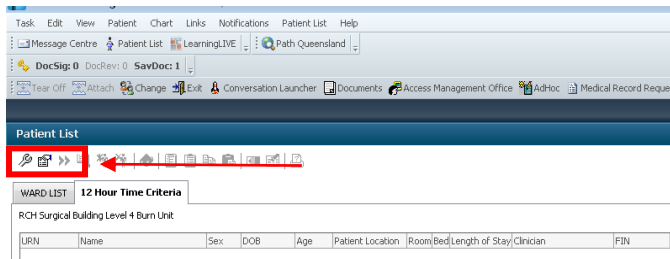


This is now your default setting for Patient Lists.

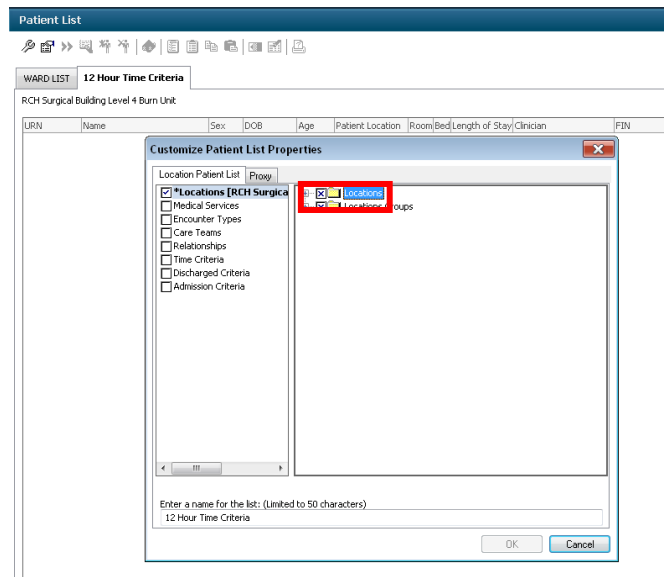
Adding Advanced Criteria to Patient Lists

You can add criteria to your Patient Lists so, for example, patients discharged remain on your list for a defined period of time.

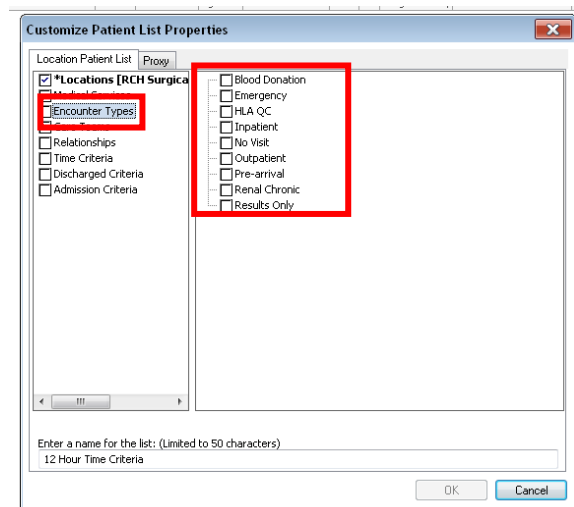
1. From a preset list, select the **Properties** icon  located beside the List Maintenance icon.



2. Select the **Location** you wish to apply the criteria to, by expanding the **Locations** folder (see Creating a Location List QRG for further detail).

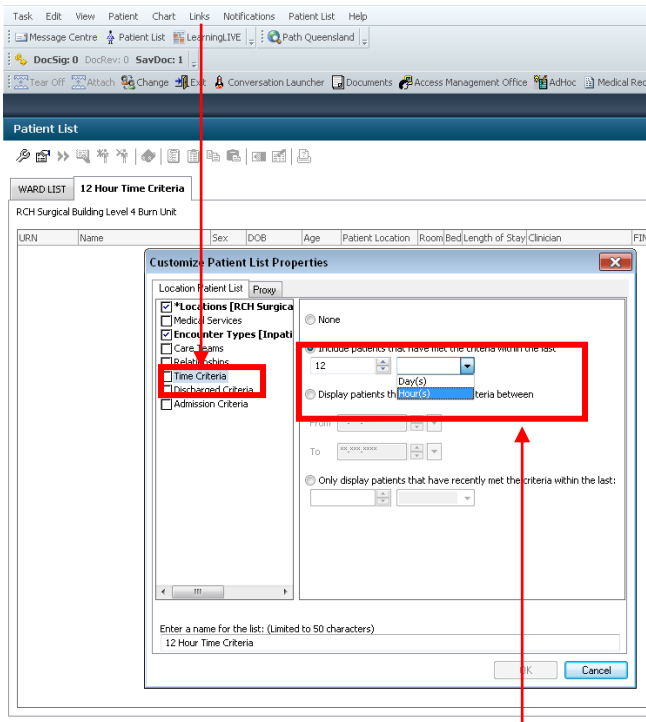


3. Select the **Encounter type/s** you wish to display in your list.



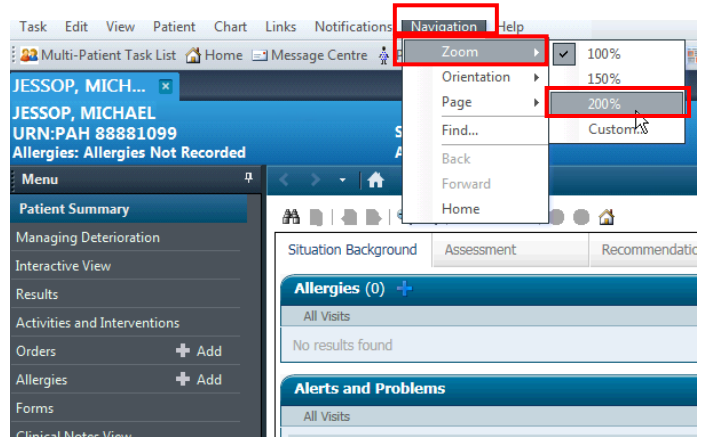
4. To enable patients to stay visible on your list after the encounter is finalised, select **Time Criteria**.






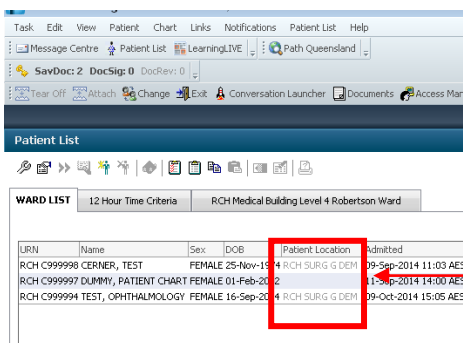
From the toolbar menu at the top of the screen:

1. Click **Navigation**.
2. Select **Zoom**.
3. Select **size**.



5. Select how long you wish the patient to remain visible after the encounter has been completed.
6. The patients who meet the **Time Criteria** selected will appear as grey in the Location column.

Note: These are default settings and will stay with your PowerChart login providing you exit using the **Exit door**  **Exit**.



How to set default zoom when viewing the Summary Page in PowerChart

It is possible to adjust the font size when reviewing the Summary Page in a patient's chart.

