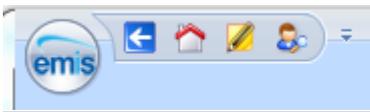## NECS Clinical Systems Specialist Team
# EMIS Web – Configuring your home screen

Configuring your Toolbar

Your Quick Access Toolbar is the quickest way to navigate around EMIS Web because it is always visible at the top left of your screen. By default you will have four buttons; Back, Home, Screen Messaging and Patient Find.

1. To add additional buttons to your toolbar click the **Customise Quick Access Toolbar –** the downward arrow at the right hand side

2. Select the buttons you want to add to your toolbar and then click **Add**. Your selected buttons will appear on the right hand side. Repeat as required. You can also use the **Remove** button if you no longer require a shortcut button
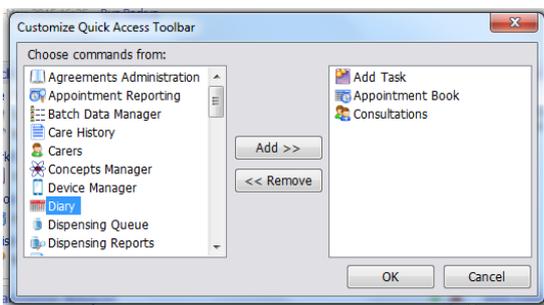

Note: You can add a shortcut button for each tab of the care record. You can also add a shortcut button for locking your EMIS session.
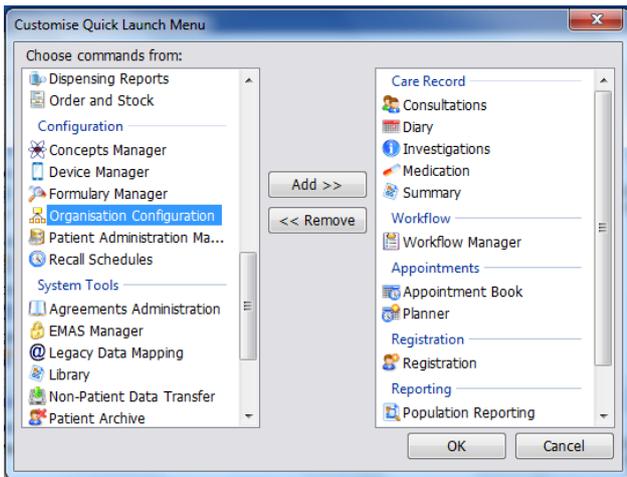
3. Click **OK**

Configuring your Quick Launch Menu

Your quick launch menu is similar to your toolbar and can be used to navigate quickly around EMIS. However you will have to return to your home screen to use the quick launch menu.

1. To change or add links to your quick launch menu, click the **configure menu** (cog) icon in the **Quick Launch Menu** panel
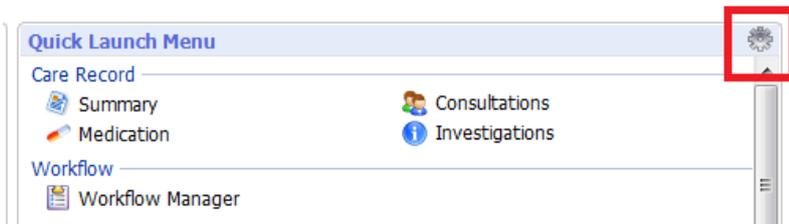
2. Select links from the left that you want to add to your Quick Launch Menu then click **Add**. This will move it to the right hand side. Repeat for as many links as you need. You can also click to **Remove** any links you no longer require
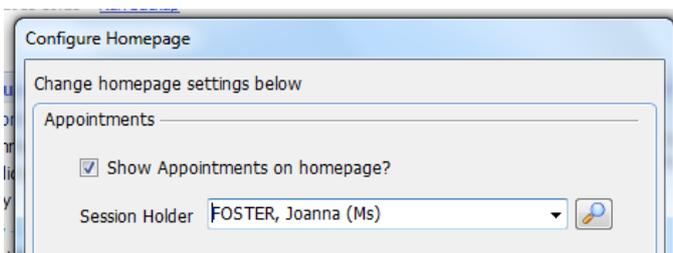

3. Click **OK**

Adding an appointment rota to your home screen

You can add one appointment rota to your home screen, so you can see and use that clinic without having to open the main Appointment book.

1. Click the **Configure Homepage** link, at the top right hand corner of the home screen

2. Tick the box to **Show Appointments on Homepage**. Then use the magnifying glass to find the clinician's name

3. Click **OK**