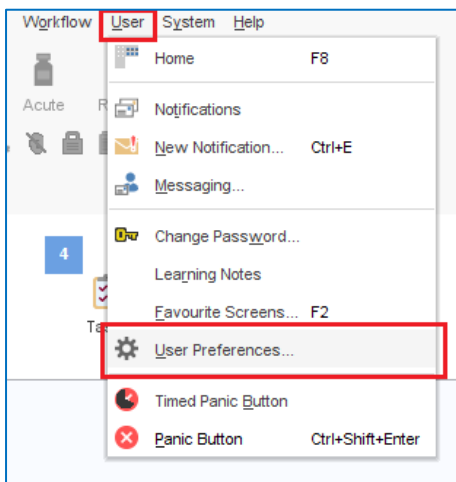


Partners in improving local health

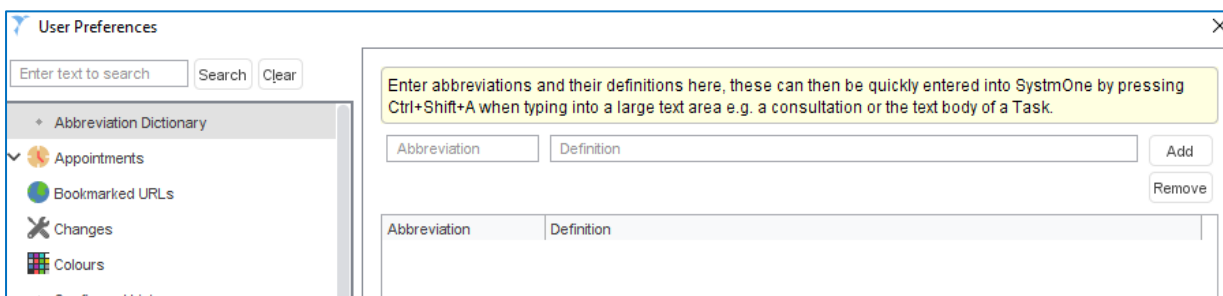
NECS Clinical Systems Specialist Team SystemOne Abbreviation Dictionary

Adding to the Abbreviation Dictionary

1. Click the **User** menu and select **User Preferences**



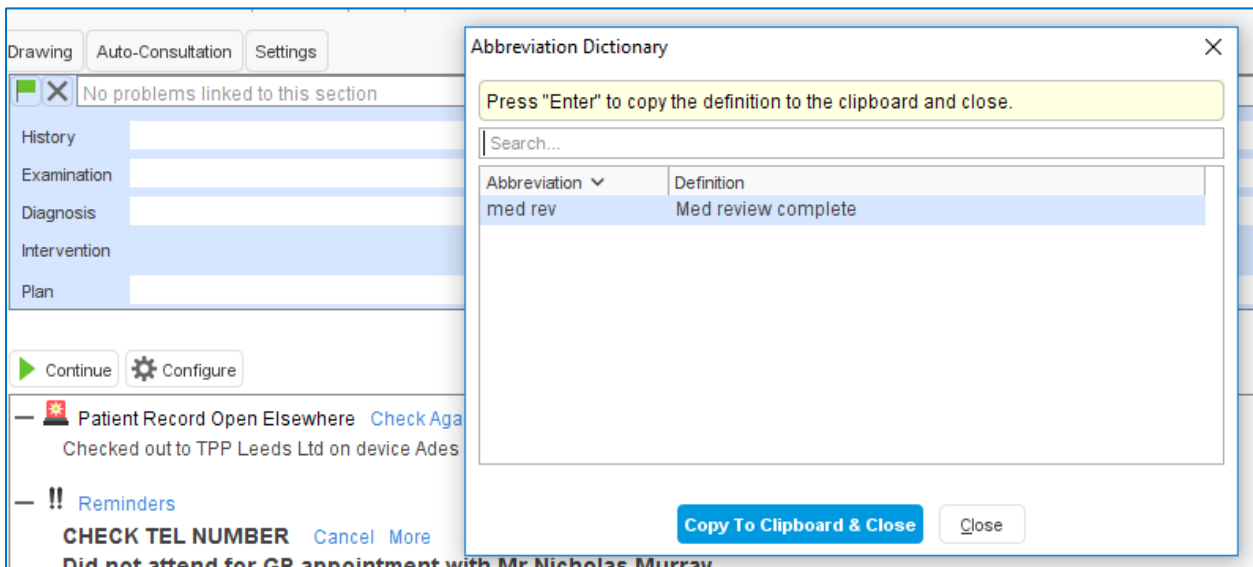
2. Select **Abbreviation Dictionary**



3. Enter an **Abbreviation** (this is used to search for the text) e.g. "med rev"
4. Enter a **Definition** (this is the actual text that will be copied and pasted) e.g. "Medication review done with patient"
5. Click the **Add** button
6. Repeat as many times as needed

Using the Abbreviation Dictionary

1. When the cursor is in a free text box e.g. a consultation or a task, then press **CTRL+SHIFT+A**



2. Click on the Definition you wish to use or enter an Abbreviation into the search box
3. Press **Enter** or
click **Copy to Clipboard & Close**
4. Paste the Definition by pressing **CTRL+V** or
right click and select **Paste**