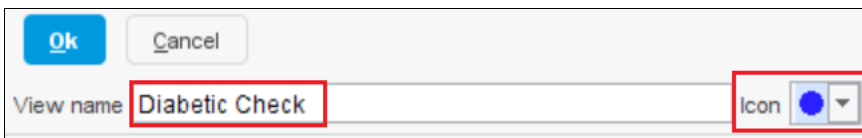


Clinical Systems Specialist Team

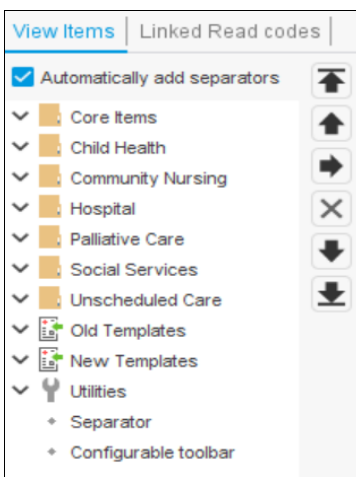
Adding a toolbar of quick action buttons to a View




Creating a View

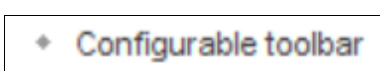
1. Select **Setup > Data Output> View Maintenance**
2. Click **New View or Amend View**
3. Type/Add a View Name and select an Icon



4. Select the items from the left hand side of the screen, which you would like to display on the View



5. Click on the  right arrow to move it to the right of the screen
6. To change the order of the view click on the  upwards or  downwards arrow in the middle of the screen.
7. To insert a toolbar, scroll to the bottom of the list and double click **Configure Toolbar**



The configure buttons box will open, this will allow you to search for and build your toolbar of quick action buttons

8. Type the name of the button that you require and double click to select

9. Search again, for the next action button and double click to add the option to your toolbar



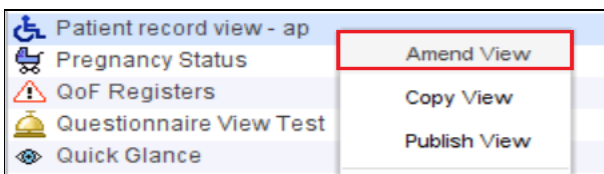
9. Once you have the required buttons in your toolbar, Click Ok

10. This will take you back to the **View Maintenance Screen**

Amending a View

1. Select the view to be amended on the left hand side of the screen.

2. Right click it and select **Amend View**

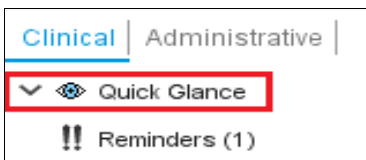


3. Amend the view as appropriate and click on OK

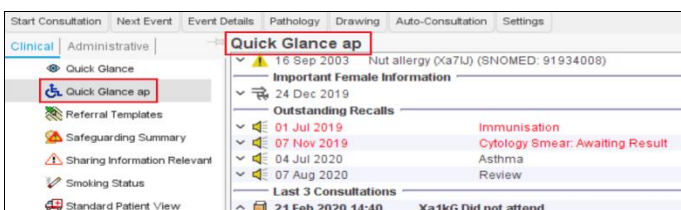
Finding the View within the record

1. Open a patients record

2. Within the Clinical Tree, Click on the arrow to the left of Quick Glance to open the Views folder

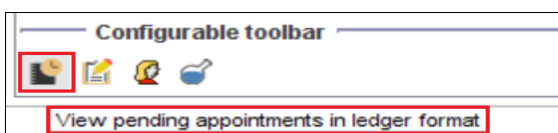


3. Click onto the view that you wish to see.



Using the Toolbar

1. Hover your mouse on the Action button to see a tooltip explaining what the button is used for.



2. Click on the button to open the functionality.