**Northern Light Health**

The toolbars in Millennium provide quick access to various tools and intranet/internet links that are often critical to the end-user's workflow. New toolbar buttons will always appear hidden in the applicable toolbar's drop-down menu. Knowing how to customize the toolbars enable end-users to adjust their toolbar layout so that the tools used most often are visible and readily available on-screen.

Setting Toolbars to Show in Preferred Positions

➢ There are several toolbars located at the top of the screen. Each toolbar begins with four vertical dots on the left-hand side and ends on the right with a gray box with two horizontal dots and a drop-down arrow.

Sample Toolbar:
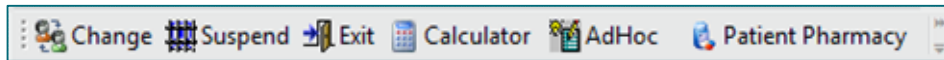
➢ Toolbars may be compressed to display on a single line, arranged to each display on its own line, or any variation in between. Each end-user has the option to customize the layout to meet his/her preferences.

➢ The first toolbar (icons will vary based on your position) cannot be customized in terms of repositioning the order of them. These are locked at the position level and cannot be customized/repositioned at the user level.
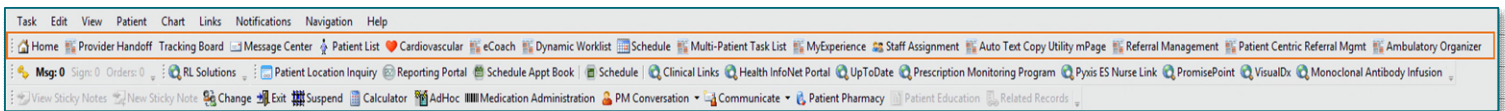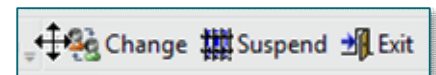

➢ Follow these steps to rearrange the toolbar layout:

STEP 1: Locate the four vertical dots on the left-hand side of the toolbar.
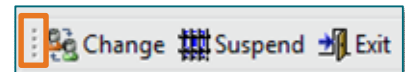
STEP 2: Place the mouse over the icon; the cursor will change to a four-way arrow.
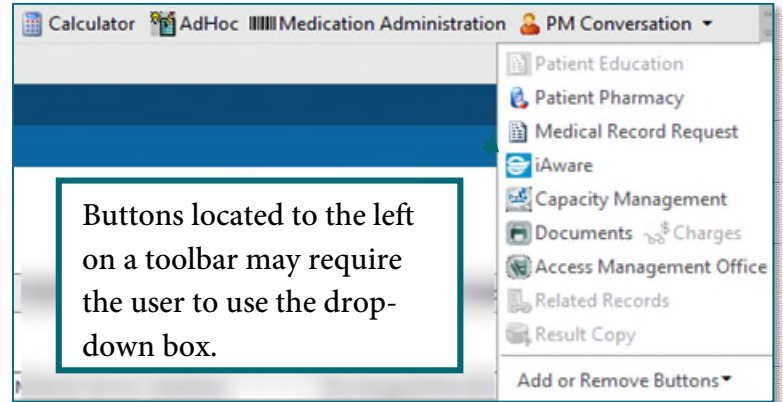

STEP 3: Click and drag the toolbar to the desired position.

STEP 4: To save these changes, exit the application using the **Exit** button.

NOTE: Do not exit using the red X close button. Using the Exit button on the toolbar is the only way to save preferences.

Setting Toolbars to Show Preferred Icons

➢ The buttons on the toolbars can be rearranged so those used most frequently display more prominently.

➢ Buttons positioned toward the left of each toolbar are more likely to display.

➢ When screen space is limited, the buttons to the right on each toolbar are the first to become hidden in the drop-down menus.

➢ Follow these steps to rearrange the toolbar layout:
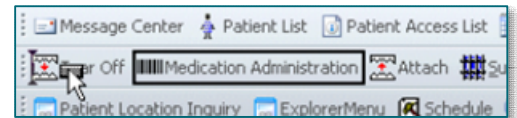
STEP 1: Right-click anywhere on the toolbar.

STEP 2: Select **Customize**…

  ▪ The **Customize Toolbars** window opens.
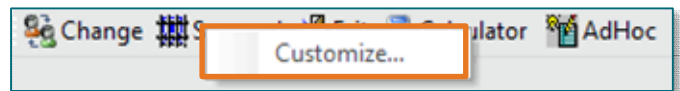
**NOTE:** **The Customize Toolbars window must be open to rearrange buttons within the toolbars.**

STEP 3: To rearrange an icon on a toolbar, click and drag each button to its preferred position. Icons may not be moved between toolbars.

STEP 4: Once all buttons on all toolbars are positioned as desired, click **Close** in the **Customize Toolbars** window. The changes now display in the toolbars.

STEP 5: To save these changes, exit the application using the **Exit** button.

NOTE: **Do not exit using the red X close button. Using the Exit button on the toolbar is the only way to save preferences.**

Adding a Weblink to the Toolbar

➢ Links to frequently used websites can be added to the toolbar for quick access.
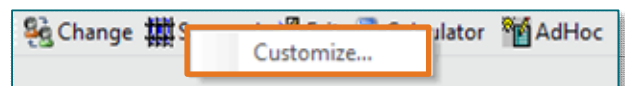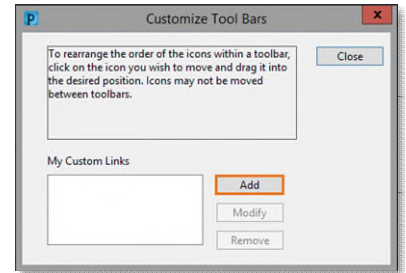
➢ Follow these steps to add a link to the toolbar:

STEP 1: Right-click anywhere on the toolbar.

STEP 2: Select **Customize**.

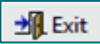**STEP 3**: In the **Customize Tool Bars** window next to **My Custom Links** click **Add**.

STEP 4: Type the display name of the link and the URL.

STEP 5: Click **OK**.

▪ The link will appear in the toolbar.

STEP 6: To save these changes, exit the application using the **Exit** button.

NOTE: **Do not exit using the red X close button. Using the Exit button on the toolbar is the only way to save preferences.**

Links located to the left on a toolbar may require the user to use the drop-down box.