

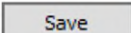

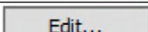

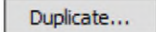
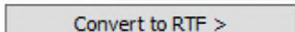



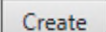




Providers and other staff can create auto text to insert frequently used phrases into a note or message. Auto text is beneficial in that it saves time and streamlines documentation.

	Manage Auto Text icon
	+ icon
	Save button
	X Close button
	Edit button
	Delete button
	Duplicate button
	Convert to RTF button

	Create Drop List icon
	Add List Item button
	List Item Delete/Edit buttons
	Create button
	Insert Templates/Tokens icon
	Insert button

NOTE: When creating auto text, the formatting tools appear as active and if used, the selections do not hold. The final auto text will always display as plain text.

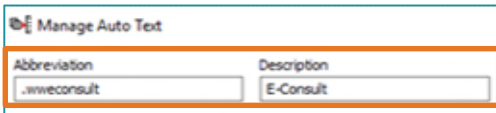
Creating Auto text

STEP 1: Click in an area of a note, Workflow MPage, dynamic documentation component, message, or letter that allows for free text.

STEP 2: Click the **Manage Auto Text** icon to open the **Manage Auto Text** window. 

STEP 3: Click the + sign in **My Phrases** to add a new auto text. 

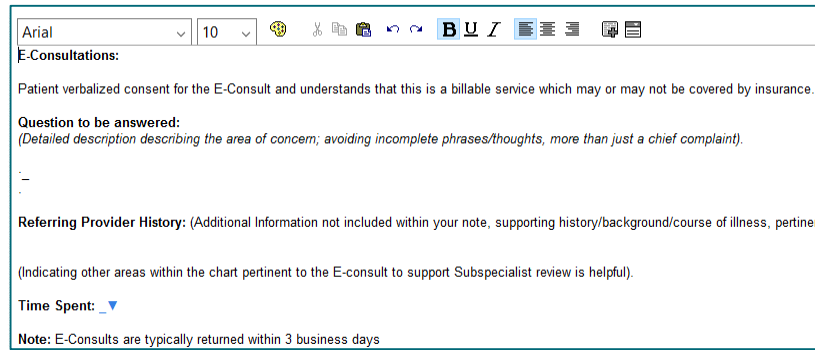
STEP 4: Add an abbreviation and description of the auto text.



The screenshot shows the 'Manage Auto Text' window with two input fields: 'Abbreviation' containing '.wweconsult' and 'Description' containing 'E-Consult'.

NOTE: The abbreviation is the shortcut used to quickly enter an auto text phrase. It should start with a dot (.) followed by initials, be short and easy to remember. System auto text phrases begin with a dot (.). To distinguish between system and personal auto text phrases, personal auto text should always begin with a dot (.) followed by initials. Abbreviations are case sensitive, create an abbreviation exactly as used.

STEP 5: Free text the auto text phrase in the text box.



NOTE: Adding an underscore to auto text phrase enables the ability to use the F3 key to quickly navigate to sections of an auto text that need information.

STEP 6: Click **Save**.

Modifying an Auto Text Phrase

STEP 1: Navigate to the **Manage Auto Text** window.

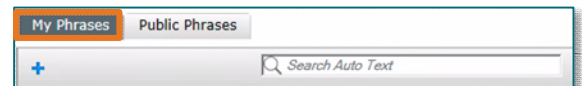


STEP 2: Click the auto text in the **My Phrases** tab.

STEP 3: Click **Edit**.

STEP 4: Update content as needed.

STEP 5: Click **Save**.



NOTE: To delete an auto text, select the auto text in the **My Phrases** tab, then click **Delete** in the right pane.

Duplicating an Auto Text Phrase

TIP: Duplicating public auto text phrases makes creating personal auto text phrases easier.

STEP 1: Navigate to the **Manage Auto Text** window.



STEP 2: Click the **Public Phrases** tab.

STEP 3: Enter the auto text phrase to be duplicated in the **Search Auto Text** field.

NOTE: Browse through the **Public Phrases** using the page buttons.

STEP 4: Select the auto text phrase.

STEP 5: Click **Duplicate**.

STEP 6: Update the abbreviation in the **Abbreviation** field.



NOTE: System auto text phrases use (.), rename the phrase Abbreviation starting with a dot (.) followed by initials.

STEP 7: Update the text in the text box as needed.

NOTE: To make auto text available for use in the Message Center, click **Convert to RTF**.

STEP 8: Click **Save**.

Creating Drop Lists

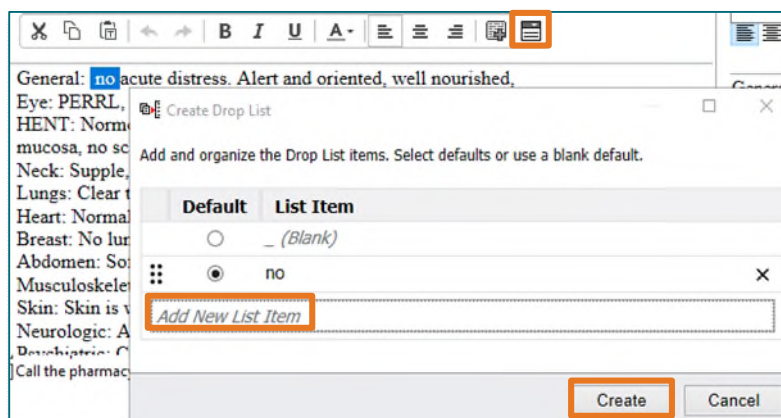


STEP 1: Navigate to the **Manage Auto Text** window.

STEP 2: Highlight text within an auto text phrase to convert to a drop list or place cursor where the **Drop List** should go.

STEP 3: Click the **Create Drop List** icon in the toolbar.

STEP 4: Free text list items in the **Add New List Item** field.



STEP 5: Repeat **Step 4** for each list item.

STEP 6: Set a default list item by selecting the button next to any list item in the **Default** column.

STEP 7: Edit, delete, rearrange, and/or add multiselect.

- To change the order of list items, click and drag the icon on the left.
- To delete, use the **X** icon.
- To edit, click the list item and free text.
- To make list items multiselect, check the **Multiselect** box.

STEP 8: Click **Create**.

Adding Templates and Tokens

Templates and Tokens pull discrete data from a patient's chart into a note or message (i.e., patient demographics and certain results).

STEP 1: Navigate to the **Manage Auto Text** window.



STEP 2: Highlight text or place cursor where a template/token should go.

STEP 3: Click the **Insert Templates/Tokens** icon.



STEP 4: Search for a template/token using the **Search Templates/Tokens** field.

NOTE: Browse through Templates/Tokens using the page buttons.

STEP 5: Select the template/token.

NOTE: A preview of the data displays on the right.

STEP 6: Click **Insert**.

Inserting Auto Text

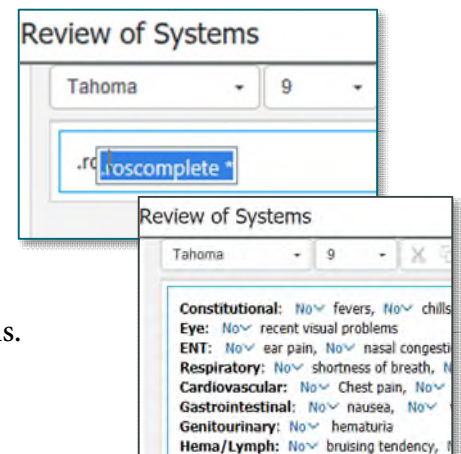
STEP 1: When free texting in a note, enter the first few characters of an auto text abbreviation to display selections.

NOTE: Typing more of the abbreviation shortens the list of options.

STEP 2: Use arrow keys to move up and down the list of auto text options.

STEP 3: Press **Enter** or double-click to select the auto text.

STEP 4: Make necessary edits as needed.



Auto Text Sharing Utility

The **Auto Text Sharing Utility** allows searching for a user and copying one, multiple, or all the selected user's auto texts.

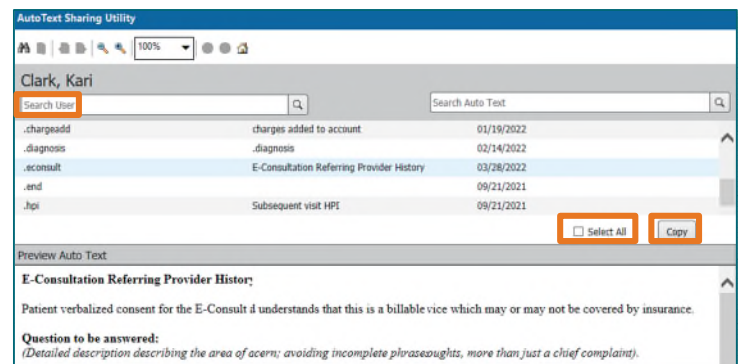
STEP 1: From the top toolbar in PowerChart or FirstNet, select **Auto Text Sharing Utility**.



STEP 2: Use the **Search** bar to find the user.

STEP 3: Locate the Auto Text to copy.

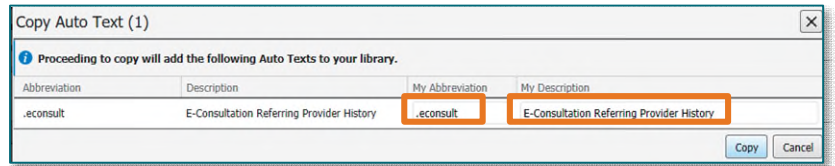
- To select multiple auto texts to copy, hold the **CTRL** key on the keyboard and click the auto texts to copy.
- Check the **Select All** box to copy all the select user's auto texts.



STEP 4: After selecting the auto texts to copy, click **Copy**.

- All text, smart templates, data tokens, and drop-lists will be copied.

STEP 5: The **Copy Auto Text** window will appear where auto text phrases can be renamed prior to copying to the library, if desired.



NOTE: Any duplicate abbreviations will overwrite the version in the library unless renamed.

STEP 6: The **My Auto Text Library** section will be updated with the newly copied auto text.