
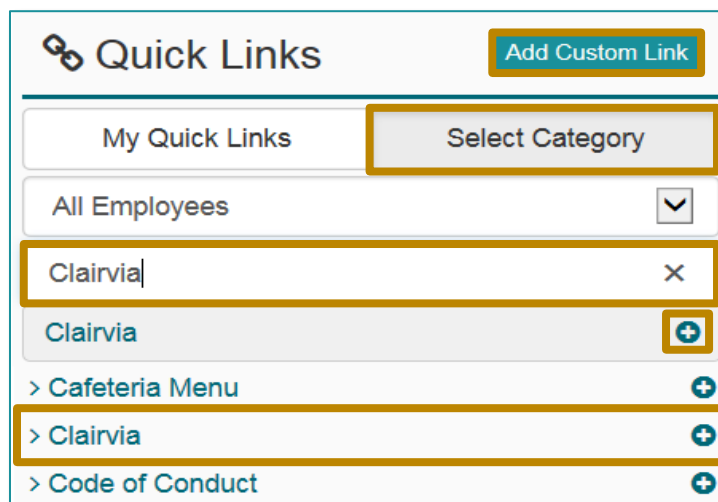


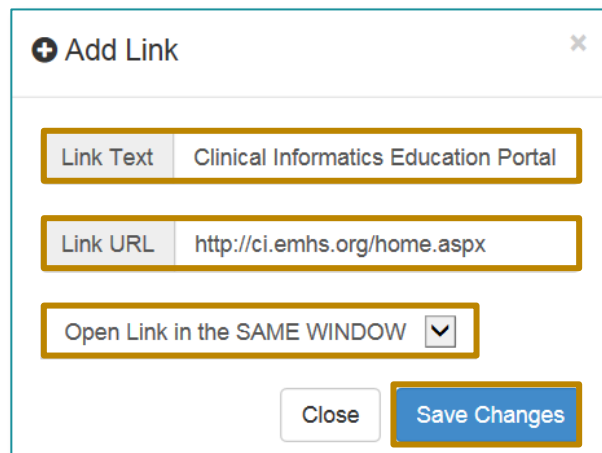
The following steps outline how to add a shortcut to the Quick Links section of your Member Organization's intranet page and to the Links Toolbar within PowerChart.

Adding a Quick Link to the Intranet Page

- STEP 1:** From your Member Organization's Intranet page, navigate to the Quick Links section.
- STEP 2:** If the link you are looking for is not available from the My Quick Links list, click the Select Category option near the top of the section.
- STEP 3:** You can search for your desired link using the Search field, or scroll through the list to locate it in alphabetical order.
- STEP 4:** Once the desired link is located, click the Add button  to the right of the link to add it to the My Quick Links section.
- STEP 5:** If the desired link is not available from the Select Category list, a link can also be added by using the Add Custom Link button in the upper-right of the Quick Links section.
- STEP 6:** From the Add Link window, enter the Link Text (name that will display in Quick Links), Link URL and Open Link options.
- STEP 7:** Click Save Changes to add this Custom Quick Link to the My Quick Links section of your Member Organizations' Intranet page.



The screenshot shows the 'Quick Links' section of an intranet page. At the top right is a blue button labeled 'Add Custom Link'. Below it is a 'My Quick Links' section with a 'Select Category' dropdown menu. The dropdown is open, showing a search field with 'Clairvia' entered. Below the search field, there is a list of categories: 'All Employees', 'Clairvia', '> Cafeteria Menu', '> Clairvia', and '> Code of Conduct'. Each category has a plus icon to its right. The 'Clairvia' category is highlighted with a blue background.



The screenshot shows the 'Add Link' window. It has a title bar with a plus icon and a close button. The window contains three input fields: 'Link Text' with the value 'Clinical Informatics Education Portal', 'Link URL' with the value 'http://ci.emhs.org/home.aspx', and 'Open Link in the SAME WINDOW' with a dropdown arrow. At the bottom right, there are two buttons: 'Close' and 'Save Changes'.

Add a Clairvia Link to PowerChart Toolbar

STEP 1: Open Clairvia using the typical link.

STEP 2: From the browser window, highlight the URL and press Ctrl+C on the keyboard to copy.

STEP 3: From **PowerChart**, right-click in the toolbar area at the top of the screen and click **Customize**.



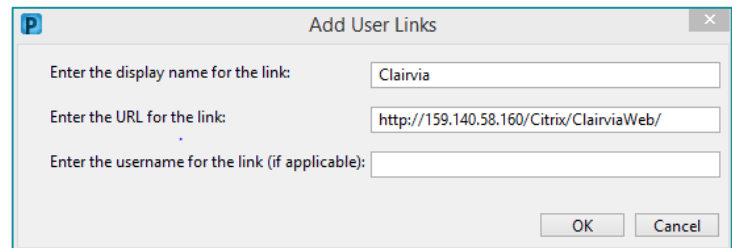
- The **Customize Tool Bars** window will open.

STEP 4: Click the **Add** button.

- The **Add User Links** window will display.

STEP 5: Type a name for the link that will display on the **Toolbar** (i.e. Clairvia).

STEP 6: Paste the URL into the URL field using by pressing Ctrl+V on the keyboard.



STEP 7: Click **OK**.

- The Clairvia link will now display on the Link toolbar in **PowerChart**.

STEP 8: Exit PowerChart using the **Exit Door** button from the toolbar to save changes.

From the Office of Clinical Informatics

[Insert Title]

[Month Day, Year]

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207-973-7728 or 1-888-827-7728.
