

From the Office of Clinical Informatics Cerner Millenium Auto-Text Copy Utility April 13, 2020

The new Auto Text Copy Utility allows searching for a user and copying one, multiple, or all the selected user's Auto Text library.

Copying Auto-Texts

- From the top toolbar in PowerChart or FirstNet, select Auto Text Copy Utility.
- Use the **Search** bar to find the user.
- Locate the Auto Text you wish to copy.
 - To select multiple Auto Texts to copy, hold the CTRL key on the keyboard and click the Auto Texts you wish to copy.
 - Check the Select All box to copy all the select user's Auto Text.
- After selecting the Auto Texts to copy, click **Copy**.
 - All text, smart templates, data tokens, and drop-lists will be copied.
- The Copy Auto Text window will appear where Auto Text Phrases can be renamed prior to copying to your library, if desired.
- <u>NOTE</u>: Any duplicate abbreviations will overwrite the version in your library unless renamed.
 - The Log Out Notice window displays. Select Cancel to continue working. You do not need to log out for changes to take effect.
 - The **My Auto Text Library** section will be updated with the newly copied Auto Text.

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For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.