
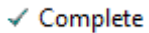

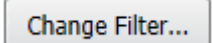


This Quick Reference Guide (QRG) outlines the process for reviewing the patient chart.

Common Buttons & Icons

	Menu icon
	Complete button
	Time Frame arrow icon
	Change Filter button

Hide or View Components

➤ **From the Ambulatory Workflow page:**

STEP 1: Click the **Menu** icon.

STEP 2: Click **Components**.

STEP 3: From the list, click the component to view or remove from view.

- Components with check marks are currently in view. Dithered components are standard and must always display in view.
- You can rearrange the components in the list using drag and drop.
- Use the Time Frame and Filter buttons and options to update the view of the components.
- Colored text indicates a link to view additional information.

Complete Reminders

➤ **From the Reminders component:**

STEP 1: Click any active reminder in the **Subject** field.

STEP 2: The Reminder window opens. Click **Complete**.

- The reminder will now display in the Completed section.