


This Quick Reference Guide (QRG) reviews how to navigate a dynamic group.

Common Buttons & Icons

	Dynamic Group icon
	Sign icon

Create a Dynamic Group

➤ From the iView and I&O screen within the patient's chart:

STEP 1: Click the section header for the appropriate device where you want to create a Dynamic Group.

STEP 2: Click the subheading where you want to create a Dynamic Group.

STEP 3: Click the **Dynamic Group** icon.

STEP 4: Click the appropriate selections to complete each field to create a label for the Dynamic Group.

NOTE: You may need to scroll down to document all information.

STEP 5: Click OK.

Document a Dynamic Group

➤ From the iView and I&O screen within the patient's chart:

STEP 1: Click the section header for the appropriate section where you have a Dynamic Group for documentation.

STEP 2: Click the appropriate subheading where your Dynamic Group available.

STEP 3: Double-click the heading time field to activate the Dynamic Group.

STEP 4: Click the field for documentation.

STEP 5: Enter the information.

NOTE: Click the X Close or Tab button after documentation if a secondary window opens.

STEP 6: Click another field needing documentation, as appropriate.

NOTE: Click Tab will move your cursor to the next available field for documentation.

STEP 7: Click the **Sign** icon when documentation is complete.

From the Office of Clinical Informatics

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Inactivate a Dynamic Group

➤ **From the iView and I&O screen within the patient's chart:**

STEP 1: Navigate to the appropriate section where the Dynamic Group is located.

STEP 2: Right-click the Dynamic Group heading time cell you want to inactivate.

STEP 3: Click **Inactivate**.