
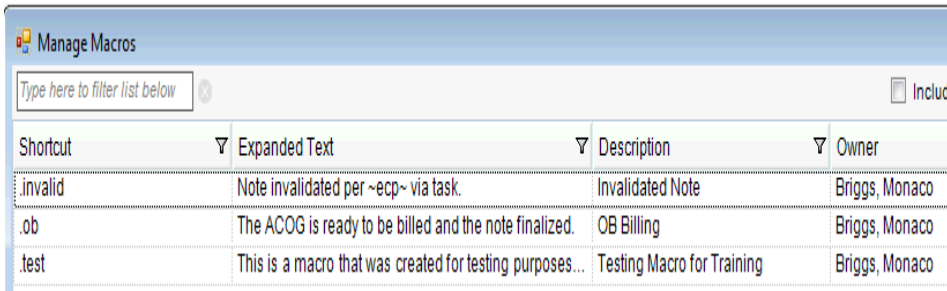


# Creating Macros

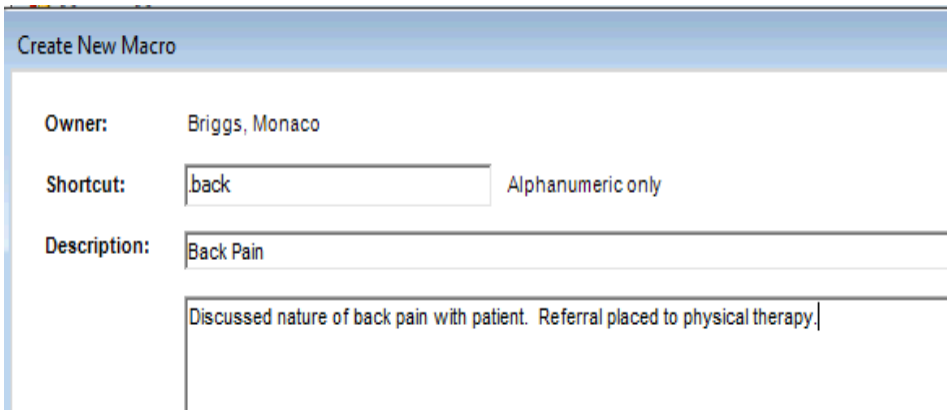
A macro is a shortcut that you can create that when typed will automatically expand into a larger phrase.

1. To create and manage macros, click on the  "manage macros" icon. This icon can be found inside notes and in the task details box.
2. This will bring up the **Manage Macros** box.



Shortcut	Expanded Text	Description	Owner
.invalid	Note invalidated per ~ecp~ via task.	Invalidated Note	Briggs, Monaco
.ob	The ACOG is ready to be billed and the note finalized.	OB Billing	Briggs, Monaco
.test	This is a macro that was created for testing purposes...	Testing Macro for Training	Briggs, Monaco

3. Click on the **Create** button on the bottom, left side of the page. This will open the **Create New Macro** box.
4. **Shortcut**- this will be the short phrase for your macro. This will be what you type in to populate the full phrase.
5. **Description**- will explain what the macro is for.
6. **Text Field**- information placed into the text field will be the expanded phrase.



**Create New Macro**

Owner: Briggs, Monaco

Shortcut:  Alphanumeric only

Description:

7. Click **Save**
8. The new macro will be added to your **Manage Macros** list.
9. You can use a macro anywhere you can type in Allscripts.
10. Type your **shortcut**, be sure to include the "."dot". e.g. **.back** and press **enter** or spacebar.

Text Template

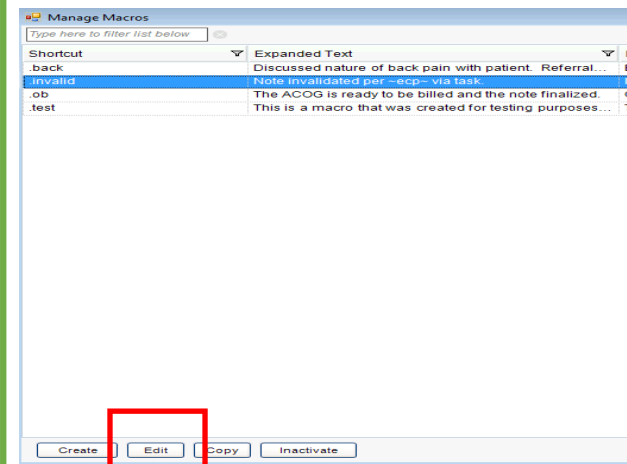
.back



Text Template

Discussed nature of back pain with patient. Referral placed to physical therapy.

**Word of Caution**- Macros are not easily removed. If you are not happy with a macro, **Edit** it, do not create a new one.



Shortcut	Expanded Text	Description	Owner
.back	Discussed nature of back pain with patient. Referral...		Briggs, Monaco
.invalid	Note invalidated per ~ecp~ via task.	Invalidated Note	Briggs, Monaco
.ob	The ACOG is ready to be billed and the note finalized.	OB Billing	Briggs, Monaco
.test	This is a macro that was created for testing purposes...	Testing Macro for Training	Briggs, Monaco

Create Edit Copy Inactivate