

Hi all,

We are going to try and get back on a regular schedule for our Tips & Tricks Series. This week the focus is on creating some more real estate on the screens by collapsing the action bar and zooming in.

I did want to provide a few upgrade updates:

- **Site Selector Issue-** This issue, which caused problems with labs, medications, follow up and referrals, imaging etc., should have been fixed last night. We will be monitoring over the next several days.
- **Verifying Results-** Preceptors can no longer reassign a verify results task to a resident. Preceptors must go to the worklist and update provider in order to assign the result to the resident.
- **Up-to-date-** The up-to-date website has been added to the Site Map and can be accessed through Allscripts now.
- **Sign Note task does not auto-complete when Co-Sign Note task is created and sent to provider-** This fix is supposed to be in a patch which comes out next week. Fingers crossed
- **Note Form Details-** If you go into note details by using the degree button and then click a box that you can then free text in, if you click enter after you free text, you will receive a pop up box asking if you want to close the program. If you click enter again, it will log you totally out of the system. Currently, we have a ticket open with Allscripts. **WORKAROUND-** Click Tab rather than enter. **Confirmed bug by Allscripts and is pending permanent fix**
- **Print Preview vs Printing through Server-** We are consistently seeing issues when using print preview. Currently, we have a ticket open with Allscripts. **WORKAROUND-** Print through server. **Confirmed bug by Allscripts and is pending permanent fix**

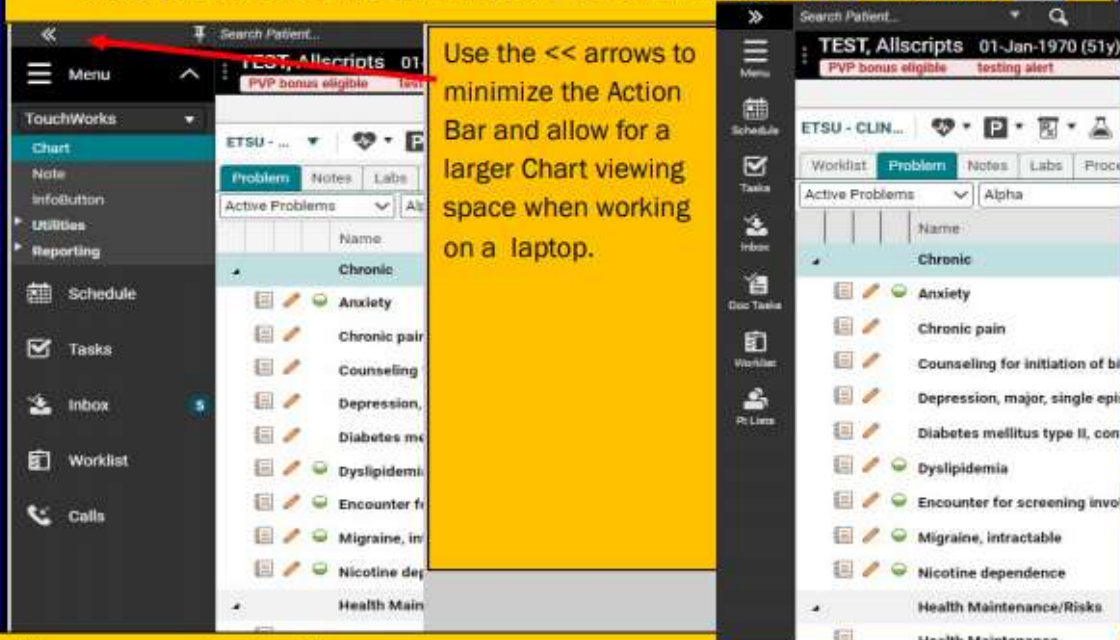


## Tips & Tricks Weekly



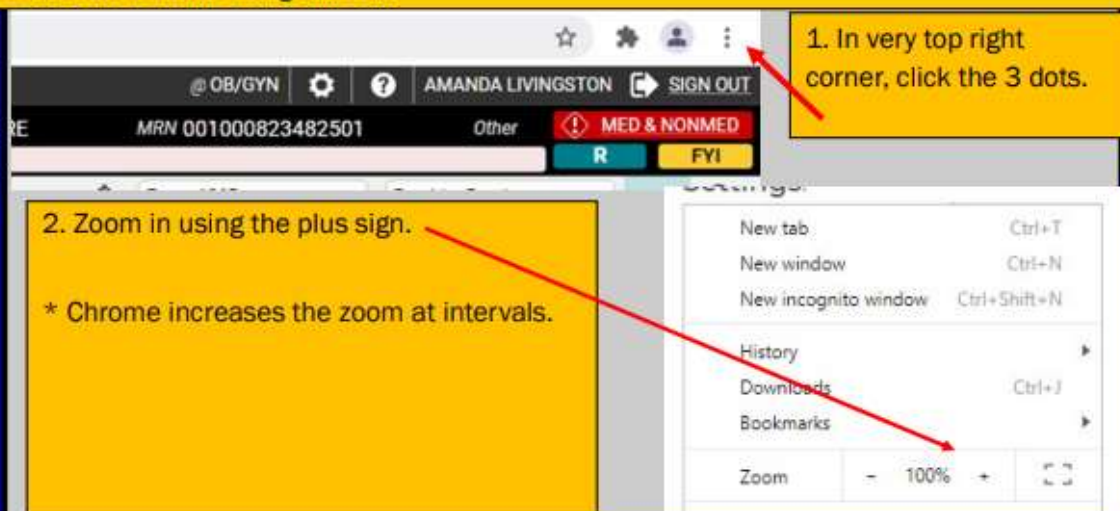
### Collapse the Action Bar and Zoom In

➤ The Action Bar is a menu-based navigational tool you use to access workspaces. It is located on the left of the EHR window. ➤ You can minimize  or maximize 



Use the << arrows to minimize the Action Bar and allow for a larger Chart viewing space when working on a laptop.

➤ You can zoom in using Chrome.



1. In very top right corner, click the 3 dots.

2. Zoom in using the plus sign.

\* Chrome increases the zoom at intervals.