
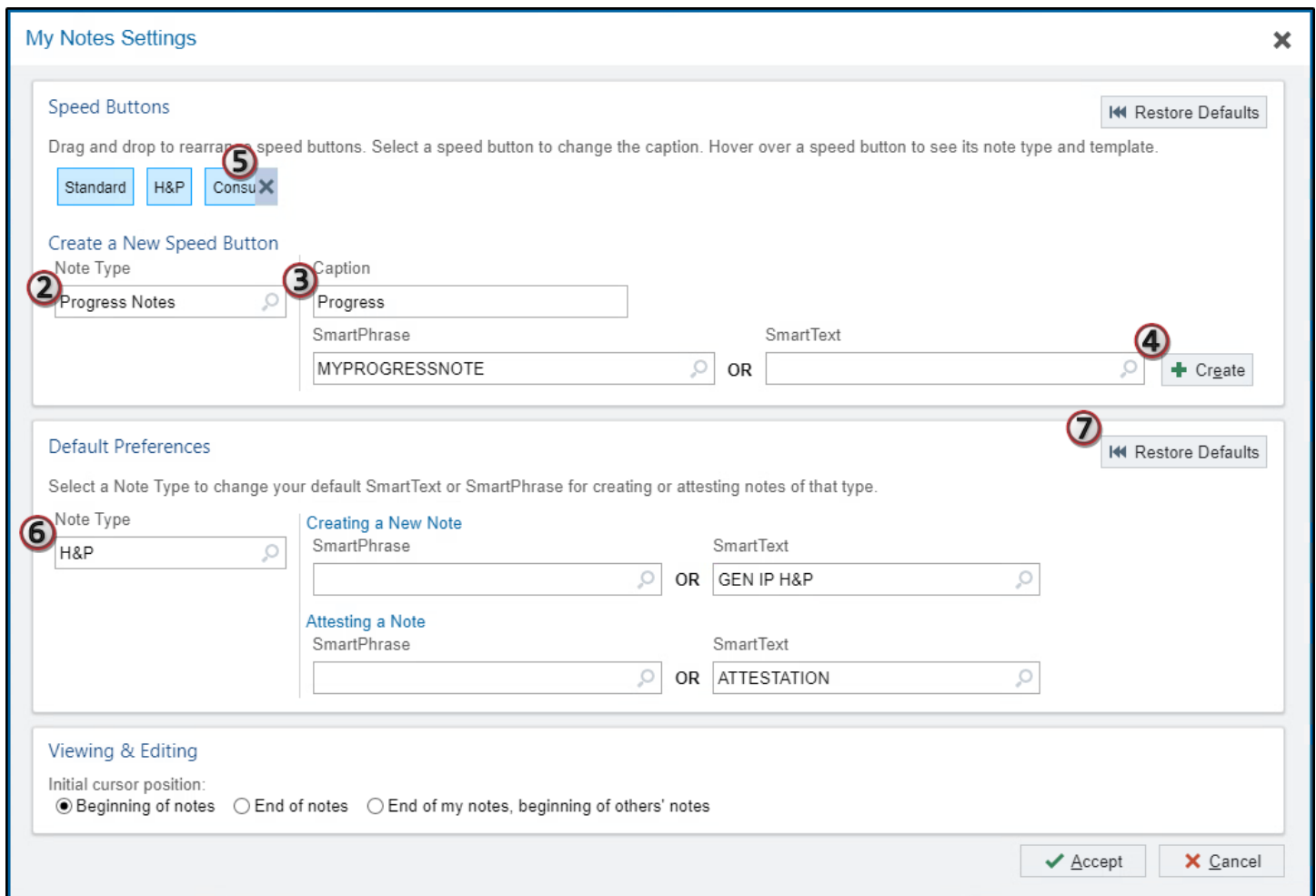


Create Speed Buttons from the Notes Activity

Make creating notes a lot easier and faster!

1. In the **Notes** activity, click the  wrench in the upper-right corner of the activity.
2. To create a new speed button, enter a note type in the **Note Type** field.
3. Choose a SmartPhrase or SmartText that the speed button should use. If you want to change the name of the speed button, edit the **Caption**.
4. Click **Create**.
5. To change the order of the speed buttons, drag and drop the buttons to your desired location. If you want to delete a speed button, hover over it and click the **X** button.
6. **(EXTRA TIP)** To set the default template used when creating a note with the **New Note** button or when attesting to a note, set the note type in the **Default Preferences** section. Set the SmartPhrase or SmartText to use in the appropriate field.
7. If you have made changes to speed buttons or default preferences and want to reset to the system settings, click the **Restore Defaults** button in the upper right corner of the appropriate section.



My Notes Settings [X]

Speed Buttons [Restore Defaults]

Drag and drop to rearrange speed buttons. Select a speed button to change the caption. Hover over a speed button to see its note type and template.

[Standard] [H&P] [Consumption] X

Create a New Speed Button

Note Type: [Progress Notes] ⓘ

Caption: [Progress]

SmartPhrase: [MYPROGRESSNOTE] ⓘ OR SmartText: [] ⓘ **+ Create**

Default Preferences [Restore Defaults]

Select a Note Type to change your default SmartText or SmartPhrase for creating or attesting notes of that type.

Note Type: [H&P] ⓘ

Creating a New Note

SmartPhrase: [] ⓘ OR SmartText: [GEN IP H&P] ⓘ

Attesting a Note

SmartPhrase: [] ⓘ OR SmartText: [ATTESTATION] ⓘ

Viewing & Editing

Initial cursor position:

☒ Beginning of notes ☐ End of notes ☐ End of my notes, beginning of others' notes

[Accept] [Cancel]

How to use your Speed Buttons

1. Select which note you want to create and click the speed button
2. It will default to the set note type and pull in your template automatically

