CARE AWARE PERSPECTIVES
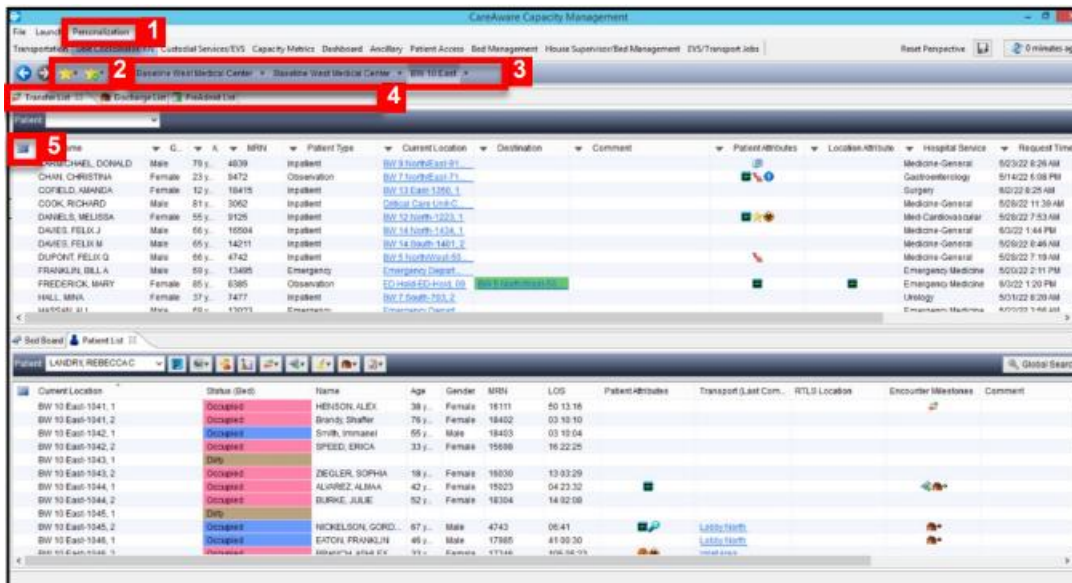## HOSPITAL INFORMATION SYSTEM (HIS)

ALL STAFF WHO USE CAREAWARE

This tip sheet provides essential guidelines for personalizing your CareAware Capacity Management perspectives. Follow these steps to customize your workspace efficiently, ensuring your most-used tools and locations are always at your fingertips.

Overview of Care Aware and Personalization Options

1. **Personalization Menu**: Customize the gadgets you want to display. Save the layout (perspectives) you want to keep.

2. **Using Favorites**: Save specific locations using the favorites buttons.

Click the star with a green plus (+) sign to add a location to favorites.

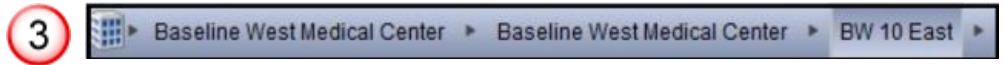Access saved locations later by clicking the plain yellow star.

3. **Setting Your Location**: Drill down to different location levels (hospital > facility > unit > bed).

Expand to a specific location depending on your role.
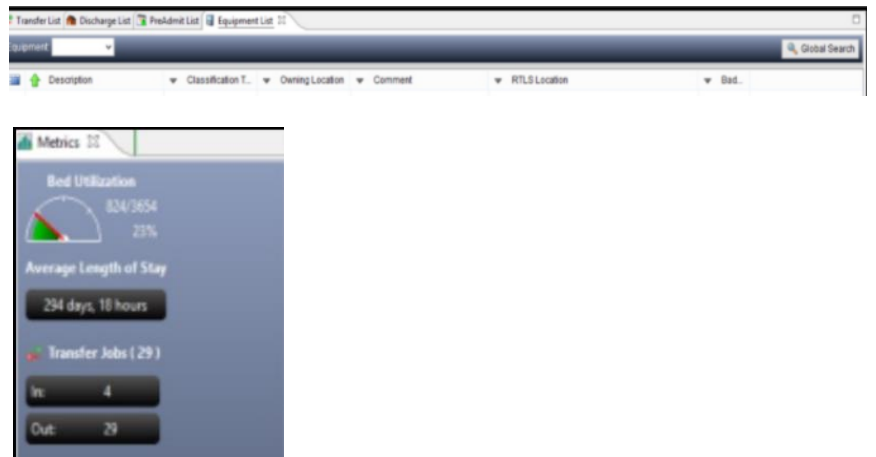
Save frequently used locations as favorites.

4. **Customizing Gadgets**: Move gadgets around to customize your perspective.

To resize a gadget, use the resize tool (pointer) and drag to the desired size.

When moving gadgets, a green outline indicates where the gadget can be placed.

5. **Creating Custom Lists**: Click the list properties button to access customization options.

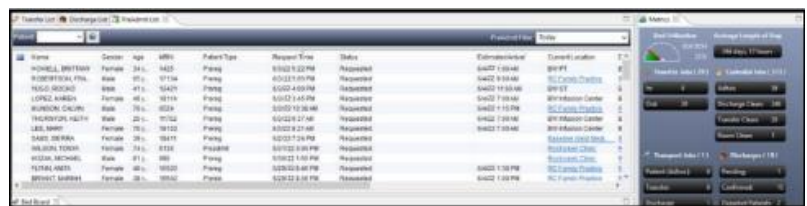**Configure List Columns**: Select or deselect the columns you want to display.

Filter/Sort Properties: Sort or filter columns by clicking each header.

Add Custom List: Create new lists to view specific instances within each gadget.

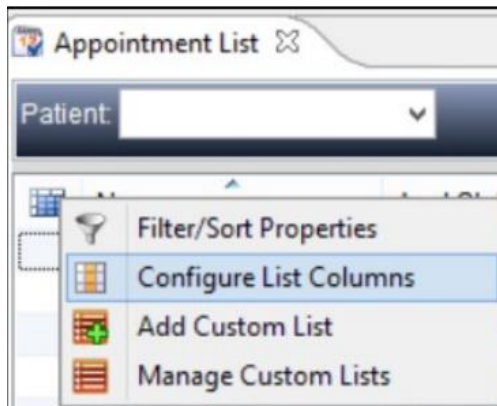**Manage Custom Lists**: Remove custom lists as needed.

6. **Toolbar Buttons:** To resize, use the resize tool (pointer) and position over the border of each gadget. Click and drag to the size you want.

Click on the **list properties** button. Select **Configure List Columns.** A dialogue box is displayed. Select or deselect the columns you want to display on the gadget. When finished, click **Close**.

7. **Saving Your Perspective:** Remember to save your perspective after logging in for the first time or when making changes.

Click the Save icon located next to the refresh button.