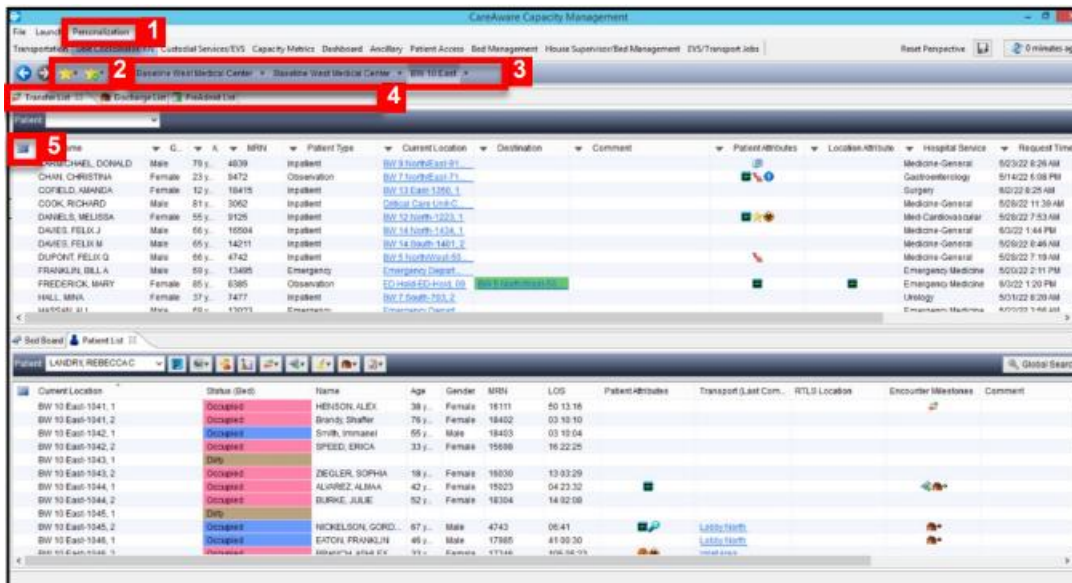


ALL STAFF WHO USE CAREAWARE

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.



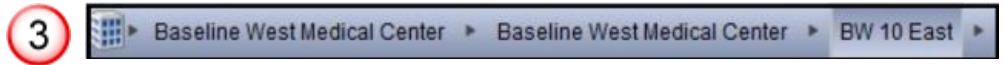


CARE AWARE PERSPECTIVES HOSPITAL INFORMATION SYSTEM (HIS)

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.

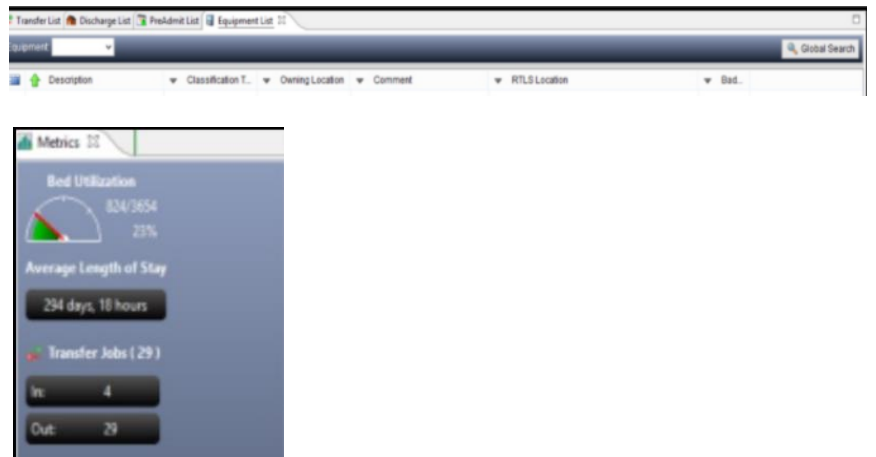


4. Customizing Gadgets: Move gadgets around to customize your perspective.

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.

4



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.

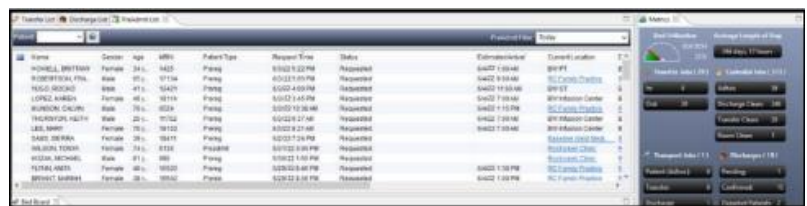
Filter/Sort Properties: Sort or filter columns by clicking each header.

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

Manage Custom Lists: Remove custom lists as needed.

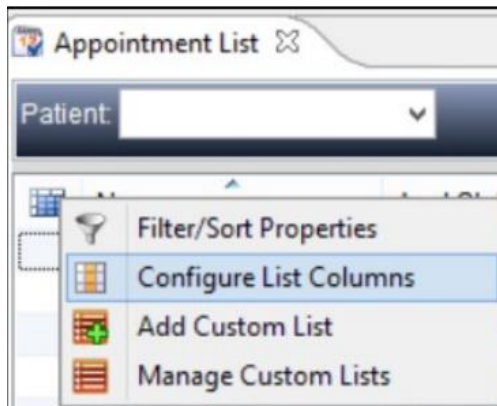
6. Toolbar Buttons: To resize, use the resize tool (pointer) and position over the border of each gadget. Click and drag to the size you want.

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**.



Name	Gender	Age	Adm	Admit Type	Request Time	Status	Estimated/Actual	Current Location
MONELL, BRITANN	Female	34.1	1425	Plang	6/10/22 9:22 PM	Released	6/10/22 9:22 AM	BNF PT
ROBERTSON, PHL	Male	47.1	1714	Plang	6/10/22 9:09 PM	Released	6/10/22 9:09 AM	NIC Critical Care
ROSC, RICHARD	Male	47.1	1647	Plang	6/10/22 4:00 PM	Released	6/10/22 9:09 AM	BNF PT
LONG, ANDREW	Female	48.1	1674	Plang	6/10/22 1:45 PM	Released	6/10/22 7:00 AM	BNF Patient Center
WURDIN, CALVIN	Male	78.1	1024	Plang	6/10/22 10:36 AM	Released	6/10/22 1:10 PM	NIC Critical Care
TRACERSON, NATHAN	Male	20.1	1172	Plang	6/10/22 9:27 AM	Released	6/10/22 7:00 AM	BNF Patient Center
LEE, MARY	Female	78.1	1012	Plang	6/10/22 9:27 AM	Released	6/10/22 7:00 AM	BNF Patient Center
DAKE, DEBRA	Female	38.1	1347	Plang	6/10/22 7:14 PM	Released	6/10/22 7:00 AM	BNF Patient Center
MALCOLM, TERRY	Female	74.1	1118	Plang	6/10/22 6:04 PM	Released	6/10/22 7:00 AM	BNF Patient Center
WILSON, JACOB	Male	47.1	100	Plang	6/10/22 1:00 PM	Released	6/10/22 7:00 AM	BNF Patient Center
RYAN, ARIAN	Female	48.1	1022	Plang	6/10/22 9:00 PM	Released	6/10/22 7:00 PM	NIC Critical Care
BRIVET, MARRA	Female	38.1	1042	Plang	6/10/22 8:10 PM	Released	6/10/22 1:00 PM	NIC Patient Practice

6



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.

7

