
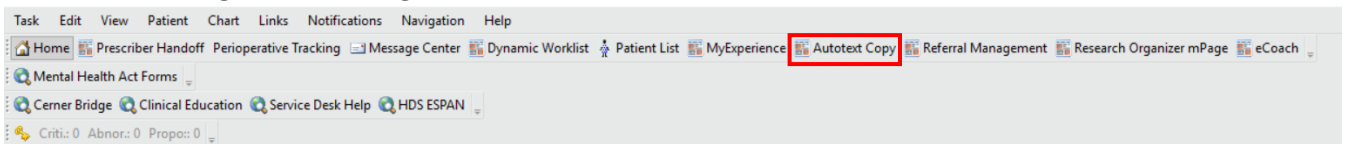


PRESCRIBERS

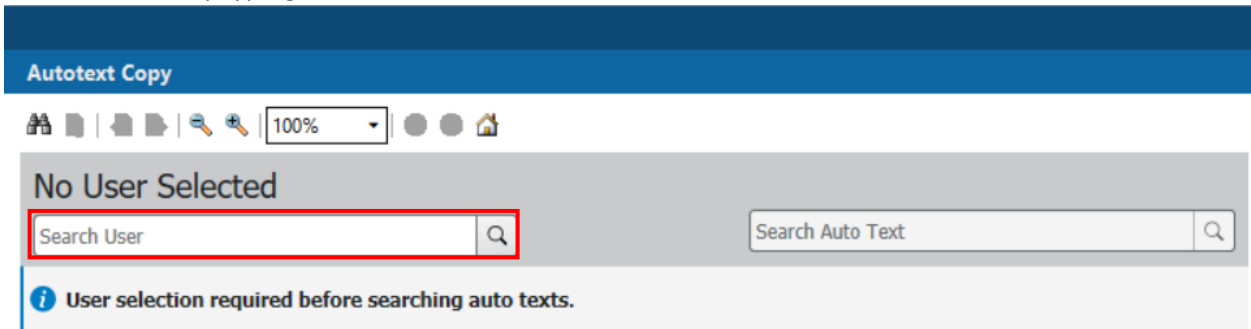
Utilising User-generated Autotext

To utilise Autotext made by other users, complete the following steps:

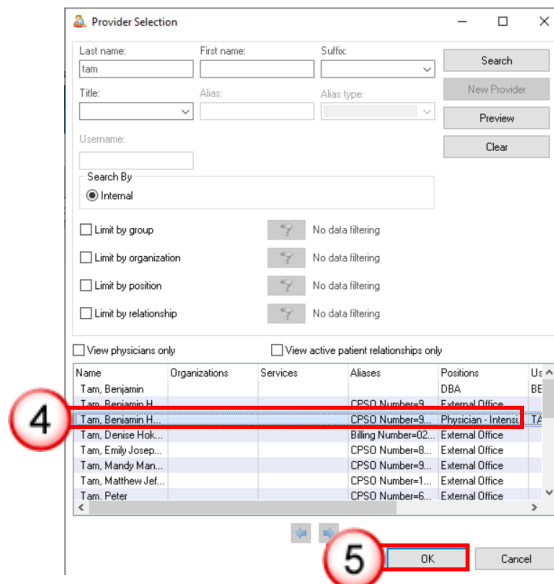
- Click  **Autotext Copy** on PowerChart toolbar.
 - Haven't got this button?** Refer to the end of the page for step by step instructions on **submitting and escalating tickets.**



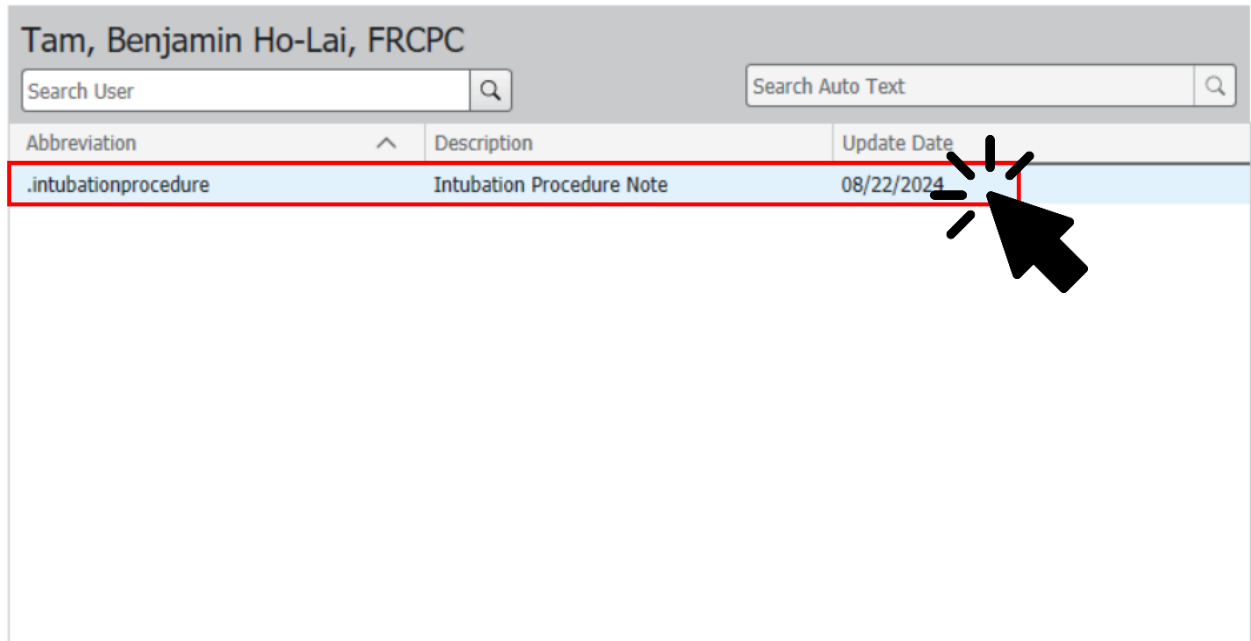
- Select the user by typing in their name in the search box.



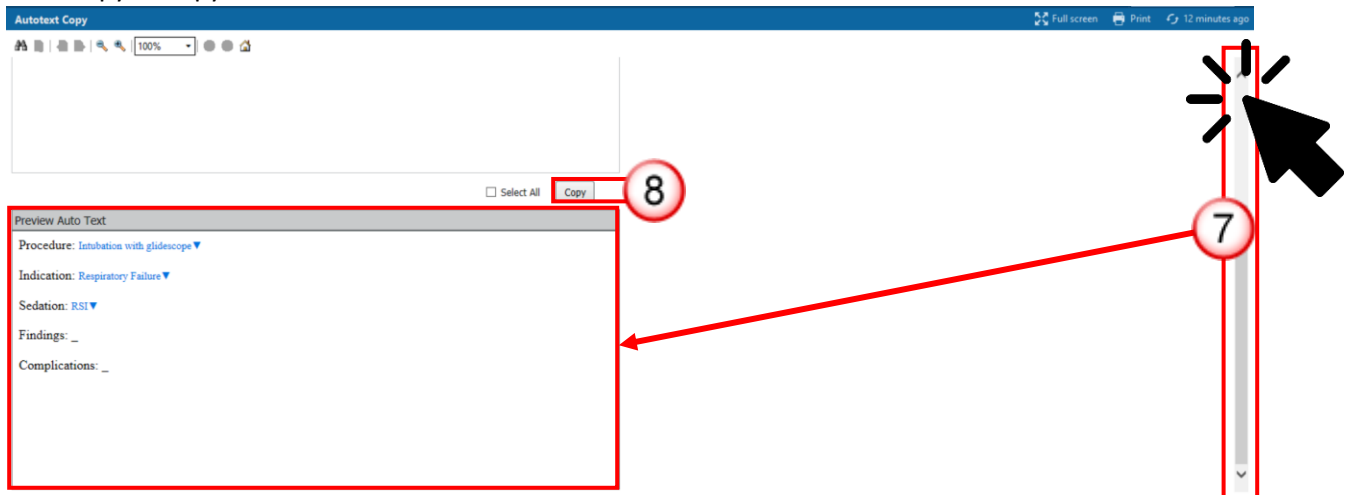
- Provider Selection dialogue box opens.
- Select the appropriate prescriber.
- Click OK.



- You are now able to see all Autotexts generated by the chosen prescriber. Click on the desired user-generated Autotext to view.



- Review the Autotext by scrolling down.
- Click Copy to copy the Autotext.



9. Click Copy

Copy Auto Text (1) ✕

i Proceeding to copy will add the following Auto Texts to your library.

Abbreviation	Description	My Abbreviation	My Description
.intubationprocedure	Intubation Procedure Note	.intubationprocedure	Intubation Procedure Note

Copy Cancel

10. A Log Out Notice window pops up, press Log Out.

Log Out Notice ✕

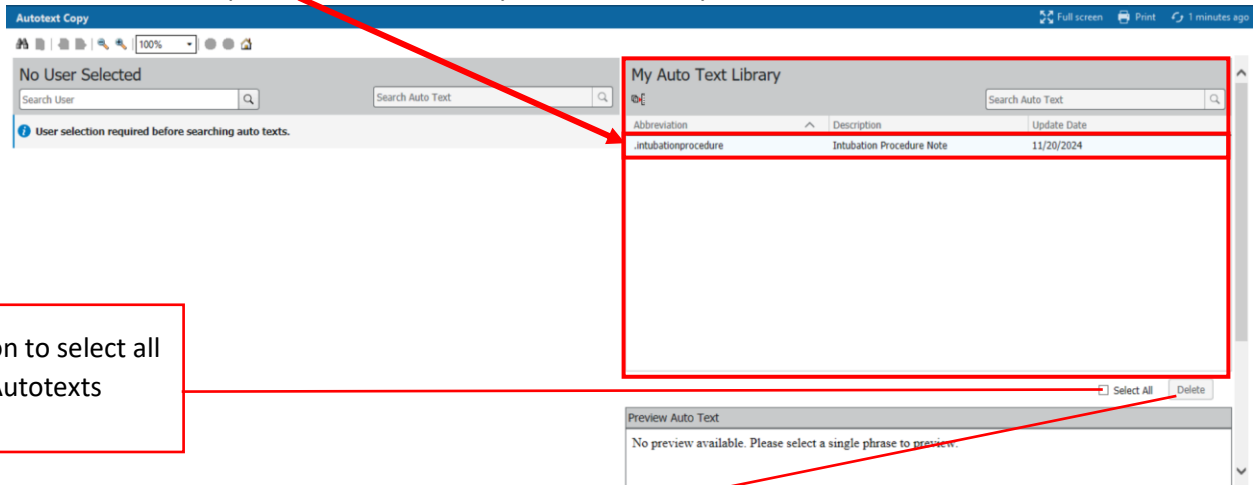
i You must log out of the application for all Auto Text changes to take effect. Cancel to continue working on this page.

Log Out Cancel

11. Log back into PowerChart.

12. Click  **Autotext Copy** on PowerChart toolbar.

13. You will see the copied Autotext in the My Autotext Library section.



My Auto Text Library

Abbreviation	Description	Update Date
.intubationprocedure	Intubation Procedure Note	11/20/2024

Select All Delete

Preview Auto Text
No preview available. Please select a single phrase to preview.

Use this button to select all of your Autotexts

Click this button to delete selected Autotext



SHARING AUTOTEXTS





HOSPITAL INFORMATION SYSTEM (HIS)

Getting Help!

If you are still experiencing access issues, please contact **At-The-Elbow (ATE) support** or submit a ticket to the **HIS Service Desk**. Be sure to include **your device and username information** in your ticket:

<https://niagarahealth.service-now.com/sp?id=monarch>

Tips to Submitting a Ticket:

-  Give as much detail as possible to ensure the Command Centre is able to quickly understand the issue and place it in a priority sequence.
-  **Include the name of the person who is experiencing the issue and their contact information.**
-  Select the appropriate category, sub-category and priority of the issue.
- 

Attach a screenshot of the issue, or to help explain the issue, whenever possible, keeping in mind that no patient-identifiable information should be included in the screenshot.



If your issue has a **direct and immediate impact** on patient care and support staff are busy helping someone else, please call **905-378-4647 Ext. 42850 PRESS 3** to speak to the Operation Monarch Command Centre staff.