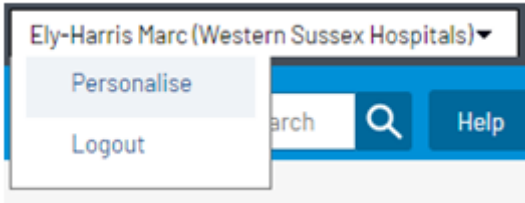
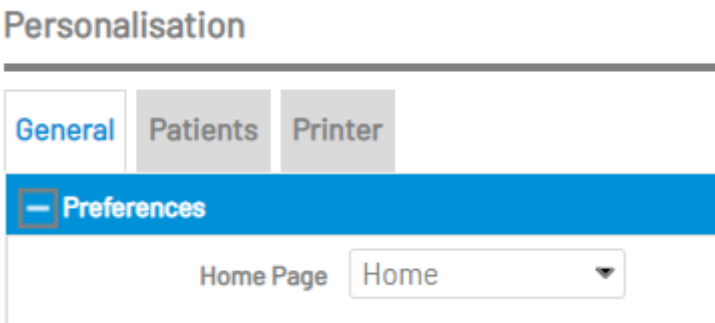
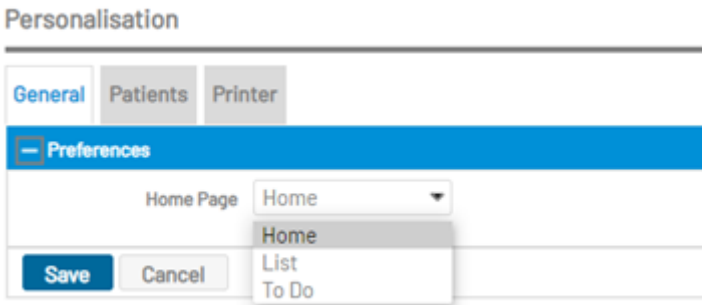
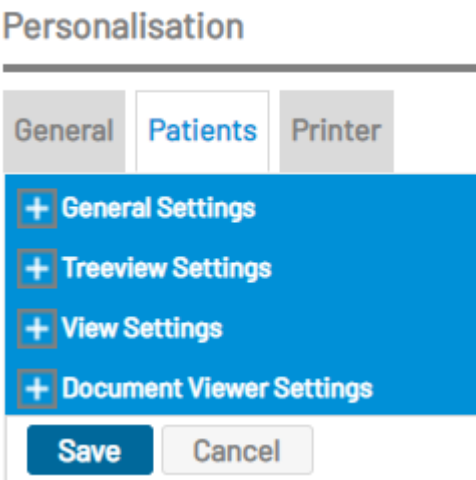

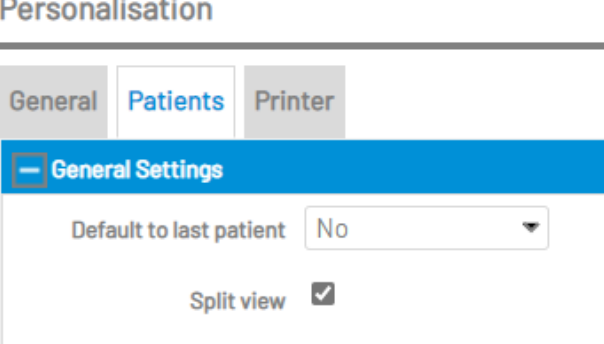
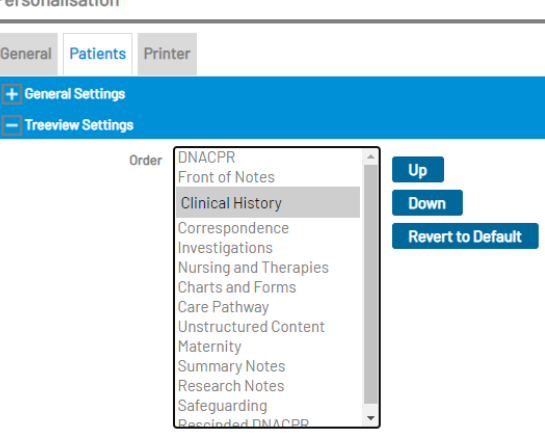
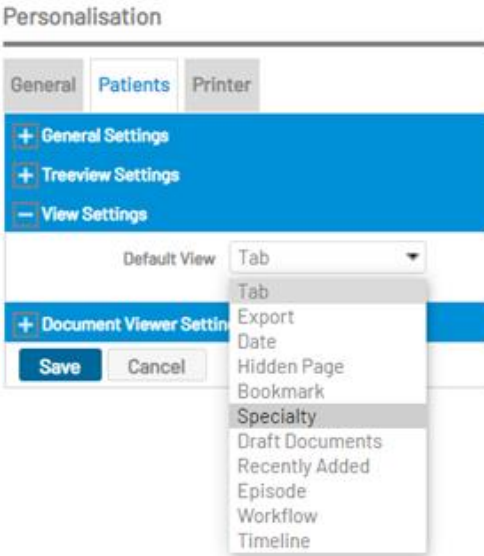
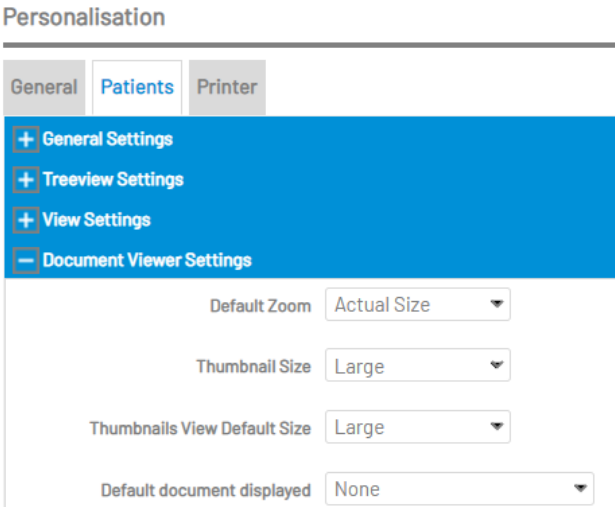
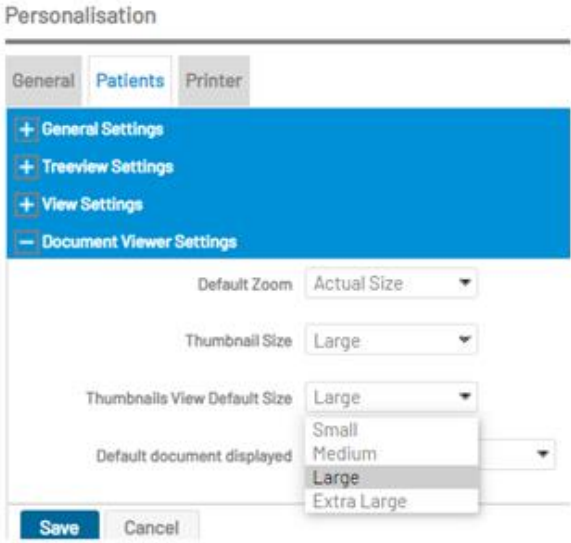
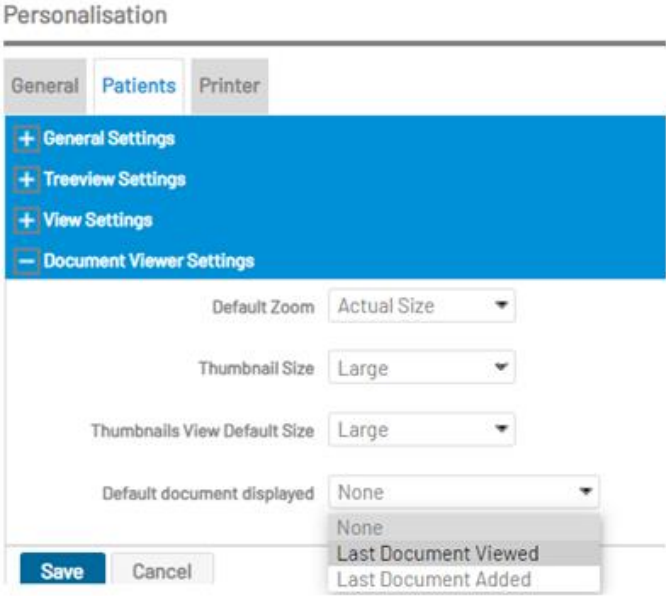


Personalising Evolve	
The following crib sheet will explain how to personalise Evolve for it to default to a specified view of your choice	
Changing your Home Page	
Click on the arrow next to your name on the top right hand side of the tool bar. Select Personalise	
Select General . Click on the arrow to reveal the drop down information	
Select the page you wish to make your new home page. This will be the first page you see when you login	
Click on Save	
For the changes to take affect close Evolve and reload the page	
Changing the View Settings	

Personalising Evolve	
<p>Select the Patients tab and click General Settings</p>	 <p>The screenshot shows the 'Personalisation' interface with the 'Patients' tab selected. A blue box highlights the 'General Settings' option, which is expanded to show sub-options: '+ General Settings', '+ Treeview Settings', '+ View Settings', and '+ Document Viewer Settings'. 'Save' and 'Cancel' buttons are visible at the bottom.</p>
<p>Ensure this is defaulted to No. This will prevent the wrong information being stored within the wrong patient's notes</p>	 <p>An empty screenshot of the 'Personalisation' interface with the 'Patients' tab selected.</p>
<p>Split view provides you with the ability to review a second document while completing an eForm or Living Form. You can untick if you don't want to use this</p>	 <p>The screenshot shows the 'Personalisation' interface with the 'Patients' tab selected. The 'General Settings' section is expanded, showing the 'Default to last patient' dropdown set to 'No' and the 'Split view' checkbox checked.</p>
<p>Select Treeview Settings. This function allows you to change the order of the tabs under your user access only. It is a useful tool to use for the tabs you visit frequently. Click on a tab e.g. Clinical History and use the Up or Down buttons on the left to move into position</p>	 <p>The screenshot shows the 'Personalisation' interface with the 'Patients' tab selected. The 'Treeview Settings' section is expanded, displaying a list of tabs under the heading 'Order'. The tabs include: DNACPR, Front of Notes, Clinical History (highlighted), Correspondence, Investigations, Nursing and Therapies, Charts and Forms, Care Pathway, Unstructured Content, Maternity, Summary Notes, Research Notes, Safeguarding, and Recalled DNACPR. To the right of the list are 'Up', 'Down', and 'Revert to Default' buttons.</p>

Personalising Evolve	
<p>Select View Settings. From the drop down select the view you wish the patients case note to open within. Selecting Tab view is favoured as this view gives better visibility of documents in the DNACPR and Front of Notes folders and is recommended by CCIO</p>	 <p>The screenshot shows the 'Personalisation' window with the 'Patients' tab selected. The 'View Settings' section is expanded, and the 'Default View' dropdown menu is open, showing options: Tab, Export, Date, Hidden Page, Bookmark, Specialty, Draft Documents, Recently Added, Episode, Workflow, and Timeline. The 'Tab' option is highlighted.</p>
Changing Default Zoom	
<p>To change the default zoom for every document, select the Patients tab and then Document Viewer Settings. Under Default Zoom select required option e.g. to make pages bigger by default, select Actual Size</p>	 <p>The screenshot shows the 'Personalisation' window with the 'Patients' tab selected. The 'Document Viewer Settings' section is expanded. The 'Default Zoom' dropdown is set to 'Actual Size'. Other settings include 'Thumbnail Size' (Large), 'Thumbnails View Default Size' (Large), and 'Default document displayed' (None).</p>
Changing Thumbnail Views	

Personalising Evolve	
<p>Select Thumbnails View Default Size. Changing this will change the size of the documents within the viewing pane e.g. Extra Large will mean you won't always have to magnify to see the page</p>	
<p>Select Default Document Displayed. This will allow you to change the view for the document that was either last opened or last created</p>	
<p>Select Save to save any changes that you have made</p>	