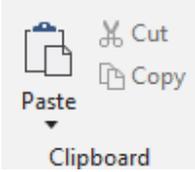


Home Menu	
<p>In letter view, click the dropdown arrow on the right-hand side of the Home banner</p>	
<p>In the banner, click 'Open in Portal' to open the patient's profile in Affinity or Panda</p>	
<p>You can Copy and Paste information from your PC clipboard</p>	
<p><b>DO NOT</b> change the font style or size unless for Patient Accessibility as the Trust uses a standard</p>	

Home Menu	
<p>Print a Copy of the letter that you're looking at ahead of it being sent to the Finalise stage</p>	
<p>Link and unlink patients and their appointments using these buttons (shown in another guide)</p>	