MEDIVIEWER – SAVE AND VIEW A SAVED COLLECTION

Saving Collections ensures you can return to them at a later date. Saved Collections cannot be shared with other users individually, but a Collection can be made Public, so ALL users can see the Collection.

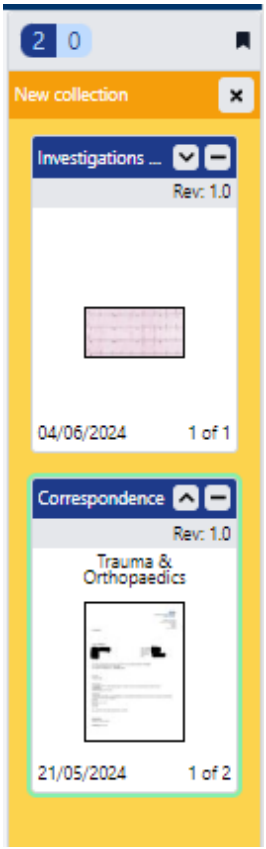
However, Collections are meant to be used for a temporary period and not to stay permanently in the system.

See the preceding **Create a Collection** guide, if necessary.

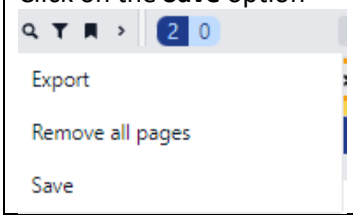
SAVE A COLLECTION

Once you have finalised your Collection, click the **Ribbon** in the Collections View (not the Pages View)

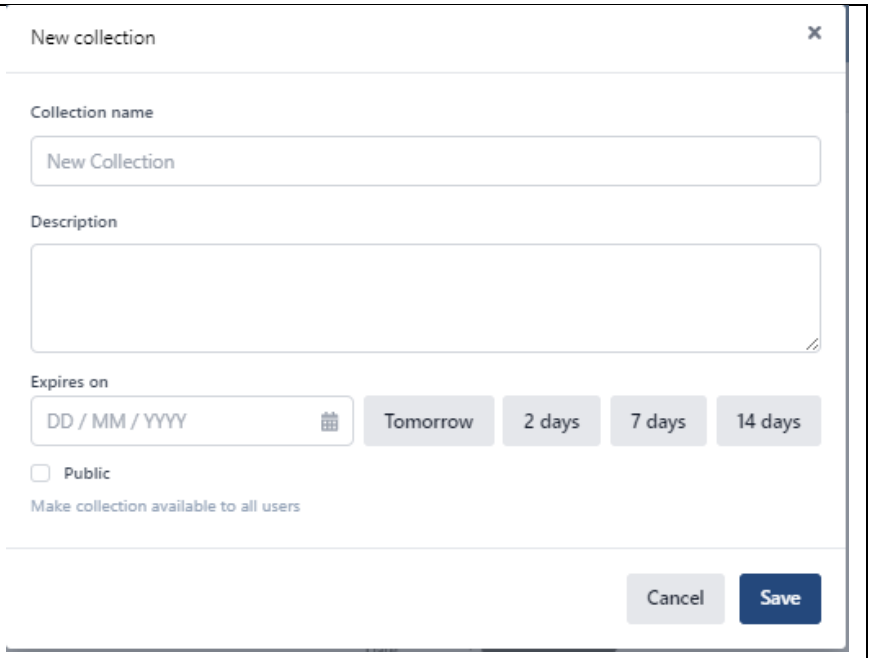
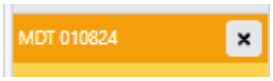
The **Collection Menu** displays:

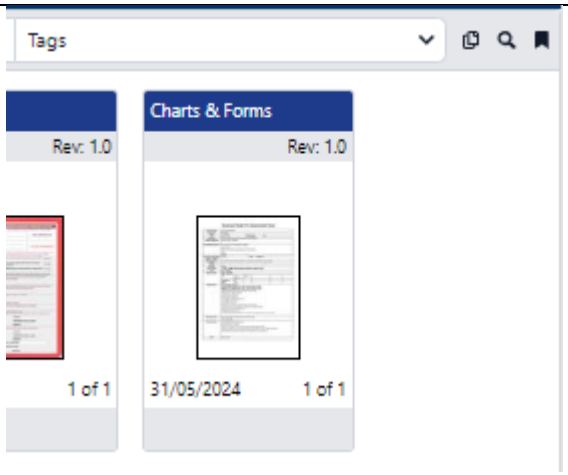
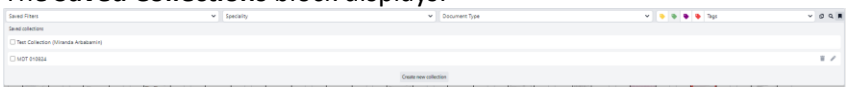


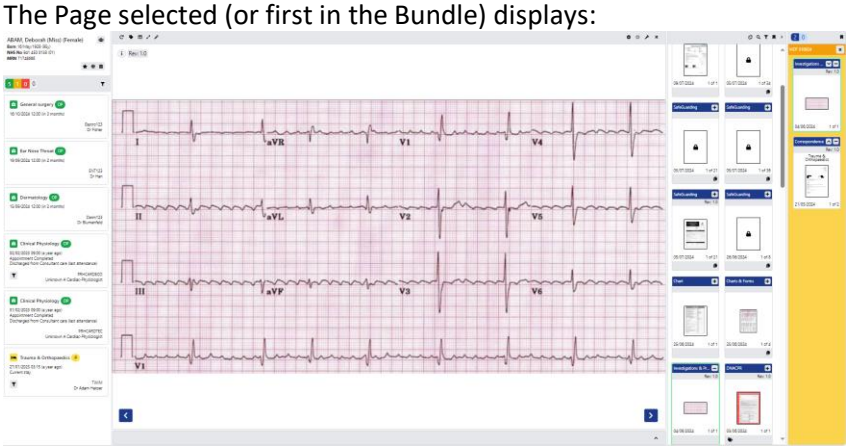
Click on the **Save** option



The **New Collection** pop-up window displays:

	
Type in an appropriate name for the selection of Pages and Bundles you have made	If you are going to make this Collection public, it is even more important to give it a suitable name. You can type in a Description to add more context about the contents of the Collection.
Ensure you create a **Expiry Date** by either typing one in, using the Calendar or the quick date buttons	If you are going to make this Collection public, it is even more important to set an Expiry Date otherwise Health Records get over-populated with old, redundant collections.
If this Collections needs to be accessible to all, click the **Public** tickbox to add a tick	Consider the impact of this Collection being seen by all users before proceeding to save it.
Click the **Save** button	The Collection is Saved automatically. Click the X to exit the Collections screen. 
VIEW A SAVED COLLECTION	
On first entering the patient's Health Record…	The **Bundles View** displays:

	 A Ribbon icon appears in the top-right of the Pages View.
Click on the **Ribbon** icon, top-right of the Pages View	The **Saved Collections** block displays:  Any existing Saved Collections will display here and can be: • Selected – to View • Deleted • Edited
Click to select the tickbox against the required Saved Collection	The **Collection View** displays as a side bar:

Click on the Page or Bundle you want to open in the Pages View	The Page selected (or first in the Bundle) displays:  Please see the **Page Navigation** and **Page Fit and Display** guides, if required, for further information on using the Pages View.