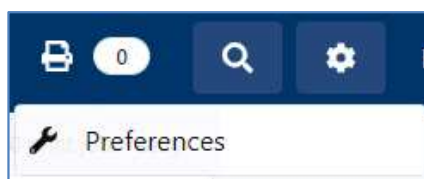## MEDIVIEWER – SET PREFERENCES

User Preferences allow you to change the following defaults in the system:

- Document Zoom
- Display Cancelled Appointments
- Display Thumbnails View
- Expand all Bundles
- Display Pick Up Where you Left Off
- Autoprint

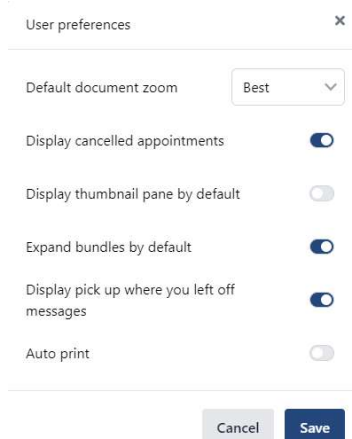|	
Click the Settings **Cog** icon, top-right in the Banner	A menu displays: Some users will see more options in the menu.
Click on **Preferences**	The **User Preferences** pop-up window displays: These are the default settings on first using the system. Once you have set the following options as you require, click **Save**

OPTIONS	
Document Zoom	Set to Best when you first get access to the system. Options are: - Best (Fit) - Height - Width This impacts how a Page fits within the Document View.
Display Cancelled Appointments	Set to Off when you first get access to the system. This impacts the Encounters View only, within the patient's Health Record.

Display Thumbnails View	Set to Off when you first get access to the system. If you prefer to browse within a narrow left-to-right view, turn this on. The Bundles view is rectangular. Minimising the Views increases the space to view a single Page or side-by-side Pages.
Expand all Bundles	Set to On when you first get access to the system. If you prefer a more compact view when you enter a patient's Health Record, turn this off.
Display Pick Up Where You Left Off	Set to On when you first get access to the system. If you prefer not to see this option when you enter a patient's Health Record, turn this off.
Autoprint	If Autoprint is On the PDF will automatically download, the Autoprint Off would mean that you have to click Download to get the PDF