ACIS: How to Open Multiple Documents in a Patient's Chart

There is new functionality after the ACIS Upgrade that allows you to open more than one document in a patient's chart from the **Documents/Reports** and **Discharge Documents** tabs. You can either open additional documents one at a time or open multiple documents at once.

Opening an Additional Document in a patient's chart

1. Open a patient's chart to the **Documents/Reports** or **Discharge Documents** tab.

Reminder: Make sure your search criteria is set to include the documents you are looking for. To change your search criteria, right click on the green bar and select **Change Search Criteria**.

2. Navigate to the document you would like to open and single click to select (highlight) that document in your list. You can expand document folders by single clicking on the plus sign next to the folder or double clicking on the folder.

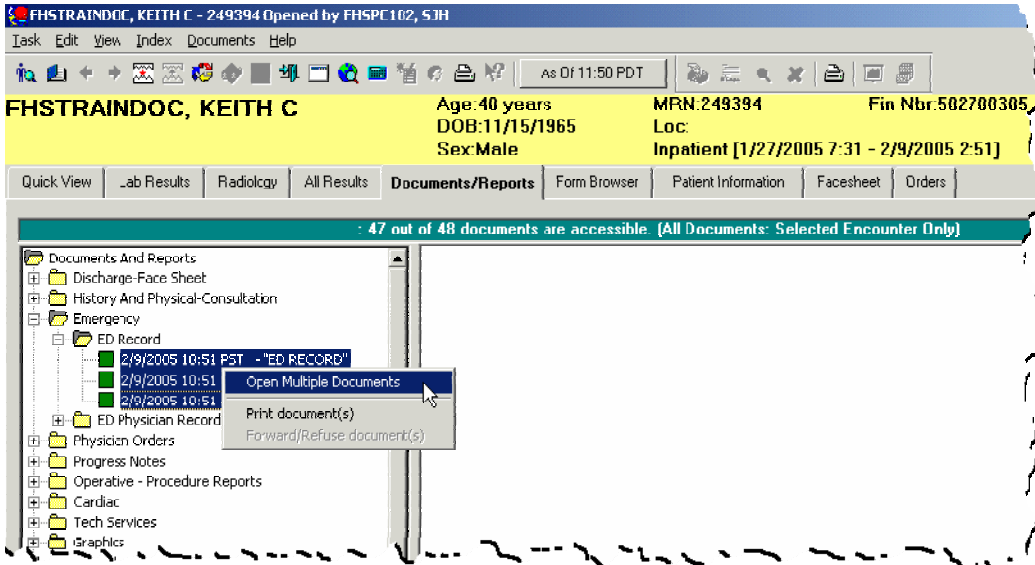3. Right click on the selected document and choose **Open Additional Document**.
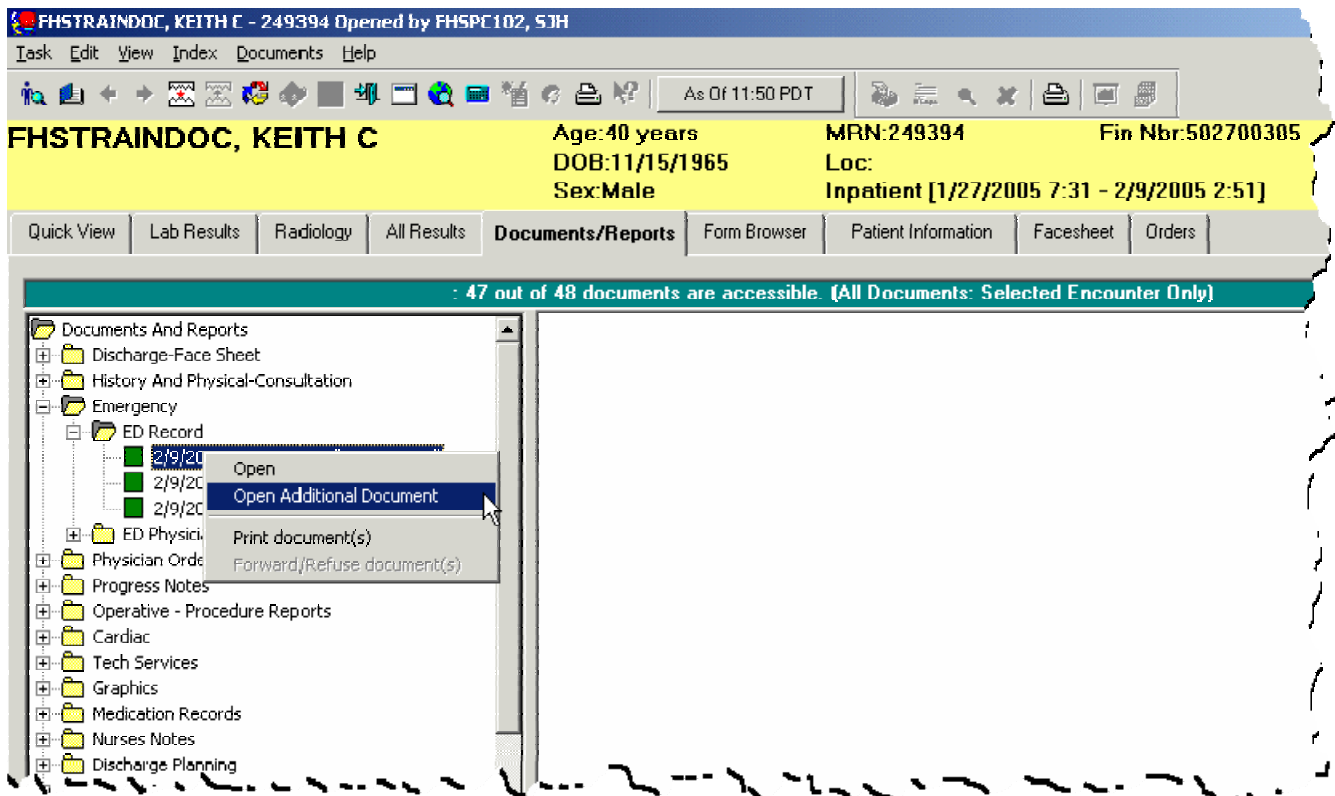
This will open the selected document in a <u>separate window</u>. Once the document is open, you can resize or move the window around for easier viewing.

4. Continue to open additional documents in this manner one at a time until all the desired documents are open. To open more than one document at once, see the next page.

> **IMPORTANT**: Once a document is open on the right hand pane of the **Documents/Reports** tab (if you double click on the document instead of right click), it cannot be opened in a separate window at the same time. You would need to navigate to a different document, and then go back to the document you would like to view, right click and select **Open Additional Document**. For best results, do not double click on any documents!

Opening Multiple Documents at one time in a patient's chart

1. Open a patient's chart to the Documents/Reports tab.

2. Navigate to the first document you would like to open and single click to select the document.

3. Navigate to the additional document you would like to open, hold down the **Ctrl** key on your keyboard and single click to select the document. Continue to select documents in this manner until all the documents you would like to open are selected (highlighted blue).

4. Right click on any one of the selected documents and choose **Open Multiple Documents**.

This will open each selected document in a separate window. Once the documents are open, you can resize or move the windows around for easier viewing.
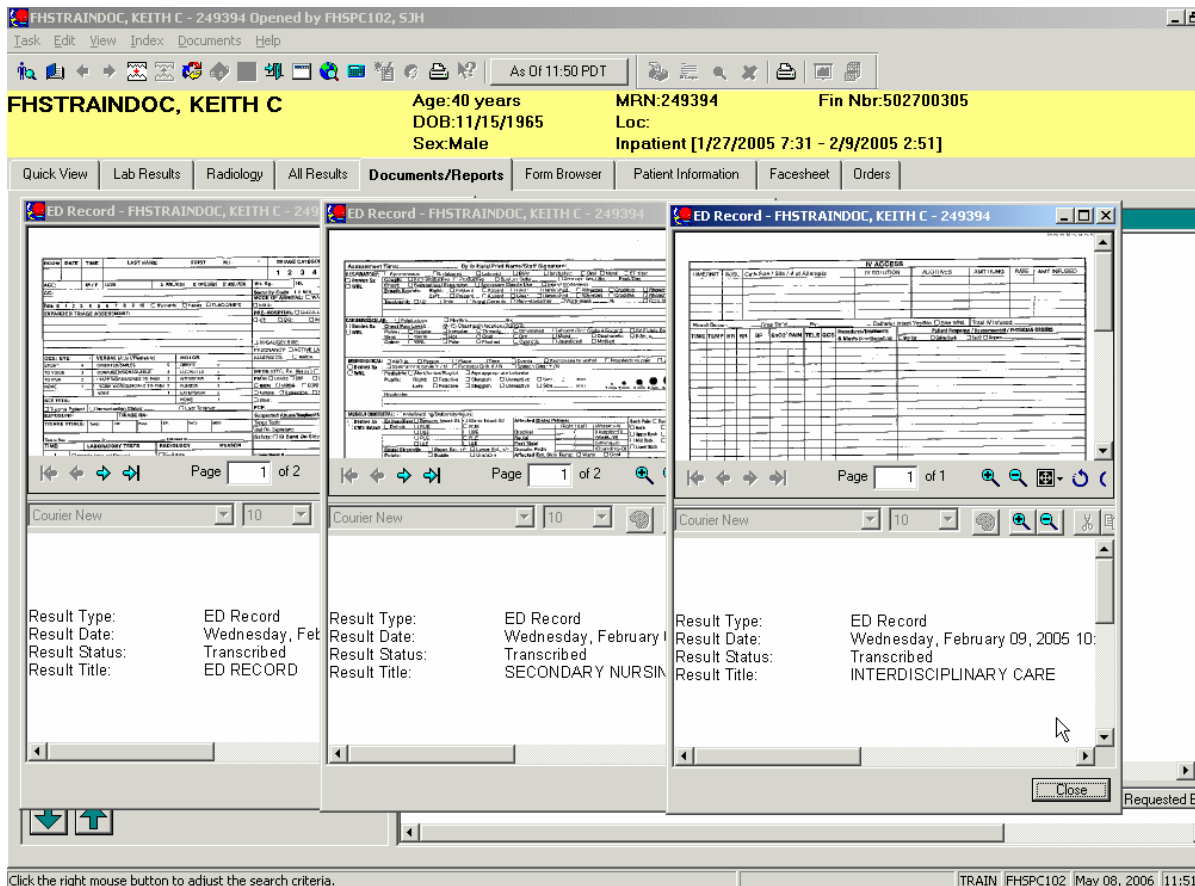
Resizing and/or moving a document window

Once a document is open in a separate window, you can move, resize, minimize, maximize or close that window. Each of the following steps corresponds to the numbered boxes on the image below.

1. The blue title bar at the top of the document window allows you to do the following actions:

   Minimize   **Restore**   **Maximize**   **Close**

2. To move a window, click and hold on the blue title bar at the top of the window then drag to move to the desired location.

3. The document window for <u>scanned documents</u> has 2 panes (transcribed documents only have one), the document viewer (upper pane) and the document information (lower pane). To resize the panes to allow for better viewing of the document, hover your mouse pointer over the line separating the panes, click and hold with the left mouse button, then drag up or down to resize the panes.

4. To resize a window, hover your mouse curser over any one of the 4 corners of the window. Your curser will change to a 2-headed arrow. Once this happens, click and hold with the left mouse button then drag to resize the window.
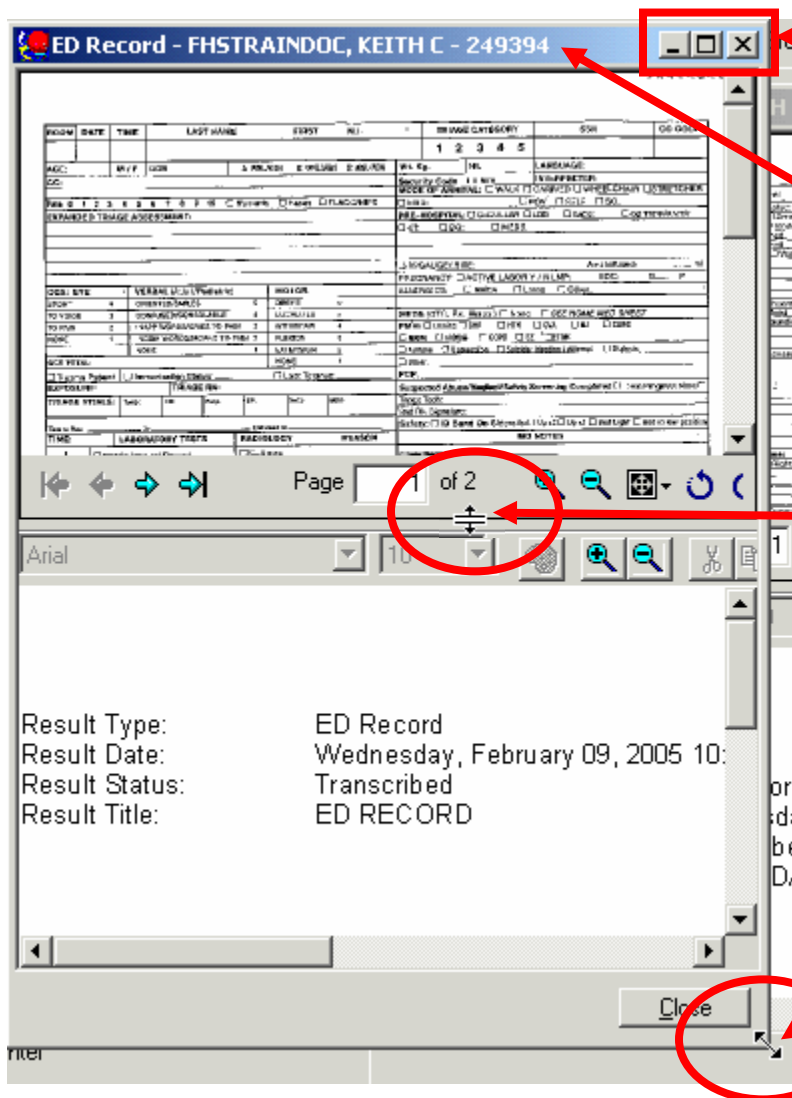
1.
To <u>minimize</u>, <u>maximize</u> or <u>close</u> the window, use the corresponding buttons on the blue title bar.

2.
To <u>move</u> the window, click and hold on the blue title bar with the left mouse button, then drag the window to the desired location.

3.
To <u>resize</u> the document pane: hover your mouse pointer over the line between the two panes of the window. Then click and hold with the left mouse button and drag to resize the pane.

4.
To <u>resize</u> the window: hover your mouse pointer over the corner of the window. Then click and hold with the left mouse button and drag to resize the window.