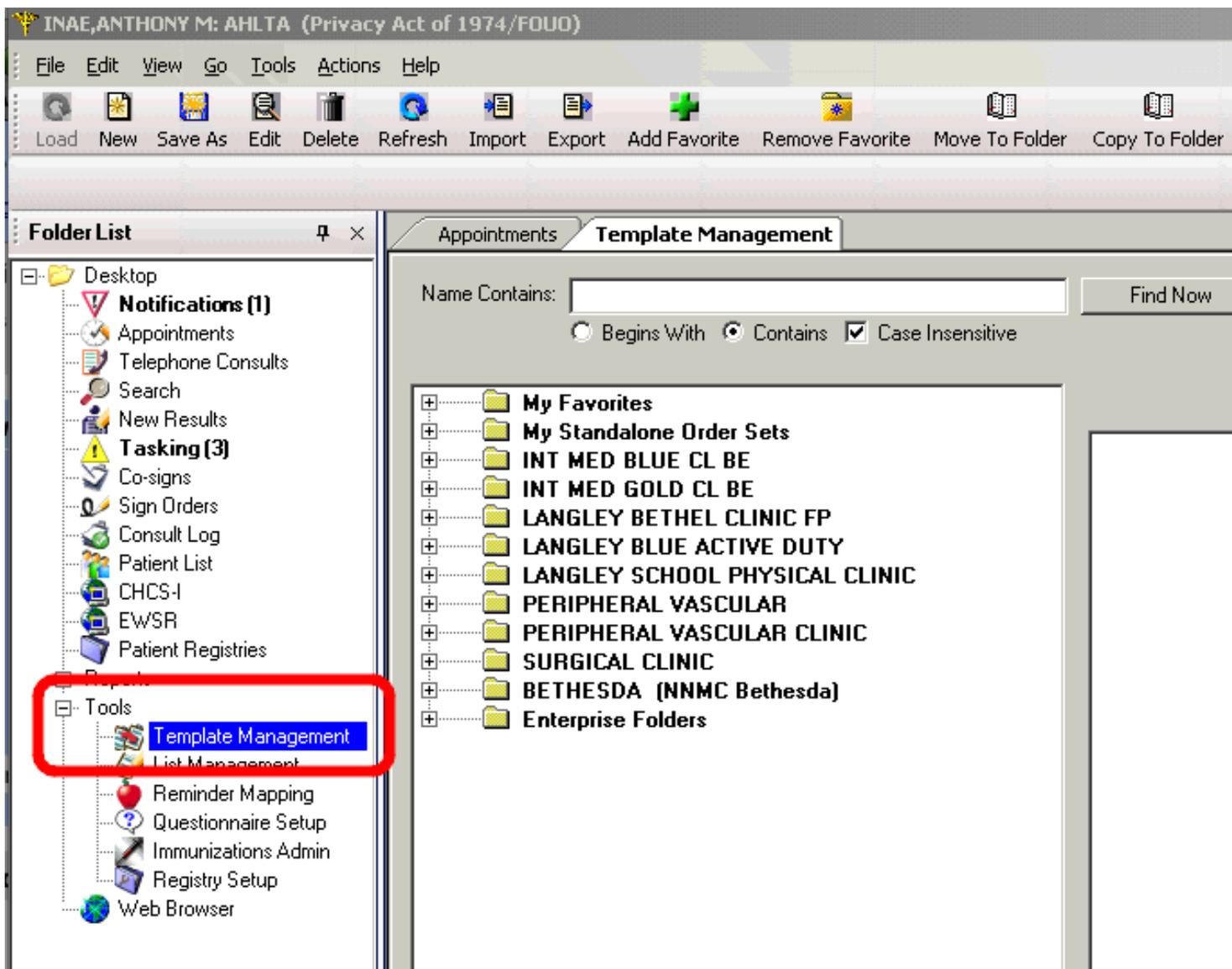


How to get the Usability AIM FM and Procedure forms added to your favorites list (in AHLTA 3.3)

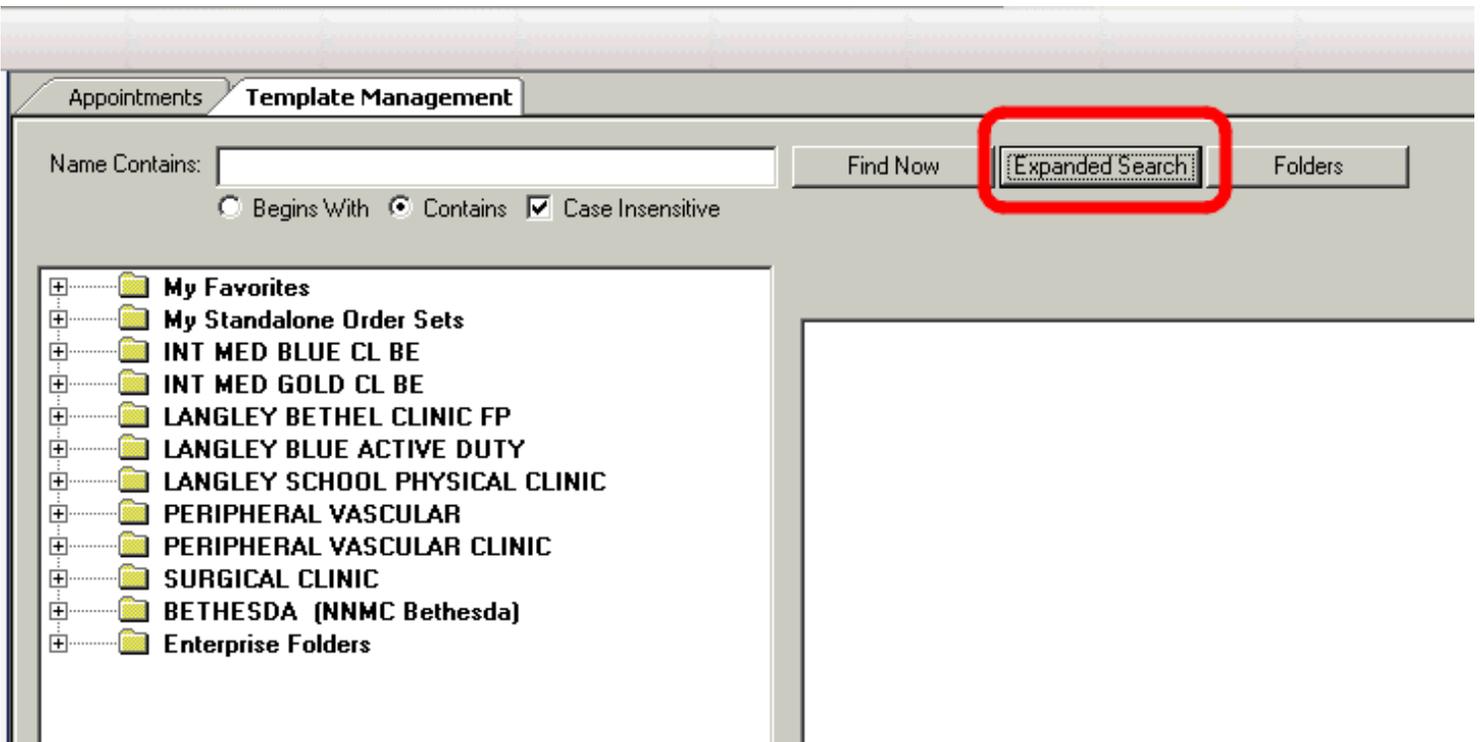
Here are instructions on how to get the Usability AIM FM and Procedure Forms into your profile. These forms are DoD forms, and will automatically update as changes are made. Please email me with questions or comments, thanks. Anthony Inae, M.D. (anthony.inae.ctr@tma.osd.mil).

Opening Template Management



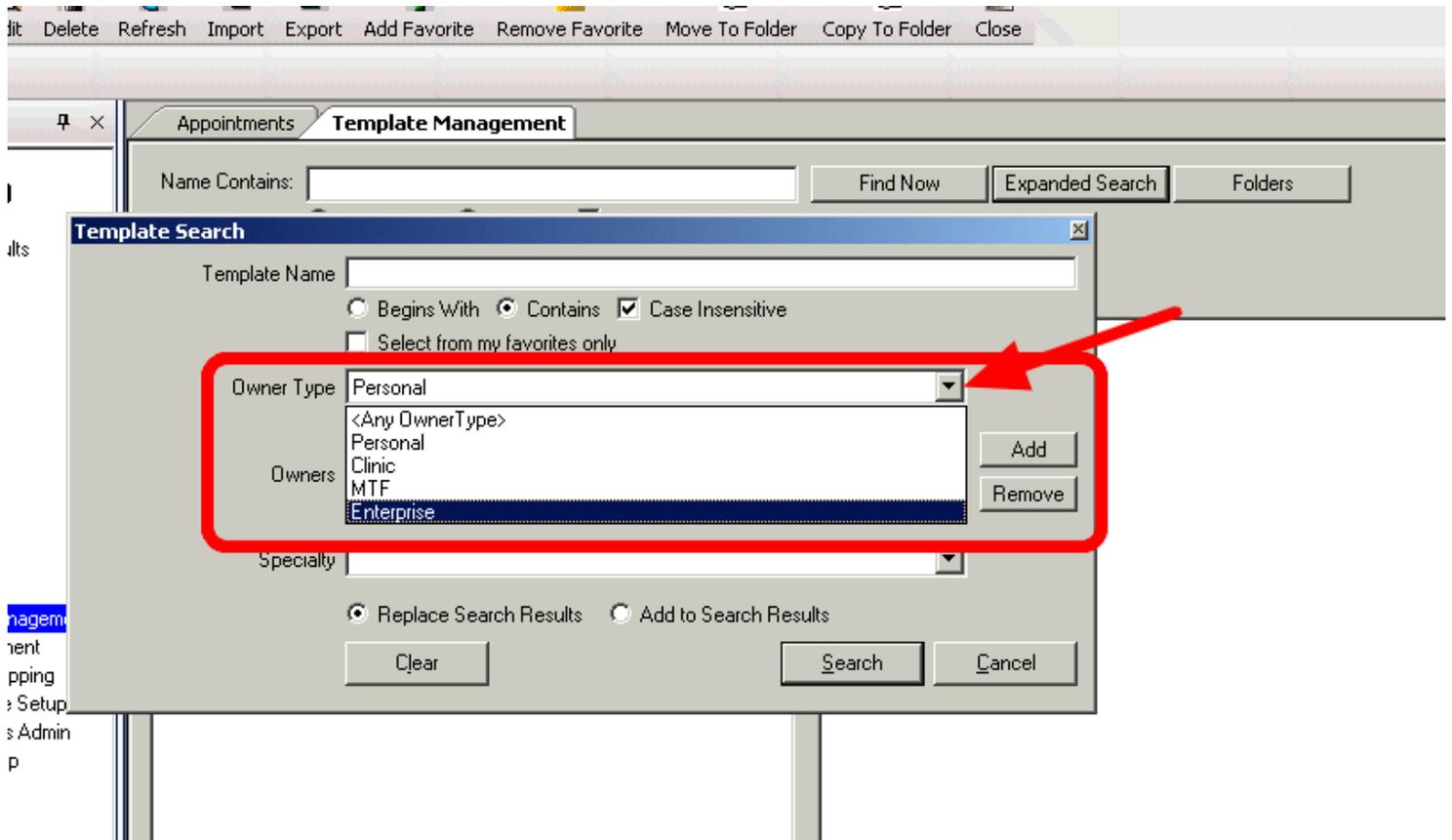
Start by clicking on Template Management under Tools, as shown.

Open the Expanded Search window



Click the Expanded Search button

Set Owner Type to Enterprise



Click the small triangle on the top left to get the drop down list. Select Enterprise.

Search for the Templates

Template Search

Template Name 1

Begins With Contains Case Insensitive

Select from my favorites only

Owner Type

Owners

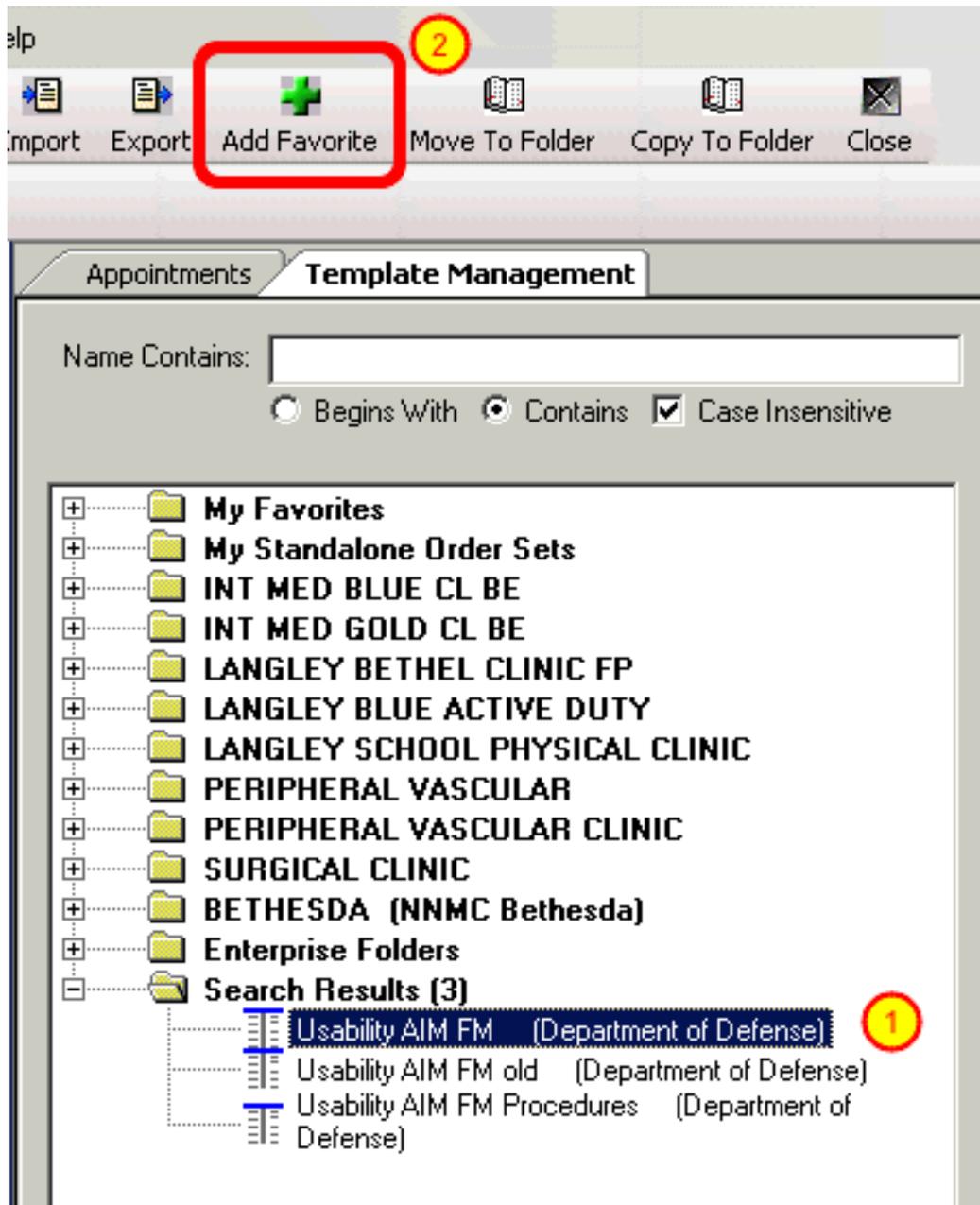
Specialty

Replace Search Results Add to Search Results

2

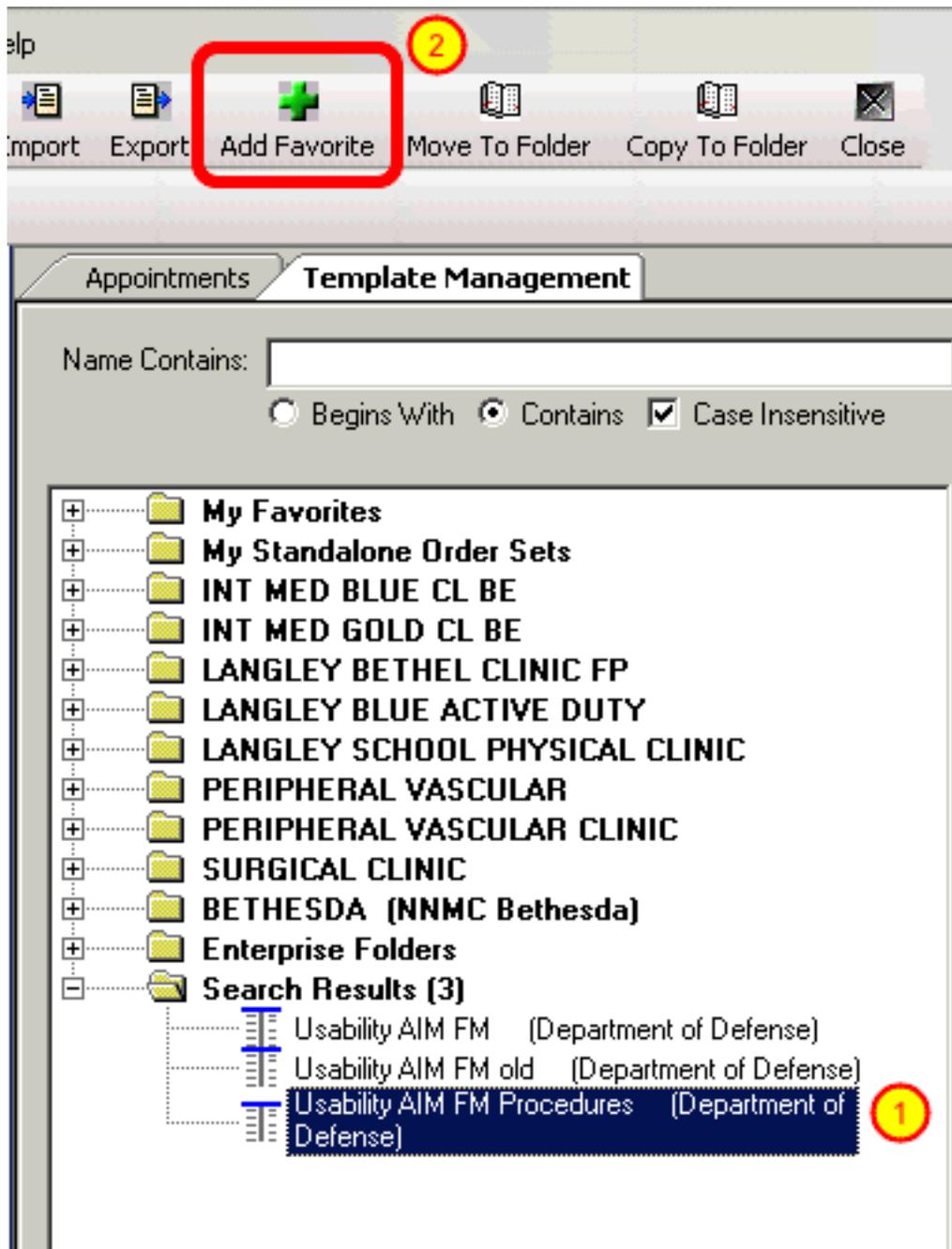
Type 'Usability AIM FM' as in the picture, and press the 'Search' button

Selecting the Usability AIM FM template to Add



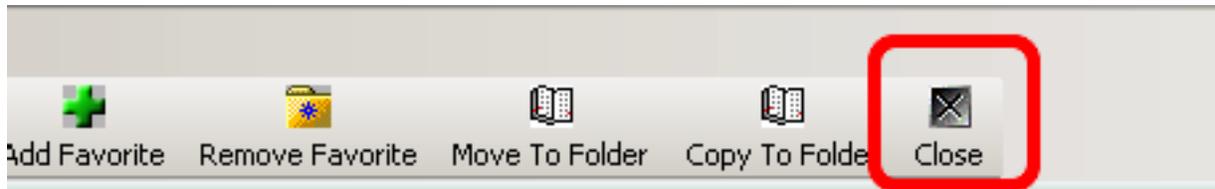
First select the Usability AIM FM (Department of Defense) template by single clicking on it (it will highlight blue as shown). Then, click the 'Add Favorite' button on the top (the green plus).

Selecting the Procedure Template to Add



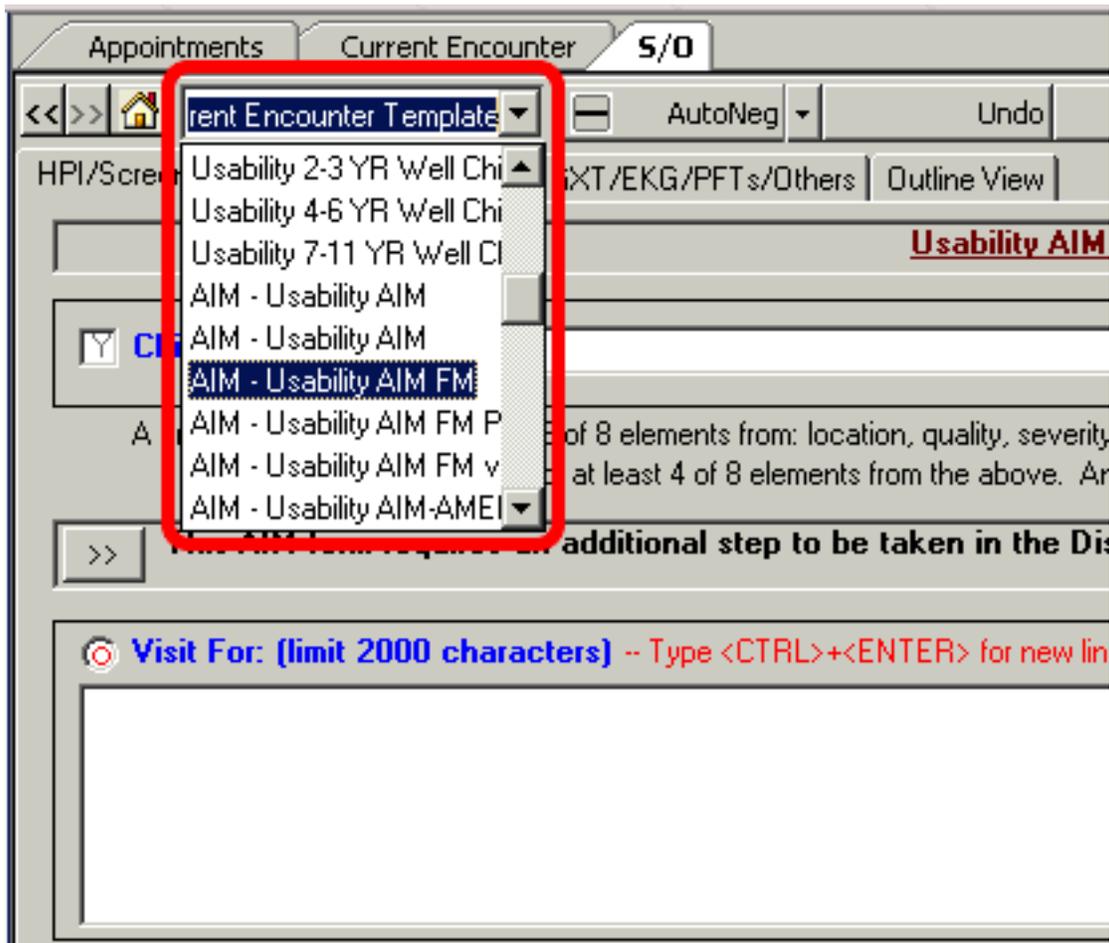
Now select the Usability AIM FM Procedures (Department of Defense) template by single clicking on it (it will highlight blue as shown). Then, click the 'Add Favorite' button on the top (the green plus) again.

Closing Template Management and Restart AHLTA



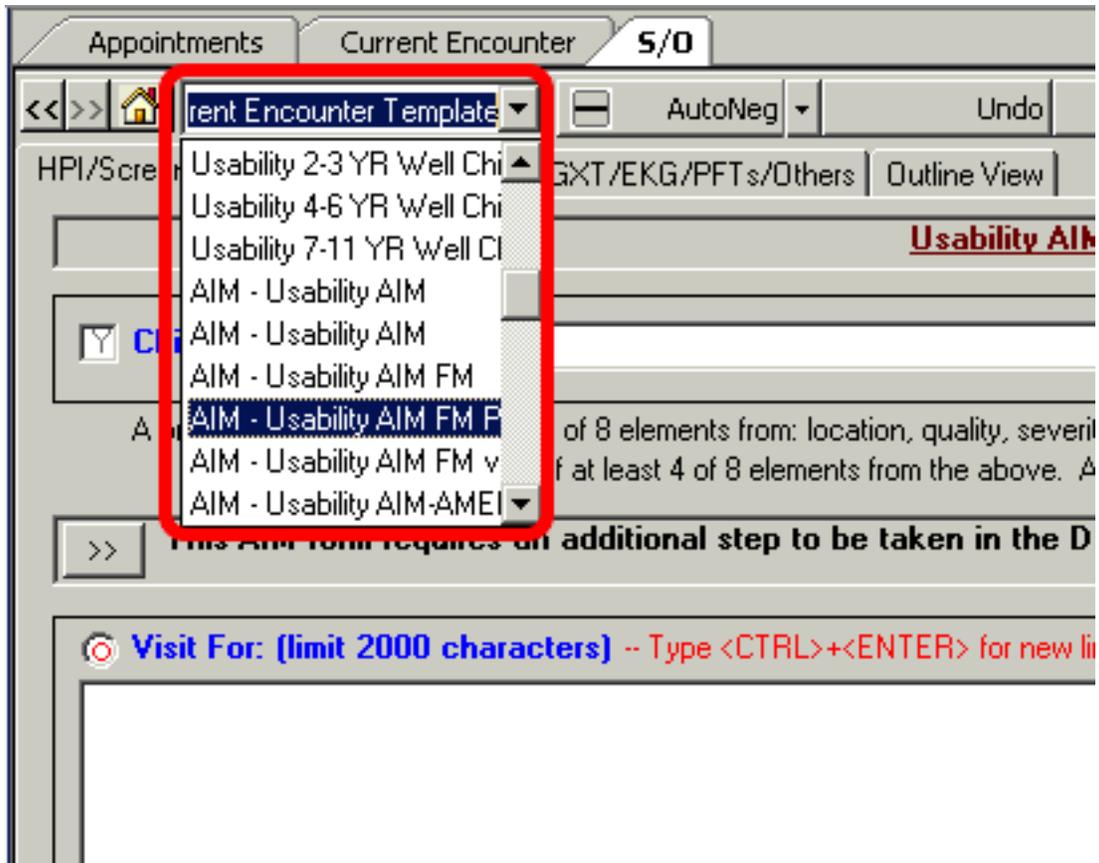
Click on the Close button to close Template Management. It is best to close AHLTA and re-open AHLTA to see the new templates in the template dropdown list.

Loading the Usability AIM FM template



The Templates are Viewable and loaded from the Template Dropdown List.

Loading the Usability AIM FM Procedure template



The Procedure Template is also loadable the same way. In this case, you can see a small 'P', as the name is long and cropped off in the drop down list.