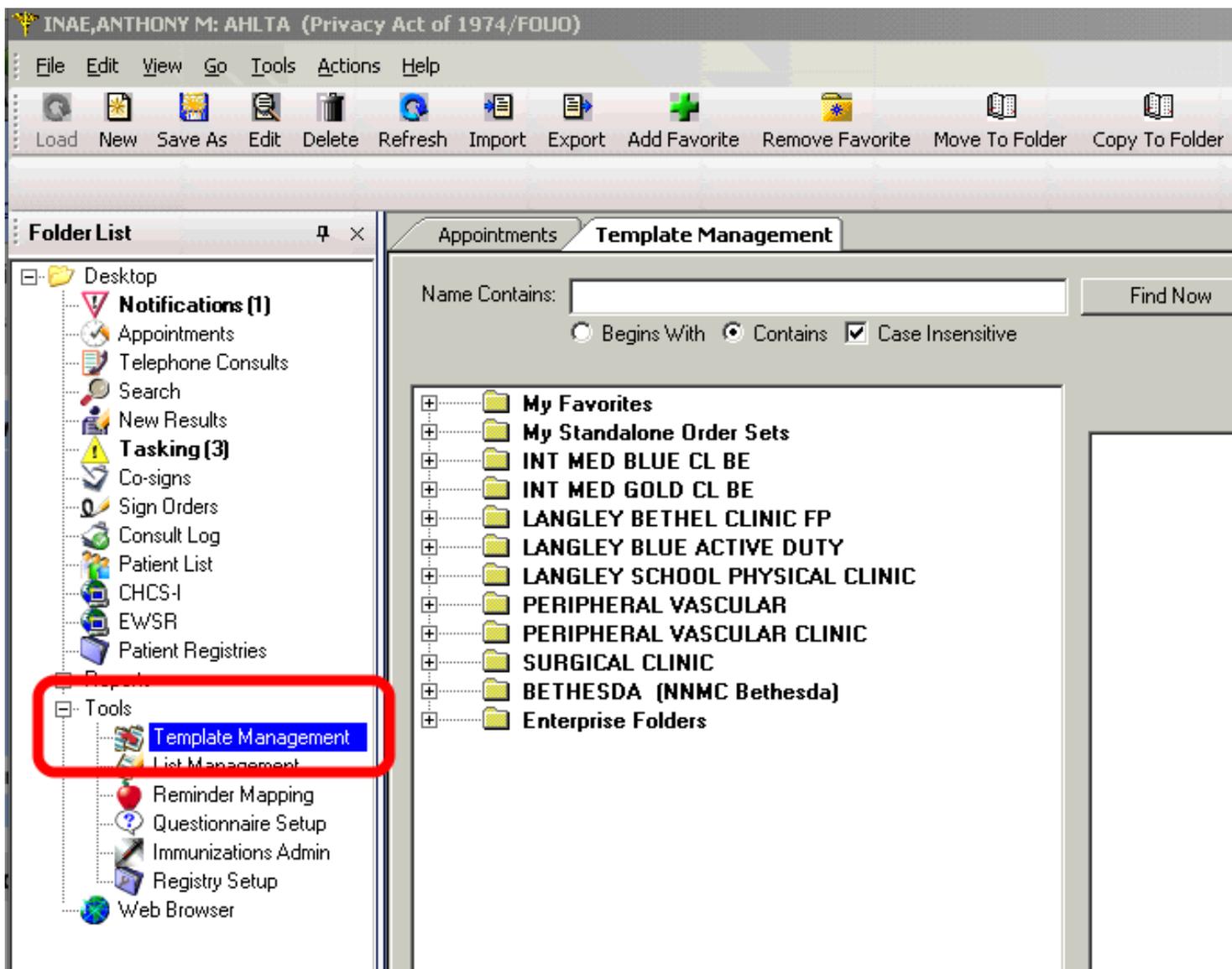


How to get the Usability ENT form added to your favorites list (in AHLTA 3.3)

Here are instructions on how to get the Usability ENT Form 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).

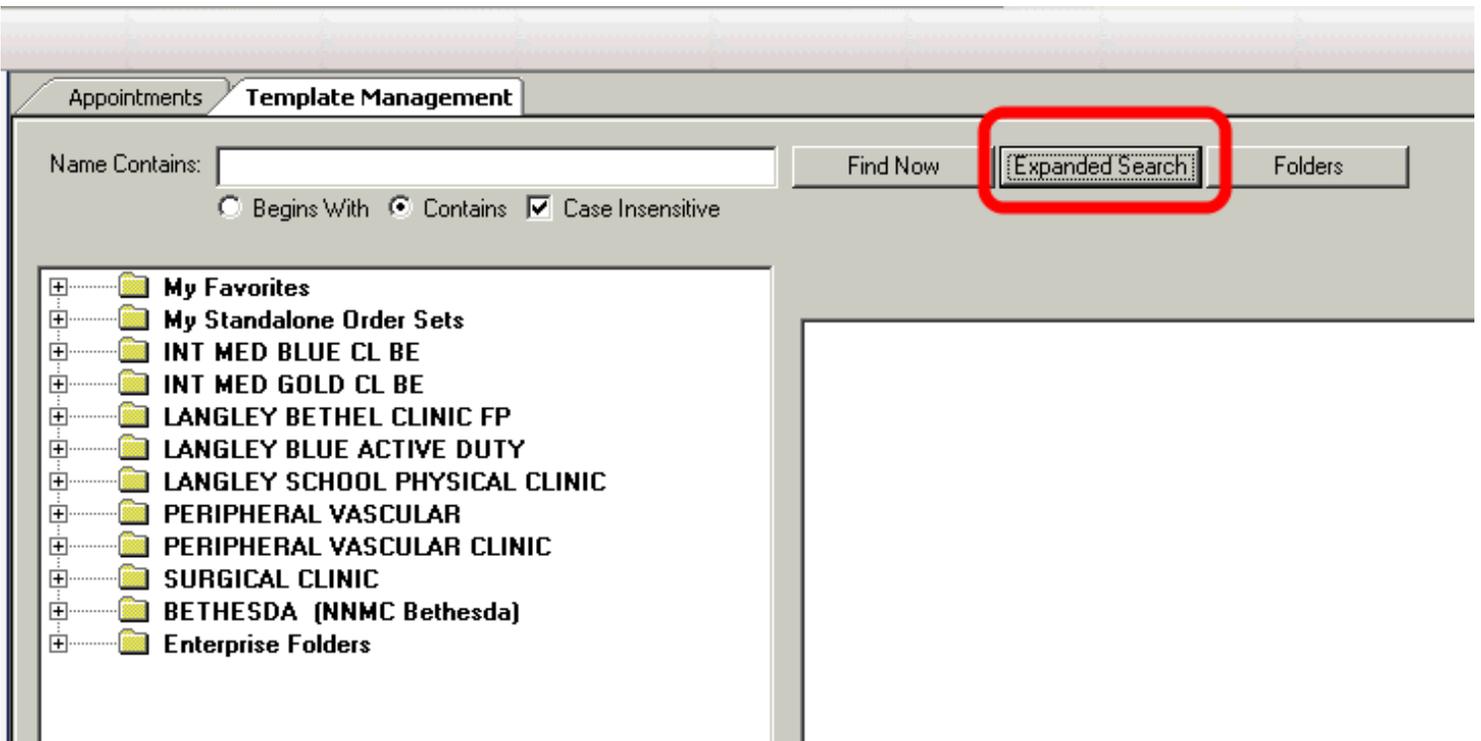
Note: Please do not try to copy this AIM form or re-save it into Clinic Folders, etc. This breaks the link to the original, and by doing this, you will not get automatic updates to this form. It also corrupts the form in a way that makes it un-useable. Thank you very much!

Opening Template Management



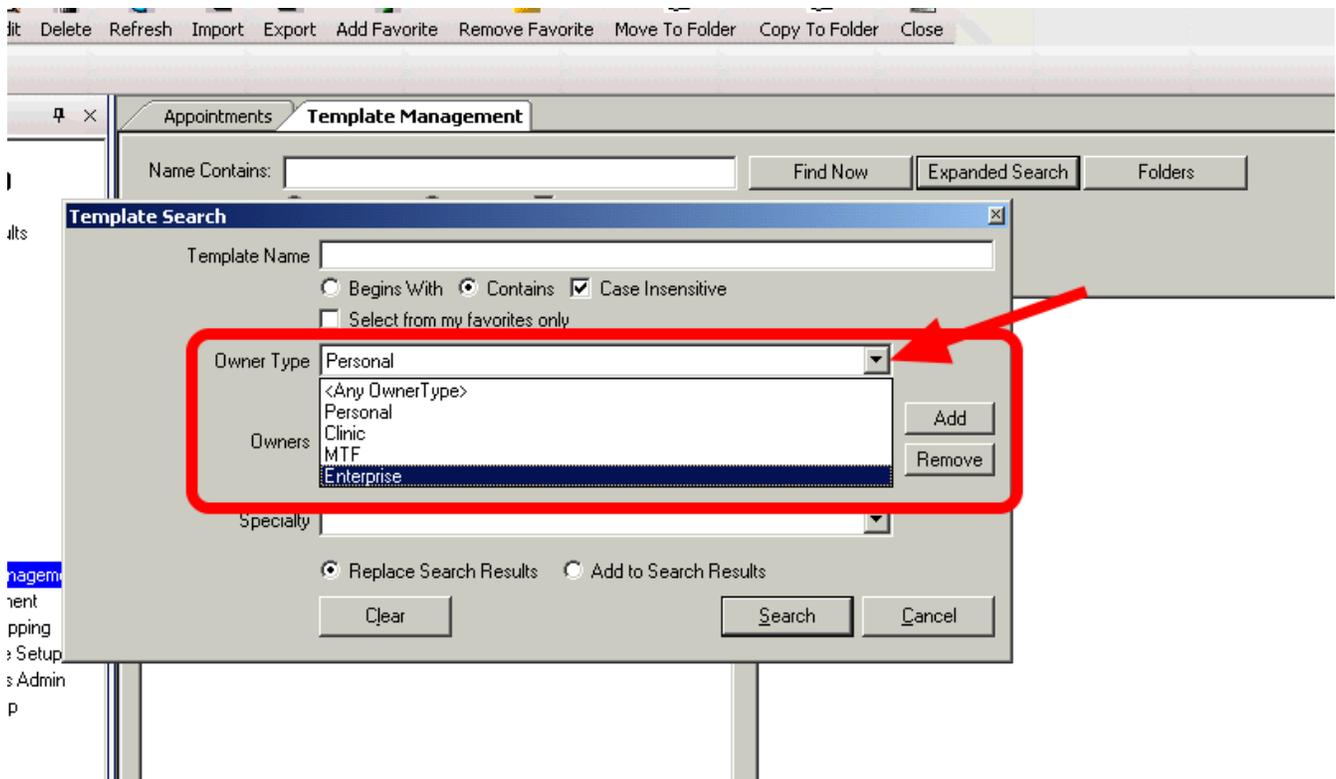
Start by clicking on Template Management under Tools, as shown.

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

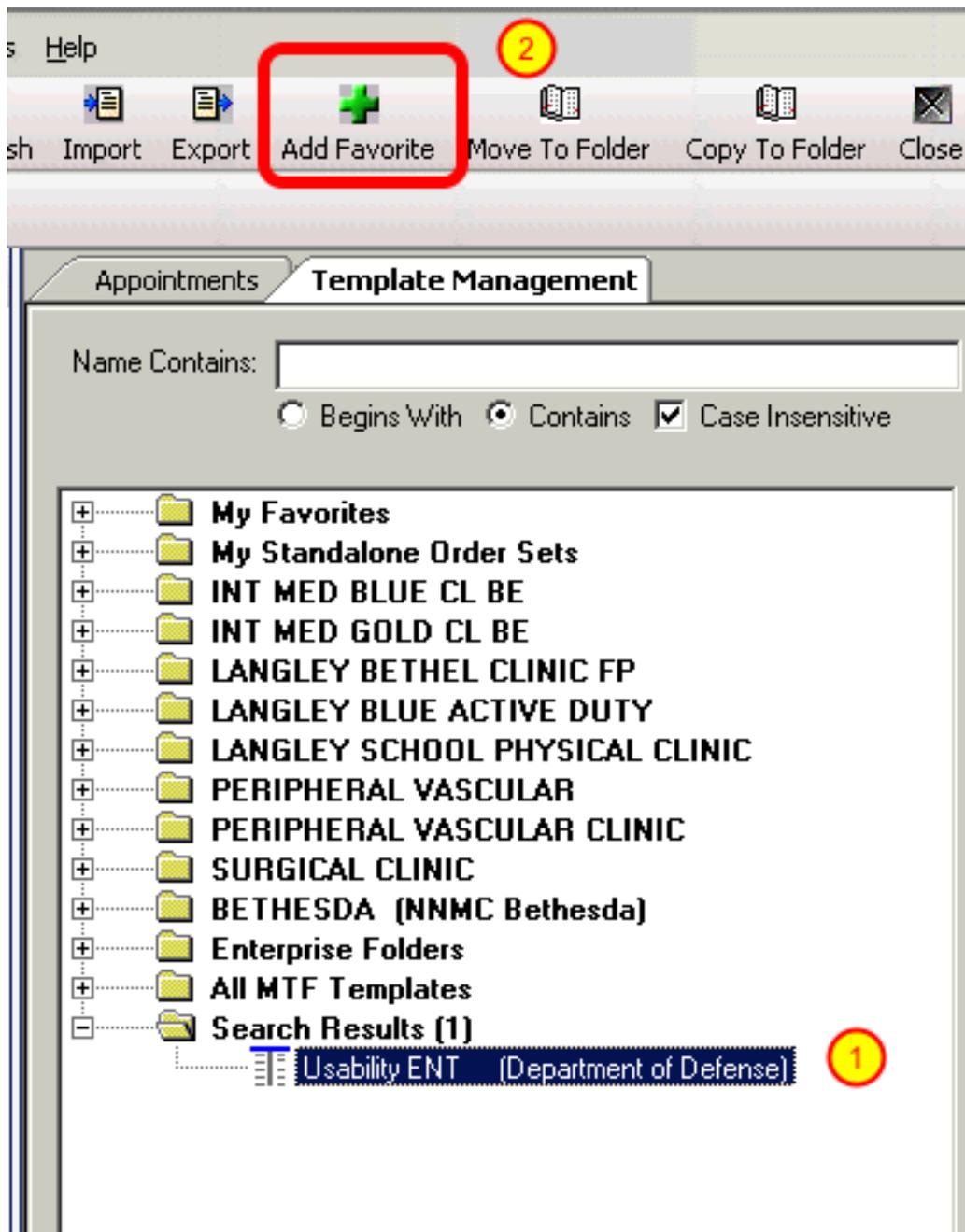
Specialty

Replace Search Results Add to Search Results

2

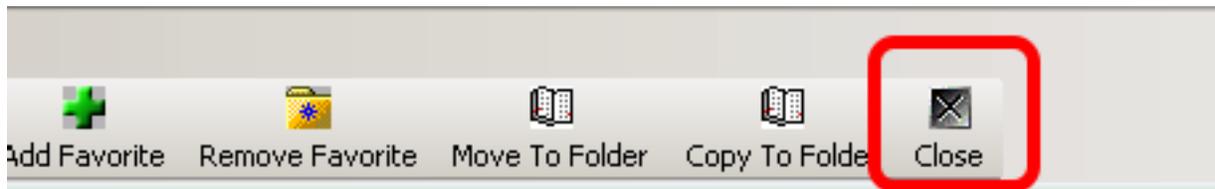
Type 'Usability ENT' as in the picture, and press the 'Search' button

Selecting the Procedure Template to Add



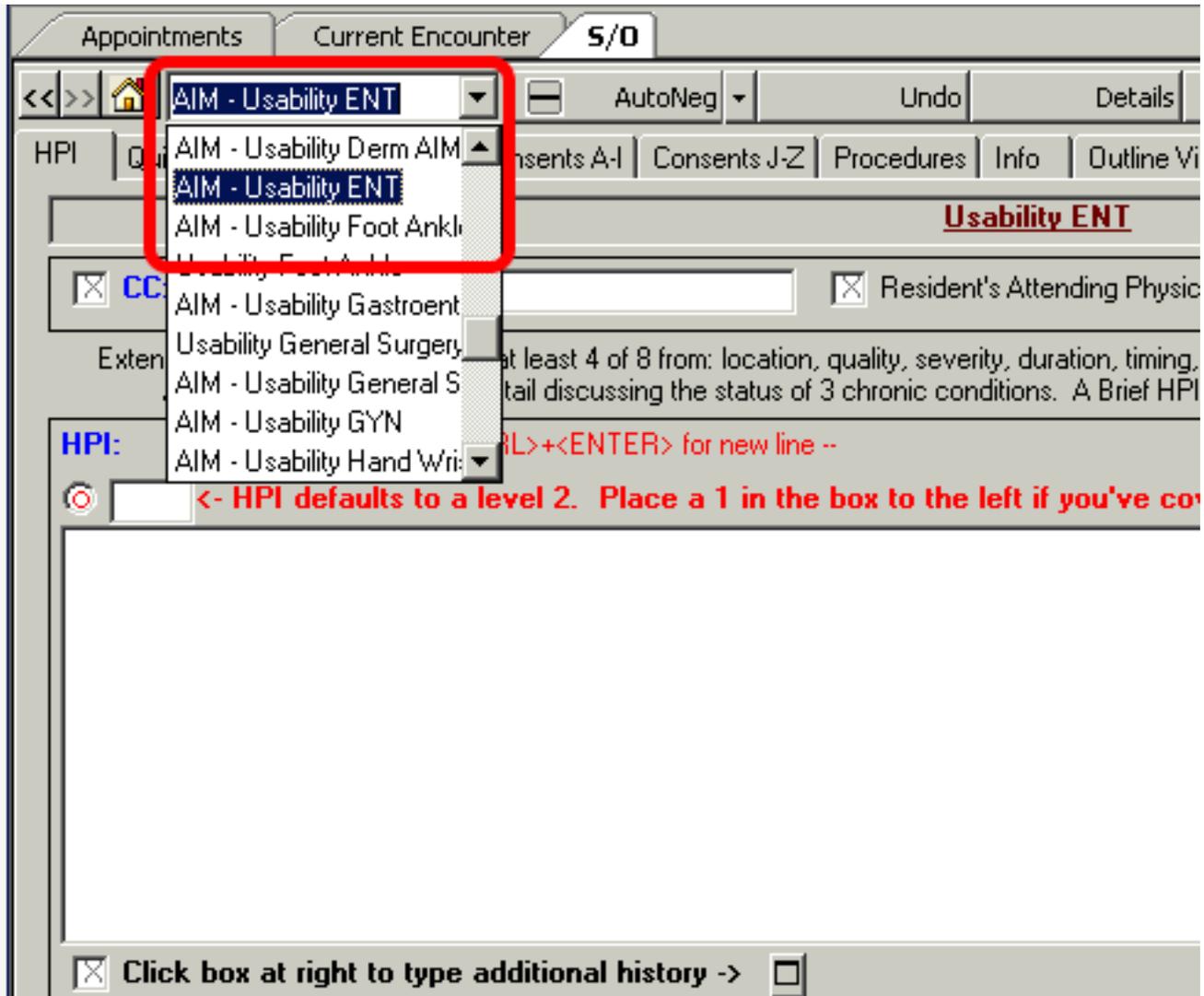
Now select the Usability ENT template by single clicking on it (it will highlight blue as shown). Then, click the 'Add Favorite' button on the top (the green plus) again.

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 ENT template



The Template can be selected for use from the Template Dropdown List.