

Auto Text with Data Tokens are not supported within Clinical Entry Workspace. Auto texts using Data Tokens need to be updated to Smart Templates.

Using Auto Text Within Clinical Entry Workspace

If an auto text contains a **Data Token**, a dash will display where the auto text should have been, and an error message will display.

How to update an Auto Text with a Data Token to a Smart Template

- STEP 1:** Click the **Manage Au**
- STEP 2:** Select the auto text abbreviation that produced an error.
- STEP 3:** Click **Edit**.
- STEP 4:** Backspace to remove the data token.
- STEP 5:** Click **Insert Templates/Tokens** icon.
- STEP 6:** Select the corresponding Smart Template to replace the Data Token.
- STEP 7:** Click **Insert**.

[illegible]

The screenshot shows the 'Manage Auto Text' dialog box in Microsoft Word. The dialog is divided into two panes. The left pane, titled 'My Phrases' and 'Public Phrases', shows a list of saved auto-text entries. The right pane, titled 'Edit...', shows the details of the selected entry. The 'Abbreviation' field contains '.test' and the 'Description' field contains 'My Signature'. The 'Edit...' button is highlighted with a red box and the number 3. The 'Font' and 'Size' dropdowns are highlighted with a red box and the number 4. The 'Show Auto Text Notifications' checkbox is checked. The 'Show Advanced View' checkbox is unchecked.

Insert Templates/Tokens

Patient: TESTING, MAX Encounter FIN: 399976240

Name	Type
Cardiac Catheterization/TEE Re...	Text Template
Age	Data Token
Age ST	Smart Template

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Previous 1 2 3 4 5 60 Next

CARDIAC CATHETERIZATION/TEE REQUEST
PLEASE PROVIDE ALL INFORMATION

DOES THE PATIENT HAVE A SWALLOWING DISORDER: YES[] NO[]

HAS THE PATIENT HAD A RECENT STOMACH OR ESOPHAGEAL SURGERY: YES

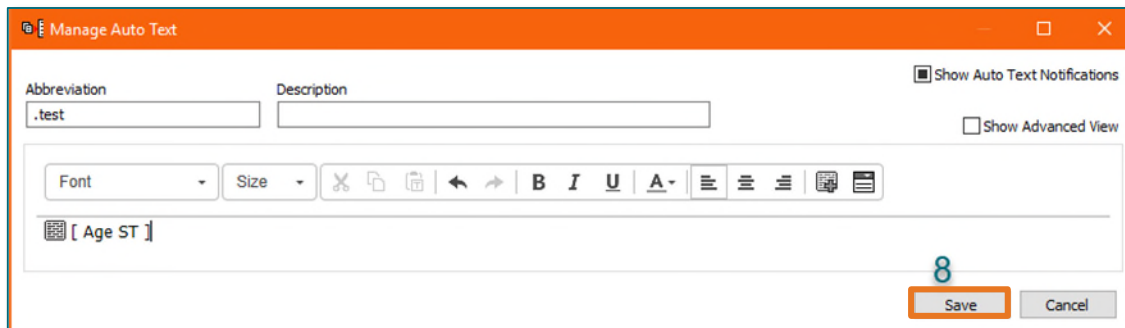
ORDERING PHYSICIAN: _____ CONTACT PERSON: _____
 OFFICE NUMBER: _____ FAX NUMBER: _____

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Insert Cancel

STEP 8: Click **Save** and close out of the Manage Auto Text box.

- The auto text has been updated with the Smart Template replacing the Data Token.



- Click [here](#) for a crosswalk of Smart Templates that should be used to replace the Data Tokens in an Auto Text.

NOTE: If there is a Data Token that is being used and does not have a corresponding Smart Template, please place a [ServiceNow ticket](#) to have one built.