

From the Office of Health Informatics Enterprise Imaging FFI Template Management

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Managing and copying templates in Fluency for Imaging Administration (FFI) allows staff to copy templates from other providers to streamline the workflow.

> Copying Templates.

- **<u>STEP 1</u>**: To copy a template from another provider select **Find**.
 - When logged in, the Basic Default report template displays.
- <u>STEP 2</u>: Select the dropdown to locate the **owner** of the template, **Modality**, **Body Part**, and click **Search**.
- **<u>STEP 3</u>**: Select the **provider** that has a template to copy.
- <u>STEP 4</u>: Select the template to be used. Select **Copy to My Templates** to copy it to Personal Templates. Click **Insert**.
- <u>STEP 5</u>: Once the template is copied it will be listed under **Personal Templates**.

Managing Personal Templates

- **<u>STEP 1</u>**: Select the dropdown arrow.
- **<u>STEP 2</u>**: Select Manage My Templates.
- NOTE: Custom templates will be listed in the Personal Template Manager.
- **<u>STEP 3</u>**: To edit a template, select a template and click **Edit**.
- **<u>STEP 4</u>**: Edit the template in the **Template Editor**.
- **<u>STEP 5</u>**: When done editing the template, click **Save**.



Find Template

EXAM:

INDICATION:

COMPARISON:

TECHNIQUE

FINDINGS:

ALL

.....

Keep Fluency on Top

Microphone Wizard Edit My Vocabulary

Update Preferences

Send Feedback
Help Documents

About

Reset Sea

For questions regarding process and/or policies, please contact your unit's Clinical Educator. For questions regarding workflow, please <u>place a ticket</u> to Health Informatics. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.