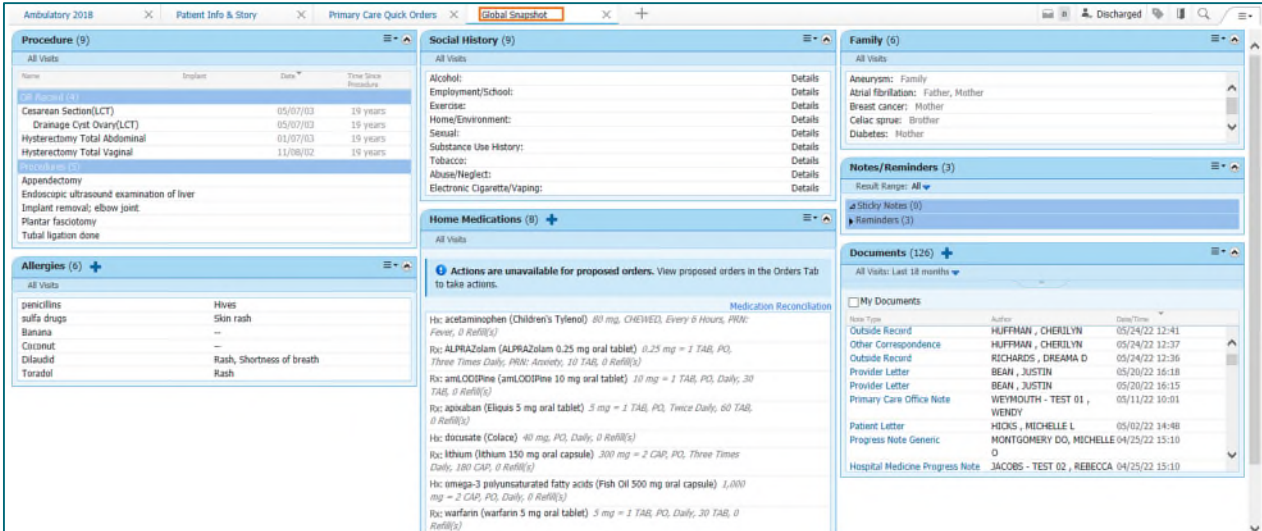


The Global Snapshot MPage combines several components to give providers a face-up view of the patient's electronic health record.

## Global Snapshot

The Global Snapshot contains the following customizable components:

- Procedure
- Allergies
- Social History
- Home Medications
- Family History
- Notes/Reminders
- Documents




## Overview of the Global Snapshot

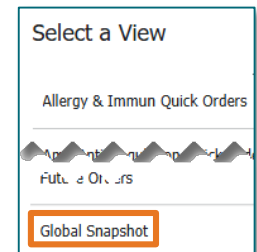
- **Components** are used to display information most pertinent to the patient.
- **Many customizations are available:**
  - Changing the order of the pages
  - Rearranging components
  - Setting component filters
  - Setting components to default expanded/collapsed
  - Changing the color of the components
  - Adding/Removing components from view
  - Changing the number of columns

**NOTE:** The Global Snapshot MPage is available to PowerChart ambulatory provider positions. Additionally, users must Exit using the Exit button to save preferences.

## Adding the Global Snapshot MPage

**Add View** : Allows the ability of adding the Global Snapshot to the new ViewPoint.

- Click **Global Snapshot** under **Select a View**.



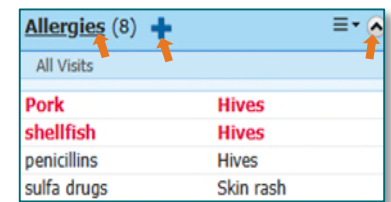
## Switching Between Pages in Provider View

- The page listed first in the tabs across the top of the link will open by default.
- Open a different page by clicking its tab.



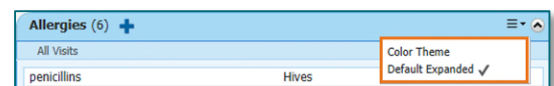
## Using the Global Snapshot Components

- **Header:** Each component has a header box at the top.
  - **Component Name:** The name of the components displays a hyperlink, if available. When the hyperlink is clicked, the chart will open in the corresponding location within the EHR.
  - **Expand/Collapse Icon:** In the upper right-hand corner of each component is the **Expand/Collapse** icon. When clicked, the component will alternate between open and close.
  - **Add Icon:** Some components contain the Add icon. When clicked, the corresponding window or link will open to enter new information into the medical record.

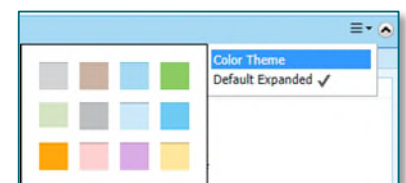


## Customizing Global Snapshot

- **Setting Components to Default Expanded/Collapsed.**
  - To change whether a component defaults expanded or collapsed:
    - Click the dropdown arrow on the component's header.
    - Click **Default Expanded** to change the setting.



- **Changing the Color of Components.**
  - The color of individual components can be changed.
  - Click the dropdown arrow in the header.
  - Click the desired color from the hover menu.

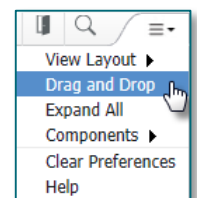


➤ **Customization Menu.**

- In the upper right corner of the screen, a menu is available that contains multiple options for customizing.
- Click to access options for each of the following tasks.
- **View Layout:** Allows customization of the number of columns.
- **Drag and Drop:** Allows users to drag and drop to rearrange components to suit their workflow.
- **Expand All:** When clicked, will change to Collapse All. Click **Collapse All** to make rearranging the components easier.
- **Components:** Can be unselected if they are not needed in view.

➤ **Rearranging Components.**

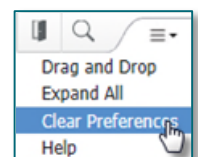
- The order in which the components display can be changed.
- Click **Drag and Drop** in the Customization menu.
- Once drag and drop has been enabled, the cursor will change to a four-headed arrow when positioned.
- Drag and Drop the component to the desired location.



**NOTE:** Page positions can only be changed by using this drag and drop technique. The Clear Preference option will not move the pages back to their original positions.

➤ **Clearing Preferences.**

- To reset the selected page to the system default view, click **Clear Preferences** in the Customization menu.
- This option will clear all preferences on the selected page, including color changes, filters, components, and open/close defaults.



**NOTE:** Remember to sign out using the Exit button  to save changes.