

This Quick Reference Guide (QRG) demonstrates how to navigate a dynamic group.

Common Buttons & Icons

	Dynamic Group icon
	Sign icon

Create a Dynamic Group

➤ From the iView and I&O screen within the patient's chart:

STEP 1: Click the section header for the appropriate device to create a Dynamic Group.

STEP 2: Click the subheading to create a Dynamic Group.

STEP 3: Click the **Dynamic Group** icon.

STEP 4: Click the appropriate selections to complete each field to create a label for the Dynamic Group.

NOTE: **Scroll down to document all information.**

STEP 5: Click OK.

Document a Dynamic Group

➤ From the iView and I&O screen within the patient's chart:

STEP 1: Click the section header for the appropriate section to document a Dynamic Group.

STEP 2: Click the appropriate subheading where the Dynamic Group is available.

STEP 3: Double-click the heading time field to activate the Dynamic Group.

STEP 4: Click the field for documentation.

STEP 5: Enter the information.

NOTE: **Click the X Close or Tab button after documentation if a secondary window opens.**

STEP 6: Click another field needing documentation, as appropriate.

NOTE: **Click Tab will move the cursor to the next available field for documentation.**

STEP 7: Click the **Sign** icon when documentation is complete.

Inactivate a Dynamic Group

➤ From the iView and I&O screen within the patient's chart:

STEP 1: Navigate to the appropriate section where the Dynamic Group is located.

STEP 2: Right-click the Dynamic Group heading time cell to inactivate.

STEP 3: Click **Inactivate**.