

Keyboard Shortcuts

MY AVATAR KEYBOARD SHORTCUTS FRONT DESK HOME VIEW (Fig. 1)	
Field or Command Name	Shortcut Key
Browse Forms	B
Coming in Today	F
Help	P
Lock	K
My Clients	M
My Forms	Y
My Staff (Staff Tab)	M
Recent Clients	R
Recent Forms	E
Recent Staff (Staff Tab)	R
Search Clients	S
Search Forms	A
Search Staff	S
Sign Out	G
Sign-out Confirmation "Yes"	Y
Sign-out Confirmation "No"	N
Staff Calendar	F

MY AVATAR KEYBOARD SHORTCUTS CLINICAL HOME VIEW (Fig. 2)	
Field or Command Name	Shortcut Key
Browse Forms	B
Help	P
Lock	K
My Calendar	C
My Clients	M
My Forms	Y
My Staff (Staff Tab)	M
My To Do's	T
Recent Clients	R
Recent Forms	E
Recent Staff (Staff Tab)	R
Search Clients	S
Search Forms	A
Search Staff	S
Sign Out	G
Sign-out Confirmation "Yes"	Y
Sign-out Confirmation "No"	N

MY AVATAR KEYBOARD SHORTCUTS CHART VIEW (Fig. 3)	
Field or Command Name	Shortcut Key
Browse Forms Icon Button	O
Chart Section	I
Close Chart Icon Button	C
Customer Chart View Icon Button	W
Customize Form	F
Help	P
Home	H
Lock	K
Overview	V
Refresh Chart Icon Button	R
Select the Open Client	1, 2, 3,...
Sign Out	G
Sign-out Confirmation "Yes"	Y
Sign-out Confirmation "No"	N

Helpful Tips

1. It is easy to make home view and chart views distorted by undocking, re-docking, minimizing, stretching, and closing widgets. Reload Home and Chart Views by using the checkerboard icon, clicking on Reload Home View and clicking on Apply. Views will also be restored when you log off.
2. Client and Staff Widget – Open a form by clicking a client and/or staff once, then clicking a form once (Admission (Outpatient) and MAA are good examples).
3. The Staff section in the Client and Staff Widget will not be populated until Appointment scheduling is implemented.
4. In Preferences, it's important to go to the Chart tab and set a limit to the number of open episodes that are displayed for a client. We recommend a limit of 5. If not, clients who have a lot of episodes will be difficult to display in Chart View.
5. My Forms – My Favorites from the old Avatar will populate into My Forms. You can move items from Recent forms into My Forms. Also, choose the edit button in this widget to show how you can organize “My Forms” the same way you did in the old system
6. Use Shortcuts and Smart Search Features.
7. Use Refresh icon in Widgets in Chart View after new data entry to view the up to date chart.
6. Become familiar with all the icons on Chart View to : Add Client, Home, Overview, Refresh, Close Chart, Customize Forms
7. You can have multiple clients open at one time, the highlighted client name is active.
8. You can add or edit data from Chart View.
9. Know control panel buttons: Submit, Add to Favorites, Close form, Close all forms (does not give a “are you sure warning”, Add Client to My Clients (remember, this does not stick).
10. Use the Tab and Arrow Keys to navigate through the Form.
11. You can open multiple forms for a client using the + key.
12. Use Zoom to view data at a closer range.
13. Find client allergies in the Allergies widget in the Chart View. These are accurate as they come from InfoScriber. Allergies in the top right in Client Data Bar are not accurate.

Frequently Asked Questions

1. On the Home View, I re-sized some widgets, now I can't find other widgets that were there. How can I return to the basic Home View?

Answer: Click on icon (box) on Menu Bar between Help and your Username. This takes you to Preferences/Widgets. Click on Reload Home View. Press Apply. Click on Home View in upper left.

2. How do I get to the Chart View?

Answer: Double click on the client name in My Clients, Recent Clients or Search Clients box.

3. How do I get from Chart View back to my Home View?

Answer: Click on Home button in upper left.

4. Is F5 the delete/clear function?

Answer: Yes

5. Can you accidentally remove clients from My Clients permanently?

Answer: No you can only remove clients you have temporarily added to MyClients.

6. Will clients that are discharged still show in MyClients?

Answer: No, just as with the current Avatar system, only clients with open episodes appear in My Clients.

7. Does spell check wrap to start at top of text field?

Answer: Yes, in Preferences/SpellCheck options make sure you check the box "Check spelling from start of text" to enable this feature.

8. Are there accommodations for end-users who are color-blind?

Answer: Yes. My Avatar includes a setting for end-users who are color blind. In order to activate that setting, please contact the Avatar HelpDesk. Once this setting is activated, the red required fields appear in bold print. In addition, a black border appears on active fields that user is entering data entry in.

9. Can we access other program's episodes?

Answer: Yes, if you have that access now. Your user privileges will not change with My Avatar.

10. We have problems with other facilities closing episodes incorrectly – how can we prevent that?

Answer: NO ONE should be closing any episode other than their own.

11. Will clients that need PFI be on a report or a widget?

Answer: This information is found on reports, just as now. For an individual client, you may search for client, highlight then choose PFI from forms to display the PFI for each episode.

12. Can you import PFI from other episodes?

Answer: Yes, you can link financial information from one episode to another.

13. Chart View – if you delete a form by mistake, does it automatically refresh when you log off.

Answer: No, you have to add it back.

14. How can I recover if lost in re-sizing, minimizing widgets?

Answer:

In Home View – If you have re-sized or lost some widgets and you just want to return to the default view, click on the checkerboard icon at top right. You are now in “Customize Widgets” form. Go to bottom left of form, click on “Reload Home View”. You are prompted to confirm reload. Click yes and click on “Apply”. Your original View re-appears.

In Chart View – If you have re-sized or lost some widgets and you just want to return to the default view, hover over the checkerboard icon at top right of the chart (not the form) to find “Customize Chart View”. Click on the icon. Go to bottom left of form, click on “Reload Chart”. You are prompted to confirm reload. Click yes and click on “Submit”. Your original View re-appears.

15. What does the Overview button do?

Answer: Press to revert back to chart view after chart inquiry

16. What does Customize forms do?

Answer: Don't try this at home!