# Santa Cruz AVATAR TIPS

Undock a widget to full-screen by first, clicking on the curved arrow in the very upper right corner of the widget.

Then, click the little square in the upper right corner to enlarge to full screen. To replace the widget, click the curved arrow again.

If you can't find a section of a document, you may have accidentally hidden it. Click on the triangle on the gray bar to open the section back up again.
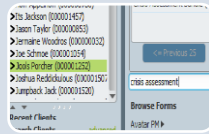
On the Home Console, you can click on a client once to select the client. The client will be highlighted in green. Then, with the client highlighted, open up a form. The form will have the client information and you can avoid the Select Client screen. This works on most forms.
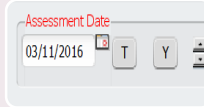
In date fields, you can use T for today instead of entering a date. You can also use Y for Yesterday. T-30 = 30 days in the past.
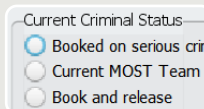
To clear a question that has radio buttons in it, click on one of the buttons, and then click F5. This will clear all the radio buttons in that question.

Red Flags on documents guide you to questions you need to complete before the document can be finalized.

Don't forget to click the "Refresh" button Widgets to get the most updated information.

If your widgets get moved around and you want to reset them, click the little checkerboard on the upper right of your screen to go to the reset page, then click "Reload Home View," then click "Apply."

Lightbulbs on forms are helpful links to information about filling out a particular question or field. Hover over the lightbulb to see information or click on the lightbulb to open a window that shows the information. To get out of this window, click "OK" down at the bottom of the window.

MISCELLANEOUS TIPS

❖ Type in Avatar Resources in the forms search to quickly go to Santa Cruz web materials including the clinicians manual.

❖ When completing forms, make sure you select the correct episode or your note will be misfiled to the wrong program.

❖ In some lists, you can click CRTL+A to select all items and CRTL+D to deselect all items. You can use arrow keys to move around in a list box and the space bar to check items.

❖ Your Scheduling calendar is not the same as your My Calendar Widget on your home screen. You can launch progress notes from both, but you can only schedule and manage appointments from your Scheduling Calendar.

Diagnosis Form

1. Don't forget to click "Add Item to Treatment Plan" for each diagnosis. (At the bottom of the form.) Otherwise, the diagnosis will not show up when you try to do a Treatment Plan.

2. Make sure you add an Estimated Onset Date for each diagnosis. This is another element that is required in the Treatment Plan.

Treatment Plans

1. When writing goals, objectives and interventions, click on the problem, goal, or objective above where you want the next item to be. This way the correct items are associated with each other.

2. Add problems in the Problems Table on the Plan Page (the first page). Do not add problems on the Plan Builder Page (the second page).

3. Make sure you check the problems you want to address in the Problems field. You don't have to check every problem, just the ones you want to write the goals on.

4. Be very careful when entering your Authorization Start Date. Once you enter it, you cannot change it. If you make a mistake, you will need to redo your plan.

5. Authorization Start Date = Opening Date to Your Current LE

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