

## How to Launch CareSync Exchange based on your EMR

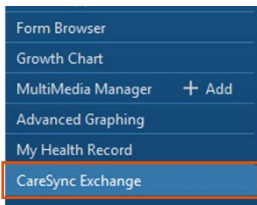
Please select the option below that applies to your clinical environment.

Accessing CareSync Exchange varies depending on the EMR used by your health service:



### Widget access

CareSync Exchange is available within the EMR via an on-screen embedded widget.



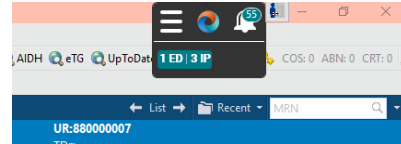
### Menu option access

CareSync Exchange is accessed through the EMR menu

## Widget access

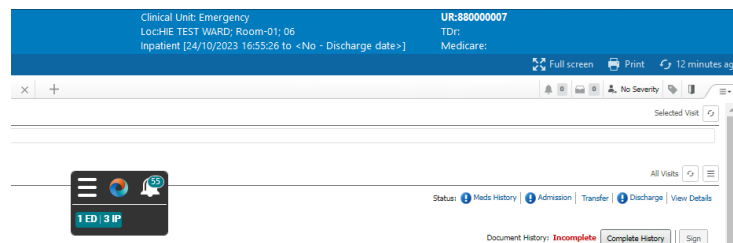
### Launching CareSync Exchange

1. Open a patient chart.
2. The CareSync Exchange Widget will appear in the top right corner of your screen.



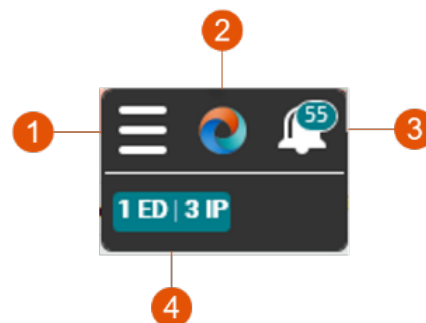
### Moving the Widget from its default position

1. Drag the Widget to your preferred spot. It stays there for this session and resets to the default position when you next sign in.



### Identifying what's on the Widget

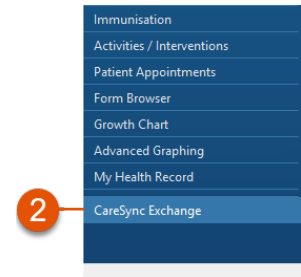
1. Personalise settings e.g. font size  
Refer to the 'Personalising CareSync Exchange quick reference guide' for more detail.
2. Launch CareSync Exchange Window.  
If no patient data is available, this button will appear greyed out.
3. Notification of new patient information for past 30 days  
Refer to the 'Identifying New Patient Information – Notifications and Badges' quick reference guide for more detail.
4. At-a-glance patient information, including your health service over past 12 months.  
Refer to the 'Identifying New Patient Information – Notifications and Badges' quick reference guide for more detail.



## Menu option access

### Launching CareSync Exchange

1. Open a patient chart.
2. Scroll down the left-menu and select CareSync Exchange.
3. CareSync Exchange opens within the EMR window.



4. Optional: Use Tear Off tool to detach CareSync Exchange into a separate window from the patient chart in the EMR.

