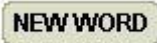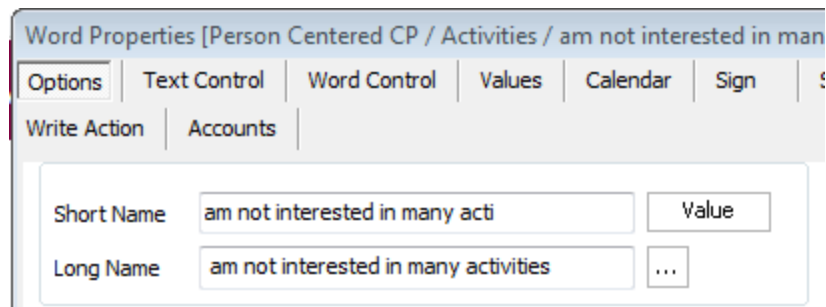# Word Setups

Adding Words to the System

Words may be added to the system to personalize the choices available on the screen. When adding words to the system the user should have in mind how they would like the word to function in certain screens. Is this a word that needs to behave in a particular manner on the electronic MAR? Is this a word that should be a button word? Should it have an entry break? There are two ways to add words to the system: creating them from scratch and copying and pasting existing words.

Create words from scratch

1. Click the **Setup** icon.
2. Select the desired section.
3. Double-click the desired topic.
4. Right-click an empty cell where the new word is to be located. A menu appears with the choices of: New, Paste, and Global Setup.
5. Select **New**. A **NEW WORD** NEW WORD appears in the cell.
6. Double-click the **NEW WORD**. The word control screen appears.
7. Type the word name in the Short Name area. This is what appears in the word grid. If the word name does not all fit in the Short Name area, the Long Name area may be utilized as well.
   - The Long Name only needs to be used if everything does not fit in the Short Name. The Short Name is what will display on the button word, however the Long Name is what will document.
   - If the Long Name is left blank, then whatever is in the Short Name will document.
8. Click **OK** to save the changes.

Copy/paste existing words

Most users who are taught setups are trained that it works best to copy and paste a word. This is useful because the new word (that was pasted) carries over all the setups from the copied/mentor word. This works perfectly if the new word needs to have the same preceded word, or the same values, etc.

1. Click the **Setup** icon.
2. Select the desired section.
3. Double-click the desired topic.
4. Right-click on the word to be copied and select **Copy**.
5. Right-click an empty cell to paste the copied word and select **Paste**.

- Words may be copied and pasted into other topics. When this occurs not all the links copy over.
- Multiple words may be copied/pasted at once by highlighting multiple words.

Copy/Auto-Set existing words

By using Copy/Auto-Set, you can not only copy a word, but copy it and automatically set the new word to all of the same reports, tasks, formulas, links, and financial algorithms as the mentor word.

1. Click the **Setup** icon.
2. Select the desired section.
3. Double-click the desired topic.
4. Right-click on the word to be copied and select **Copy/Auto-Set**.
5. Right-click an empty cell to paste the copied word and select **Paste.** An Auto Set window will appear.
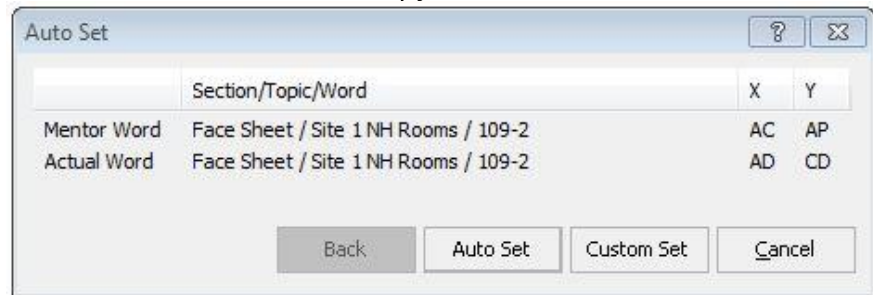
6. To automatically set the word to all the same reports, tasks, formulas, links, and financial algorithms, click **Auto Set**.
   - If you want to select which reports, tasks, links, and financial algorithms to set, you can perform a Custom Set. Click **Custom Set** and select which tasks to set this word to.

Examples of when to use Copy/Auto Set

- Adding a new Rooms topic in the Face Sheet tab (auto set the header word ROOM)
- Adding a new Physician topic in the Face Sheet tab (auto set the header word PHYSICIAN)
- Adding additional lab names (auto set the new lab word added in)

Move Words

Words may be moved anywhere within the topic they exist. Words may be moved one at a time or multiple words at a time. There is also the option of sorting the words in alpha-numeric order. If words are no longer desired in the topic, we recommend that they be moved to the far right side of the word grid.

You should **NEVER** delete words. After the word is deleted, it is removed from all charts in which it was documented.

Move individual words

1. Select the **Setup** icon.
2. Select the desired section.
3. Double-click the desired topic.
4. Right-click the desired word. A menu appears with the choices of: Properties, Delete, Move, Copy, and Print Values.

5. Select **Move**. A paper is attached to the cursor signifying it is ready to move.
6. Click the empty cell where the word is to be moved.

Move multiple words at once

1. Select the **Setup** icon.
2. Select the desired section.
3. Double-click the desired topic.
4. Highlight all words to be moved (Click on the upper-most word and then either hold **Ctrl** and click to select multiples or click on the upper-most word and then hold **Shift** and click to highlight an entire section.)
5. Right-click one of the highlighted words.
   - It works best to right-click on either the first or last word in the group.
   - A menu appears with the choices of: Properties, Delete, Move, Copy, Sort, Print Values
6. Select **Move**.
7. Click the empty cell where the active cell is to be moved. The active cell is the word that was right-clicked.

Sort/alphabetize words

1. Select the **Setup** icon.
2. Select the desired section.
3. Double-click the desired topic.
4. Highlight all words that are to be alphabetized. Multiple words may be selected by holding **Ctrl** while selecting words.
5. Right-click one of the highlighted words. A menu appears with the choices of: Properties, Delete, Move, Copy, Sort, Print Values.
6. Select **Sort**. The question "Do you want to sort all selected words, including button words?" appears.
7. Click **Yes**.

Alter Existing Words

There may be a time when an existing word needs to be "renamed." For example, the word "Incident" may be changed to "Occurrence" per policy. Be aware that changing the name of a word changes it in every chart in which it was documented. If it is not to be altered in the previously documented charts, a new word must be made.

1. Click the **Setup** icon.
2. Select the desired section.
3. Double-click the desired topic.
4. Double-click the word that is to be changed. The word control screen appears.
5. Make the desired changes and click **OK** to save.

Sequential (editing words with different properties)

Sequential works well when you need to edit the properties of a group of words that have **different properties**.

1. On a word setup screen, select the words in the group you want to edit.
   - To select multiple consecutive words in a column or row, select the first word and then press and hold **Shift** while selecting the last word.

   - To select multiple words that are not in one consecutive column or row, press and hold **Ctrl** while clicking on the words to select. Words do not have to be grouped together for this feature to work.

2. Right-click on the group of words (or on one of the words that is selected) and select **Sequential**.
3. The Word Properties window will appear for you to make an edit to the first word in the sequence.
4. To move to the word properties for the next word in the sequence, click the **Next>>** button on the bottom left of the window (instead of clicking OK). If you want to move back to a previous word, click the **<<Previous** button on the bottom left of the window.
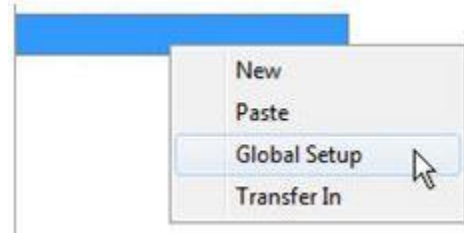
Examples of when to use Sequential
- When editing the long name of a group of words
- While removing a user/user group from the Send property tab of several words in a screen
- When changing the Sign features of a group of words in the Treatment topic

Global setups (editing words with the same properties)

Unlike the Sequential feature, the global setup feature is used for changing the word properties of several words in different topics to have the **same property**. For example, global setup may be used to change all of the Physician Orders topics from military time to standard time. Note that global setups may be used for any tabs within word properties.

1. Click the **Setup** icon. Select a section and double-click to open a topic.
2. Within the topic, right-click into a white space and select **Global Setup**.
3. A Word Properties window will appear. From here you will be able to make your preferred global changes.
4. Because changes are being made globally, you must double-click everything to activate it (to help avoid making mistakes).
   - Use the green hand as your pointer to double-click an item and make changes.
   - After activating a field and making your changes, you can click the red hand and use the pointer to double-click to once again inactivate the field. (Optional)
5. After making your designated changes, click **OK** to close the Word Properties window.
6. The user is then presented with all of the tabs in the system. Select the appropriate words to change by first selecting the section and topic.
7. Click **Search** to search for particular words, or click into a tab and topic and select the words within a topic.

Removing Words from the System

There may come a time when topics are updated and words are moved or no longer needed. *Words should never be altered once they have been documented.* If words are no longer needed, it is recommended that they be moved to the far right side of the word grid. **DELETING WORDS IS NOT THE RECOMMENDED ACTION.** When a word that has been used in documentation is deleted, a symbol is left in place of the deleted word. The symbol is called a fencepost that looks like: "=/=." Deleting a word also removes it from reports, graphs, calendars, billing screens, calculation screens, MARs (electronic and paper), triggers, MDS links, etc. In other words, it is completely removed from the system and will not be able to be recalled.

The system also contains "information" words such as Easy access buttons, standing order buttons, or informative text within topics where the words are there to launch a task or provide information, but do not actually document anything. These words can be deleted without consequence.