

Copying an Access Button

Access buttons can make navigating ECS faster and easier. If you have a handy button that would also be useful to others, you can copy it to their screen.

Start on your access screen.

- Navigate to the Access screen with the button that you would like to copy.
- Then click on Toolbar at the top of your screen.
- Select Setup from the options that pop up.
- You will see the Access screen that you were on in a setup view.
- Right click on the button that you would like to copy, and choose Copy from the menu that appears.

Go to the destination screen.

1. Go back to your Easy tab and navigate to the screen where you would like to add the new button.
2. Again, click Toolbar at the top of your screen, and select setup from the options there. You should now see a setup view of the destination screen.
3. Right click in an empty cell and select Paste.

Voila!

1. You have now copied a button from one screen to another.
2. If you need to do some organizing to fit the button on the screen better, you can right-click on any button and select Move from the options that pop-up. Then click in an empty space to place the button in a new location.
3. While we do not advise deleting words from documentation topics, Access topics are fair game. Access buttons are merely shortcuts for your convenience and as such, there is nothing that you can do with an Access button that you cannot also do with your American Data - ECS dropdown menu. Manipulating access screens is a great way to start learning word-building skills in ECS!
4. There are more in-depth resources available on Client Sign-On, or by reaching out to clinical support at (800)464-9942 or clinical@american-data.com