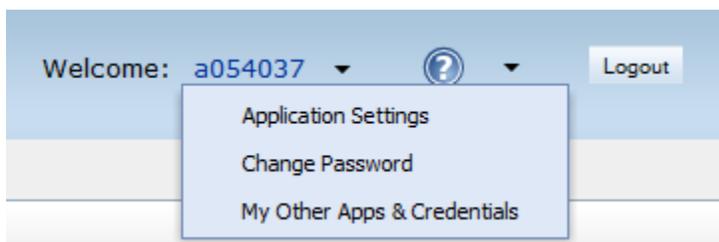


My Workspace

1. The default view when first logging in is the My Workspace page.
2. The banner contains the Search for a patient button, a drop down where you can make some application settings changes, and a drop down that links to the full vendor user guides.



3. Click the down arrow next to your user ID to see the application settings menu.



4. Click the down arrow next to the information icon to see the user guide menu.



5. The My Workspace page consists of a Secure Message notification area, My Patients List, and My Recent Patients List.

Connect HIE powered by
Allina Health

Search for a patient

My Workspace Secure Messaging Patient Care Administration

My Workspace

Notifications (2) New Messages

My Patients List

3 days 5 days 1 week 1 month 3 months All View

Name	Gender	DOB	Age	ID	Relationship
No data to display					

Page 1 of 1

My Recent Patients

3 days 5 days 1 week 1 month 3 months View Add to...

6. To change the configuration of the columns, click on the gear icon on the far right side of the component.



7. The configuration window opens allowing you to Display, Hide, Move Up or Move Down, along with sorting on different columns in Ascending or Descending order. If you need to go back to the default settings, click the Reset to System Defaults button on the bottom left side of the window. Click Save when done

Site Preferences

Available Columns

Date

Displayed Columns

Name

Gender

DOB

Age

ID

Relationship

trash

▶ Display

◀ Hide

▲ Move Up

▼ Move Down

Display Sort Column

Name Ascending

Displayed Rows *

10

Reset to System Defaults

Cancel Save

8. My Recent Patients displays a list of patients you have viewed data for. You can filter the list by clicking on the time view buttons.

9. To add a patient to My Patient List from My Recent Patients, click on the patient you want to add and then click the Add to... drop down and click My Patients List.

