

# Documentation – Sharing Auto Text Between Users



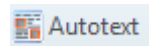
Digital Health  
CONNECTING BEST CARE

Digital Health  
Quick Reference Guide

This Quick Reference Guide will explain how to:

Share personal auto text templates with other users.

1. Select **Autotext** from the Organizer bar.
2. Use the User Search to search for the name of the clinician's autotext library that you want to copy from.



Autotext



No User Selected

Search User



3. Select the Auto text you would like to copy into your own library and select **Copy**.

Autotext

Search User

Abbreviation	Description	Update Date
.endo_osteoporosis_bloods	Endo osteo bloods	22/05/2023
.endo_PE	Endocrinology Physical Exam	22/05/2023
.endo_SGLT2_OP_instructions	SGLT2 instructions	22/05/2023
.endo_SGLT2_instructions	SGLT2 Inhibitor Instructions	22/05/2023
.endodiabetesA&P	Diabetes Assessment and Plan	22/05/2023
.fluidrv	Fluid Review	19/08/2021
.GDM_Nutrition	Gestational Diabetes (GDM) COVID-19 Modified Sessi...	22/05/2023
.genmed_Anaemia	General Medicine Anaemia Template	22/05/2023
.genmed_COPD_LRTI	General Medicine COPD/LRTI Template	22/05/2023
.genmed_Medications_Review	General Medicine Medications Review Template	22/05/2023
.med_OP_Anaemia_Clinic	General Medicine Outpatient Anaemia Clinic	22/05/2023
.med_OP_COPD/LRTI_clinic	General Medicine Outpatient COPD/LRTI Template	22/05/2023
.med_OP_Medications_Rv	General Medicine Outpatients Medications Review Te...	22/05/2023

My Auto Text Library

Abbreviation	Description	Update Date
.NEOWWRNICU	NICU WR	23/02/2023
.neon_immunisations_table	Neonate Immunisation Table v01.23	23/02/2023
.neon_IP_Complex_DC_Summary	Neonate Complex Discharge Summary v01.23	23/02/2023
.neon_IP_SimpLDC_Summary	Neonate Simple Discharge Summary v01.23	23/02/2023
.neon_ROP_assessmenttable	Neonate Retinopathy of prematurity assessment table v...	23/02/2023
.RDBDIABCOMORB		14/06/2023
.RDBDIABETES	Rahul Diabetes Test	14/06/2023

Preview Auto Text

[Age] [Gender] presents for a \_ review.

Current:

Diuretic(s) - /day

Fluid Restriction - /day

Physical Exam:

Mucus Membranes -

JVP -

Chest Auscultation -

Peripheral Oedema - up to level of \_

Impression

4. You may rename the abbreviation to your own preferred shortcut phrase before selecting **Copy**

Copy Auto Text (1)

Proceeding to copy will add the following Auto Texts to your library.

Abbreviation	Description	My Abbreviation	My Description
.fluidrv	Fluid Review	.fluidrv	Fluid Review

Copy Cancel

5. Select **Log out** and the system will log back in.
6. You may now use your copied phrase in documentation.