


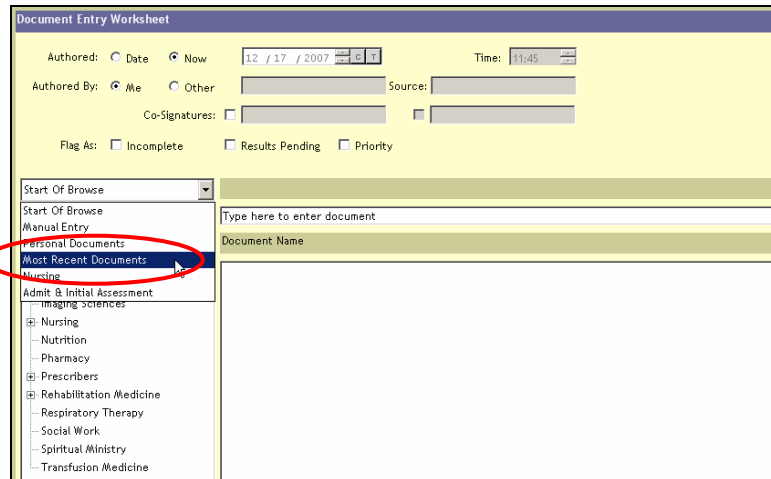


Most Recent Documents Filter

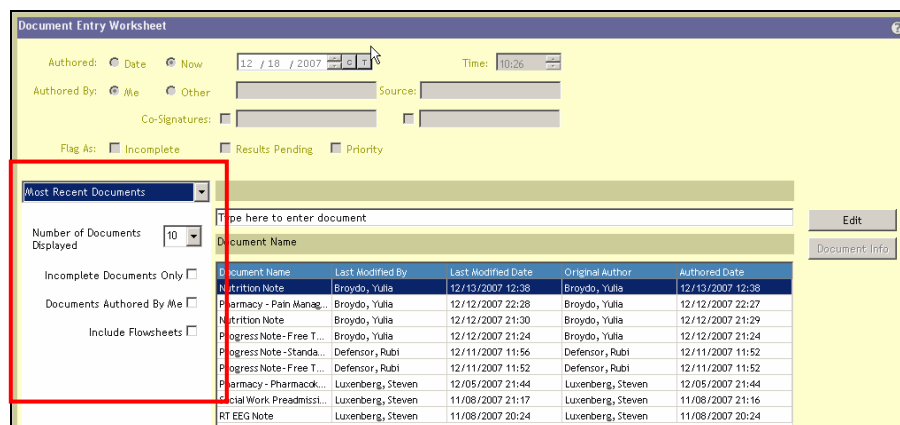
1. The below are two ways to customize your view of **Most Recent Documents**:

a. From the **Document Entry Worksheet**.

- Select the **Enter Document** icon . The **Document Entry Worksheet** displays.
- From the **Start of Browse** drop down list, select **Most Recent Documents**.

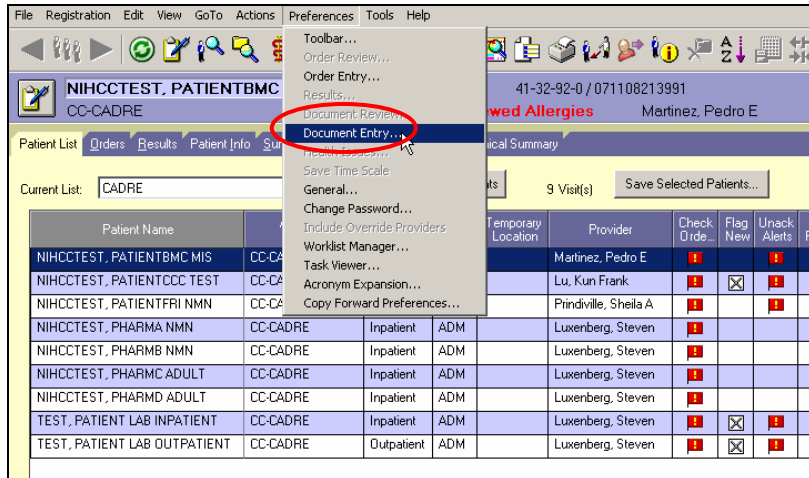


- Select the desired filter settings in the left panel below **Most Recent Document**.



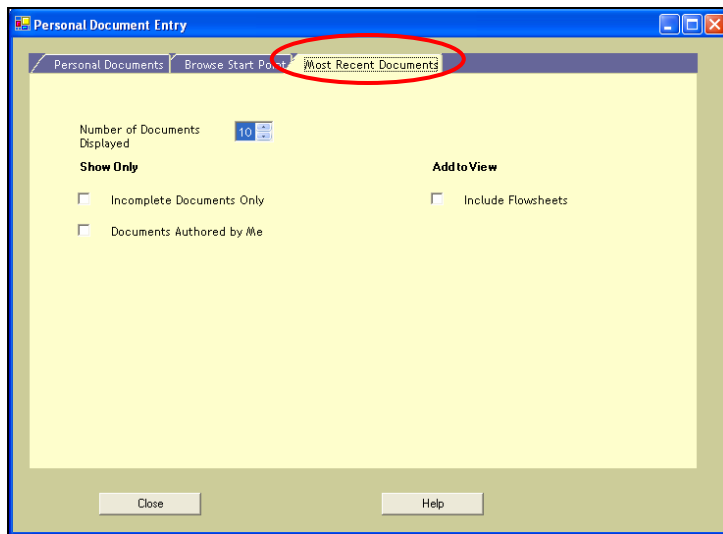
Document Name	Last Modified By	Last Modified Date	Original Author	Authored Date
Nutrition Note	Broydo, Yulia	12/13/2007 12:38	Broydo, Yulia	12/13/2007 12:38
Pharmacy - Pain Manag...	Broydo, Yulia	12/12/2007 22:28	Broydo, Yulia	12/12/2007 22:27
Nutrition Note	Broydo, Yulia	12/12/2007 21:30	Broydo, Yulia	12/12/2007 21:29
Progress Note - Free T...	Broydo, Yulia	12/12/2007 21:24	Broydo, Yulia	12/12/2007 21:24
Progress Note - Standa...	Defensor, Rubi	12/11/2007 11:56	Defensor, Rubi	12/11/2007 11:52
Progress Note - Free T...	Defensor, Rubi	12/11/2007 11:52	Defensor, Rubi	12/11/2007 11:52
Pharmacy - Pharmacok...	Lucenberg, Steven	12/05/2007 21:44	Lucenberg, Steven	12/05/2007 21:44
Social Work - Preadmissi...	Lucenberg, Steven	11/08/2007 21:17	Lucenberg, Steven	11/08/2007 21:16
RT EEG Note	Lucenberg, Steven	11/08/2007 20:24	Lucenberg, Steven	11/08/2007 20:24

- b. From the **Preferences** option on the menu bar.
- Select **Preferences** → **Document Entry**.



The **Personal Document Entry** window displays.

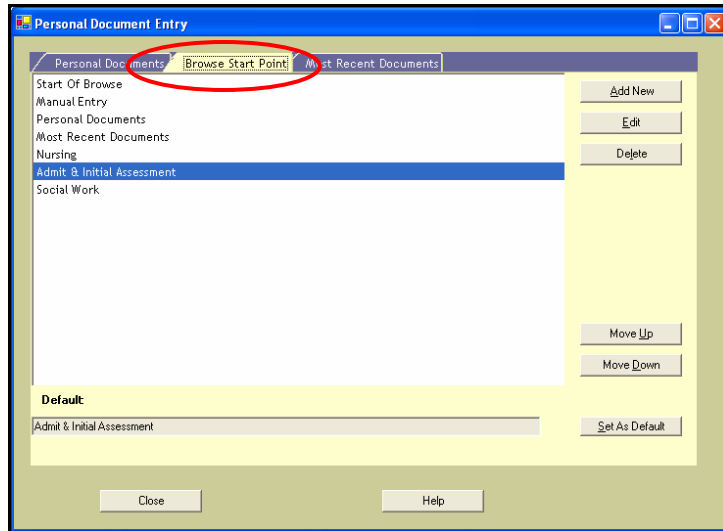
- Select the **Most Recent Documents** tab.



- Select your desired filter options.
- Select **Close**.

2. To customize your **Browse Start Point**:

- a. Select the **Browse Start Point** tab from the **Personal Document Entry** window.



- b. Make desired selections. For example, rearrange the order of your **Browse Start Point** by using the **Move Up** or **Move Down** button. Add new categories by using the **Add New Button**.
- c. Click **Close**.