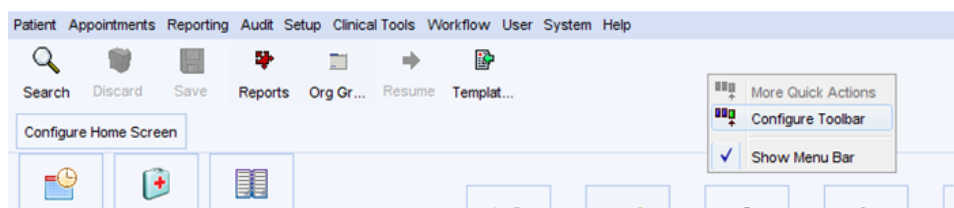


Create SystemOne Shortcuts

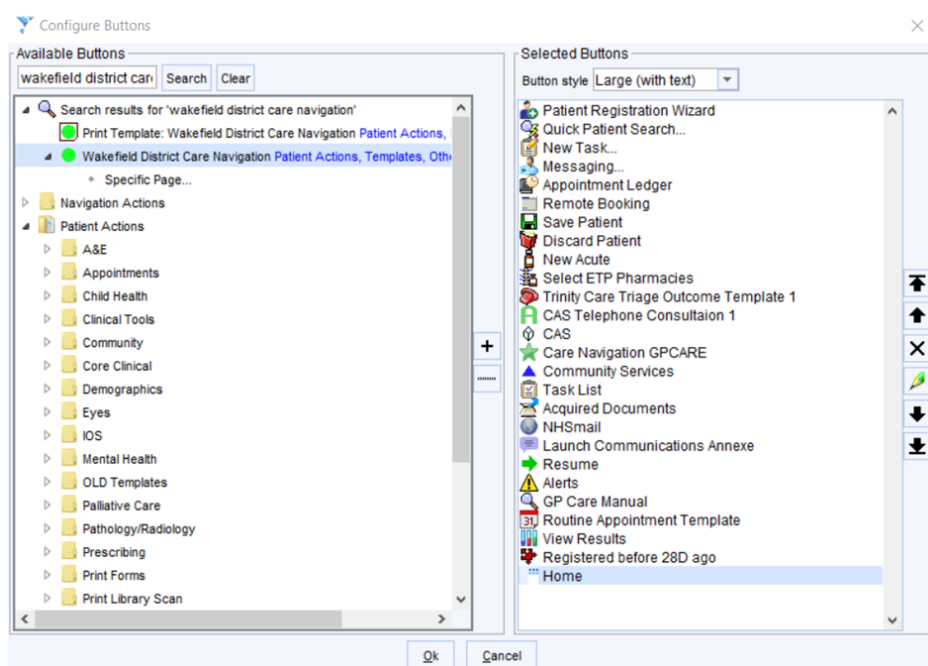
Please check with either your practice manager or IT lead that you don't have your toolbar settings set by the practice first.

If you don't, please proceed

1. Load SystemOne
2. Right click next to your current shortcuts
3. Click Configure Toolbar



4. Left click on your current large shortcuts
5. Click 'Amend button set'
6. Next, search for the Quick action button you want to add by entering the text into the search bar (The name of your Care Navigation template – if you don't know what that is please consult your local Care Navigation Lead)
7. When you've found your local template, double click the selected button and it should transfer over to the right-hand column. You can add several quick action buttons at a time.



8. When you've selected all the quick action buttons you need click ok.
9. Then Ok again.

