

UHCare 5.5 Getting Started

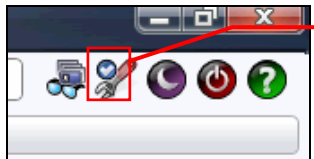
Use this guide to help you quickly begin using UHCare 5.5.

For Additional Assistance:

- Prepare for downtime and recovery. Go to the UHCare Intranet home page, and select **Downtime procedures** from the left menu.
- Complete the “UHCare 5.5 What’s New” CBT,” which you can access through the LMS or from the UHCare Intranet home page.
- Log into the UHCare Practice Environment by clicking the link from the UHCare Intranet home page.

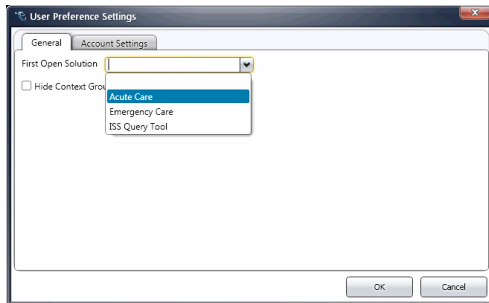
Set Your Default UHCare Application

A recommended practice is to set your default UHCare Application. Do the following:



1. From the Gateway toolbar, click the **Preferences** icon.

2. From User Preference Settings dialog box, click the **General** tab.



3. From the **First Open Solution** drop-down list, select the UHCare application you want to open each time you log on.
4. Click **OK**.

Tips

Tab-Level Toolbars








The tab-level Toolbars contain commands specific to the active chart tab.

Commands specific to chart tabs can now be accessed from the tab-level toolbar, the menu bar, and the right-click menu.

Tips (continued)

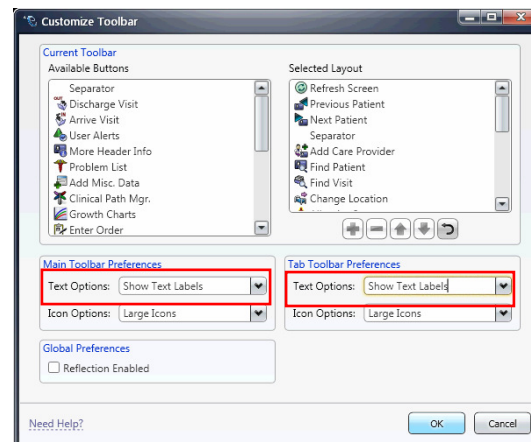
Gateway Toolbar

	Click to access a list of recently-viewed patients. Selecting a patient from the list opens their chart.
	Click to change your password and select the default UHCare application to open upon log in.
	Click to suspend your UHCare session.
	Click to log off UHCare. If you have unsaved edits on a record, you will be alerted to save or cancel them before you can log off.
	Click to open help.

Turn on Toolbar Text

To help you identify the function of the icons, you can display identifying text. Do the following:

1. From the **Preferences** menu, select **Toolbar**.



2. From the Text Option drop-down lists, select **Show Text Labels**.
3. Click **OK**.

Log In

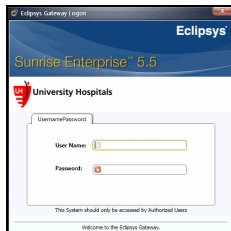
At go live, you'll see a new icon on your desktop:

If you've logged in:	You'll see:
from within a UH facility	UHCare Inpatient icon
outside of a UH facility	UHCare Inpatient Remote icon

If do not see these icons, contact the UH IT&S Service Desk: 216-844-3327.

To log into UHCare:

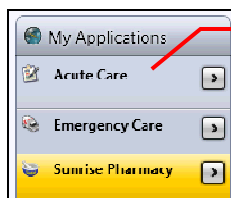
1. Log into or tap into your workstation.
2. Double-click the **UHCare Inpatient** (or UHCare Inpatient Remote) icon.
3. Log into UHCare using your credentials.



UHCare opens.

Note ► The first time you log in to UHCare, you'll see a white screen.

4. From the UHCare sidebar, click the application you need.



Click an application to open.

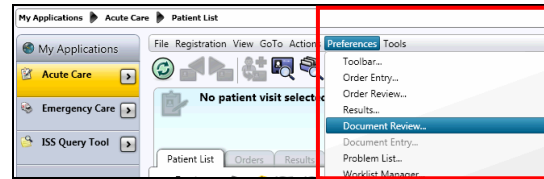
Note ► The next time you log in, the application you selected will open by default.

UHCare 5.5 Getting Started – 7/26/11

Set Documents Tab “No Flowsheets” Filter as a Default

The “No Flowsheets” filter suppresses the new documents that are created on the Documents tab when new time columns are added to the Vital Signs and I/O Flowsheets. Set the “No Flowsheets” filter as your default.

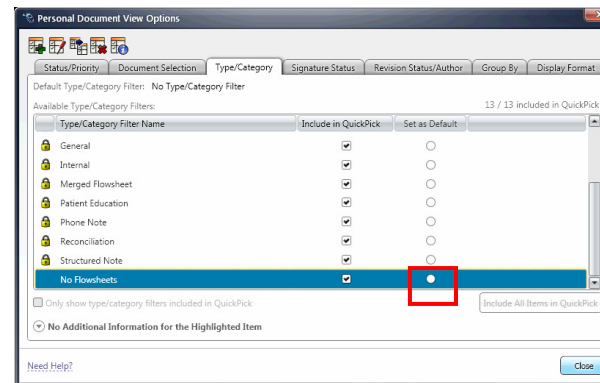
1. From the **Preferences** menu, click **Document Review**.



The Personal Document View Options window opens.

2. Click the **Type/Category** tab.

The “No Flowsheets” filter appears in the Type/Category list on the Personal Document View Options window.



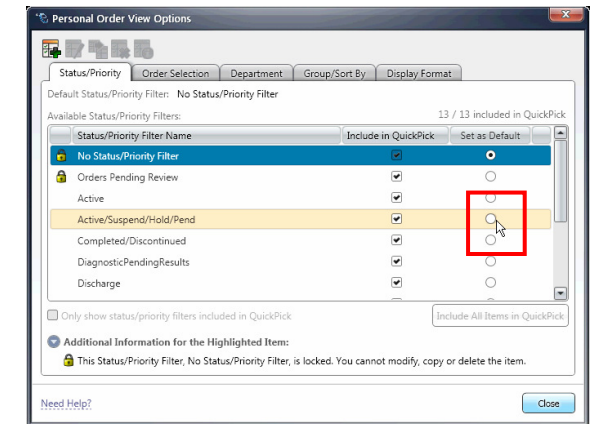
3. Select the **Set as Default** option.
4. Click **Close**.

Your “No Flowsheets” filter is now saved as the default Type/Category filter. This default will automatically display for this session and at your next log in.

Set an Orders Tab Filters as a Default

You may have to set the Orders Tab Review Orders filter to that you are accustomed to. Do the following:

1. From the **Preferences** menu, click **Order Review**.



The Personal Document View Options window opens.

2. From the Status/Priority tab, select the **Set as Default** option for the Order Review filter you want as your default.

For example:

- Physicians should select **Active/Suspend/Hold**.
- Nurses might select **Active/Hold** or **Active**.

3. Click **Close**.