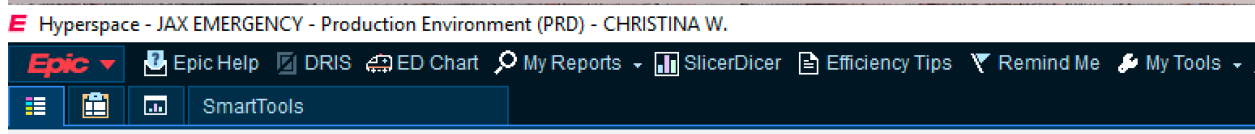


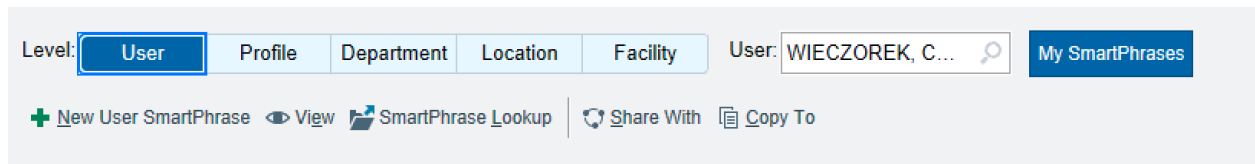
To access someone else's dot phrase

Open EPIC, on the top toolbar, select "My Tools."



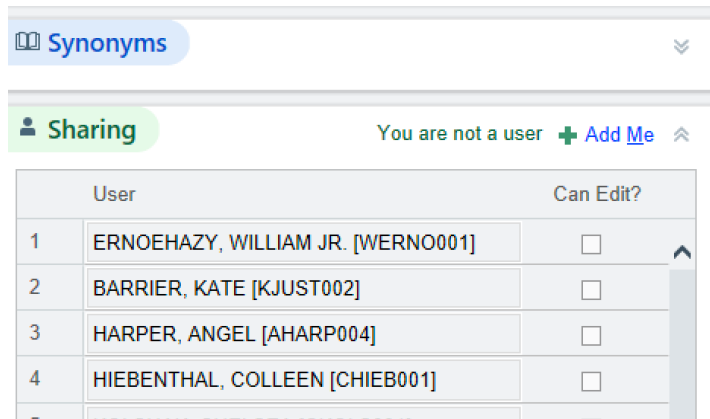
Dropdown menu, select "My Smart Phrases"

In the toolbar, in the "User" select box, type "Wieczorek" and click on my name.



Scroll down, highlight "CSW2023MDM." Double click to open.

On the bottom right, click the green plus sign that says "add me."



Now when you click on your own "My Smart Phrases," .csw2023mdm will be in your list.

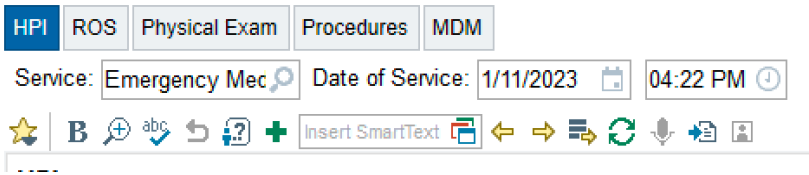
You can add this dot phrase manually to each note by typing .csw2023mdm wherever you'd like to place it within your note or you can place it into your own note template so that it is automatically placed in your note each time you create a new note.

If you "make a copy" of the dot phrase and rename it your own thing, any updates/edits I make to it, will not filter down automatically. If you use mine as it is, changes will automatically update into your note.

You can similarly borrow dot phrases and note templates from any of your colleagues.

To use the new MDM dot phrase:

Press either “F2” on the keyboard or the yellow arrow along the top of your note. This advances your cursor through any selectable items in your note.



Left click with your mouse to select 1 or more items in each drop down menu. Right click when you are happy with your selections, to move to the next item.

If you make a mistake, you can press “control Z,” hit the undo button at the top of your note, or hover over the item, Right click the mouse and select “Reselect this Smart List’s Selections.”

Your note cannot be signed with a *** present. Triple stars are your place to free text if you have additional or different info to add that is not available in the dropdown menu.

You can always skip a dropdown menu and come back to it later, by just hitting F2 again.

The new MDM dot phrase is a work in progress. I have a few edits/additions in mind, so expect to see some new options soon. I’d really appreciate any and all suggestions to make it better. Email me! christina.wieczorek@gmail.com