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# STRATEGIC BUSINESS SYSTEMS, Incorporated

THE SUPPORT PEOPLE

## CHART FUNCTIONALITY Training Manual

### CENTRICITY® PRACTICE SOLUTION-EMR

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# Lesson 1: Getting Started with Centricity Practice Solution

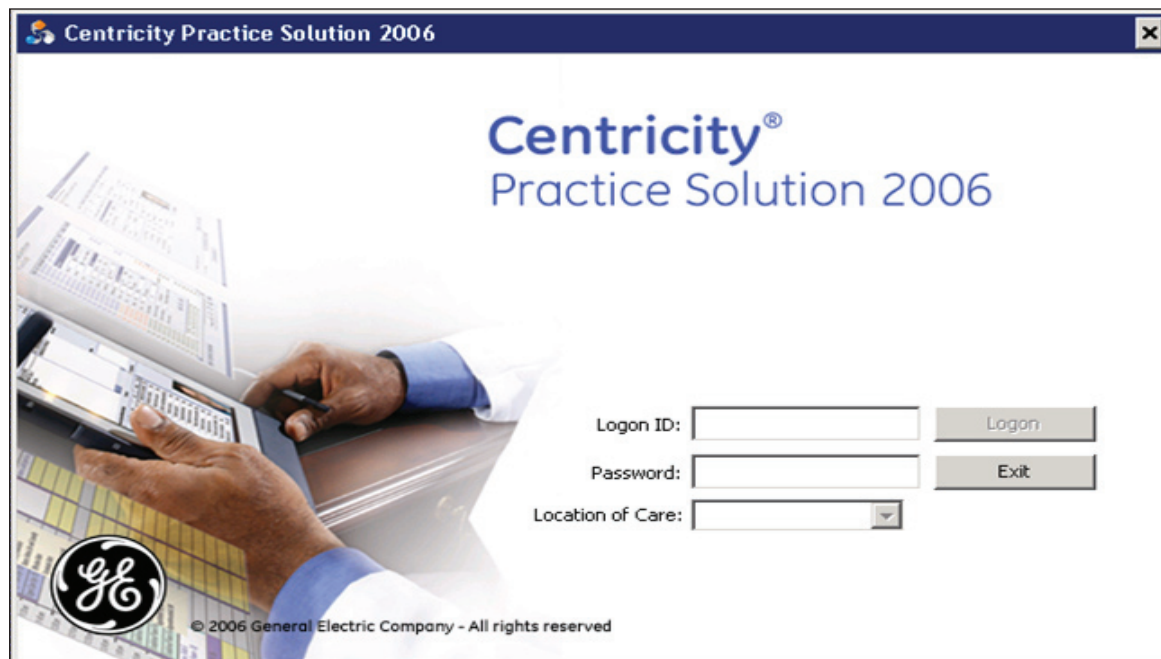
## Learning Objectives:

- Logon & Logoff
- Orientation to the Desktop features
- Orientation to the Chart features

**NOTES:**



# Logon Screen



The Centricity Practice Solutions 2006 (CPS) Logon screen is the beginning location for accessing the software.

## To Logon:

1. Enter your **Logon ID** and **password**. The password displays as asterisks (\*) so it can't be seen. The password is case sensitive. You can use the Tab key or the mouse to advance the cursor from field to field.
2. The default **Location of Care** will become automatically populated based on the user's settings. Verify the correct location displays in this field.
3. When all fields are populated, press the Enter Key or click OK to login.

## ***Let's log on as using your assigned logon ID/password.***

If you are unable to logon because of an incorrect logon ID or password, a popup will appear stating "Invalid username or password".

The "Return to" box will remain checked unless removed. This allows the user to return to the last location previously viewed. When users switch on the same workstation, this box will not be checked. To return to the same location as a previous user, you must check the box. (NOTE: The "Return to" check box will not appear on the screen at the very first logon, when the application is first launched.)

