

PrimaryClinic

Customising the Main Screen and Menus

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GLOBAL HEALTH

Customising the Main Screen and Menus

PrimaryClinic Practice allows you to customise the various menu screens within the software.

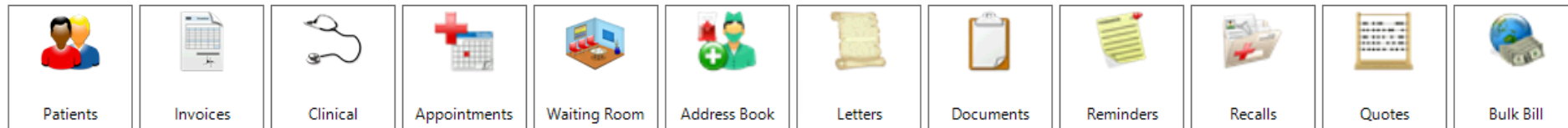
These menu screens include the Main screen, Main Menu, Show Toolbar, New Toolbar, Quick Link Toolbar and App. Book Toolbar

Customising the Main Screen and Menus

The Main Screen is the first screen you are presented with after logging into PCPractice



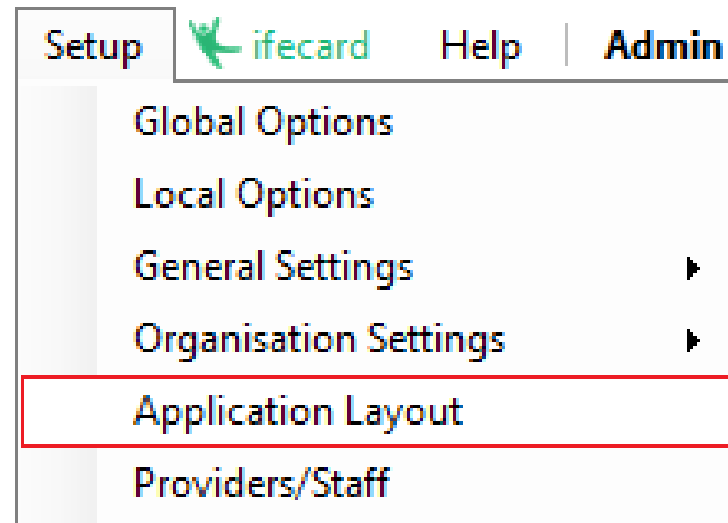
Version 1.5.1 - Location Id: ABA00001 with Medicare Online 6.12.1 enabled



Customising the Main Screen and Menus

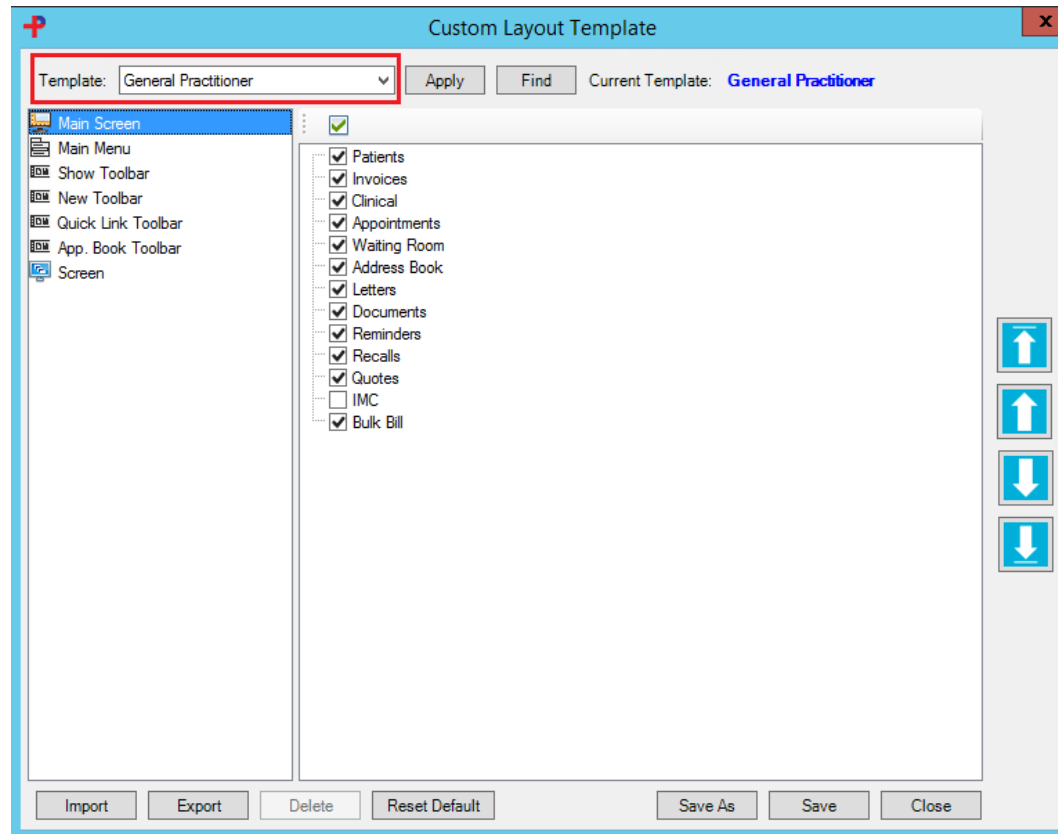
Add or **Remove** any of the **Main Screen** options follow the steps below:

From the Menu, select **Setup** > **Application Layout**



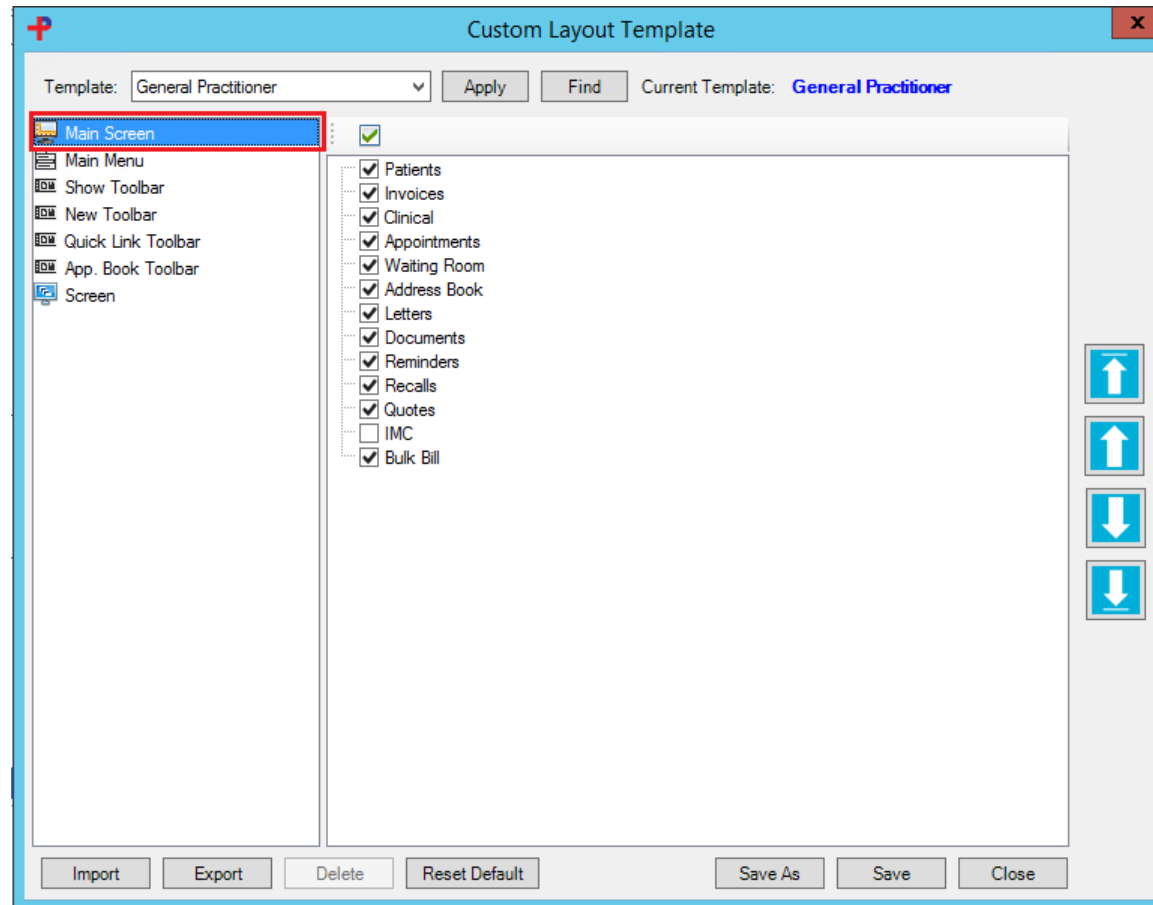
Customising the Main Screen and Menus

Select from the templates you wish to change or copy the layout from. By default, layouts for General Practitioner, Specialists or Allied Health templates have been created.



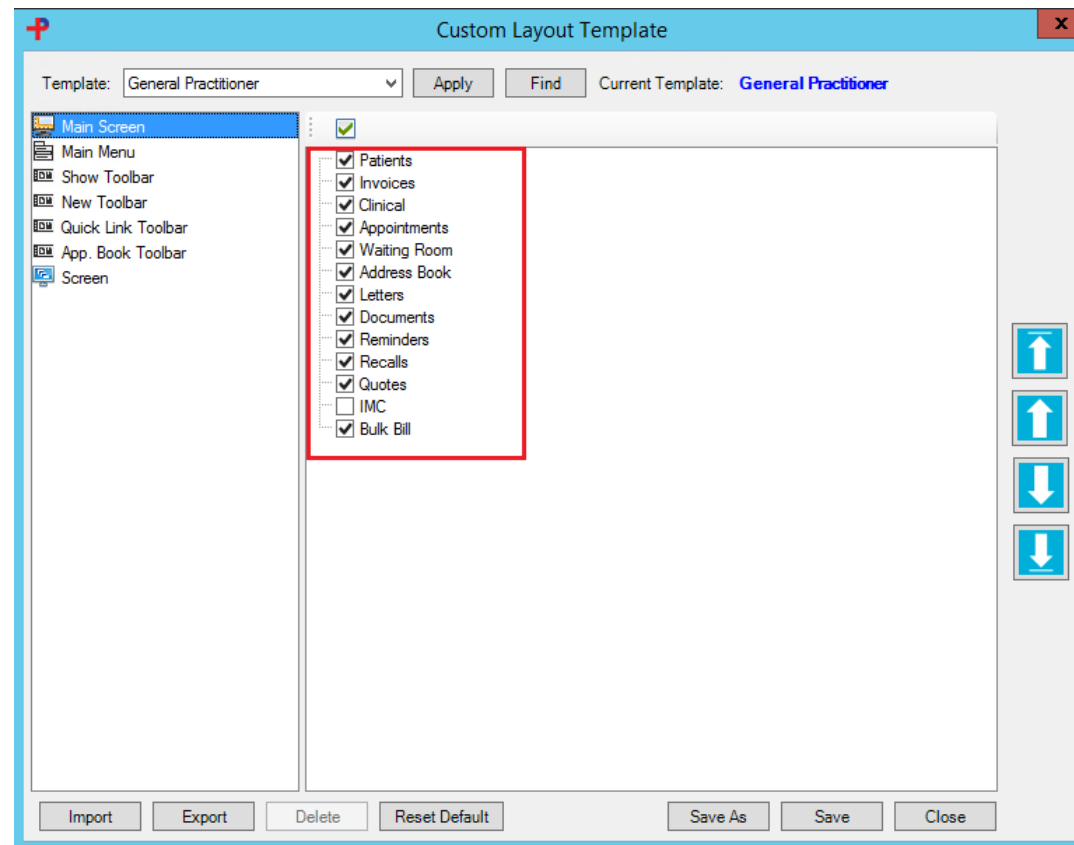
Customising the Main Screen and Menus

Select the **Main Screen** from the options on the left to bring up the list of buttons that can be enabled or disabled.



Customising the Main Screen and Menus

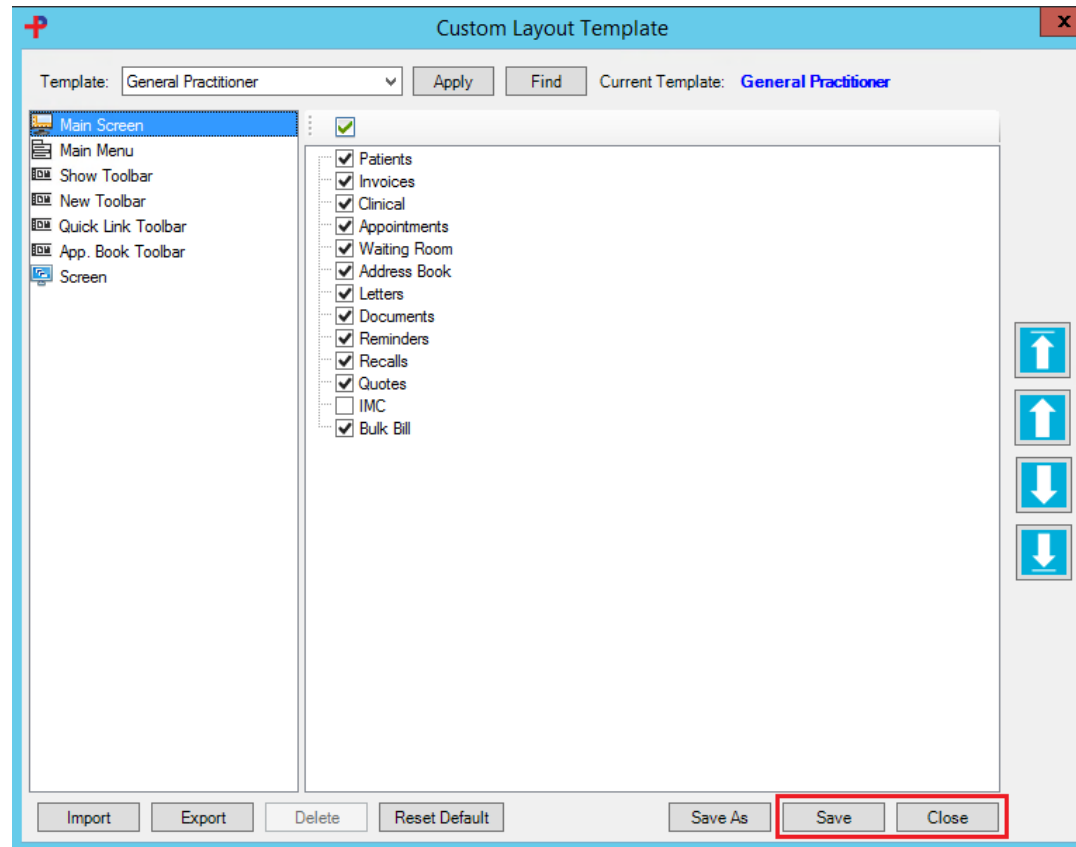
Tick the boxes which shortcut you wish to be visible on the main screen



Customising the Main Screen and Menus

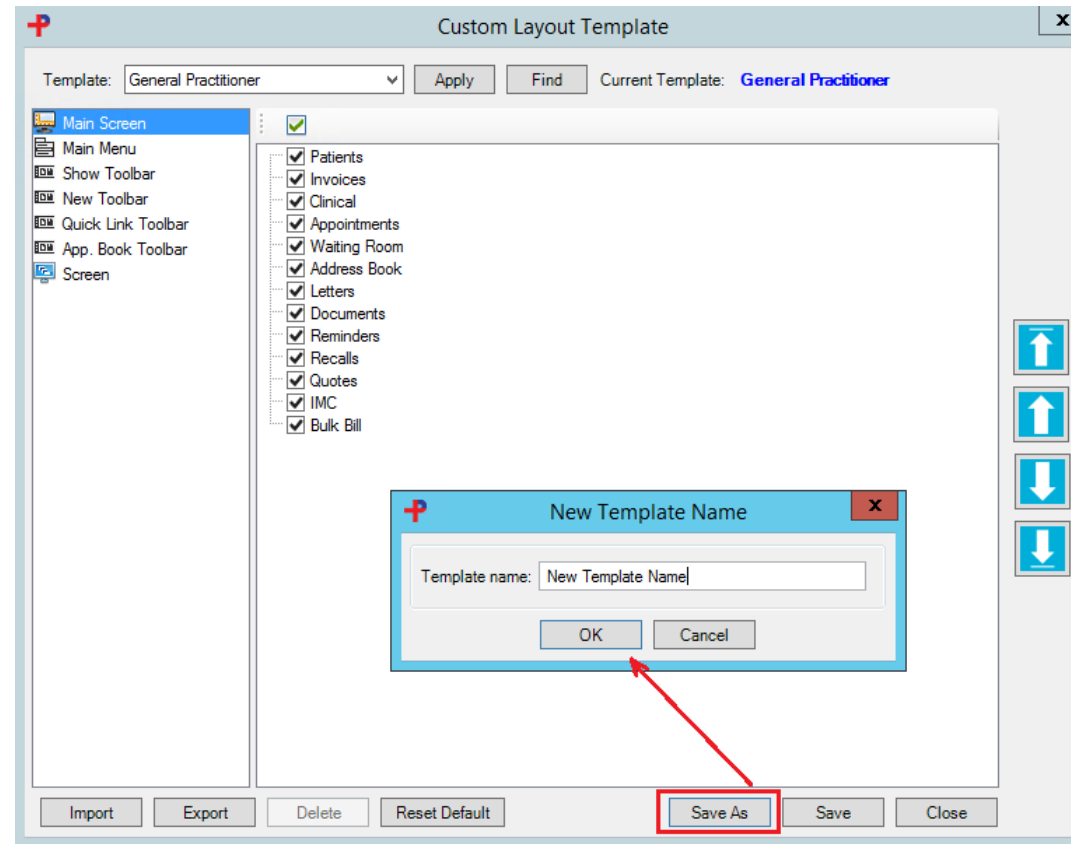
Save the changes

To save the current setting on the selected template, click the **Save** button and **Close**



Customising the Main Screen and Menus

To save the current setting to a new template, click the **Save As** button. Supply the new template name and click **OK**



Shortcut Toolbars

Other than the Main Menu, **Toolbars** offer a quicker way to access different screens in Pracnet.



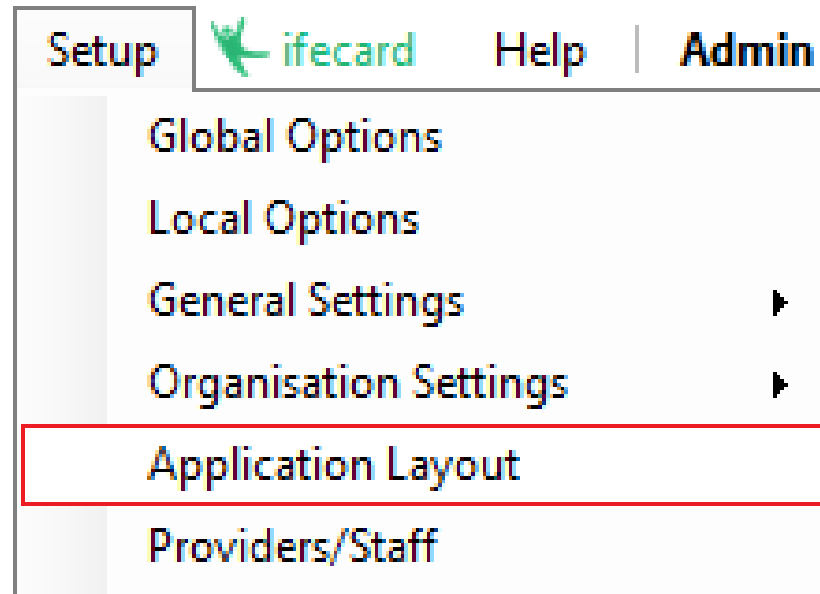
The toolbars are context-sensitive, meaning that the icons become available if they are relevant to the highlighted item on the screen.

For example, the **Appt.Book Toolbar** will only be visible when you are in the appointment book screen.

Shortcut Toolbars

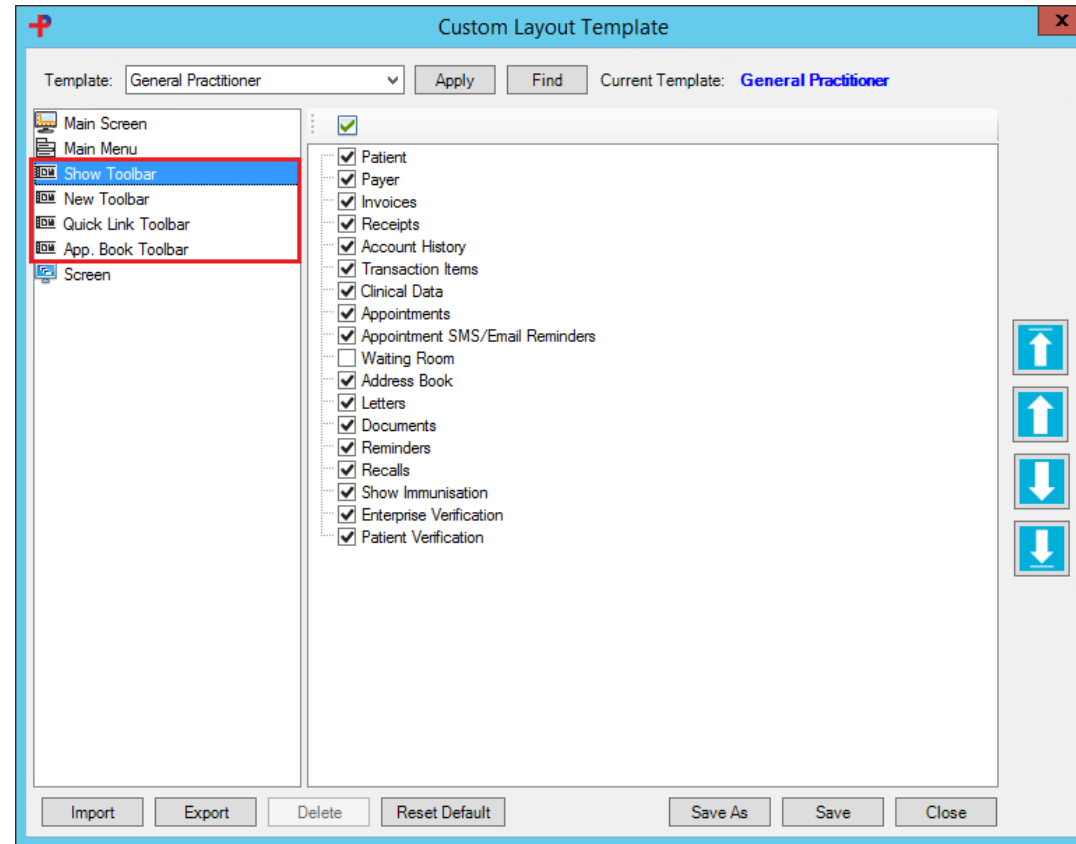
To **Add/Remove** any of the **Toolbar** options follow the steps below:

From the Menu, select **Setup > Application Layout**



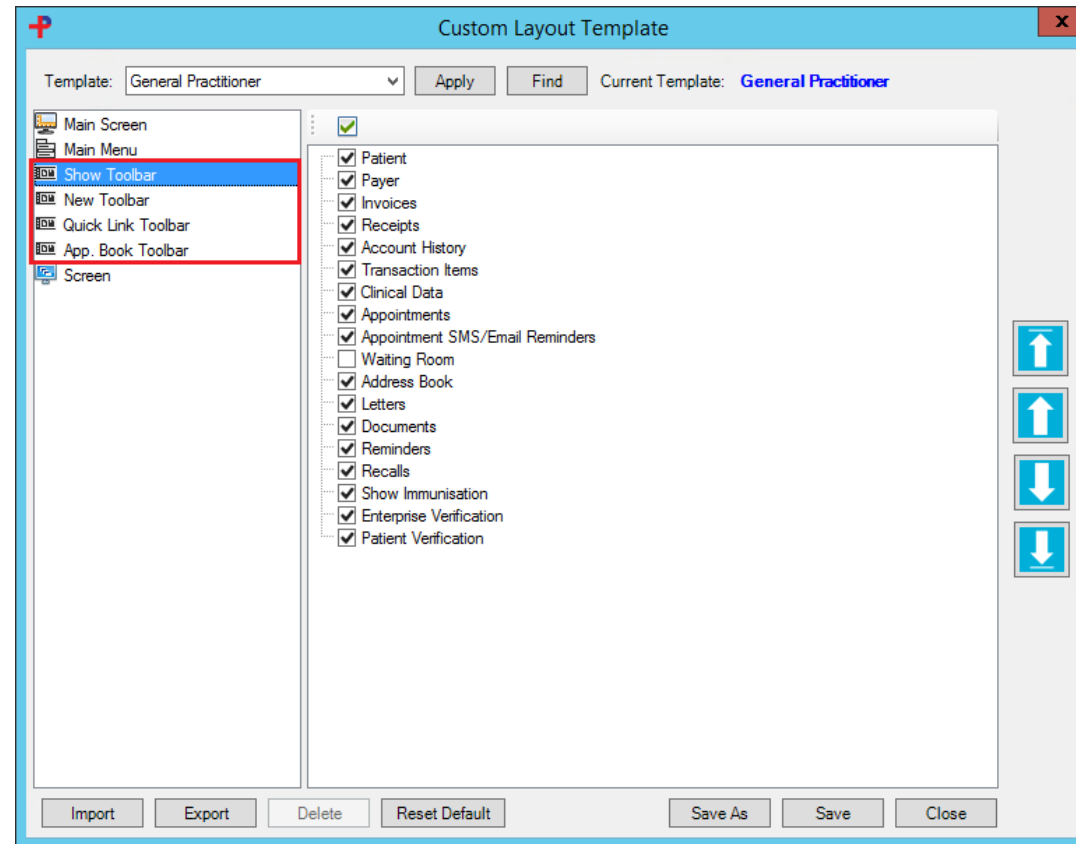
Shortcut Toolbar

Select the Toolbar option that you want to customise



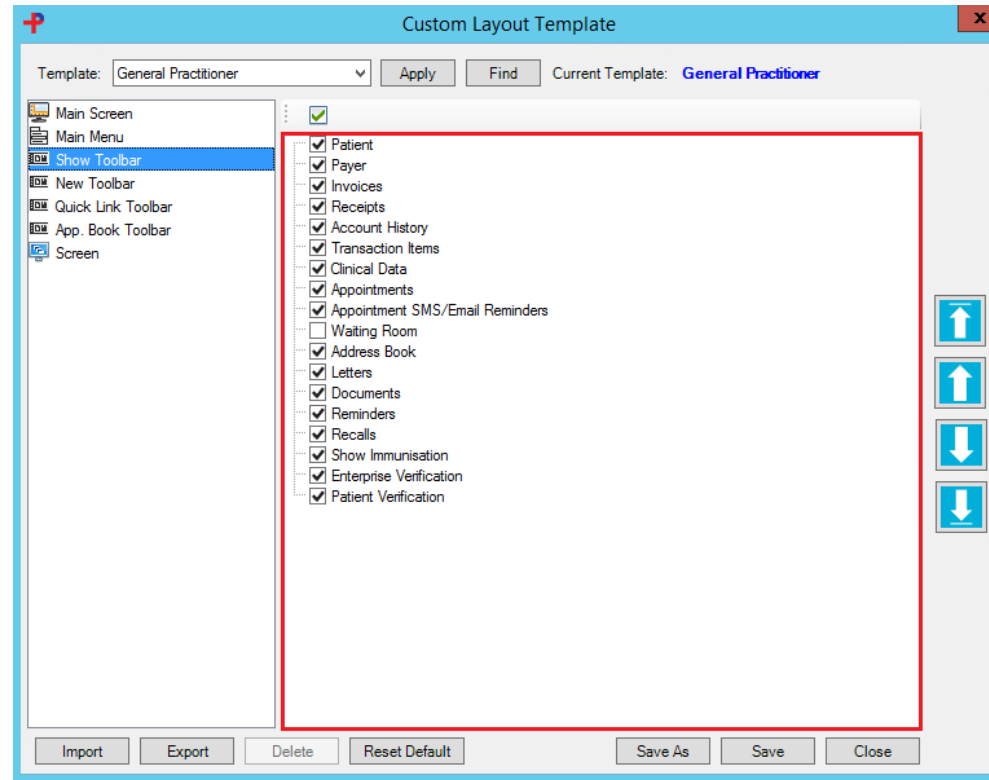
Shortcut Toolbar

Select the Toolbar option that you want to customise



Shortcut Toolbar

Tick the boxes which you wish to have displayed under the correlating toolbars



Select the **Save** button and **Close** to save the changes

Tutorials and FAQs

Read or watch more tutorials on the website.

<https://www.primaryclinic.com.au/tutorials/>

If you have a question or need some help please check the Frequently Asked Questions page before contacting the support team.

<https://www.primaryclinic.com.au/faqs/>

Support:

You can reach support by lodging a ticket on our website:

www.primaryclinic.com.au/support/

Or email us at:

primaryclinic@global-health.com

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