



EHR Tutor Instructor Tip sheet: Upgrade-Viewing and Previewing Library Charts

Now you can preview any chart, even if you do not own it, without making a copy first. You will just click the **Preview** button to see a “system” patient charts or the most recent changes to your own charts in student view. This will be a time saver for many who build patients regularly.

View charts from the Patient Chart Library

A Test	5651	M	14 year old	Demo TeacherThr
A Test Copy	15729	M	74 year old	Demo_Teac

1) If you are *not* the Patient Owner, click the **Preview Chart** link to have the chart open in Instructor View. From here you will be able to open *Read Only* chart pages and view the chart as it was built with relative times and dates.

If you want to view the chart as a student would see it with conventional time and date format, click the **Student View Preview** button found near the top of the chart pages.

Preview: Instructor View - This chart is *Read Only*

- If you want to edit this patient for use in your activities please Make a copy of this patient.
- All dates and times are entered relative to the start of the activity.

Student View Preview Make a copy of this Patient

To return to Instructor View from Student View, click the link found at the top of Student View pages labeled, Back to Instructor View.

2) If you are the Patient Owner, click the **Edit Chart** link to view or edit the chart that belongs to you. You will be able open the chart pages and view or edit the chart as it was built with relative times and dates.

The **Student View Preview** button now gives you the capability to view the chart in student view without leaving the Patient Chart Library.

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This is a Library chart using real time

- The Start Time will be the time that a student first opened the chart.
- Times and dates are entered by instructors relative to the start of the activity.

Student View Preview Advanced Options

Each time you click the **Student View Preview** button, you will see a current copy including all recent edits you may have made to this chart. This *Read Only* copy is what your students will see when they open the chart for the first time to create their own copy of the chart.

To return to Instructor View from Student View, click the link found at the top of Student View pages labeled, Back to Instructor View.

Important! If a student has already opened this patient chart for an activity before your changes are made, the new changes will *not* be transferred to the copy of the student chart that was previously created.