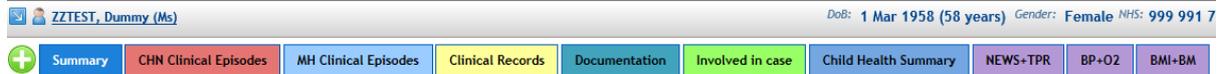


RiO Tabs: how to reorder and hide/display them

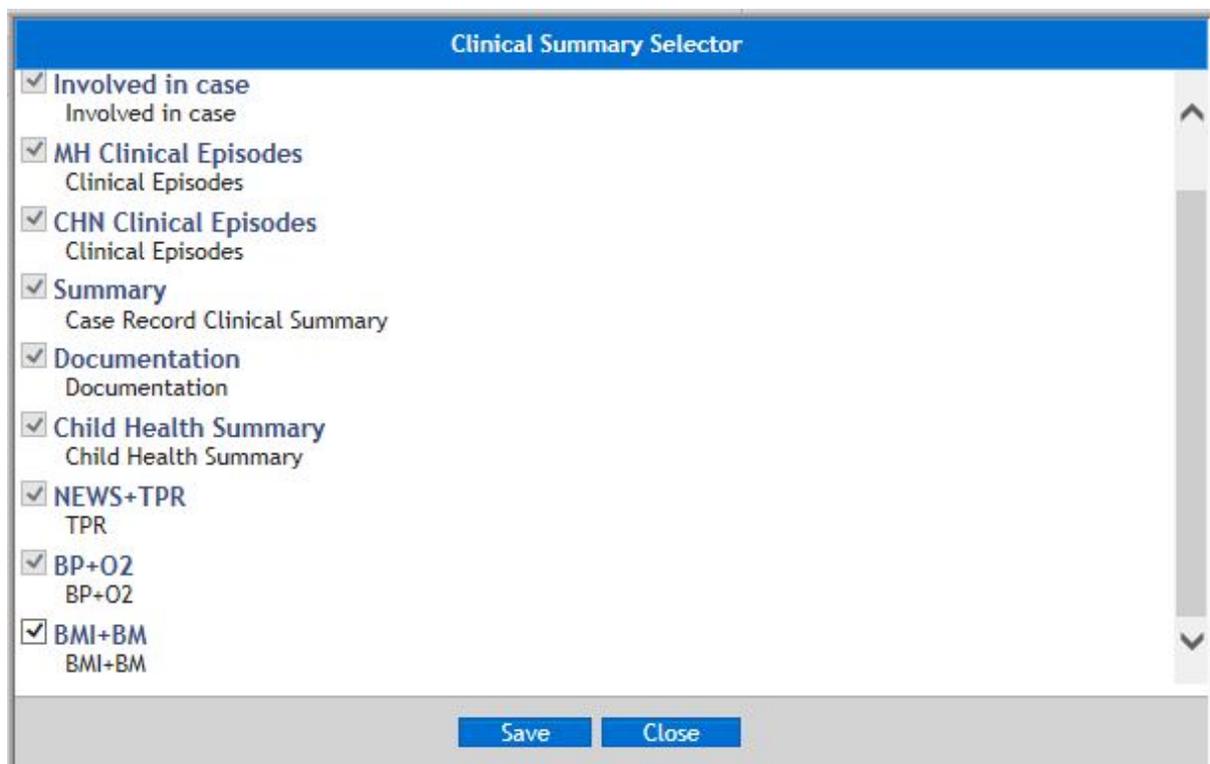
- The RiO Patient record uses a tabbed approach. Each tab contains a number of panels offering views on the data:



- **NOTE:** there is a limit to how many tabs will be displayed at one time, dependent on the width of the user's screen. Tabs beyond this limit are accessed by clicking the arrow at the right hand side of the screen:



- It is possible to reorder and hide tabs, according to individual user preference and workflow, to ensure that the tabs the user needs are displayed.
- Tabs are reordered by dragging and dropping the tab headings. (To drag and drop, click on the tab heading with the left mouse button and, whilst keeping the left mouse button depressed, drag the tab heading to a new position before releasing the left mouse button.)
- The interface to hide/display tabs (Clinical Summary Selector) is accessed by pressing the green "plus" sign to the left of the tab headings and looks like this:



- In order to hide a tab, untick the check box to the left of it and click the save button. In order to re-display a hidden tab, tick the check box to the left of it and click the save button.
- It is also possible to hide a tab by left-clicking on the “x” sign in the tab heading (circled in red in the screenshot below):



- Any tab you get rid of can be quickly brought back by re-ticking it in the Clinical Summary Selector, as explained above.
- **NOTE:** it is not possible to hide the “Summary” tab.