

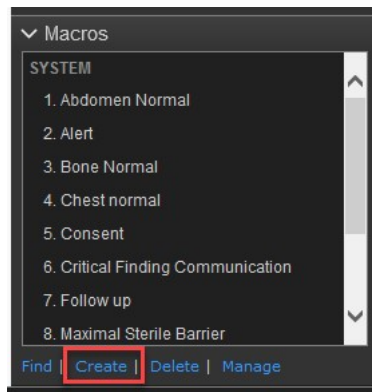
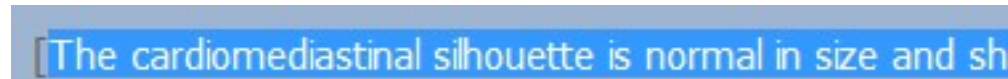
FFI - TRAINING BULLETIN #7

Creating, Managing, and editing a Macro

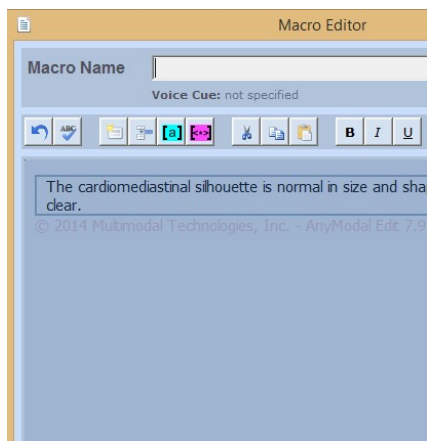
Macros are a series of words, sentence or multiple sentences that can be created and inserted into the report. Macros are inserted manually and can be created by the user or by a system administrator. Available macros are displayed in the Macros box on the bottom right of the dictation window.

CREATING A MACRO

To create a macro from dictated and recognized text, highlight the recognized text and then click the "Create" link.



The macro editor window will be displayed and the highlighted text will be copied to the editor window.




Give the macro a name (a voice cue can be given if the macro name will be difficult to understand or if the voice command will be different than the macro name), and modify the content as needed. If required, the macro can be assigned to a modality and body part so that it will only display when a report is created based on the selected criteria. If no modality and body part are selected it will be considered a global macro and will be displayed for all reports.

The icon bar across the top of the macro window, has options for editing and adding specific content such as tokens, voice activated fields and sections/subsections.


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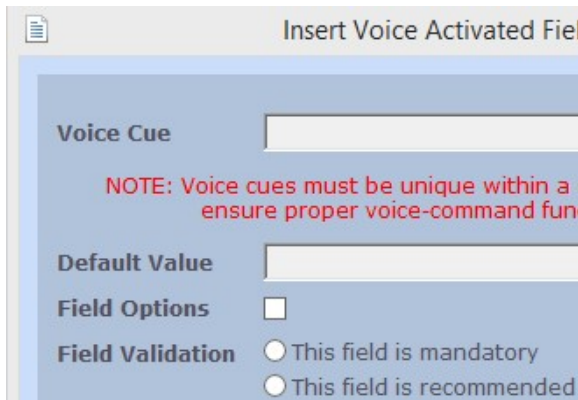
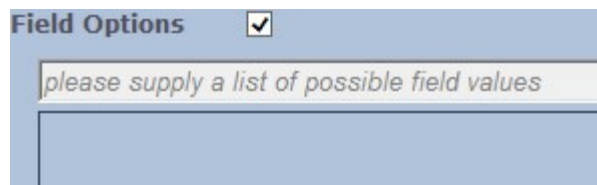
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A generic field can be added by simply typing in the brackets [].

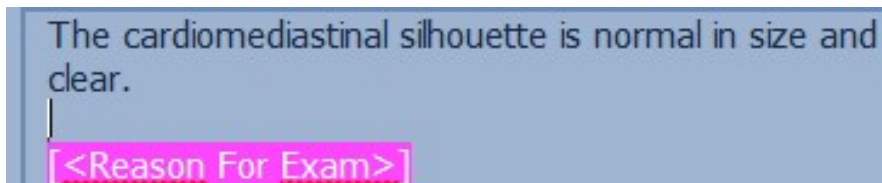
Tokens  can be inserted into a macro. They are similar to smart fields in SpeechQ. There are numerous tokens to choose from but the most common ones are Reason for Exam and Procedure Description. When a report template with tokens is launched, the token will automatically display the information from the RIS order based on the token selected.

eg. If the Reason for Exam token was inserted under the history heading. The token will automatically display the reason for exam when the report template is launched.

Voice activated Fields  can be inserted so that the user can navigate to the field by voice command. When creating a voice activated field, the user will be required to give the field a voice cue.

Default text/value can be added along with Field Validation to help prevent the report from being signed without the field populated. Field Options can be added if the user would like to be presented with a drop-down list of options when navigating to the field. Once the field options have been set, click OK to have the field inserted at the cursor location. Voice activated fields will be blue and tokens will be pink in color.



Click Save at the top to have the macro saved. To insert a macro, a user can:

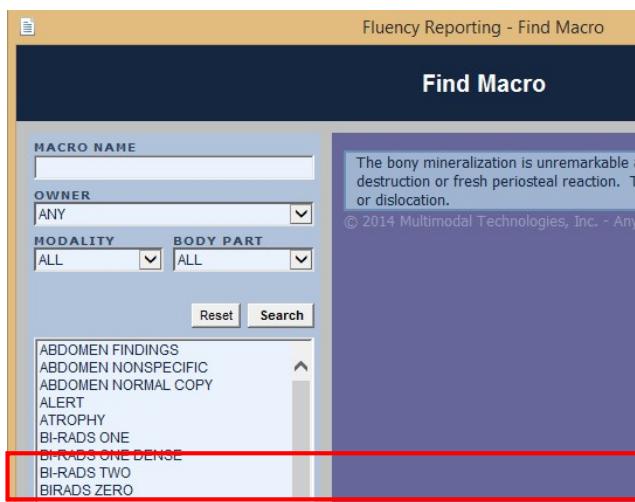
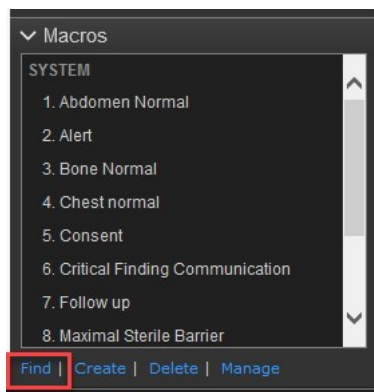
- Double click on the macro of their choice
- Insert the macro by voice command - "Insert (macro name)".
- Insert the macro by voice command - "Insert Macro (#)", where # represents the macro index number

The macro will be inserted where the cursor is located.

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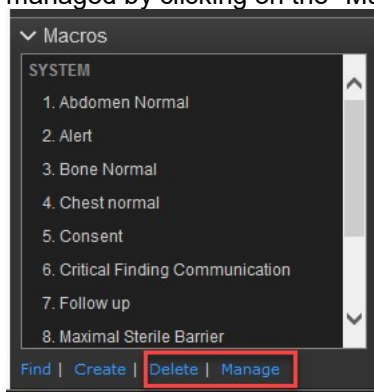
FINDING USER MACROS



Click the "Find" link and the Find Macro window will be displayed. Choose the owner, modality and body part of the macro from the drop-down list (if unsure, just choose any and all) and then click Search. If the search returns the correct macro the user is looking for, select it and click insert. If the user would like to have the macro copied to their own personal set of macros, then add a checkmark to the box labelled "copy to my macros".

MANAGING MACROS

Macros can be deleted by selecting the macro from the list and clicking the "delete" link.. Macros can be managed by clicking on the "Manage" link .



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Within the management window, a user can edit or delete their existing macros and create a new macro. Click on Search to display all saved macros.

