

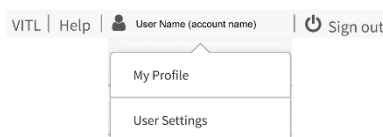
Changing User Settings

You can change user settings after logging into your VITLAccess account. Changing User Settings allows you to adjust the default setting for columns, widgets, Additional Views, and information displayed on the Clinician Dashboard, Patient Charts, and Patient Banner. Please note, there is no option to reset to default in user settings.

To change user settings

The My Profile and User Settings dropdown box is displayed to the right.

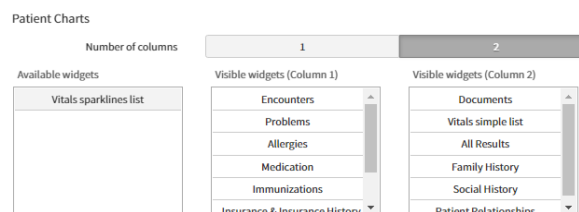
1. Log in to VITLAccess.
2. Navigate to the top right corner of the screen and select your name.
3. Select User Settings from the dropdown box.



To change the number of columns and widgets on the Patient Charts screen

The Patient Charts screen is displayed to the right.

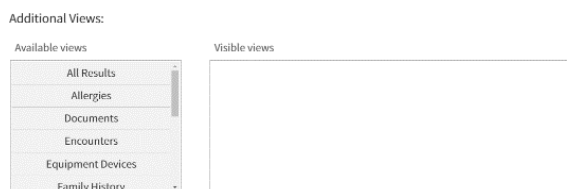
1. Select 1 or 2 from the Number of columns heading.
2. Select a widget from the Available widgets box and drag it to the Visible widgets column box(es) on the right in the desired order.
3. Select **Save** at the bottom of the window.



To change the Additional Views (default tabs)

The Additional Views screen is displayed to the right.

1. The Visible views will change your default tab settings.
2. Select an option from the Available views box and drag it to the Visible views box in the desired order.
3. Select **Save** at the bottom of the window.



To change information on the Patient Banner

The Patient Banner screen is displayed to the right.

1. Select an option from the Available information box and drag it to the Visible information box in the desired order.
2. Select **Save** at the bottom of the window.



- You can remove any of the widgets, views, or information by dragging them from the Visible columns boxes back to the Available boxes on the left.