VITLAccess
Quick Reference Guide

Minimize and Maximize Widgets

You can view widgets on the Summary tab on the Patient Charts screen. Widgets that are minimized or maximized will not change the default settings for the Patient Charts screen. To begin this process, you will need to navigate to the Patient Charts screen.

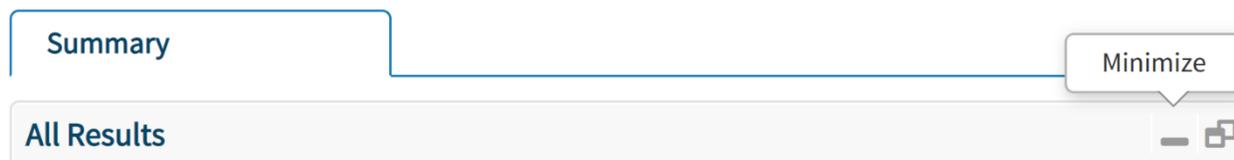**Widgets on the Summary tab**

- By default, the Patient Charts screen will open to the Summary tab.
- The Summary tab includes information contributed to the Vermont Health Information Exchange for the patient, organized in widgets.
- Each widget can be minimized and/or maximized.

To minimize a widget

- Select the "—" button at the top right corner of the widget.
- Hovering over the button will display minimize as a dialogue box.
- Clicking on the minimize button will hide the information within the widget.
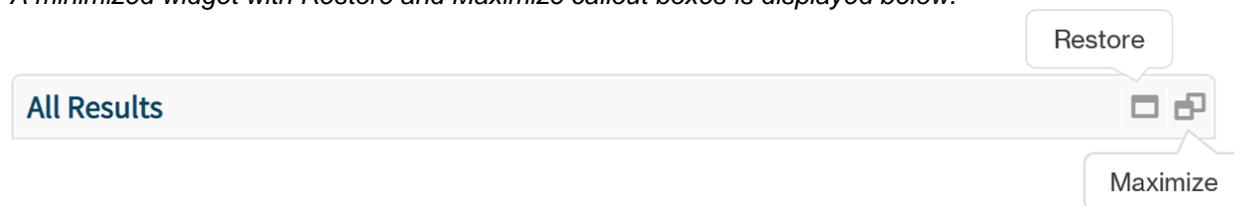
Minimize widget dialogue box

An example of a minimized widget is displayed below.

To restore or maximize a widget

A minimized widget with Restore and Maximize callout boxes is displayed below.

- You can restore the widget to its original display by clicking the restore button.
- Selecting the maximize button will open a tab to display additional data and functionality.