Copying Auto Text for Clinical and Clerical Staff
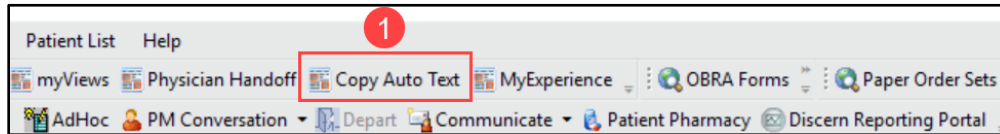
Cerner PowerChart Ambulatory **EDUCATION**

Summary: Auto text created by any staff may be copied and added to their own Auto Text library.
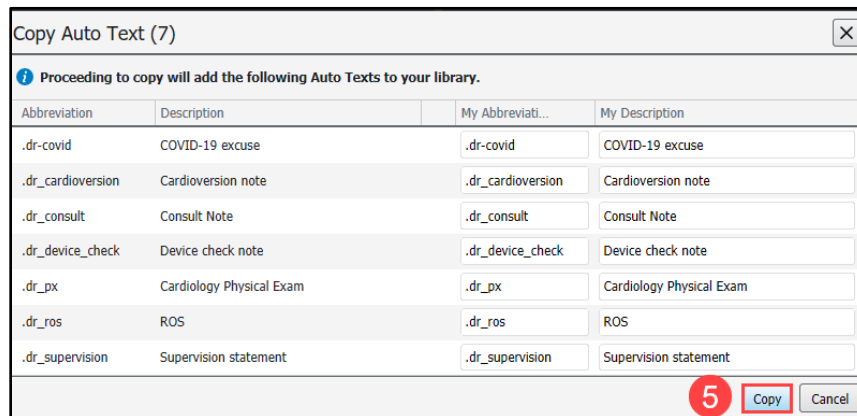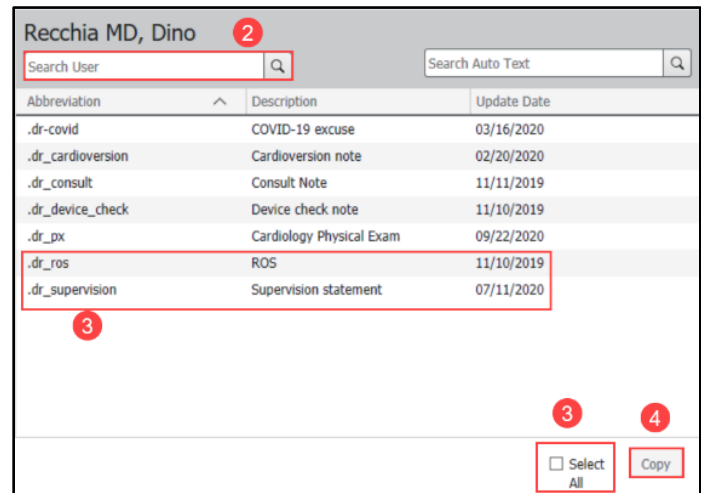**When:** November 9, 2021.
Support: Ambulatory Informatics at 231-392-0229.

Copying Auto Text

1. Click the Copy Auto Text icon in the toolbar.
2. On the left side of the view, search for and select the user whose phrases you want to copy. A list of phrases is displayed under the user's name.
3. Select the appropriate phrase(s) from the user's library by:
   - Single left clicking to select a single phrase.
   - Holding down the Ctrl key to select multiple phrases.
   - Clicking the Select All check box if you want to copy all the user's phrases.
4. Click Copy.

5. In the Copy Auto Text dialog box that displays, click Copy.
   - Optionally, update phrase abbreviations or descriptions as needed before you confirm copying.
6. Click the Log Out button.
7. Log into PowerChart again. The copied phrases are now available for use.