CARE4 Tip Sheet
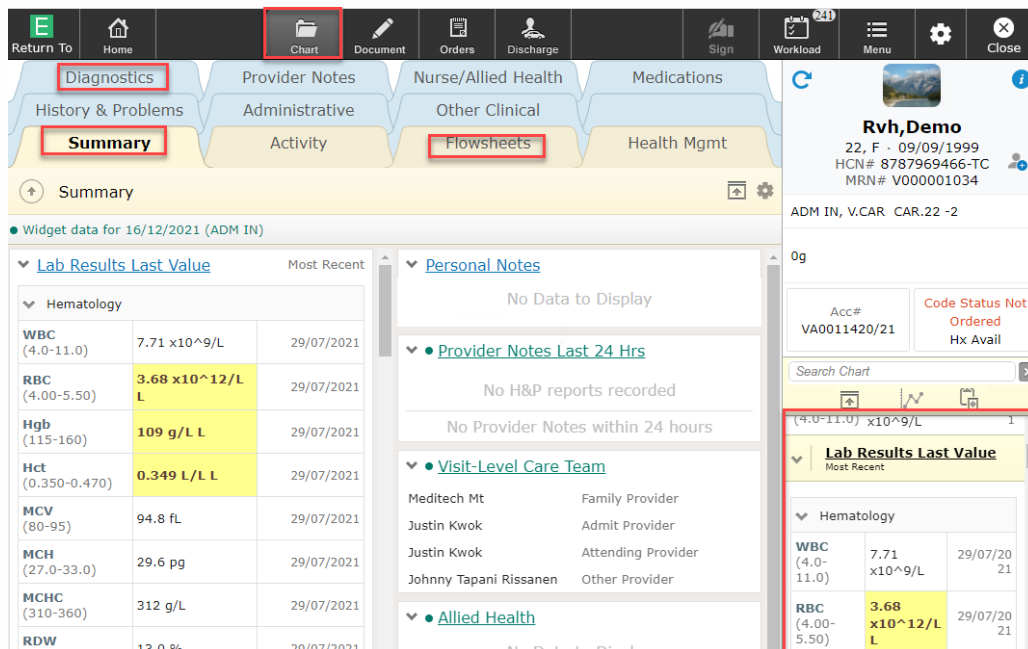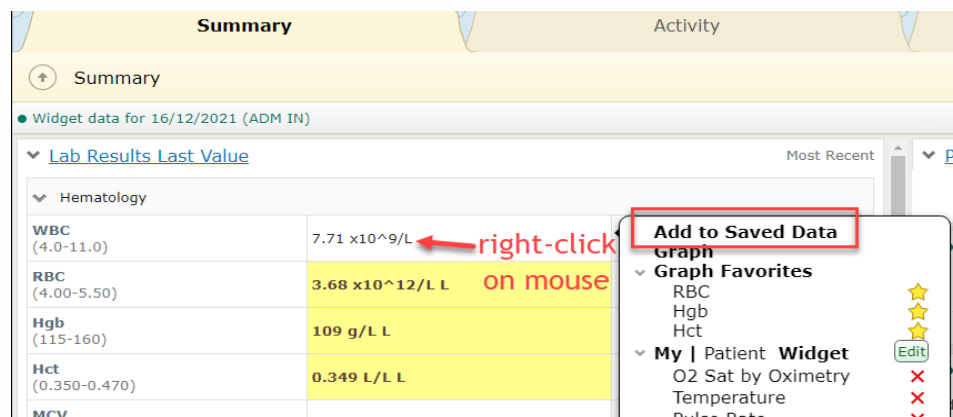## Saved Data

Overview

This document provides instructions on how to insert data results into physician documentation in Expanse.

How to Save Data

- Identify data result(s) in the Chart tab or through the Reference Panel (right-hand column). Common folders on the Chart tab include Summary, Flowsheets, and Diagnostics.

- Once data result is identified, right-click on the data result to populate pop-up screen. Select Add to Saved Data.

- Black Dot will appear beside data result once successfully added to Saved Data. You can add multiple individual data results to your Saved Data.

Viewing/Managing Saved Data

- To view and manage your Saved Data, select the Clipboard icon on your Reference Panel.
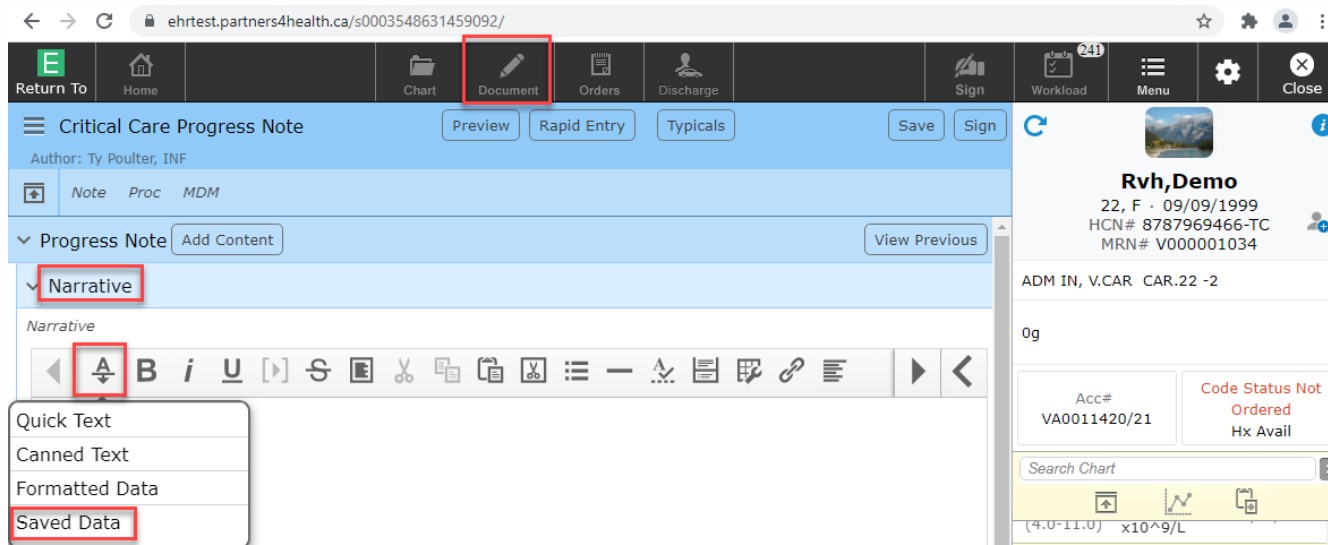
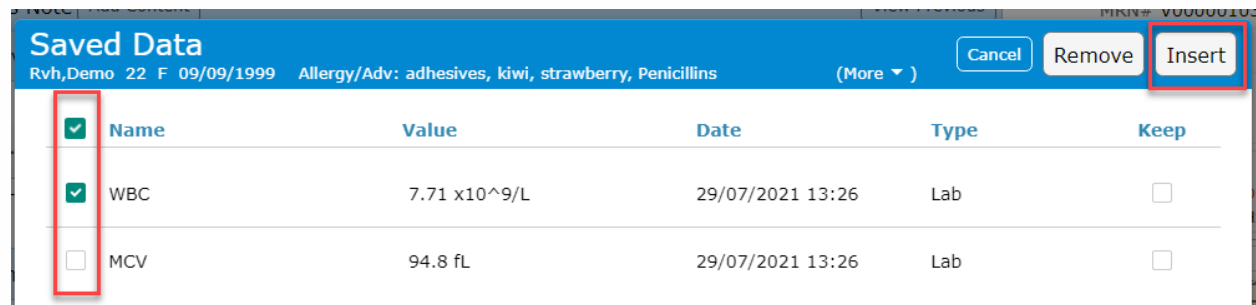- You can choose which data results to Keep or Remove in this window.

Inserting Saved Data

- Under the Document tab, ensure you have your desired documentation note opened. Saved Data can only be inserted into free text note sections. Once clicked within the section, select the Canned text icon. and select Saved Data.
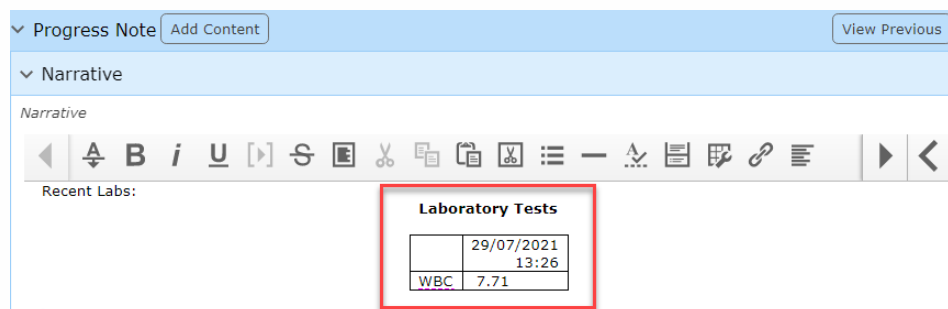

- All saved data will have a green checkmark. Unselect any data results you do not wish to insert at this time. With the desired data result(s) selected, select Insert.

- Selected data results will be inserted into your documentation in tabular format.