

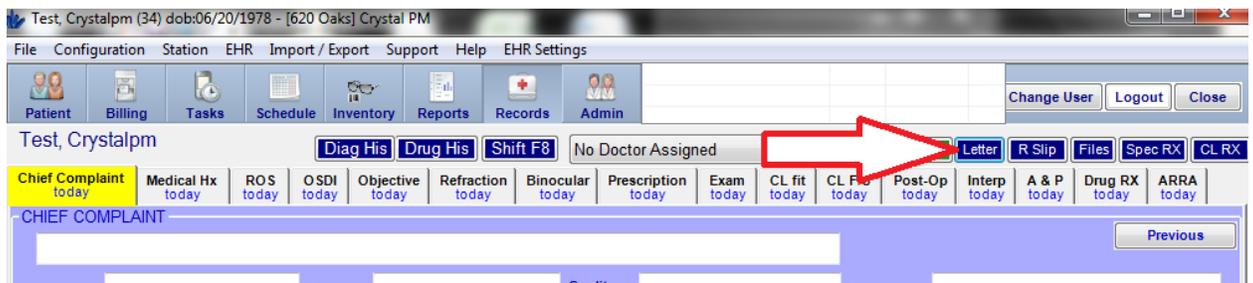
How to create a letter in Crystal

Step 1. Open up Crystal.

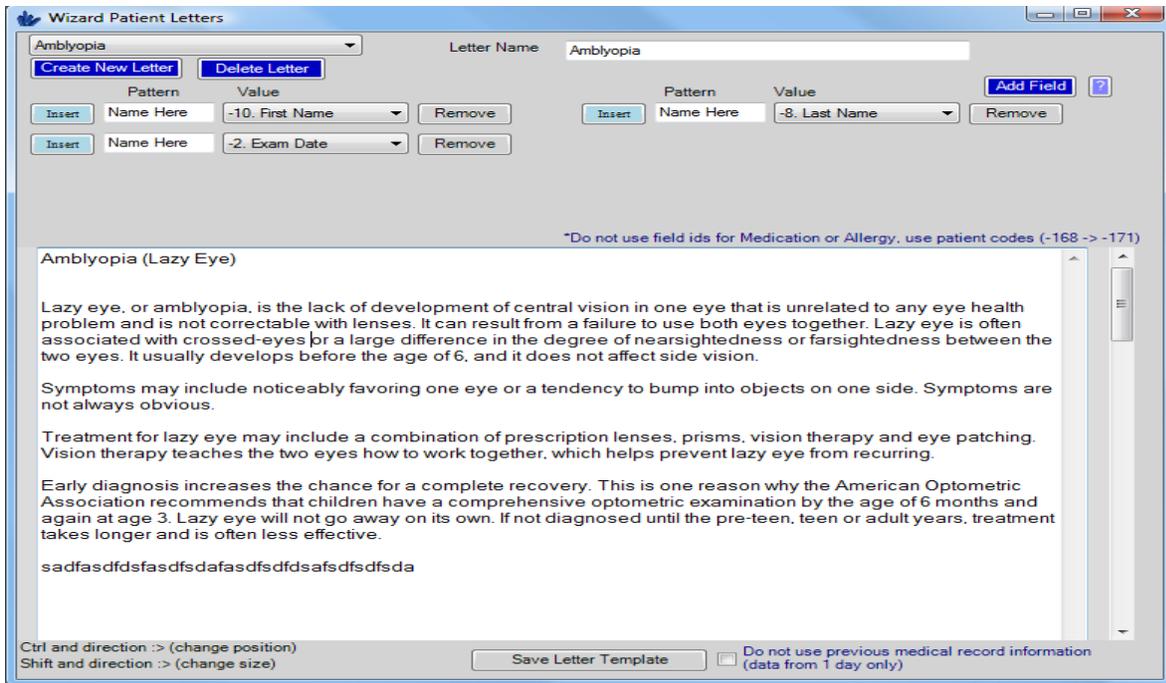


Step 2. Go to the records (EMR) page.

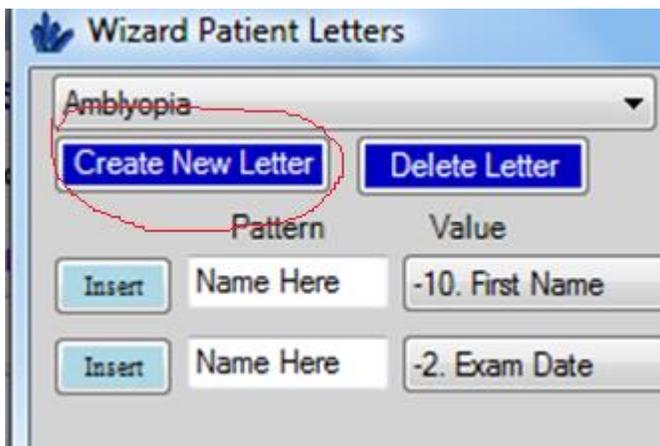
Step 3. On the right hand of the page. Click the button "Letter"



Step 4. Within the letter page that shows up. Select the button "Admin Wizard"



Step 6. To start a new letter. Select the “Create New Letter” button.



Step 7. This will bring up a blank letter. With the ability to name the letter, edit the letter, and insert information from that patients record.



Step 8. Within the light grey box. You will want create one of the 4 types of boxes to be chosen.

Choice 1- Header 1 (Bold, Size 14, Center) **Header 1**

Choice 2- Header 2 (Bold, Size 12, Underline) **Header 2**

Choice 3- Header3 (Size 10, Underline) Header 3

Choice 4- Textbox (Multi-line, Size 10)

Choice 5- Rich textbox

Choice6- Checkboxes

Wizard Patient Letters

Letter Name

Pattern Value

*Do not use field ids for Medication or Allergy, use patient codes (-168 -> -171)

- Header 1 (Bold, Size 14, Center)
- Header 2 (Bold/Underline, Size 12)
- Header 3 (Underline, Size 10)
- TextBox (Multi-Line, Size 10)
- Rich TextBox
- CheckBoxes

Ctrl and direction -> (change position)
Shift and direction -> (change size)

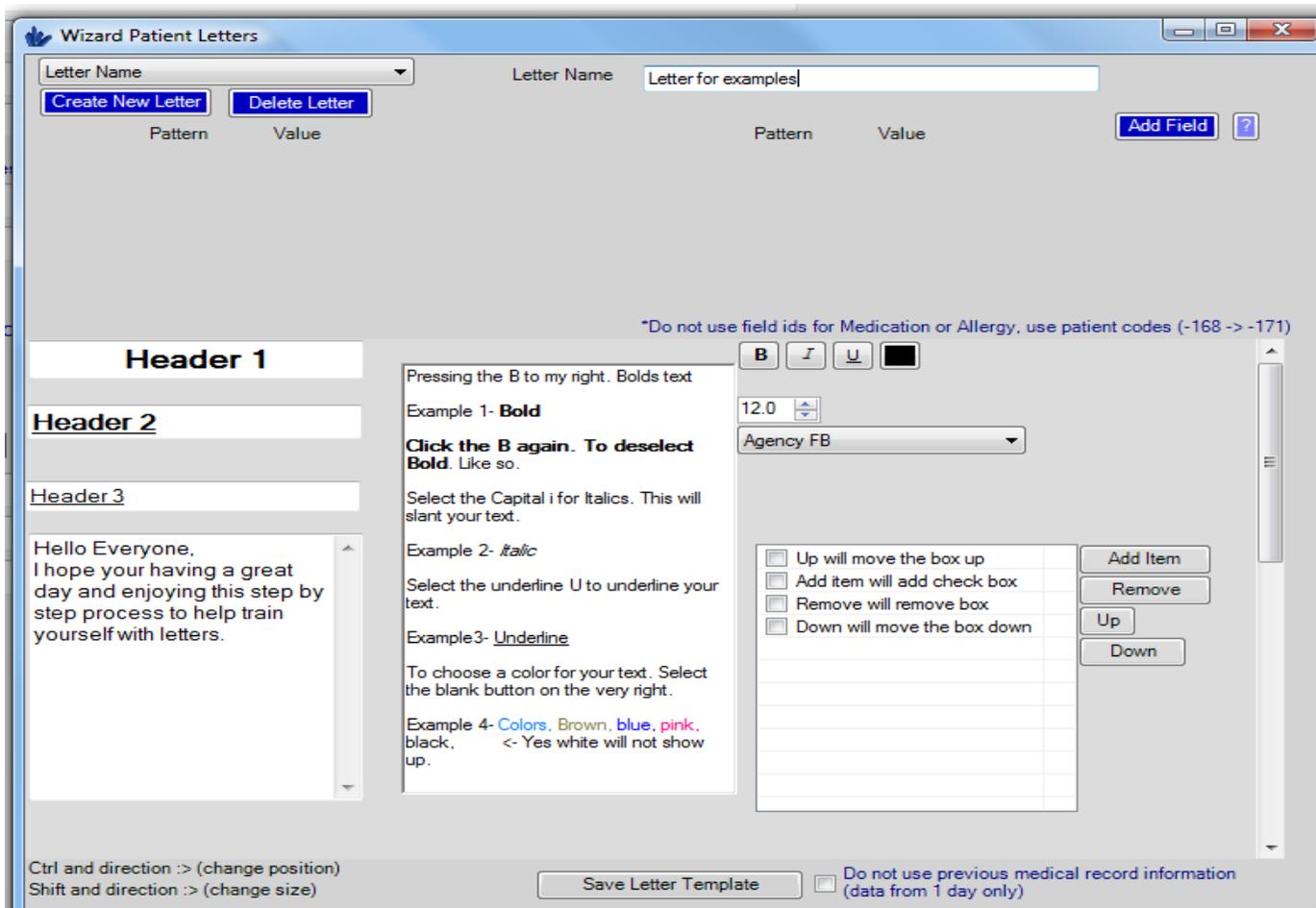
Do not use previous medical record information (data from 1 day only)

Step 8. Different Types part 2.

Textbox- A text box is just a white box that allows an un-limited amount of text to be inserted in. If the text goes beyond the textbox's size. It will initiate the scroll bar, and will allow the scroll bar within the box to allow you to scroll up and down to see the text. To change the size of the textbox itself. Please see Step 12 to learn how to move and change the size. (Note: The text cannot when printed if the text goes beyond the size of the box and scroll bar is needed)

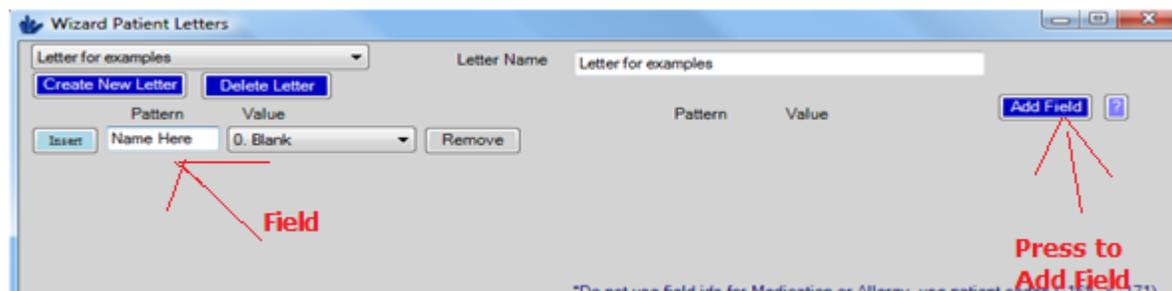
RichTextbox- Allows the font to be changed. Along with the size of the actual text. This also allows the ability for you to change the color of the text, Bold the text, Italic the txt, and underline the text. (Note: The editing buttons and selections next to the richtextbox. Will not show up on the actual letter when being printed out and can only be viewed in edit mode (Admin Wizard)

CheckBoxes- This allows you add checkboxes with the exact names that you want to use. To do so, click the "Add Item" button and type the text that you want to be next to the checkbox itself. You can also remove these checkboxes by selecting the checkbox/text, and clicking the "Remove" button. To move the checkbox up on the listing. Select the checkbox/text and press up. The same rule applies for moving the actual checkbox



Step 9. Adding Field values into your letter.

To add values into the letter. You will need to press the "Add Field" Button.



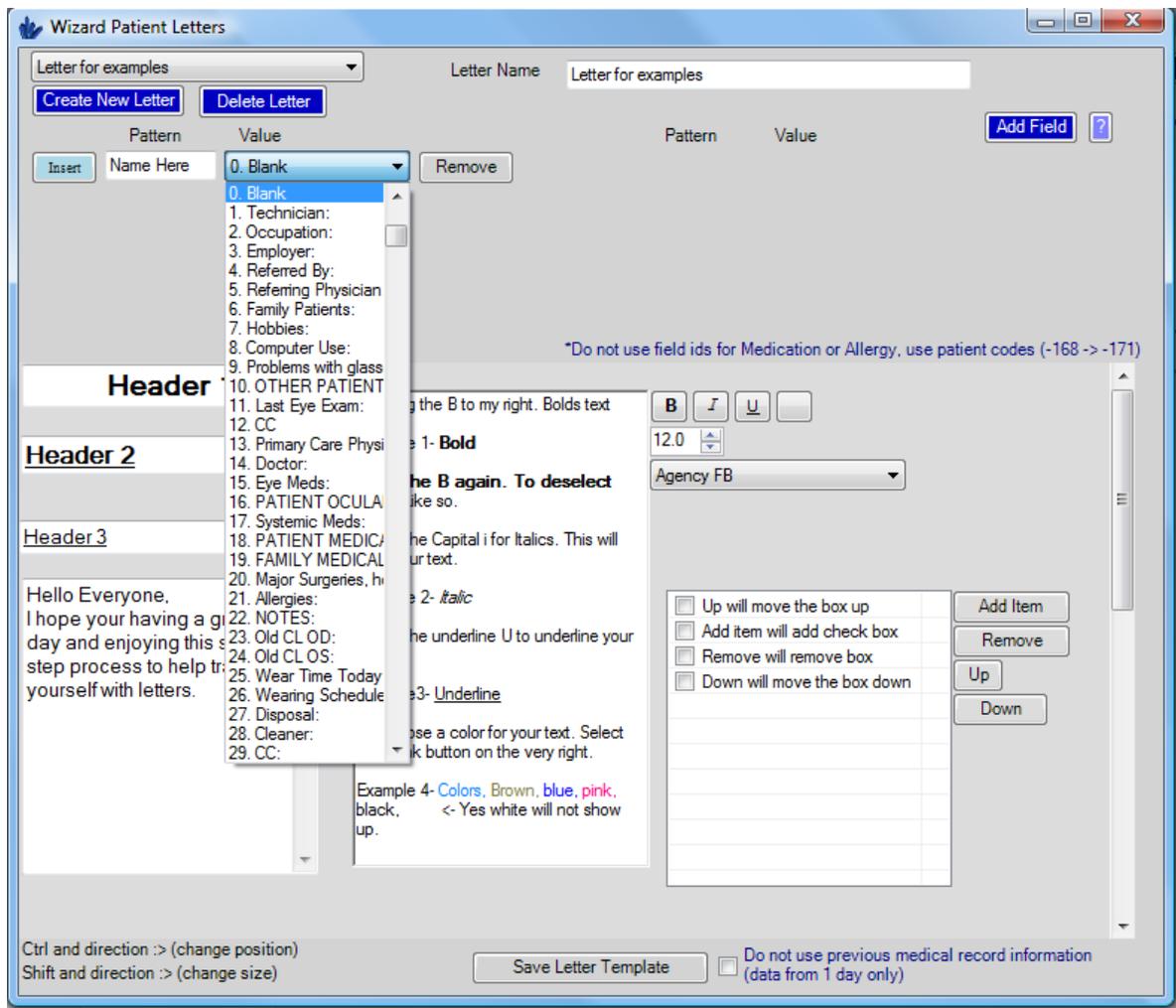
Step 10. As seen above. The add field button will bring in an area with a Pattern and Value.

Value- This is the information that will be brought into the section of the letter. When the field itself is inserted. Please look at Step 11 for instructions.

Pattern- The Pattern is just the naming for the value. It will not show anything outside of the Admin Wizard (Letters Edit Mode) and is only there to identify the information to you and your staff. To help instruct you on what information is coming in. It also needs to be the same once inserted into the letters itself.

Step 11. Choosing your Value.

Choosing the correct number is selecting it from the drop listings of the values. Please keep in mind that all the positive FID numbers are the ones from your EMR/Records page, and the negative FID Numbers are the hard-coded (cannot be changed) from the patients page.



As seen above. When selecting the drop down on value. The ability to the field of the information that you want brought in.

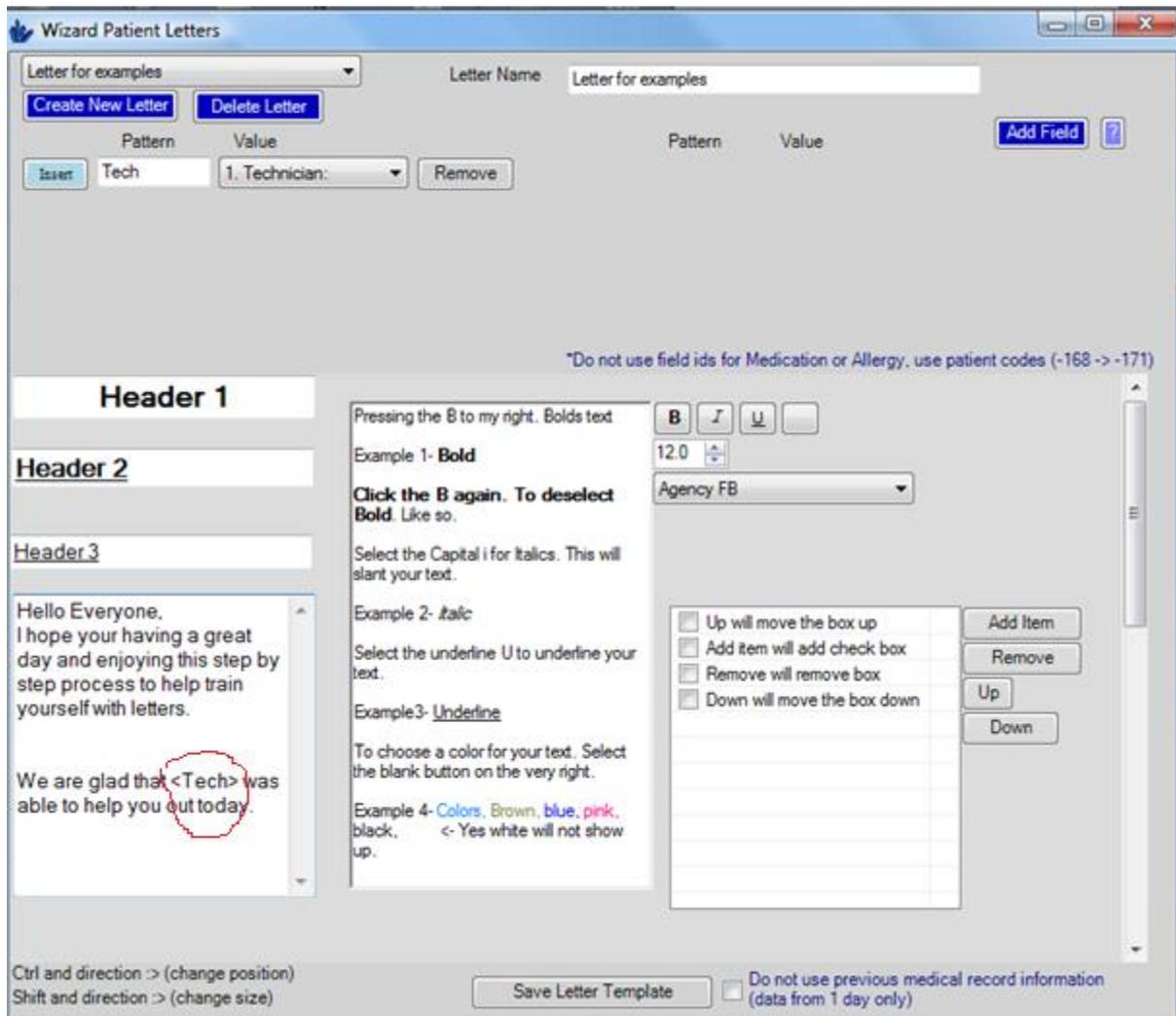
Step 12. Changing the size of the textbox.

Select the text box that you want to have change in size.

1. To move the actual box follow the steps below.
 - a. Hold down Ctrl and use the arrow keys to move the box.
2. To change the actual box size. Follow the steps below.
 - a. Hold down Shift and use the arrows keys to increase the size of the box.
 - b. Up and down arrows will increase the box height.
 - c. Left and right arrows will increase the width

Step 13. Inserting the field .

To insert the field. You will want to name the pattern, and make sure the correct value has been selected. From there you must select the area on the page by selecting the area of text or area of any box to where you want the field to be insert. From there you can click "Insert", and this will drop the Pattern name into this area with <> around it. Look below for an example.



Step 14. Once your letter is complete. Click the “Save Letter Template” button and your letter will now be saved under that letters name.

Step 15. Below is a picture of the letter. Out of “Admin Wizard’ (Edit Mode) and you can see the insert field.

Patient Letters

Type Of Letter Letter for examples

Header 1

Header 2

Header 3

Hello Everyone,
I hope your having a great day and enjoying this step by step process to help train yourself with letters.

We are glad that <Tech> was able to help you out today.

Before Values inserted

Patient Letters

Type Of Letter Letter for examples

Header 1

Header 2

Header 3

Hello Everyone,
I hope your having a great day and enjoying this step by step process to help train yourself with letters.

We are glad that Jennifer Smith was able to help you out today.

After Values are Inserted

