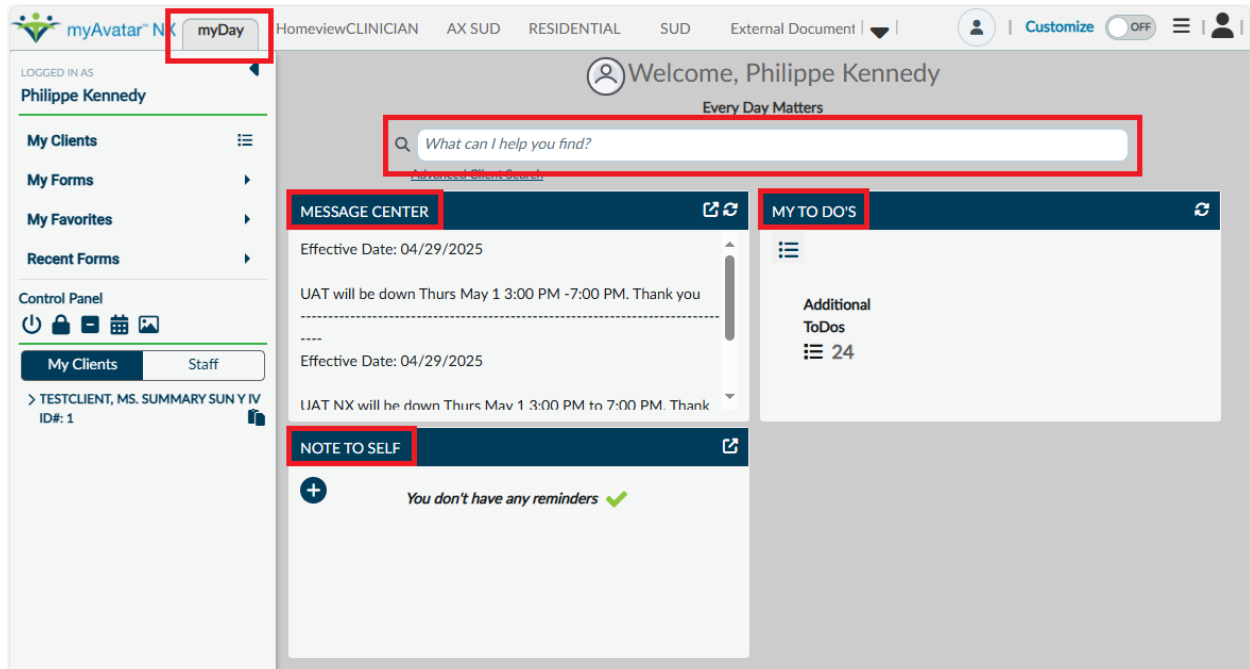


myDay Console – Reference Sheet

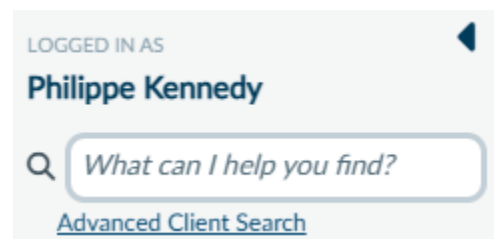
When first logging in to Avatar NX you will see the myDay page, displaying a search field near the top and three widgets (Message Center, My To Do's, and Note to Self). By default, the myDay console will be displayed each time you log in to Avatar.



Search Field

The Search field is your all-in-one resource for locating forms, reports, clients, and staff.

NOTE: When accessing other consoles or forms, the search field will move to the upper left corner of the screen.



Message Center Widget

The *Message Center* widget displays information about important system updates and planned maintenance windows.

My To Do's Widget

The *My To Do's* widget displays incomplete or pending documentation (e.g., a progress note in Draft that you need to complete or an assessment from an unlicensed clinician that you need to review and co-sign, or return).

Note to Self Widget

Use the *Note to Self* widget to create reminders for yourself. Click the plus icon in the widget to add a note. You can create, delete, and reorder the notes that you enter in the widget.



Notes that you create in the widget can only be seen by you and will remain until deleted (i.e., when you next log in to Avatar, your notes to self will be there).