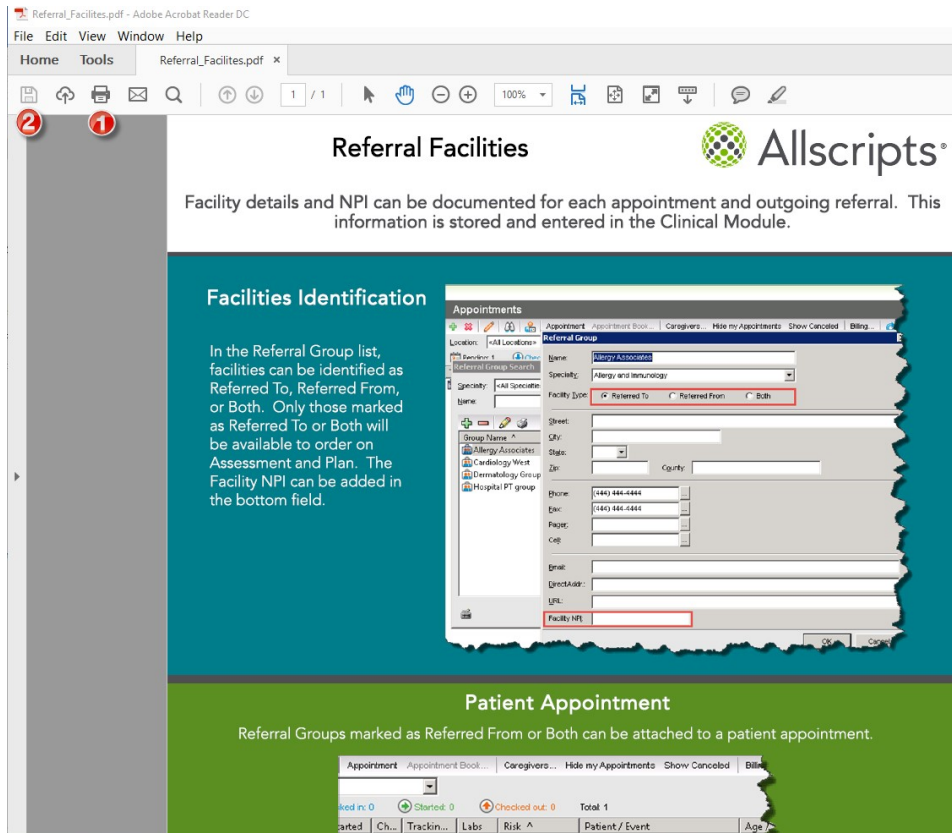# Welcome to Allscripts i-Learn

The i-Learn feature provides convenient, short videos and infographic PDF files about using the **Allscripts Professional** EHR application. Access i-Learn by clicking the mortar board icon in the top right corner of Professional EHR. There is one major enhancement for this release that you can use to educate your practice about Allscripts Professional EHR 17.1.

- For release 17.1, a new feature has been added to **i-Learn**. For **features that may not require a video simulation,** a PDF file has been provided for you. The PDF format is a one-page document that contains depictive graphics and textual information about the feature and can be downloaded and printed.
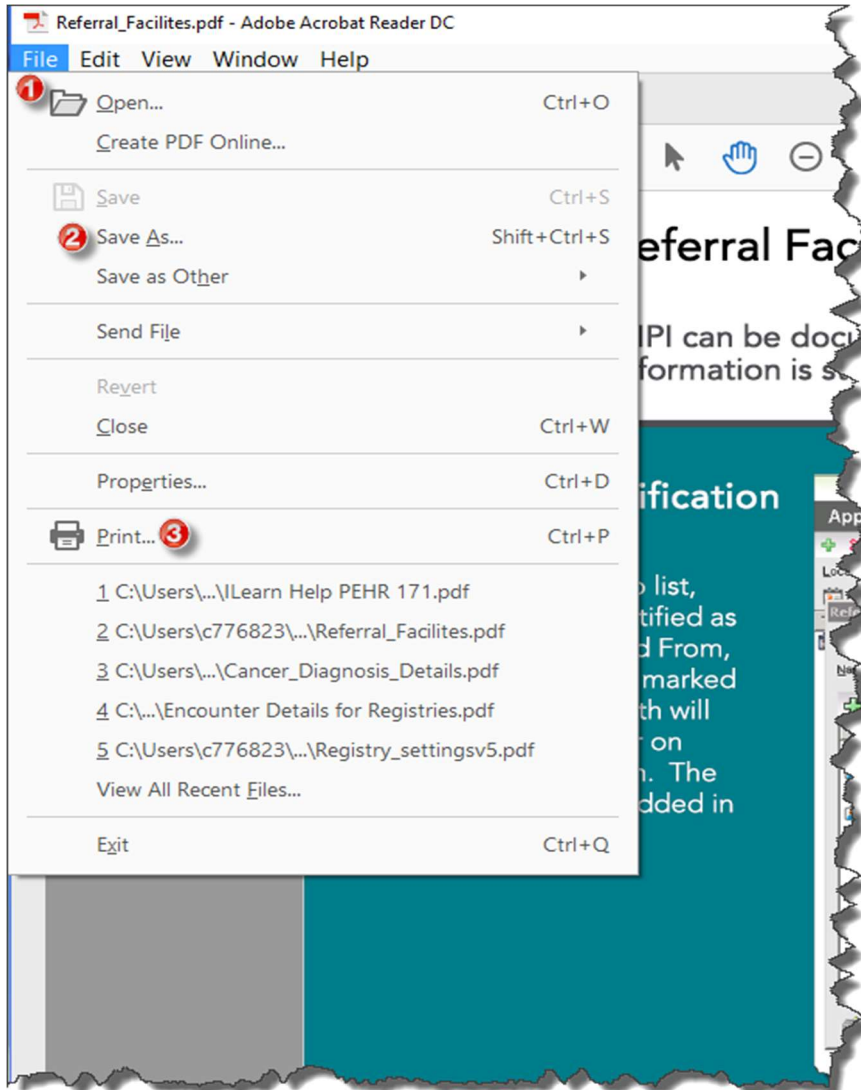
PDF Functionality

When you click on the graduation cap icon in PEHR, the file will open in a program that reads PDF files. This is specific you your computer. For our purposes, we are using Adobe® Acrobat® Reader DC. When the document opens, you may save or print. This can be accomplished through the tool bar of the PDF software.

1. **To Print the file**: Click the printer icon.
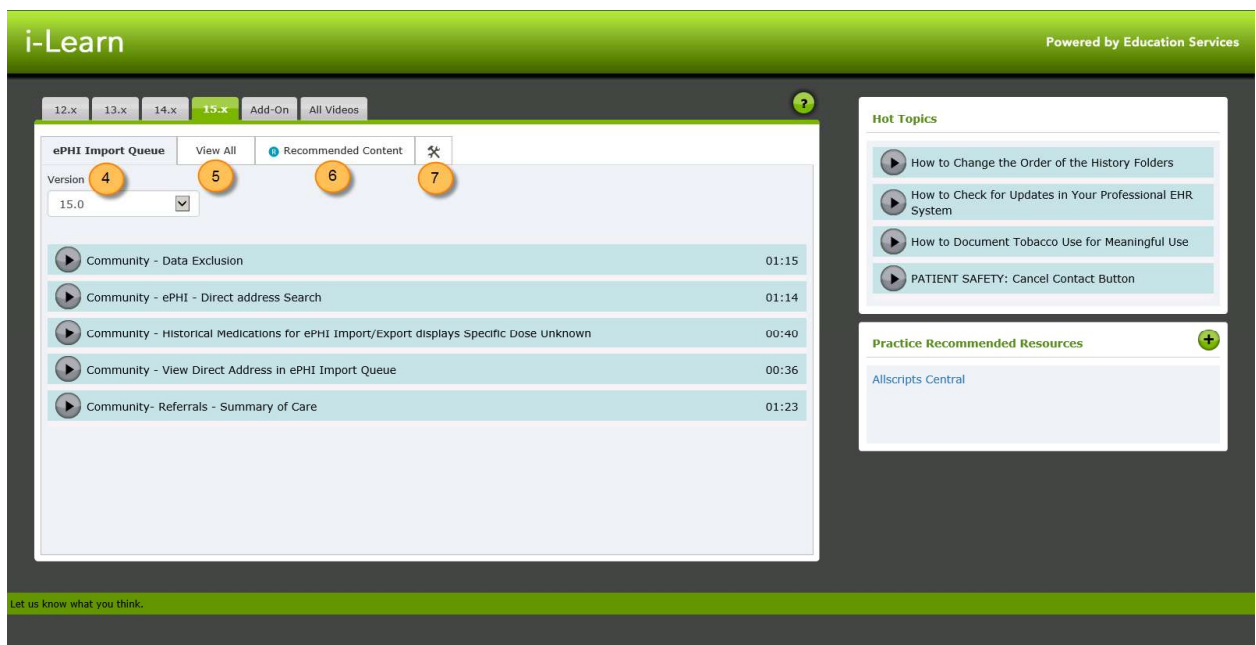2. **To Save the file:** Click the save icon.

An alternative is to go to the File menu at the top left of your screen.

1. **To open the File dropdown:** Click File and the window will expand.
2. **To Save the file**: Select Save to keep an electronic copy of the file
3. **To Print the file:** Select Print for a hard copy of the PDF.

Tab Functionality

1. **Release whole number tabs:** Product release content is now organized into whole number tabs. All sequential releases now fall under their parent whole number tab. A search can be performed to find all of the sequential release content. For example, there is a 15.x tab, to find the 15.0 content click on the version drop down within the parent tab and select 15.0. All of the 15.0 content will then display.

2. **Add-On tab:** This tab allows for clients to reference ancillary products' features to a non-version specific tab. Please note that these ancillary products may have a cost associated with them.

3. **All Videos tab:** This tab list all the available i-Learn videos. The learner can use filters such as Keyword, Screen, and Release Version to narrow down on the videos per their requirement.
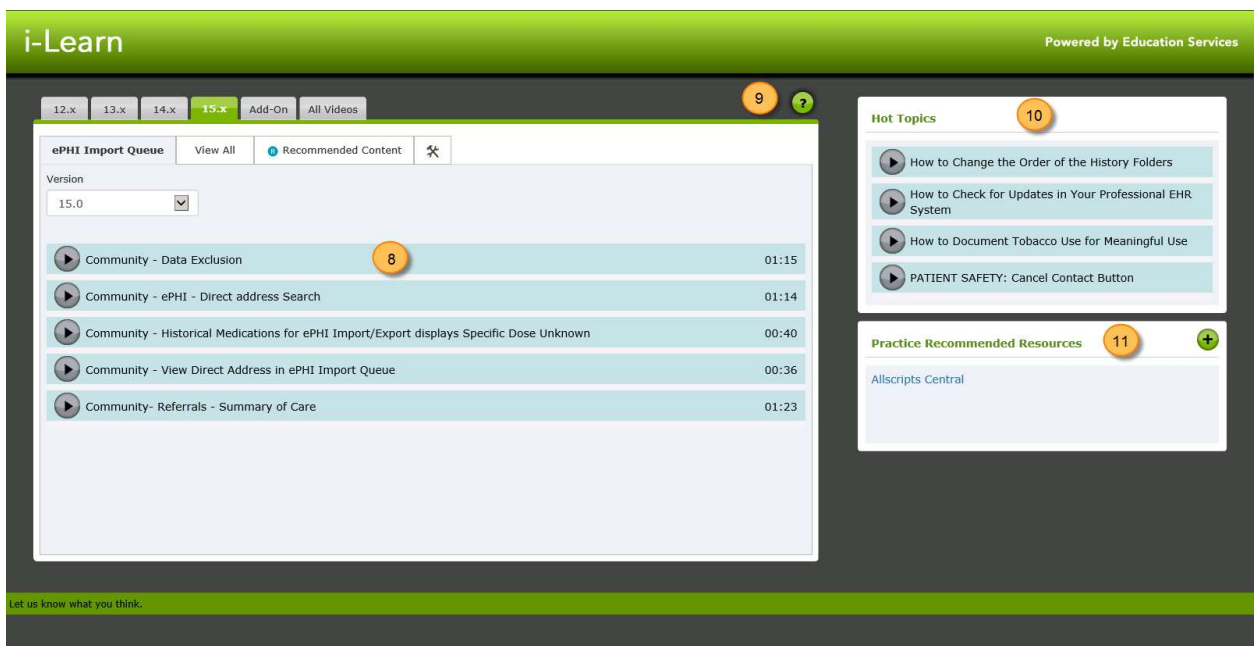

4. **Screen i-Learn was accessed from tab:** This tab will display the information regarding the screen from where i-Learn was launched from.

5. **View all tab:** This tab allows the learner to view all the videos associated to selected release.

6. **Recommended Content tab:** This tab shows recommend content based on the user or group by the Practice Administrator. ***Please note:*** learners have the ability to view recommended content in the other tabs by the R icon located next to the link title.

7. **Administration (Hammer/Wrench icon) tab (only available to Administrator Users):** This tab grants access to the Client Admin page to the Practice Administrator. On the Client Admin page the admin can add users, groups, users to groups or assign recommended content to specific users or groups.

Screen Orientation

8. **Feature Link:** Each link is a video showing a feature that is new in the selected release version. ***Please Note:*** Each video does include audio. However, some servers do not have the capability to play audio. For these cases, a text version (in blue captions) of the audio is displayed on the screen.

9. **Question Mark button:** This button grants the learner access to i-Learn help.

10. **Hot Topics:** The content in this section is either popular topics or content based on popular Allscripts Product support cases.

11. **Practice Recommended Resources:** The section is custom URL links that the practice has recommended for its learners.
    a. **Plus Sign button (only available to Administrator Users):**
       The Practice Administrator can add custom URL links by clicking the Plus Sign button. A new window will appear. Under the "Enter Link Title" field, enter the title you would like to appear on the link in the Practice Recommended Resources section. Under the "Enter URL" field, enter the URL of the custom link. When complete, click the **Add Content** button.

Search Functionality

Within Release or Add-On /View All sub tab or the All Videos tab, the learner has the capability to perform searches. The learner can perform a search with one or a combination of several components: Version, Keywords, or Screen.