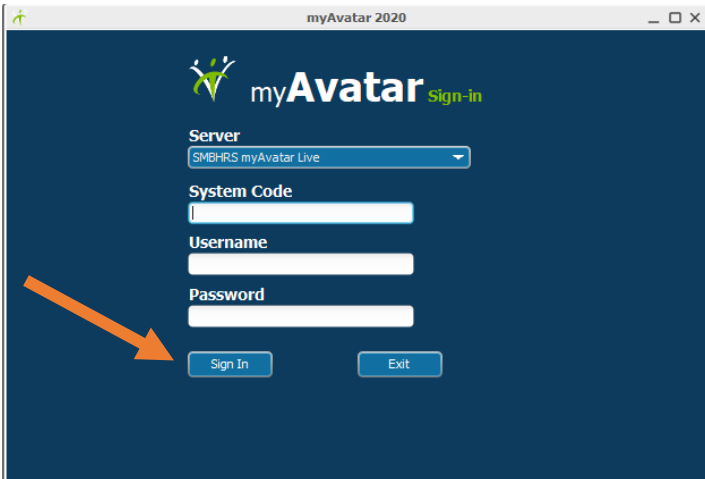


# Avatar: How to Add and Remove Widgets


## Adding Widgets

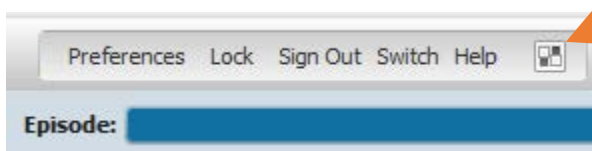
1. Sign in to Avatar



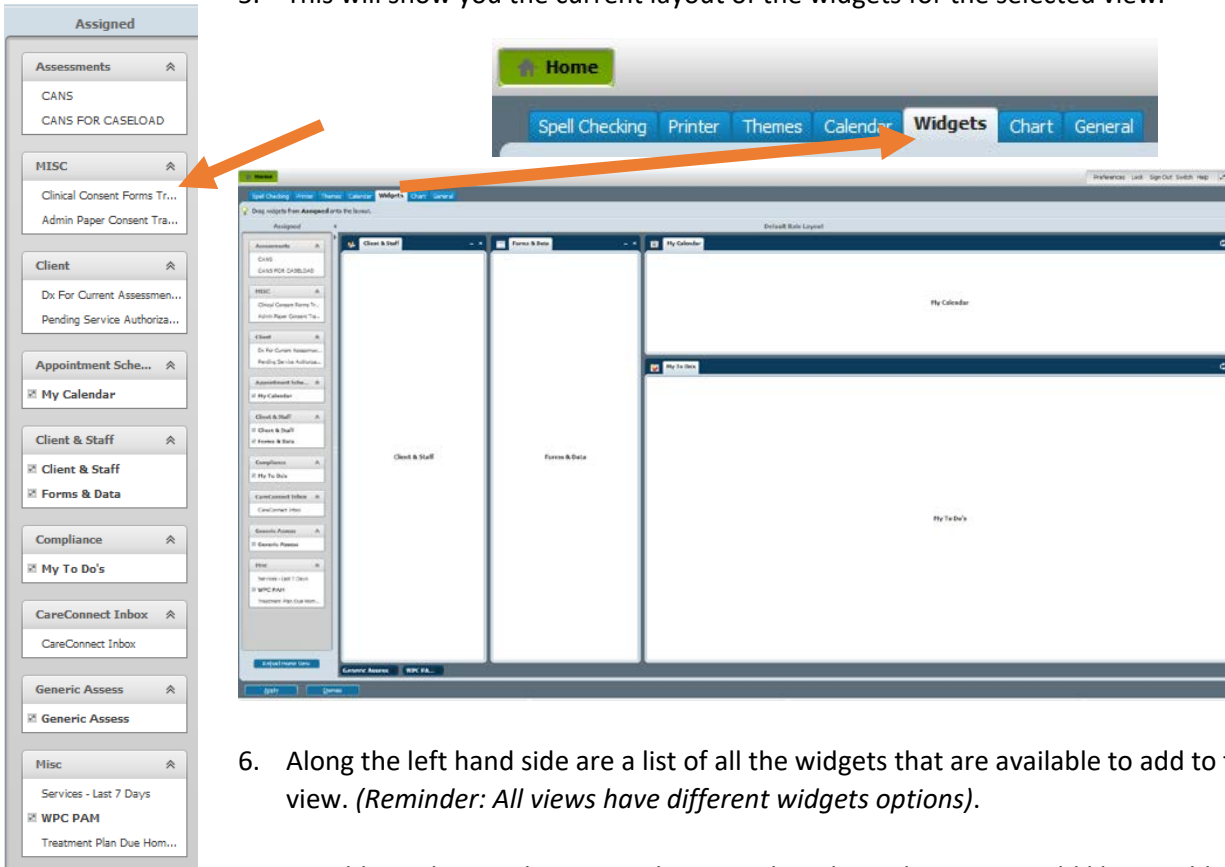
2. Make sure you are on “Home” view in the upper right hand corner of your screen.
3. Depending on your assigned User Role in Avatar (Clinical, Admin, Medical Staff etc.) your **“My Views”** will be different for various staff.
4. For each view, the widgets that appear can be customized (*not all views contain the same widget options*). Select the view you would like to customize the widgets for.



4. Locate and select the Widget Icon  in the upper right hand side of your screen.

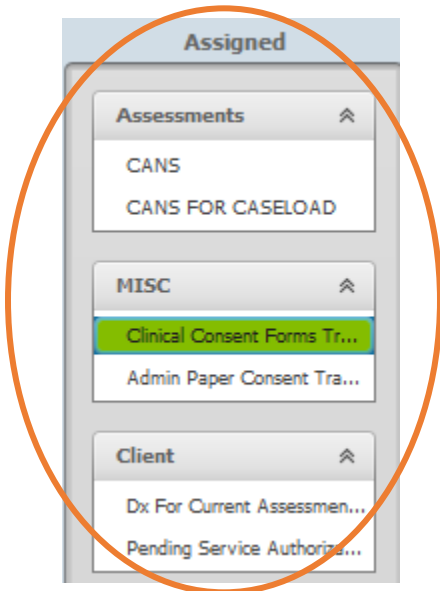


5. This will show you the current layout of the widgets for the selected view.

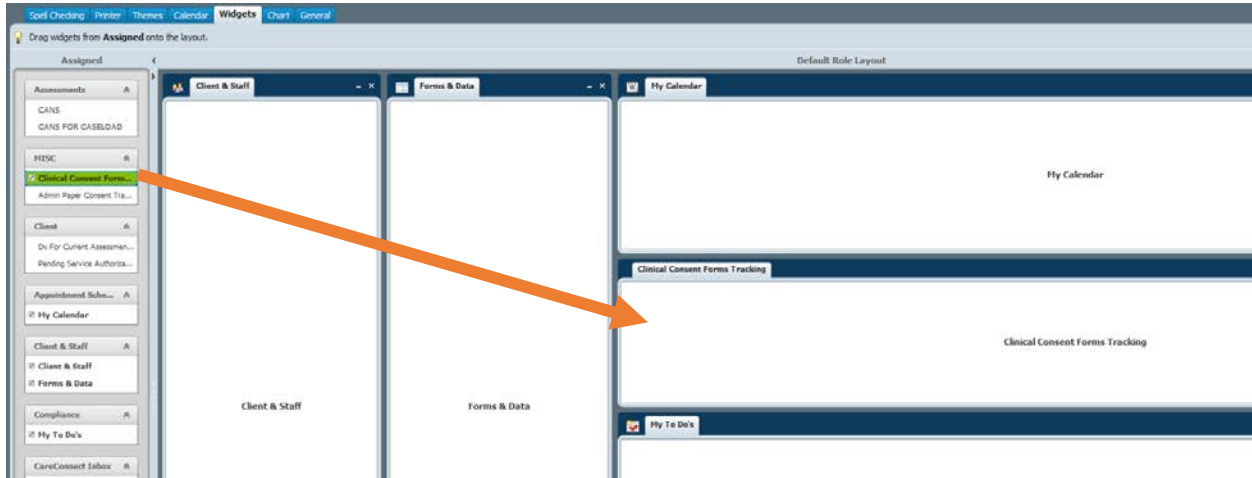


6. Along the left hand side are a list of all the widgets that are available to add to this particular view. (Reminder: All views have different widgets options).

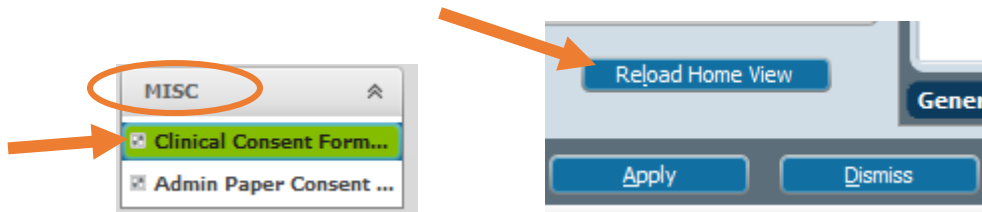
7. To add a widget to the current layout, select the widget you would like to add. You can select any of the widgets listed under "Assigned."



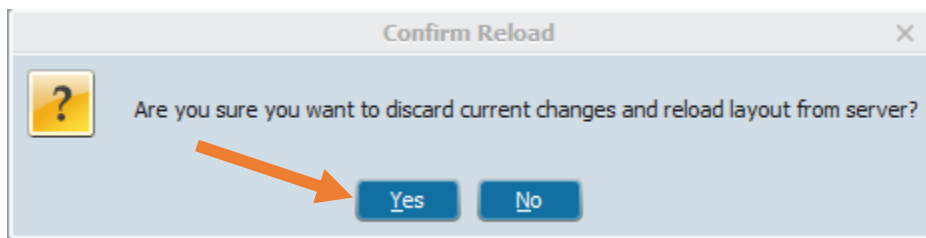
8. You can add the widget to the current layout 2 different ways.
  - a. Select the widget name and drag it to the desired location on your widget layout. **This will only add the individual widget you selected.** You can place the widget wherever you like. *(Size and shape of widget is predetermined by Avatar depending on the location you drag the widget to).*



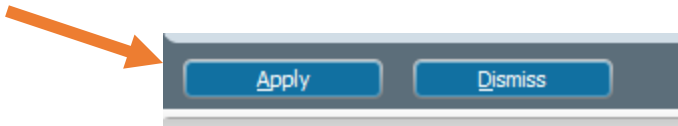
- b. You can also **add all the widgets listed under a specific heading** to your current layout by **selecting any of the widget names under that specific heading** and clicking "Reload Home View" located at the bottom of the widget list. **This will add all of the widgets under that heading to your current layout.**



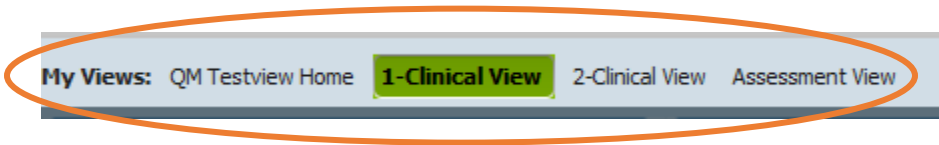
When the Confirm Reload pop-up appears, click "Yes."




You can move the widget location by dragging it to a location on the current layout screen. *(Size and shape of widget is predetermined by Avatar depending on the location you drag the widget to).* After you have arranged the widget(s) how you like, click "Apply."

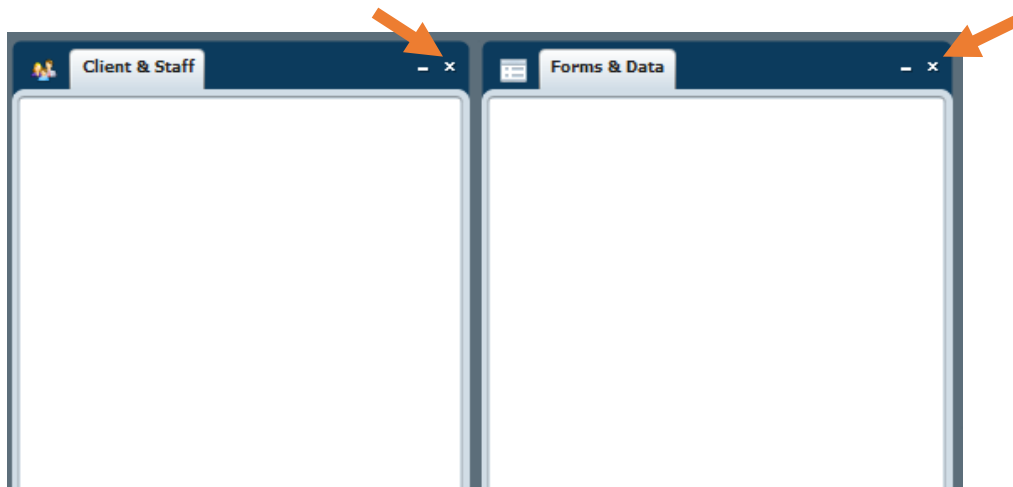


9. The view you were updating the layout of the widgets for will now be saved and appear on that view. *(Note: You can still rearrange the widget layout from the current view, instead of going back into the Widget Icon, by selecting and dragging the widget to a different location).*
10. You can repeat these steps listed above (Adding Widgets 1-10) to add widgets to any of your views.



### Removing Widgets

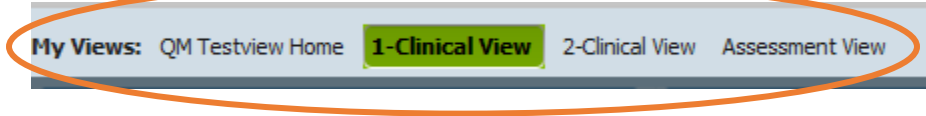
1. **Repeat steps for 1-6 above** to sign into Avatar, select the view you would like to remove the widget from and select the widget icon to bring you to the current widget layout.
2. Locate the widget you would like to remove from the desired view and locate the 'x.' 



3. Click the "x" to remove the widget from the view's current layout and then click "Apply" to save the change. *(Note: You can remove more than one widget at once by selecting any of the "x" buttons before selecting "Apply").*



4. The widget is now removed from the selected view.
5. You can repeat these steps on other views to customize your widget layout by selecting the view you would like to remove the widgets for and following the same steps (Removing Widgets 1-4) listed above.



**\*\*\*If you are looking for a specific widget to Add or Remove and are unable to locate it, or are having issues related to your widgets or Avatar, please submit and ISD Ticket for further assistance.\*\*\***