Education Cart

Documents can be added to the Education Cart from the Folders. The documents in the Education Cart can be arranged to print in sequential order or added to a folder.

The Education Cart operates as your online “shopping cart.” It will automatically empty when you log out of the KOD program or close your Internet browser.

Add content to the Education Cart:
1. Select a document(s) that you want to add to the Education Cart from Folders.
2. Select Add to Education Cart from the Action dropdown and click Go.
3. Click on the Education Cart tab to view the content in the cart.
4. Choose an Action from the dropdown menu to apply to the documents.
Personalize and Print Multiple Documents
This Action option allows you to personalize HealthSheets for a patient. You can add the patient’s name and notes, or your program contact information, to each document that is printed.

Personalize and Print is available in the Action dropdown menu ‘Action for Selected Items’ for documents present in a folder, education cart or search results list.

If you have selected multiple HealthSheets, the dropdown menu will display the message “Select Action for Selected Items” and a Go button.  Select the Action for Selected Items you wish to perform, then click Go.  The Personalize and Print dropdown menu will appear with an option for each selected HealthSheet.  The list of selected HealthSheets will appear on the left side, with the action options on the right.  Once you have selected the desired action for each HealthSheet, click the Go button for each one to finalize the changes.

To personalize and print multiple sheets:
1. Select Personalize and Print from the Action dropdown menu.  Click Go.
2. Enter patient’s name.
3. Add notes to be included on all documents.
4. Add specific notes to each document.
5. Click on the Print button.