- How to open up the Compact Note Generator -
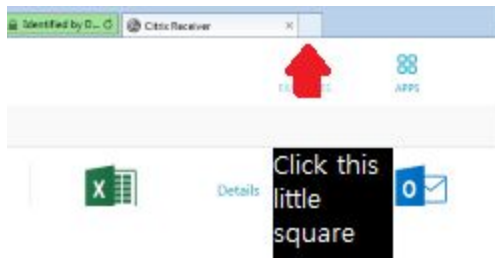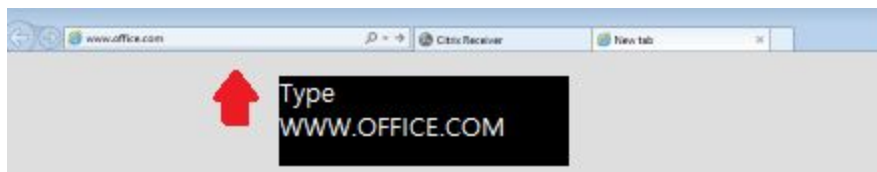
There are two ways to open up the Compact Note Generator:

Opening via **Internet Explorer Browser** (Instruction below)

1) Go to Citrix and open New Tab by clicking on the little square at the top.

2) Type www.office.com in the address bar and log in.

Opening via **CVSHEALTH email** (Instruction below)

- Forward email with file attachment to your CVSHEALTH email.
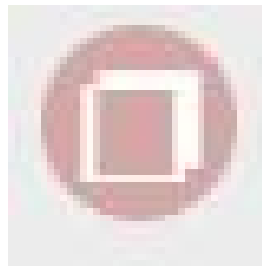
- Pros and Cons of each method -

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Pros: More stability
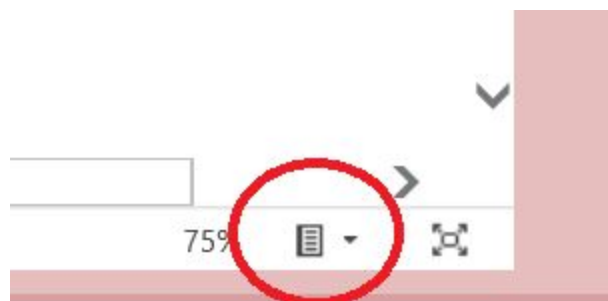**Cons:** *'Auto Format Email' and 'Open Triage Forms'* functions not available.

Pros: *'Auto Format Email'* and *'Open Triage Forms'* functions available.
Cons: Less stability (Few people experienced occasional crash)

- How to open External Triage Form -

1) Click above icon at the <u>bottom left</u> of Compact Note Generator
   2) You may have to log in using your Continuum email once.

3) Click above icon and click 'Download a Copay'.

- Quick Reference Guide -

Information

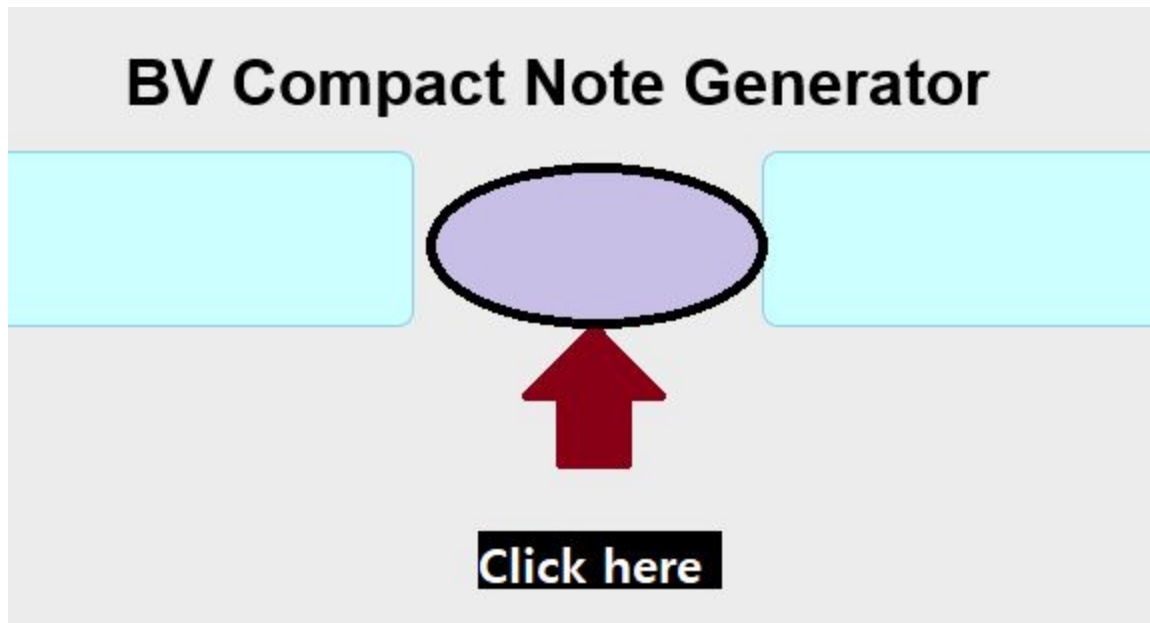**Welcome Call Template Only**

Emails

Triage Forms

Shortcut Key List

Template Guide

<u>- Trigger Dark Mode -</u>

BV Compact Note Generator

Click here

- Updated Info -

1) Click on the information icon.

2) Click on my name.