Sticky Notes
User Guide

Version 22

Contents

Introduction

The Sticky Notes feature lets you create and manage your notes directly from ODIN. Notes that are created in the system can either be private or shared. You can assign a note to a specific office and designation group or make it visible to all users in the system.

Overview: Sticky Notes

You can access all the functionalities of the Sticky Notes feature in the **Sticky Notes** window.

To open **Sticky Notes**, do any of the following:

- Click the **ODIN Sticky Notes** symbol 📝 on the ODIN toolbar.

- Press F1 on your keyboard.

- Click **Utilities** on the ODIN menu bar, and then click **ODIN Sticky Notes**.
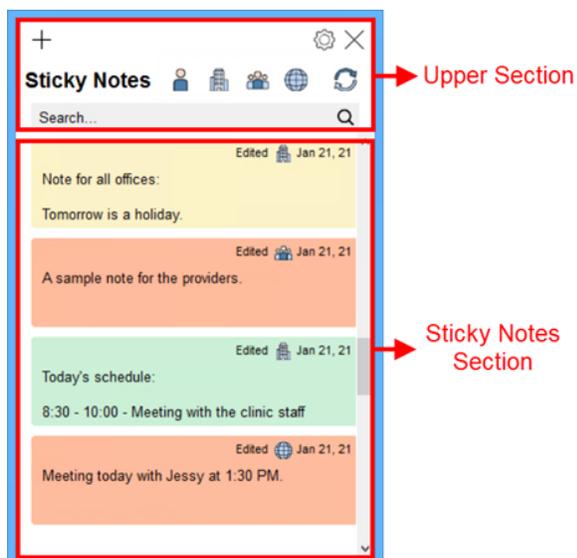
Figure 1 The **Sticky Notes** window

In **Sticky Notes**, you can find the following:

- Upper section

- Sticky notes section

Detailed View: Upper Section

In the upper section of the **Sticky Notes** window, you can create and set up the notes in ODIN. You can also search for and filter the notes that appear in the sticky notes section.
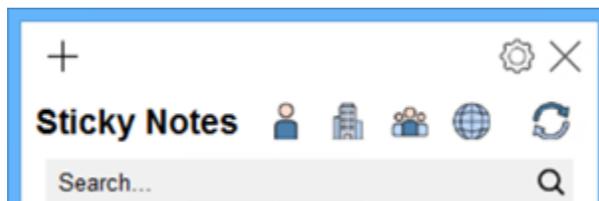
Figure 2 The upper section of the **Sticky Notes** window

The upper section of **Sticky Notes** contains the following:

- **Add Note**. Click the **Add Note** symbol ✛ to create a note.

- **Settings**. Click the **Settings** symbol ⚙ to set up the Sticky Notes feature.

- **Personal Notes**. Click the **Personal Notes** 👤 symbol to view your personal notes.

- **Office Notes**. Click the **Office Notes** symbol 🏢 to view the notes that are assigned to a specific clinic.

- **Designation Group Notes**. Click the **Designation Group Notes** symbol 👥 to view the notes that are assigned to a specific job title.

- **Global Notes**. Click the **Global Notes** symbol 🌐 to view the notes that are assigned to all users in the system.

- **Refresh List**. Click the **Refresh List** symbol 🔄 to refresh the notes in the **Sticky Notes** window.

- **Search**. In the **Search** box, type any keyword to search for a specific note.

Detailed View: Sticky Notes Section

In the sticky notes section, you can view the note preview for the notes that you create and the notes that other users share with you. You can also view the necessary details about the notes and perform additional functionalities of the Sticky Notes feature.
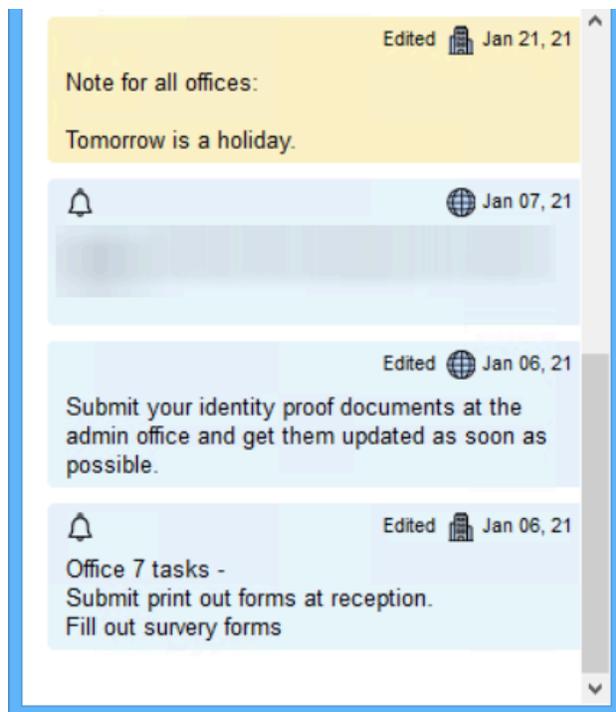
Figure 3 The Sticky Notes section of the **Sticky Notes** window

In the Sticky Notes section, you can find the following:

- **Alert**. The alert symbol 🔔 appears if the note is recently added or edited.

- **Edited**. Point to **Edited** to view the edit history of the note.

- **Category**. Point to the category symbol beside **Edited** to view who created the note and the date when he or she created it.

You can right-click any note previews to view other options in the Sticky Notes section. The following are the right-click options:

- **Open Note**. Click **Open Note** to open the note window where you can view the entire content of the note.
- **Delete for All**. Click **Delete for All** to delete a shared note.

- **Delete Note**. Click **Delete Note** to remove a personal or shared note only from your list of notes.

The Sticky Notes Functionalities

In the **Sticky Notes** window, you can create personal or shared notes and edit notes that are shared with you. You can also change the settings of the Sticky Notes feature based on your preferences in **Sticky Notes**.

The notes that you create are automatically saved in the system when you close the note window. If you create or edit a note without closing the note window, it is also automatically saved in the system at an interval of 60 seconds.

You can still open any screens or windows in ODIN while the **Sticky Note** and note windows are also open. When another screen or window is opened, the system adjusts the transparency of the note window to 50 percent.

Create a personal note

In ODIN, you can create a note that only you can view and edit.

To create a personal note, follow these steps:

1. On the ODIN toolbar, click the **ODIN Sticky Notes** symbol 📝.

2. In the upper section of the **Sticky Notes** window, click the **Add Note** symbol ➕, and then click **Personal Note**.

3. In the note window, type the note that you want to add.
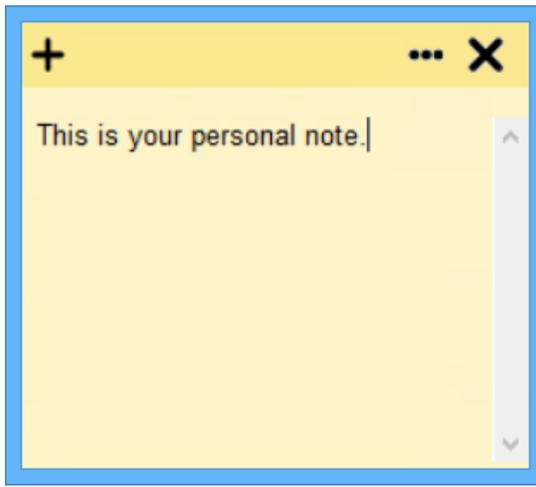
Figure 4 The note window when you click **Personal Note**

Note:

Right-click anywhere in the text box of the note window to access the text selection, cut, copy, and paste functionalities. You can also access the Search on Web functionality to search for a highlighted text on the Internet.

Create an office note

In ODIN, you can create a note and assign it to a specific office. With this type of note, the users from the office that you select can view and edit the shared note.

To create an office note, follow these steps:

1. On the ODIN toolbar, click the **ODIN Sticky Notes** symbol 📝.

2. In the upper section of the **Sticky Notes** window, click the **Add Note** symbol ➕, and then click **Office Note**.

3. In the note window, select the applicable office from the office list, and then type the note that you want to add.

Note:

The default office that is selected when logging on to ODIN is automatically selected from the **Office** list. You can assign an office note only for the offices that you have the right to access.

Create a designation group note

In ODIN, you can create a note and assign it to a specific job title. With this type of note, all users with the job title that you select can view and edit the shared note.

To create a designation group note, follow these steps:

1. On the ODIN toolbar, click the **ODIN Sticky Notes** symbol 📝.

2. In the upper section of the **Sticky Notes** window, click the **Add Note** symbol ➕, and then click **Designation Group Note**.

3. In the note window, select the applicable job title, and then type the note that you want to add.

Create a global note

In ODIN, you can create a note that all users in the system can view and edit.

To create a global note, follow these steps:

1. On the ODIN toolbar, click the **ODIN Sticky Notes** symbol ▤.

2. In the upper section of the **Sticky Notes** window, click the **Add Note** symbol ✚, and then click **Global Note**.

3. In the note window, type the note that you want to add.

Edit a note

You can edit a note that you created or is shared with you in the **Sticky Notes** window.

To edit a sticky note, follow these steps:

1. On the ODIN toolbar, click the **ODIN Sticky Notes** symbol ▤.

2. In the sticky notes section of **Sticky Notes**, double-click the applicable note.

Note:

You can also right-click the note, and then click **Open Note** to open the note window.

3. In the note window, perform the necessary changes.

In **Sticky Notes**, **Edited** appears in the applicable note preview after you edit an office, designation group, or global note. To view the edit history of the note, point to **Edited**.
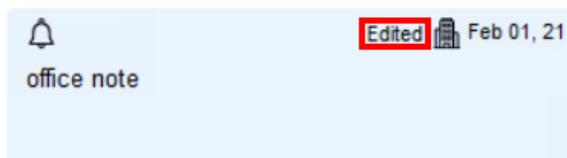
Figure 7 In **Sticky Notes**, point to **Edited** to view the edit history of the note.

In **Sticky Notes**, the alert symbol ⏰ also appears in the left corner of the note preview to notify other users that a note is recently added or edited.

Change the default background color

You can change the default background color for all types of notes.

To change the default background color, follow these steps:

1. On the ODIN toolbar, click the **ODIN Sticky Notes** symbol 📝.

2. In the upper section of the **Sticky Notes** window, click the **Settings** symbol ⚙.

3. From the options that appear, select the color that you want to set as default.

4. Click **Close**.

Change the background color for individual notes

You can also change the background color for individual notes.

To change the background color, follow these steps:

1. On the ODIN toolbar, click the **ODIN Sticky Notes** symbol 📝.

2. In the sticky notes section of **Sticky Notes**, double-click the applicable note.

3. In the note window, click the options symbol •••.

4. From the options that appear, select the applicable color.

Open Sticky Notes by default after signing in to ODIN

You can set the system to open the **Sticky Notes** window by default after you log on to ODIN.

To open **Sticky Notes** by default, follow these steps:

1. On the ODIN toolbar, click the **ODIN Sticky Notes** symbol 📝.

2. In the upper section of **Sticky Notes**, click the **Settings** symbol ⚙.

3. Select the **Open on login** check box.
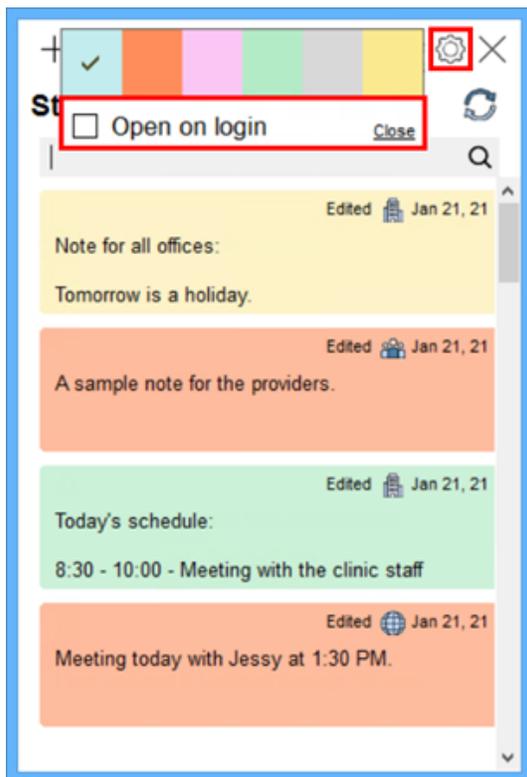
Figure 9 In **Sticky Notes**, click the **Settings** symbol, and then select **Open on login** to open **Sticky Notes** by default after signing in to ODIN.

4. Click **Close**.