

Important Content Update Message

We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

Customizing Articles in the AAP Local Library

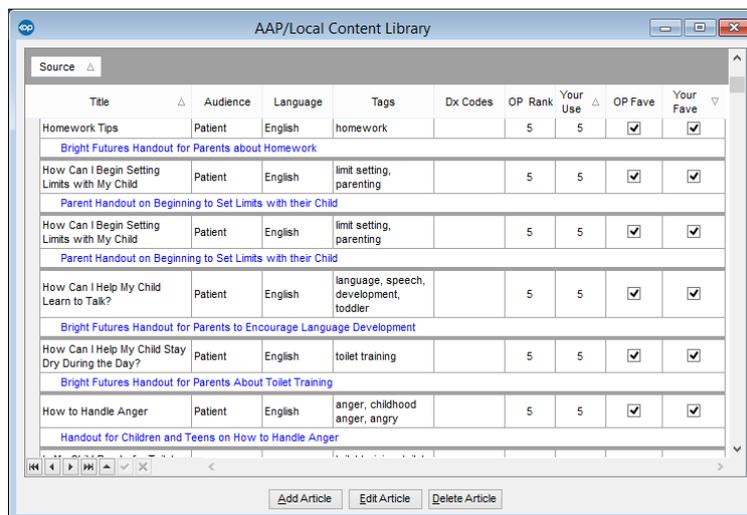
Last Modified on 12/18/2019 8:54 am EST

Version 14.19

The AAP Local Library is your personal library of AAP articles local to your machine. This library can be accessed to sort and locate articles, and view/customize the characteristics of each article, including whether or not the article is displayed as a Favorite.

Customizing Articles

The Library shows not only the title of each article, but also the following characteristics, displayed in columns from left to right:



Title	Audience	Language	Tags	Dx Codes	OP Rank	Your Use	OP Fave	Your Fave
Homework Tips	Patient	English	homework		5	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bright Futures Handout for Parents about Homework								
How Can I Begin Setting Limits with My Child	Patient	English	limit setting, parenting		5	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Parent Handout on Beginning to Set Limits with their Child								
How Can I Begin Setting Limits with My Child	Patient	English	limit setting, parenting		5	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Parent Handout on Beginning to Set Limits with their Child								
How Can I Help My Child Learn to Talk?	Patient	English	language, speech, development, toddler		5	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bright Futures Handout for Parents to Encourage Language Development								
How Can I Help My Child Stay Dry During the Day?	Patient	English	toilet training		5	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bright Futures Handout for Parents About Toilet Training								
How to Handle Anger	Patient	English	anger, childhood anger, angry		5	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Handout for Children and Teens on How to Handle Anger								

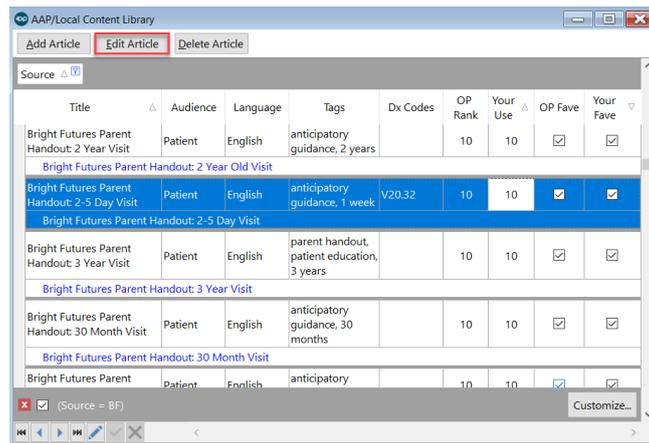
Field Name	Description
Title	This is the title of the article and the name that will be linked to a template. If a title is changed for an article, the link on the associated template will be broken. See the instruction below on how to change an AAP article name and correct the template.

Audience	Indicates the target audience (normally patient or provider). Click the Edit Article button to change this field in the Content Library Editor.
Language	Indicates the language of the article. Click the Edit Article button to change this field in the Content Library Editor.
Tags	Used to categorize the articles. Click the Edit Article button to change this field in the Content Library Editor.
Dx Codes	ICD-10 codes associated with the article. Click the Edit Article button to change this field in the Content Library Editor.
OP Rank	Shows the article's ranking among OP users. Click the Edit Article button to change this field in the Content Library Editor.
Your Use	Shows the number of times you've accessed the article; a higher number means that the article will appear higher in the list of related articles when you right-click on a word or ICD-10 code. This number can be changed, however, if you'd prefer that it does not appear higher in the list.
OP Fave	Articles with this box checked have been selected by our trainers as recommended content, and will appear at the top of the list of articles when you right-click on a word or ICD-10 code. If you would prefer that an article does not appear at the top of the list, you can uncheck the next box, under Your Fave and the article will no longer be a Favorite.
Your Fave	Check or uncheck this box to control whether an article appears in the upper tier of the list of articles. Note that Your Fave checkmark trumps the OP Fave checkmark - if OP Fave is checked, but Your Fave is not checked, the article will not appear at the top of the list with the other Favorites.

Changing an AAP Article Name

When changing an AAP article name the Educational Handout/Resource link will no longer be valid on the associated template(s). Below is instruction on changing the name, and adding the link back into the template(s).

1. Navigate to the AAP/Local Content Library: **Clinical tab > More (Customize group) > Patient Education.**
2. Select the article or click the **Source** button and select the article group.
3. Click the **Edit Article** button.



Title	Audience	Language	Tags	Dx Codes	OP Rank	Your Use	OP Fave	Your Fave
Bright Futures Parent Handout: 2 Year Visit	Patient	English	anticipatory guidance, 2 years		10	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bright Futures Parent Handout: 2 Year Old Visit								
Bright Futures Parent Handout: 2-5 Day Visit	Patient	English	anticipatory guidance, 1 week	V20.32	10	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bright Futures Parent Handout: 2-5 Day Visit								
Bright Futures Parent Handout: 3 Year Visit	Patient	English	parent handout, patient education, 3 years		10	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bright Futures Parent Handout: 3 Year Visit								
Bright Futures Parent Handout: 30 Month Visit	Patient	English	anticipatory guidance, 30 months		10	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bright Futures Parent Handout: 30 Month Visit								
Bright Futures Parent Handout: 30 Month Visit	Patient	English	anticipatory		10	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

4. Click in the **Title** field and make your change. If applicable, change the **Description** field.
5. Click the **OK** button.
6. Navigate to the Encounter or Well Visit Template Editor: **Clinical tab > Encounter Templates or Well Visit Templates**.
7. Select the template, and click the **Orders/Workflow** tab.
8. Click the **Resources** tab.
9. Select the resource to change.
10. Click the drop-down arrow and select the article with the title change.
11. Click the **Save** button.

Sorting AAP Articles

There are three ways to sort the articles:

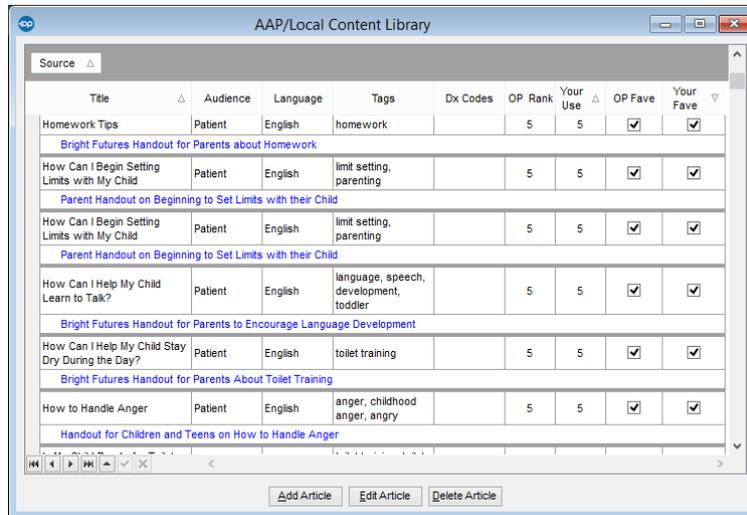
- Click on the box at the top of any of the columns listed above, and the articles will be resorted (numerically or alphabetically) based on the values in that column. Click once to sort from lowest to highest, click again to sort from highest to lowest.
- To view Favorite articles only, click on the **down arrow** button in either the **OP Fave** or **Your Fave** column heading, then select **True** from the drop-down menu. Only those articles with that particular checkbox checked will be displayed.
- To view only articles for a specific audience or in a specific language, click on the **down arrow** button in either the **Audience** or **Language** column headings, then select the value you want from the drop-down menu.

Version 14.10

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Header	Functional Description
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Your Fave

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