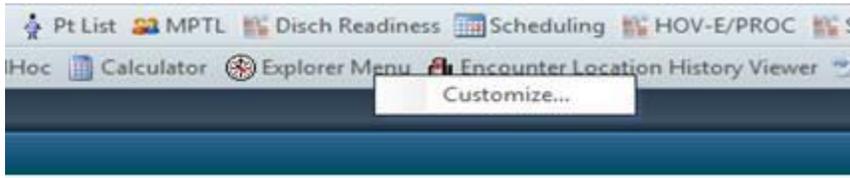
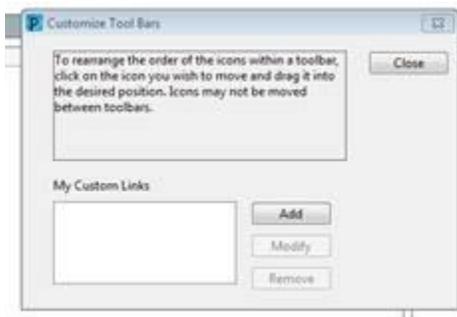


Below are the instructions on how to add the MAW icon the main tool Bar.  
They need to hover their cursor over the toolbar and right click, they will see a box that says customize

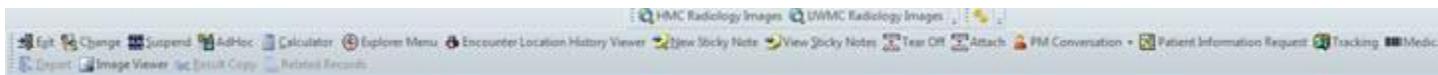


Left Click on that

They will then see a “Customize Tool Bar” window in the middle of their screen that looks like this



Don't do anything with that...they should also see that the tool bar has expanded to show all available buttons/icons



They need to click on the MAW icon and drag it to a spot on their toolbar where it will be more visible. I usually have staff put theirs near the AdHoc button.

The last step is to click the “close” button on the “Customize Tool Bar window”. This change does not stay permanent until they log off. They will need to log off this session before they will be able to see it on another ORCA session. For example...I had helped one of your staff do this in room 317. She then went to a different room without logging out of the chart in 317. When she logged into ORCA in the second room she was not able to see her MAW button.