



Adding UpToDate to Hyperspace Toolbar

- Audience: Providers and clinicians who access the UpToDate on-line medial resource.
- **Summary:** This document explains how a user can add the link for UpToDate on their Hyperspace Epic toolbar for easy access.

Add UpToDate to My Toolbar

1. Click on wrench icon in the main Hyperspace Epic toolbar to access the Personalization Activity:



- 2. From "Available Activities" on the left side, scroll down and click on Links divot \triangleright .
- 3. Drag and drop UpToDate over to "My Toolbar" section on the right side.

Available Activities		My Toolbar	
N Hala		Home	
Help		In Basket	
Personalize		Pt Station	
▼ Links		Chart	
Franciscan Alliance Links Home	- 1	Todaγ's Pts	
Franciscan Alliance Ambulatory Links	- 1	Master Daily Schedule	X
EpicHelp Self Service	_	Change Context	X
Ambulatory Meaningful Use Objectives Manual		HPF Deficiencies	~~
Ambulatory Meaningful Use Quality Manual		Remind Me	
Asset Tag Information		Remind Me	
UpToDate Drag and drop			

- 4. Click Accept to close activity.
- 5. UpToDate icon will either display on toolbar bar, or may be found in the >> more items indicator.





Note: You can use the above steps to add any of the Available Activities to your Toolbar. You can also drag and drop to re-arrange the order of the icons.