

Setting up myEvolv

*Videos will be blurry at first. Press pause and then restart. The video will reload and be clear.

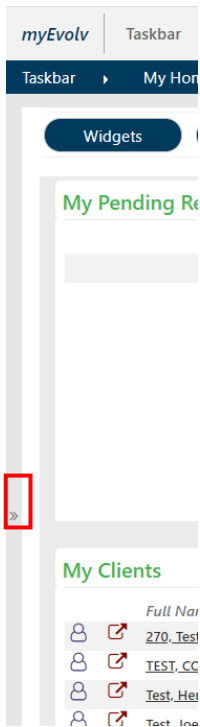
Guidance Included:

- [Using/Setting up the myFavorites Menu](#) (p. 1)
- Setting up Widgets

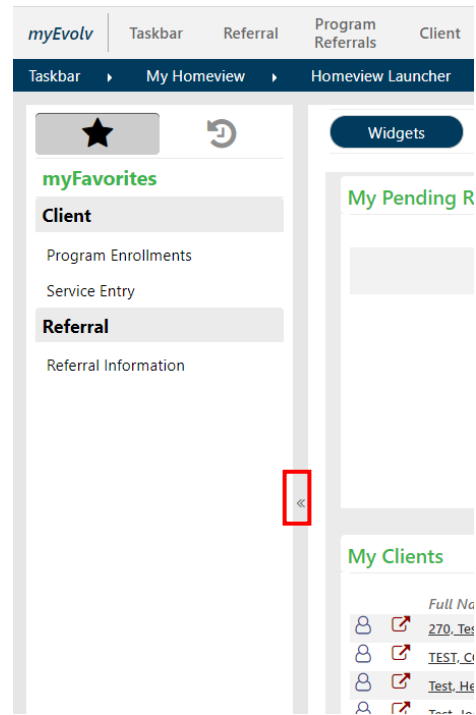
Using/Setting up myFavorites Menu

Using the Favorites bar will allow you to jump quickly to different locations you visit frequently in myEvolv

To open Favorites Menu, click the double arrow along the left-hand side of the page.

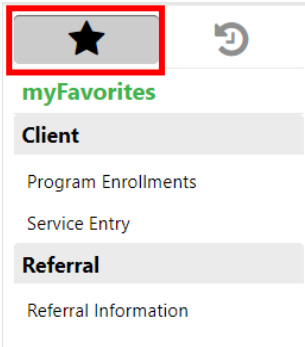


To close Favorites bar, click the arrow to the menu.

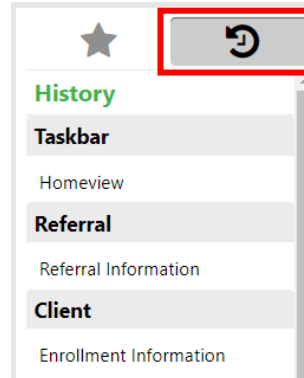


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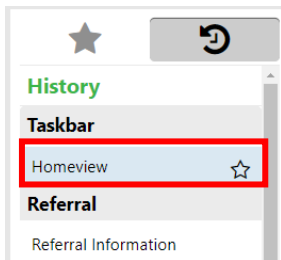
The star tab shows a list of locations in the myEvolv already saved as favorites.



The clock icon displays the history of recently visited locations within myEvolv.

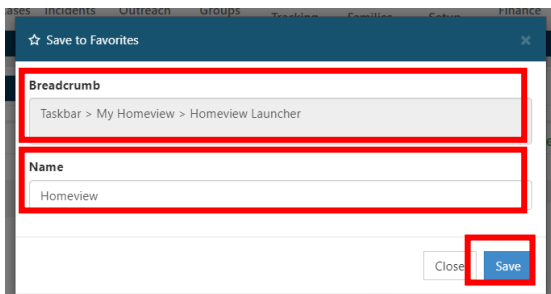


To save a recently visited location to Favorites, hover mouse over list and click the star that appears.



A box showing Breadcrumbs and Name will pop up.

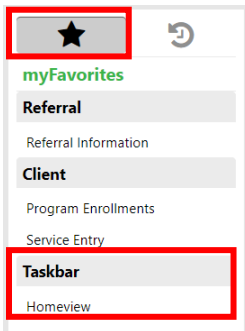
- Breadcrumb field cannot be edited.
- Name can be personalized as desired.
- Click Save to apply changes to Favorites bar.



Click the Favorites (Star) tab.

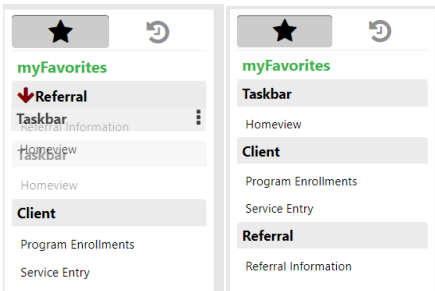
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Newly saved favorite will be now be listed at the bottom of the Favorites menu.

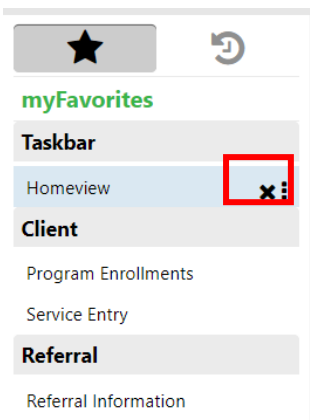


Favorites are listed by system module.

The list can be reorganized by clicking the module name and dragging up or down.



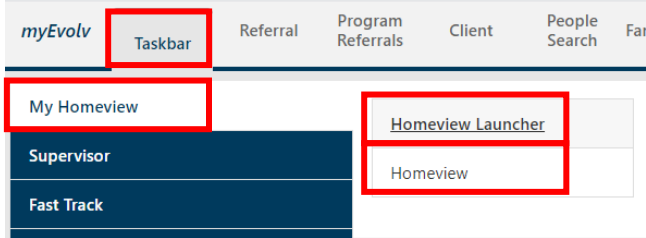
To remove a Favorited place from the list, over your mouse over the listed location and click the **X**.



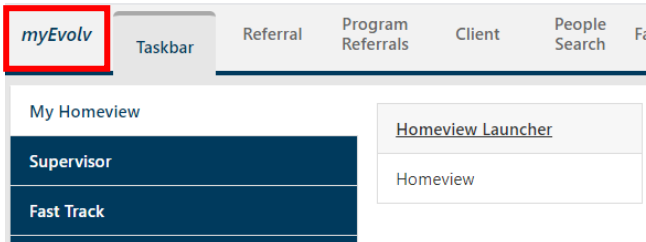
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Setting up Widgets

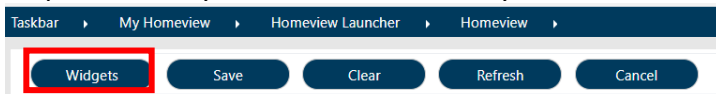
Breadcrumbs: Taskbar > My Homeview > Homeview Launcher > Homeview



Alternately, click myEvolv.

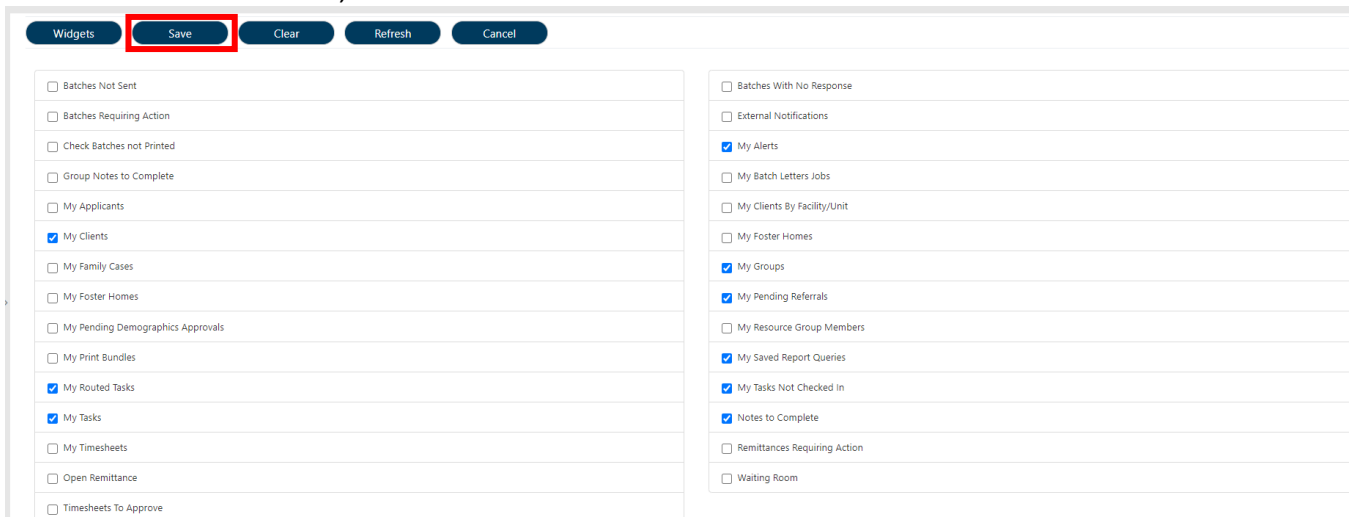


To personalize your home screen in myEvolv, click the Widgets button in the upper left-hand corner.



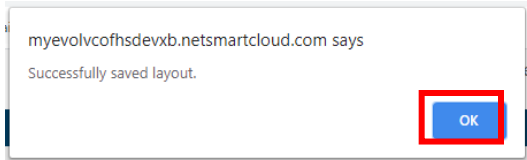
Click to select which widgets you would like to add to your home screen by clicking the box next to each option.

Once selections are made, click Save.

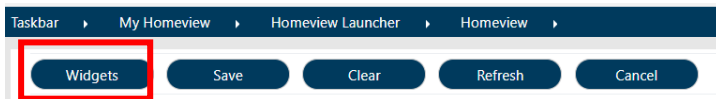


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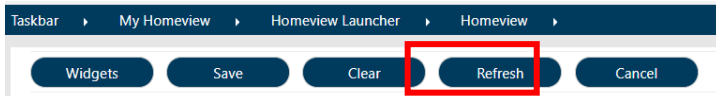
The system will alert you that layout was saved.
Click Okay.



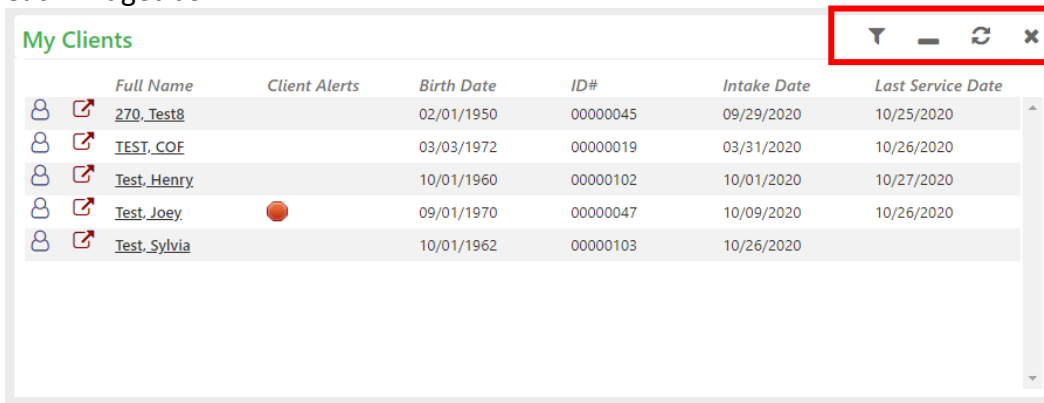
Click the Widgets button again to close the menu window. You will now see the widgets added to your home screen.



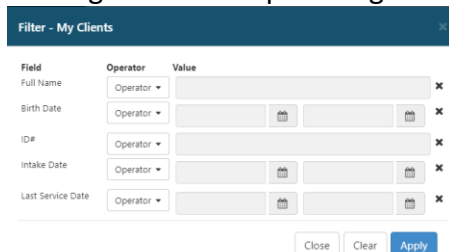
From your home screen, use the Refresh button to update all of your widgets.



You can manipulate each widget individually by using the symbols in the upper right-hand corner of each widget box



Flashlight: Click to open widget filter



Underscore: Click to minimize widget. Box will collapse and only title will show.
Click Window icon to restore widget to full size.

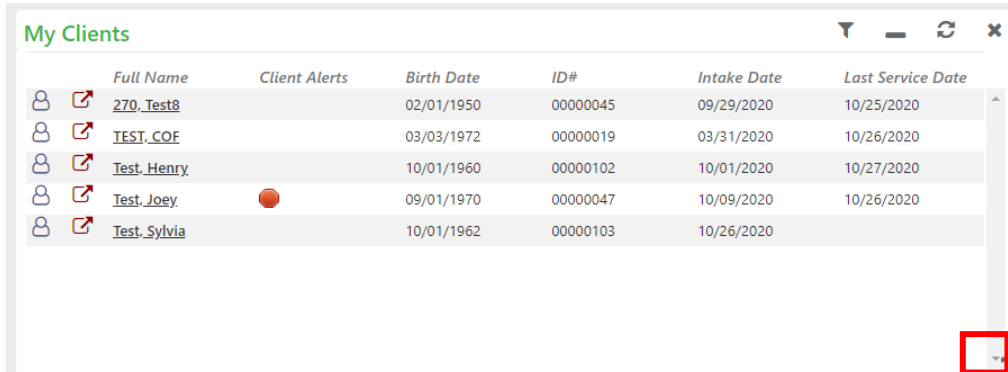


Circle Arrows: Click to refresh widget

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X: Click to remove widget from home screen

To resize the widget, hover your mouse over the bottom right-hand corner of the widget box to use the diagonal sizing arrow.



	Full Name	Client Alerts	Birth Date	ID#	Intake Date	Last Service Date
	270_Test8		02/01/1950	00000045	09/29/2020	10/25/2020
	TEST_COF		03/03/1972	00000019	03/31/2020	10/26/2020
	Test_Henry		10/01/1960	00000102	10/01/2020	10/27/2020
	Test_Joey		09/01/1970	00000047	10/09/2020	10/26/2020
	Test_Sylvia		10/01/1962	00000103	10/26/2020	

To move widgets around, hover your mouse over the top middle of the widget box to click and drag the widget box to where you would like it.

****Important Note:** Be sure to save any changes made to layout.