**Adding and Removing Items in the StarPanel Actions Menus**

*In order to use this feature, you need to be added to the following StarPanel team:*

**

 *(Currently Heather Knott and Debi are on this team)*

1. Access the Actions menu for a patient
2. Make sure your view is “My Actions”
3. Click on customize



1. Click “Switch to Bulk mode” on your customize screen (this is only visible if you are on the team allowed to make changes to the Actions menus)



1. Click on specific Actions menu needing modification



1. To add an action, click the title of the action to turn it blue (active)

To remove an action, click the title of the action to turn it gray (inactive)

1. Once modifications have been made, click “Bulk set Actions” button

