CREATING A ‘STEP BY STEP’ COMMAND
Before getting started:

It is recommended to utilize the ‘Step-by-Step Commands’ process in this PowerPoint if you already have auto texts in PowerChart and you want to transfer them over to DMO instead of having to re-type the auto text.

If you do NOT have any auto texts in PowerChart & don’t plan on creating them, then use the DMO ‘Make that an Auto Text’ feature to make new auto-texts (see Auto-text PowerPoint).

This process is the same whether you are using the DragonMic or Dragon Mobile (in the future)

- Click ‘Manage Step by Step’ Commands in the DragonBar Menu
- Click the ‘+’ at the bottom left to create a new Step by Step Command
- Fill out all red required fields indicated by the * asterisk
- Click in the **Name** field

- **Speak** or type (speaking recommended) the Command Name

- Remember to start the command with one of the trigger words (‘My’, ‘Insert’ etc. as discussed in **Command Tips**)

- Once you speak or type you will see the ‘**Spoken form**’ field begin to populate as well

- Fill in the **Description** field for further identification of the specific command

- Click ‘**New Step**’
- Click ‘Enter Text’
- Type in your auto text exactly as it appears in PowerChart, ie, ‘…title’ in the box to the right of the word ‘Text’ - ex. states ‘…NormalPhysicalExam’
  *NOTE: It is recommended to ‘Copy & Paste’ the auto text ‘… phrase’ in the text field from PowerChart. If you are off by a letter, symbol or capital letter, it will not work.
- Then, click ‘New Step’
Next, Click **Wait**
(This is to set ‘loading time’ for your auto-text to appear)

- Enter **2000** in **‘Waiting time (ms)’** (milliseconds)
- If your ‘…phrase’ is longer, i.e., **(…NormalPhysicalExamfornewpatients)** a longer **Wait** time is required. You may want to use 3000ms or 4000ms for this type to allow the system time to type it all out.
- Then, Click **New Step**
- Click **Press Hotkey** from list
- Click in the blank text box next to ‘Ctrl, Alt, Shift’, and press the **Enter** key on keyboard. ‘Enter’ will display as seen on right
- Click **Apply All** to finish creating the Command
To make the rest of your auto-texts into commands, repeat the above process for ‘Manage Step-by-Step Commands’

*NOTE:*
Benefits to converting auto-texts you created in PowerChart to ‘Step by Step Commands’ in DMO:

- These Auto-texts can be edited/updated in PowerChart & then will automatically be updated in Dragon DMO as your Step by Step Commands
Command TIPS

Command names should be preceded by a trigger or buzz word to ensure the Command will execute particularly if a commonly dictated medical word or phrase is dictated in the name of the command.

Trigger/ Buzz words:

• Insert
• My
• Launch
• Open

For example: instead of naming it ‘Physical Exam’, name it ‘Insert Physical Exam’

To execute the Command into a note, you will only say the ‘Spoken Form’ you have created

If you forget the name of the command, say ‘Manage Commands’ to view the list of Commands you have created and what they all are called