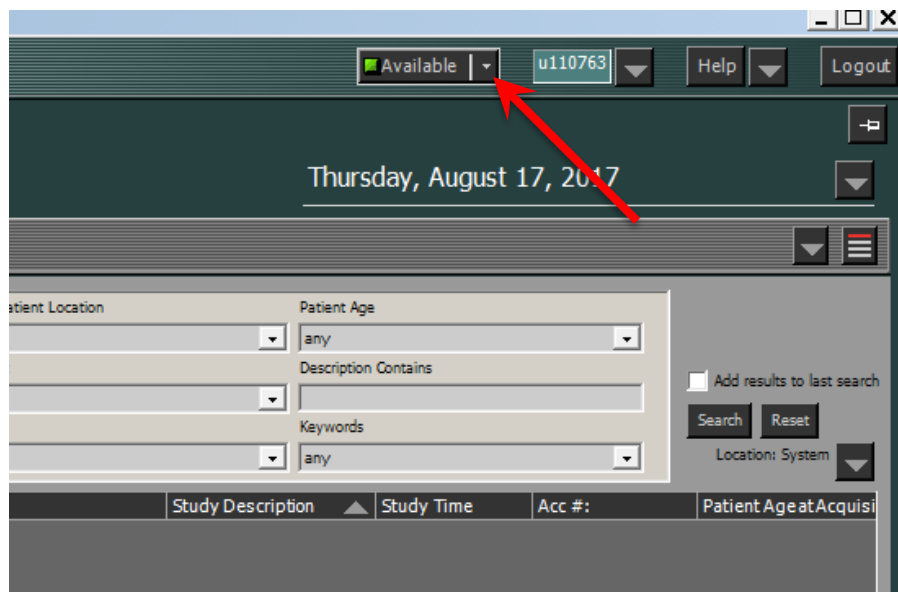


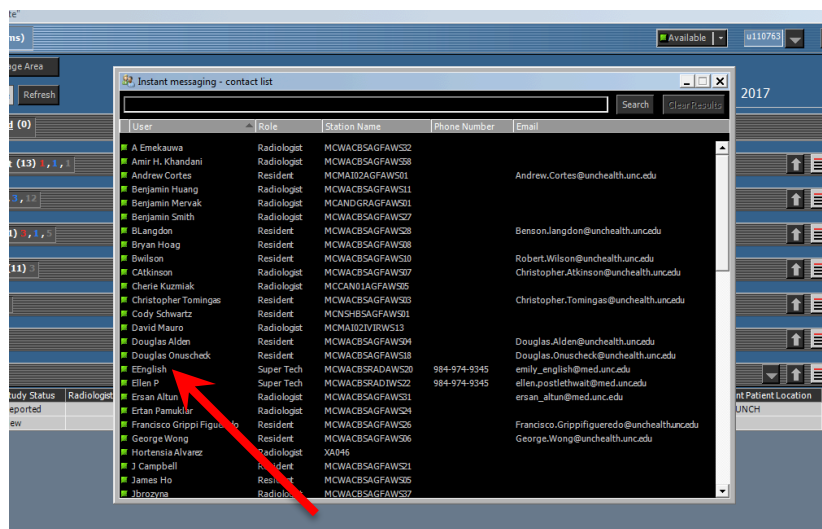
IMPAX INSTANT MESSAGING TIP SHEET

The IMPAX Instant Messaging system can be used to communicate with anyone **SIMULTANEOUSLY LOGGED INTO IMPAX**, for example, to give feedback to residents who may not be in physical proximity.

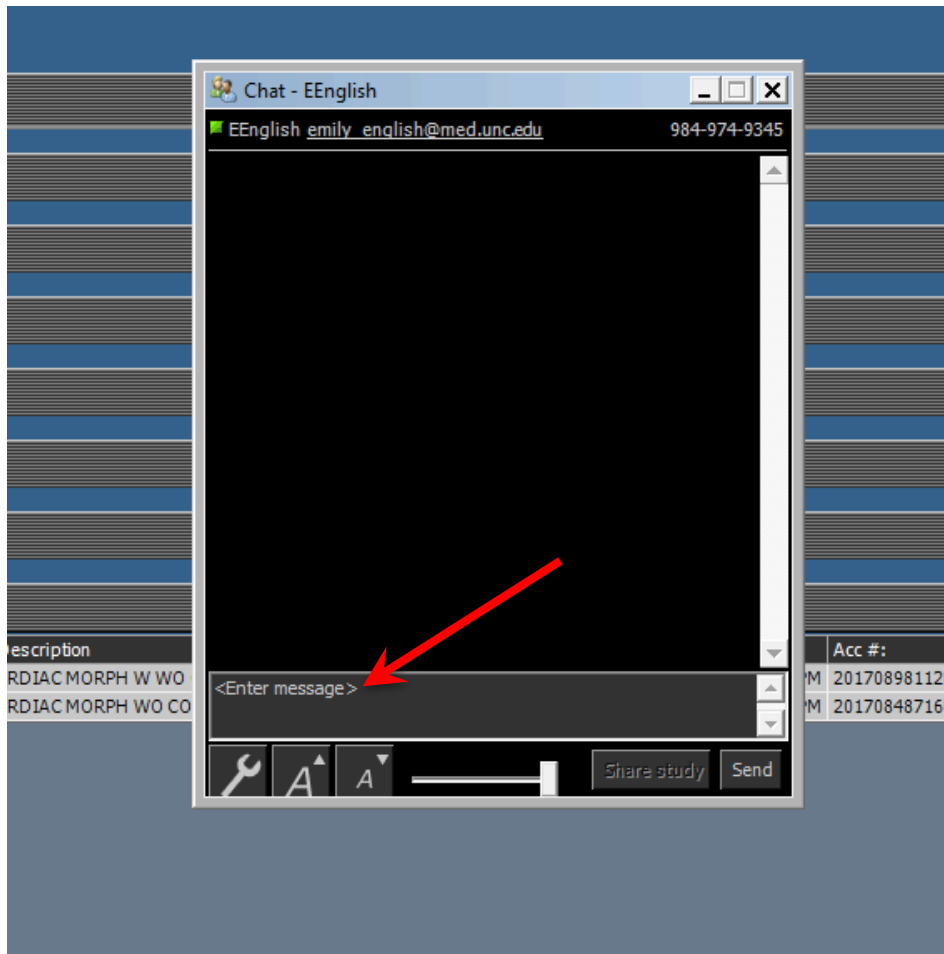
- 1) At the top of your IMPAX screen, you will see a dropdown menu with the word **Available**. Click the downward pointing triangle and select **Show contact list**. (Please also set your status to “Available” if it is not already.)



- 2) **Double click the person** you would like to message.



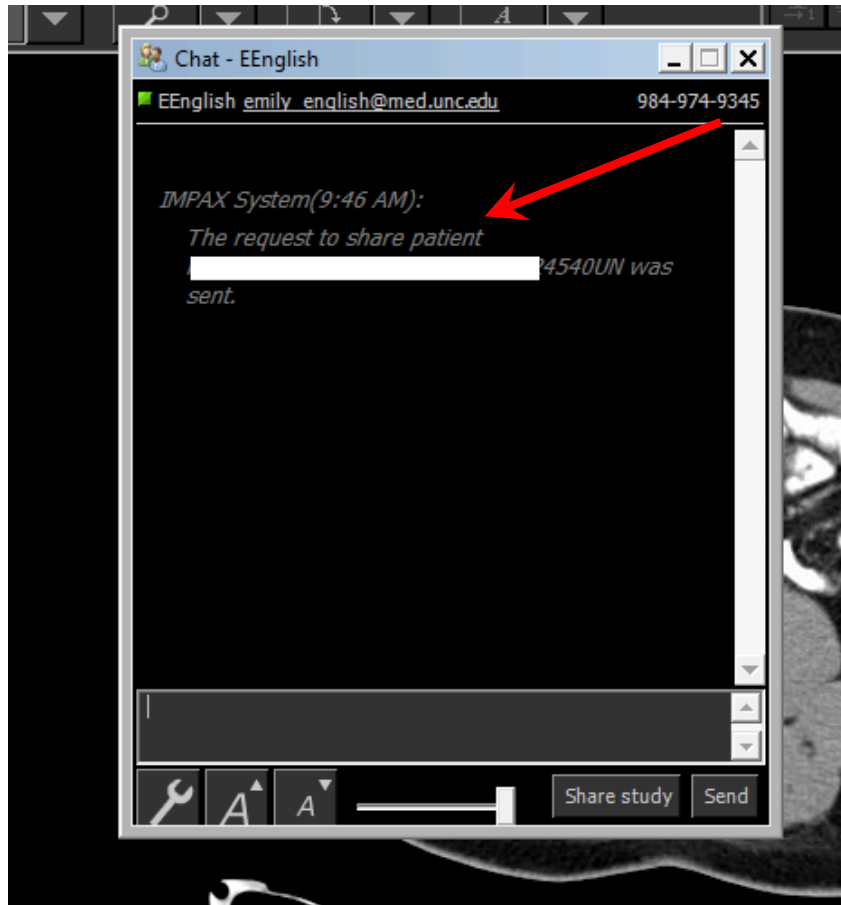
- 3) Type your message in the bottom, dark grey field where it says <Enter message>.



- 4) If you have a study open, the **Share study** icon will be available. Click it to send a link to the resident to open that study.



- 5) A notice will appear when the study has been shared with the resident. You will also receive a confirmation message when the study has been opened by the resident. You can follow with dialogue regarding what was changed or simply ask the resident to see your revised report.



*** IMPORTANT NOTES ***

Do not use this system for communication of medical emergencies.

You can only use this system for communication with other IMPAX users **simultaneously logged in**. **If you have a chat open and the other user logs out, the chat does not automatically close, so do not assume the other user has read your message unless they respond to it. For this reason it is a good practice to respond to messages with an "OK" or other indication.**