

How to access a different part of CareRight without exiting the current page

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Sometimes you are in the middle of a task in CareRight and you need to perform another task or get some information that is not accessible from within the page you are presently on. Some examples of this are:-

- Writing a letter and need to check how the patient's observations is trending
- Creating an invoice for a patient and the guarantor is not already in CareRight
- Entering a referral and the Professional Contact is not in CareRight (or they have moved to a new address)

You could close out of what you were doing to get to the other section, but that might result in you losing the work you have already done.

There is an alternative.

Because CareRight is browser-based, you can open another tab (or window) and access different sections of the system at the same time.

One way to do this is:-

1. Right Click on **Dashboard** up the top left of the window
 2. Select **Open Link in new tab** (or if you prefer **Open Link in new window**)
 3. If it doesn't happen automatically, select the new tab or window
 4. Perform the action required (lookup the piece of information or add the new record)
 5. At this stage you could close the tab or window, or you might leave it open so it is already there for the next similar occurrence
 6. Back in the original window, complete the original task
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