VIR Smartphrase Manager:

1. Go to EPIC drop down menu in left upper corner.

2. Select Smartphrase Manager. This will either be located in the drop down menu itself or under TOOLS in the drop down menu.

3. This box will pop up with your name.

4. In the “User” field, type in the name of the person from whom you will be taking the smart phrase. Hit enter or click go.

5. Highlight the Smartphrase that you want to add to your own list of smart phrases and select SHARE.
6. Click accept.

7. You will need to click "Refresh" in the SmartLink/Phrase Butler or restart Hyperspace before using the new SmartPhrase.

8. Once you restart Smartphrase Manager, you may edit a smartphrase by double clicking on it or hitting edit.

Alternatively, you can enter the following codes to obtain generic Smartphrases:

IPVIRPROCEDURENOTE = 112127
ADPRE = 109767
IRPRE = 203508
1. Click go.
2. Click Owners and Users.
3. Click accept. This will populate your Smartphrases when it is reopened.

**SmartPhrase Users**

The SmartPhrase Users list determines which users can use this SmartPhrase. Users may only add or remove themselves from the users list.

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