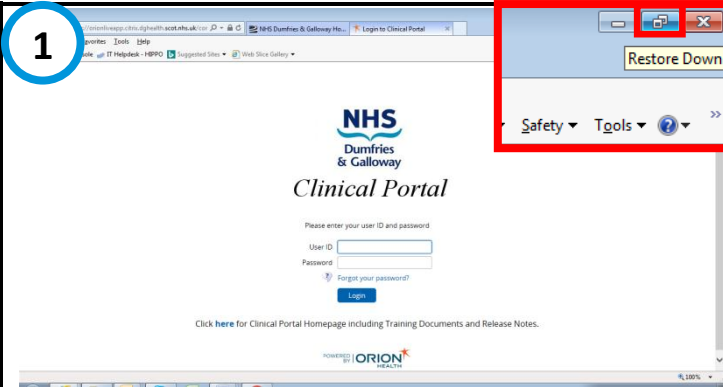
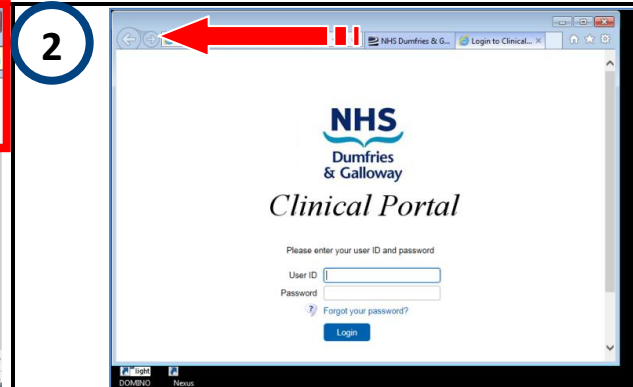


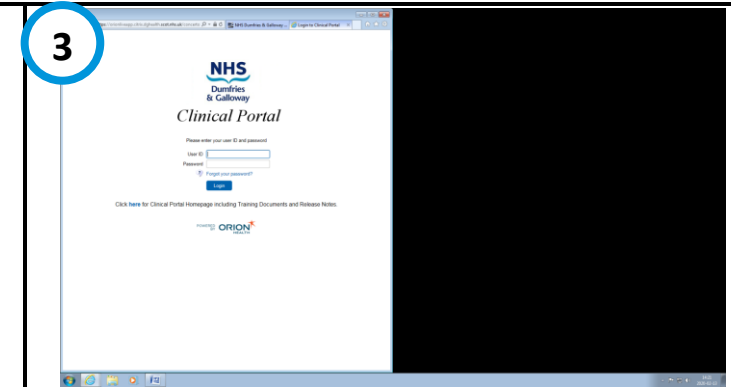
Open Clinical Portal (or other Electronic Patient Record) and resize the window



1 Open **Clinical Portal** through Beacon as usual and log in. If Clinical Portal opens full screen (maximised) click on the **Restore down** button at the top right corner of the window.

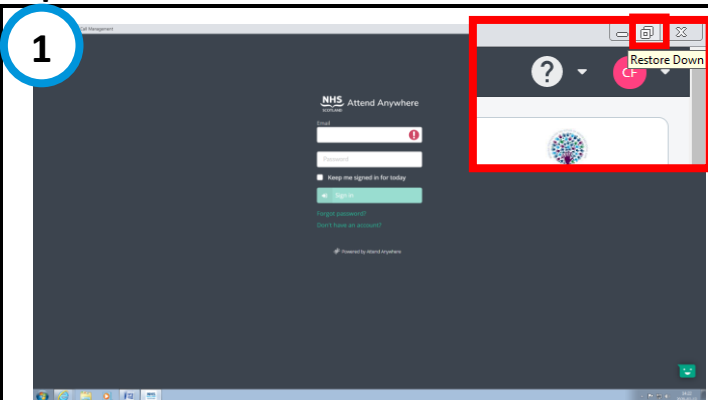


2 Move your mouse pointer to the **middle of the bar at the top of the window**, **hold down left mouse button** and **drag the window to the left of the screen**.

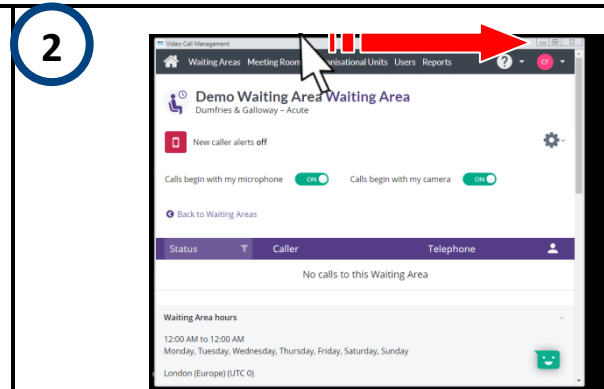


3 Clinical Portal should now be **snapped** to the left side of the desktop. Minimise the Clinical Portal window so that you are able to see the desktop icons again.

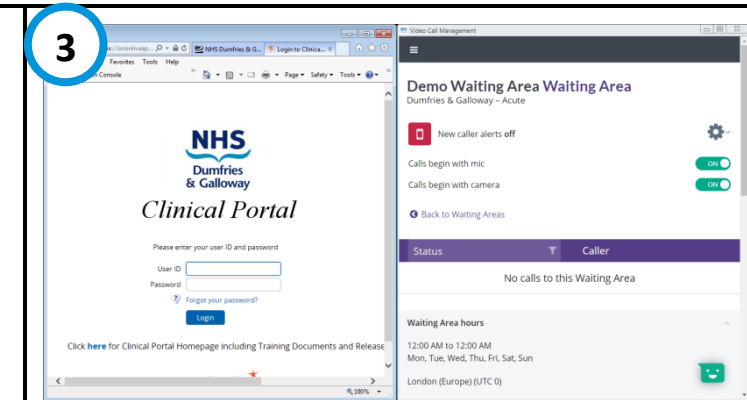
Open NHS Near Me and resize the window



1 Open **NHS Near Me** through its desktop shortcut as usual and log in. If NHS Near Me opens full screen (maximised) click on the **Restore down** button at the top right corner of the window.



2 Move your mouse pointer to the **middle of the bar at the top of the window**, **hold down left mouse button** and **drag the window to the right of the screen**.



3 Your NHS Near Me waiting area should now be **snapped** to the right side of the desktop. Restore the Clinical Portal window from the taskbar so that you are able to see both windows next to each other. **Repeat step 2 when the video consultation begins to snap the call window right.**