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How do I add a procedure?

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If you are the Novari ATC™ administrator, follow these steps to add a procedure.

- 1) Navigate to the "Administrator" module from the main page of the application
- 2) Click on "Application Settings"
- 3) Click on "Metadata Management Tool"
- 4) Click on "Procedure"
- 5) Click on "Add Px"
- 6) Fill in the form for the new procedure
- 8) For clients with an external scheduling or case record system (PICIS, Meditech, etc), enter the procedure mnemonic for the appropriate scheduling or case record system in the Procedure Mapping section
 - Please note: procedure mnemonic mappings values must be unique
- 9) Click "Submit" at the bottom of the page

For more information on managing users and groups, please refer to [Novari ATC Administrator, Security and Administrative Reports User Guide](#).