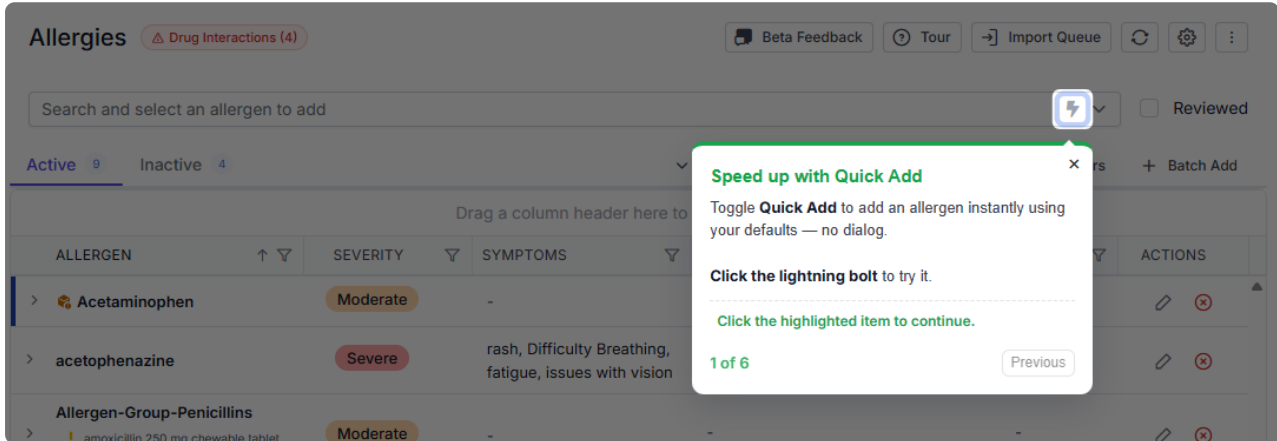


Guided Tours

Last Modified on 08/03/2026 9:13 pm EDT

Short, interactive walkthroughs built into OfficeEMR. Each one highlights a part of the screen and explains what it does, so you can learn a feature without leaving your work.



What are Guided Tours?

A Guided Tour highlights parts of the screen one at a time and explains what each one does. Tours are written by our training team and can be replayed any time.

Starting a tour

On screens that have a tour, look for the **help button**, a circled question mark . Click it to open a small menu with your options:

- **Take the tour** starts the step-by-step walkthrough.
- **Choose a level** lets you pick how much detail you want on some tours (see below).
- **What is this?** turns on a quick help mode (see below).

Tour levels

- **Novice:** the full tour, every step.
- **Intermediate:** the essentials, skipping the basics.
- **Expert:** just the advanced or new parts.

Good to know: on some screens, the tour starts **automatically** the first time you visit, so you get a hand with a brand-new feature right away.

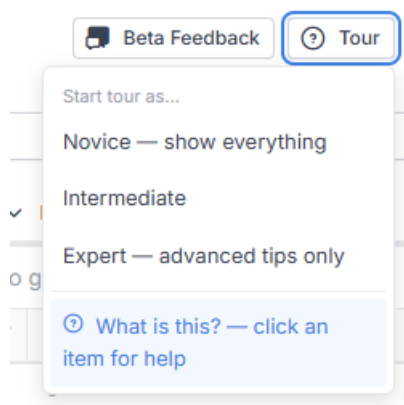
Taking a tour

- A small pop-up appears next to the highlighted item with a short explanation.
- Click **Next** to move on. For some steps, you can also click the highlighted item itself to continue.
- The rest of the screen is dimmed so it's clear where to look.
- The color of each pop-up tells you the type of tip, such as a general tip, an important note, or a warning.
- You can close the tour at any time. You don't have to finish it.

If a step points at something that isn't on your screen because your setup is different, the tour skips it and moves on.

“What is this?” help mode

Prefer to look around on your own? Choose **What is this?** from the help menu. This turns on a help mode where you can click any highlighted item on the screen to get a short explanation of just that item, without running the full tour. Exit the mode whenever you like.

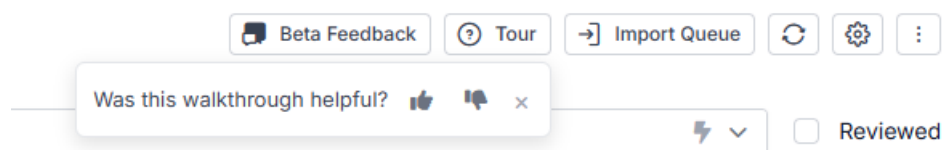


Will a tour keep popping up?

No. Once you've seen a tour, it won't start on its own again. If we make a meaningful update to a feature, the tour may run once more so you can catch what's new. You can always replay it yourself from the  button whenever you want a refresher.

Rate a tour

After finishing a tour, you may be asked for a quick **thumbs-up or thumbs-down**. This tells our training team whether the tour was helpful so we can improve it. It takes one click and is optional.



Frequently asked questions

I don't see a help button.

Not every screen has a tour, and your practice may have tours turned off or set to manual-only. If you think a screen should have one, let your iSalus contact know.

Can I turn tours off?

Whether tours are available is managed for your whole practice by an administrator or iSalus. If tours that start on their own are getting in the way, ask to have them set to manual only. The  button stays, but nothing starts on its own.

Do tours change my data?

No. A tour only highlights and explains the screen. It never enters or changes information for you.
