**Overview:** *Adding/Moving Medication Administration Wizard (MAW) to the Toolbar*

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | **To Find the Medication Administration Wizard (MAW) icon**  
Open the patient’s chart and click the **MAR** band. |
| 2.   | Click the arrow on the far right of the toolbar and select **Medication Administration (Wizard)** icon. |
| 3.   | **To Add or Move the Medication Administration Wizard (MAW) icon**  
Click on the **Toolbar Options** button on the far right hand side of the toolbar. |
4. Select last choice from list: **Add or Remove Buttons** then **Customize**

5. **Customize Tool Bars** box will display. Left click and hold over any of the toolbar icons then drag and drop it to the desired position.
6. Recommendation: Drag and Drop the **Medication Administration** button and place it next to the **AdHoc** button.

7. Click **Close** on the **Customize Tool Bars** window: