

**How to Add a Freeze Frame to the Pharmacy MIS Tool**

For this example we will be adding a freeze frame to the “MIS – Pharmacy” sheet.

**Step 1:** Use the toolbox buttons to navigate to either **“MIS – Pharmacy”, “MIS-Appliance”, “MIS-Abated” or “MIS-Cross Boundary”.**

**Step 2:** When the Pharmacy MIS sheet opens check you are at the far left column and top row of the sheet.



**Step 3:** Select the cell that will form the fix point for the sheet. In this example cell B4 is the fix point. This means column A, and all rows above 4 will remain fixed. Columns B onwards and rows 4 down will move.



**Step 4:** Once your fix point is selected use the menu at the top to select

 View -> Freeze Panes -> Freeze Panes



The result is that you now have a freeze pane on screen where Column A is always on screen as is rows 1,2 and 3.



**Step 5:** To remove a Freeze Pane simply left click on View -> Freeze Pane -> Unfreeze Panes.



