

Adding a new patient to the system.

If a patient is not already saved in the system, follow the following steps in this page to add them to the system.

Before proceeding with the instructions in this OMP page it is crucial to familiarize yourself with the various **sections** of the page (i.e. **toolbar, blue ribbon, table and form**). If you are not yet acquainted with this information, please click [here](#).

Instructions :

1. Open the Patients page. Click [here](#) to find out how to open this page.
2. Once the page is open with no object currently selected or in focus, you should click on the New Patient toolbar button
3. Proceed through the form inputs, filling out all required inputs and any additional ones you choose to complete. For efficient navigation, use the **Tab** key on your keyboard to move forward from one field to the next, or the **Shift + Tab** key combination to go back to the previous field.
4. After entering the necessary information, click the Save toolbar button. If there are any required fields left blank, the system will not save the object. Instead, it will draw attention to and focus on the unfilled required field. However, if all inputs are properly filled, the saving process will be successful. After this step, the following actions will take place :
 - The toolbar will transition to **level 2**. This brings up the buttons that are useful after you've selected or focused on a specific object (i.e Edit, Delete).
 - The form fields become inactive.
 - The table section becomes active.
 - The search input in the Blue ribbon is enabled.

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