

Using writing pads to take capture consultation data (i.e. comments, notes and prescriptions).

Before proceeding with the instructions in this page it is crucial to familiarize yourself with the various **sections** of the consultation page (i.e. **toolbar, blue ribbon, and interactive space**) and to learn how to maneuver through the different **views** of the interactive space (i.e. **dashboard, timeline, keyboard inputs, and writing pads**). If you are not yet acquainted with this information about the consultation page, please click [here](#).

Before you follow the steps on this page, it is important to grasp the various consultation statuses : **pending, ongoing, completed, admitted, discharged, and cancelled**. Understanding these consultation statuses is key to effectively navigating the instructions. Click [here](#) to read more about this.

In this manual, the term **consultation** denotes both consultations and admissions, which are facilitated through a similar interface with minor variations. However, in certain contexts, the term **consultation** may specifically refer to inpatient scenarios, while **admission** is consistently used for outpatient situations.

Instructions :

1. Go to the homepage and click a consultation from either the **pending** or **ongoing** tables, or open an admission from one of the **admission ward** tables.
2. The next steps of the instructions require that the consultation be either in **ongoing, completed or admitted** statuses.
3. Click one of the writing pad blue ribbon buttons (i.e. comments, notes, or prescription) to open the appropriate writing pad.
4. Once the writing pad is open, write or draw on the blank canvas just as you would on paper.
5. **Clear canvas button** : The icon for this button is a trash can. When clicked, it erases all drawings or writings on the current page. If the current page is empty and there are multiple pages in the writing pad, clicking this button will remove the current page.

6. **Ink colour selector button** : This button is represented by an icon of three crayons. Upon clicking it, three color options (black, red, and blue) appear at the top center of the screen. You can select an ink color by clicking on one of these options. Once a color is chosen, the top section of the writing pad view reverts to its original state. The default ink colour is black.
 7. **Line thickness selector button** : This button features an icon of a pen sketching a line. When you click it, three options for line thickness (size 1, 2, and 3) will appear at the top center of the screen. You can choose a line thickness by selecting one of these options. After a thickness is selected, the top section of the writing pad view returns to its default state. The standard line thickness is set to size 1.
 8. **Writing pad forms button** : This button, represented by an icon of several sheets, reveals writing pad form options at the top center of the screen when clicked. You can choose a writing pad form from the available pre-configured forms. If there are no pre-configured forms, please reach out to technical support to have suitable forms configured in the system.
 9. **Eraser button** : This button, symbolized by an eraser icon, transforms the pen tip into an eraser when clicked. To switch back to the pen tip, simply click the eraser button again.
 10. **Page navigation arrow buttons** : On the bottom left of a writing pad, there is a left arrow button, and on the bottom right, a right arrow button. These buttons are for moving through the pages of the writing pad. To add a new page to the writing pad click the right arrow button while on the last writing pad page.
 11. **Save button** : This button is represented by a floppy disk. After you have entered sufficient data into the writing pad, click the save button located at the upper right corner of the writing pad. This action will **temporarily store** your hand written data and close the writing pad, returning you to the last view you were on before opening the writing pad (such as the dashboard, timeline, or keyboard inputs views). To **permanently store** the data from the writing pad, you will need to **click either the Save or Complete toolbar button** found on the toolbar of the consultation page.
 12. **Cancel button** : Located at the upper right corner of the writing pad, this button, when pressed, will erase any data previously written and close the pad, taking you back to the view you were on before you opened the writing pad.
 13. To store consultation data in the database permanently, you can choose one of the following actions :
 - Click the Save toolbar button. This will store all unsaved consultation data into the database. Upon successful saving, a popup message will appear to confirm the action. By clicking **Ok** on this popup, the consultation page will refresh. The saved data can then be accessed from the timeline view, and it is displayed with a timestamp showing the employee who saved it and the date and time of saving. (N.B. **once saved, consultation data cannot be modified**).
 - Click the Complete toolbar button. This will store all unsaved consultation data into the database. Upon successful saving, a popup message will appear to confirm the action. By clicking **Ok** on this popup, the consultation page will refresh. The saved data can then be accessed from the timeline view, and it is displayed with a timestamp showing the employee who saved it and the date and time of saving. (N.B. **once saved, consultation data cannot be modified**).
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