

Homepage instructions.

Consultations can be viewed from the homepage of Paperless Hospital and are divided into two main categories: the **outpatient view** and the **inpatient view**.

The accessibility of these views can differ among users based on their employee role configuration. While some users may have access to one or both of these views, others may not have access at all. For instance, an employee in the accounts department may not require access to any of the consultation views, and therefore, their homepage will not display any. For more information on these employee roles [click here](#).

If your user role permissions grant you access to both views, you can alternate between them using the toggle buttons found in the blue-ribbon section of the page. For a detailed understanding of the different sections on any page, [click here](#).

The out-patient view presents consultations that are in either the pending, ongoing, or completed status. These consultations should have been created or completed either on the current day or the day before, regardless of the day the view is accessed.

The in-patient view only presents consultations that are in the admitted status.

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