

User Guide How to Email a Document

Introduction

This guide will show you how to email a document from within Point-of-Care.

Instructions

- 1. Open DXS Point-of-Care and navigate to the relevant document.
- 2. To email the document, click on the 'Email' button located in the toolbar.





3. Enter the recipient's email address.



4. The 'Subject' field can be edited if required .

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- 5. A copy of the email can be sent to your email address.
- 6. Should you wish not to receive a copy, deselect the tick box.



7. The option to attach additional documentation is also available.





8. Enter the desired message and select 'Send'.



9. A notification will appear to confirm that the email has been sent successfully.





10. Documents can be emailed from any of the various sections in Point-of-Care.





Support

0800 028 0004 (option 1)

support-uk@dxs-systems.com



dxs-systems.co.uk

Training



0800 028 0004 (option 2)

training@dxs-systems.co.uk \boxtimes



