



Point-of-Care

User Guide

How to Clear the Inbox Folder

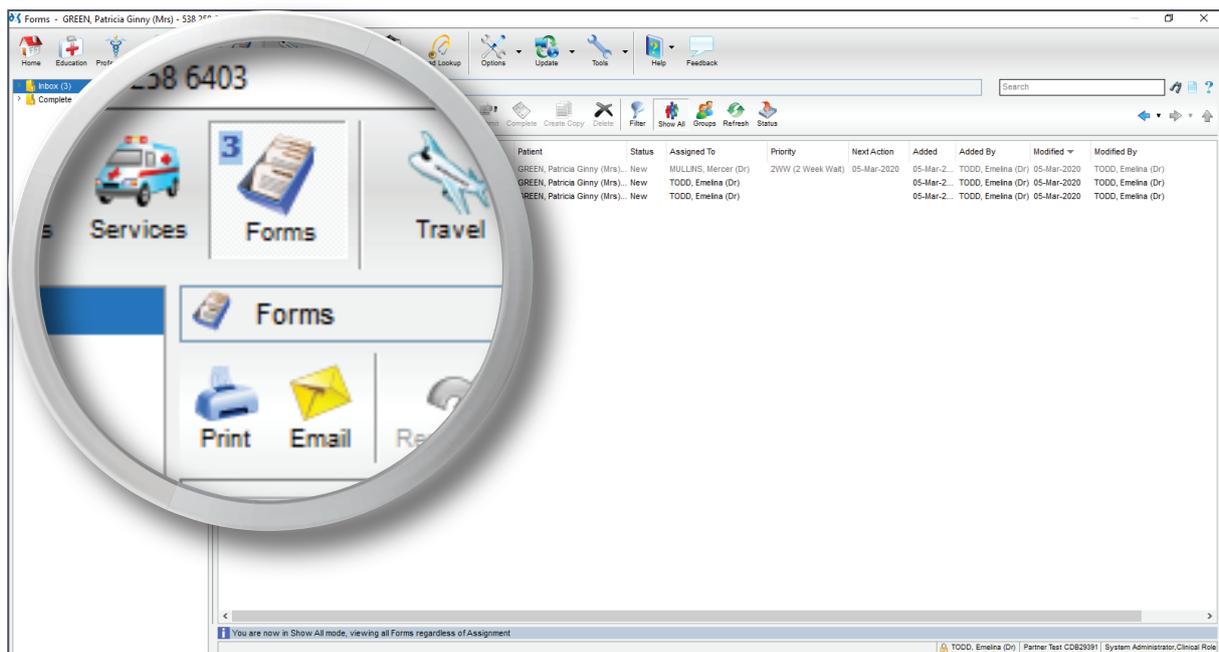
Introduction

This guide will show how to save and complete or delete uncompleted referral forms in the DXS Point-of-Care 'Inbox' folder. It is important to clear the 'Inbox' folder before the migration of DXS Point-of-Care to prevent data loss.

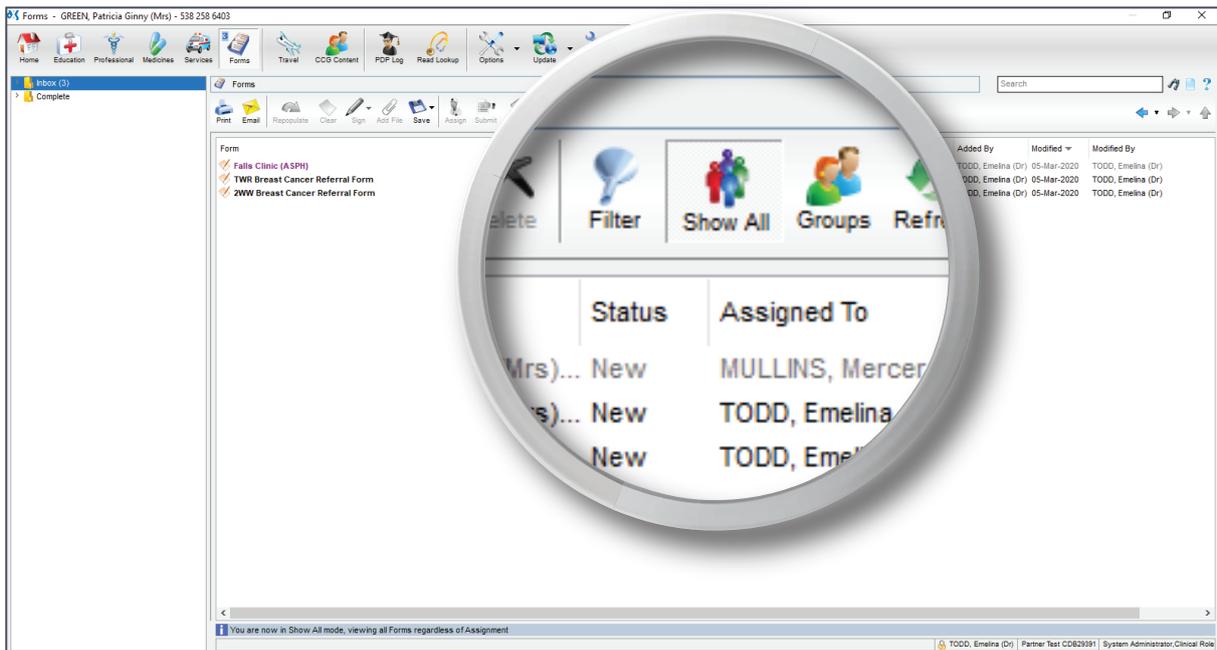
Instructions

How to save a referral form

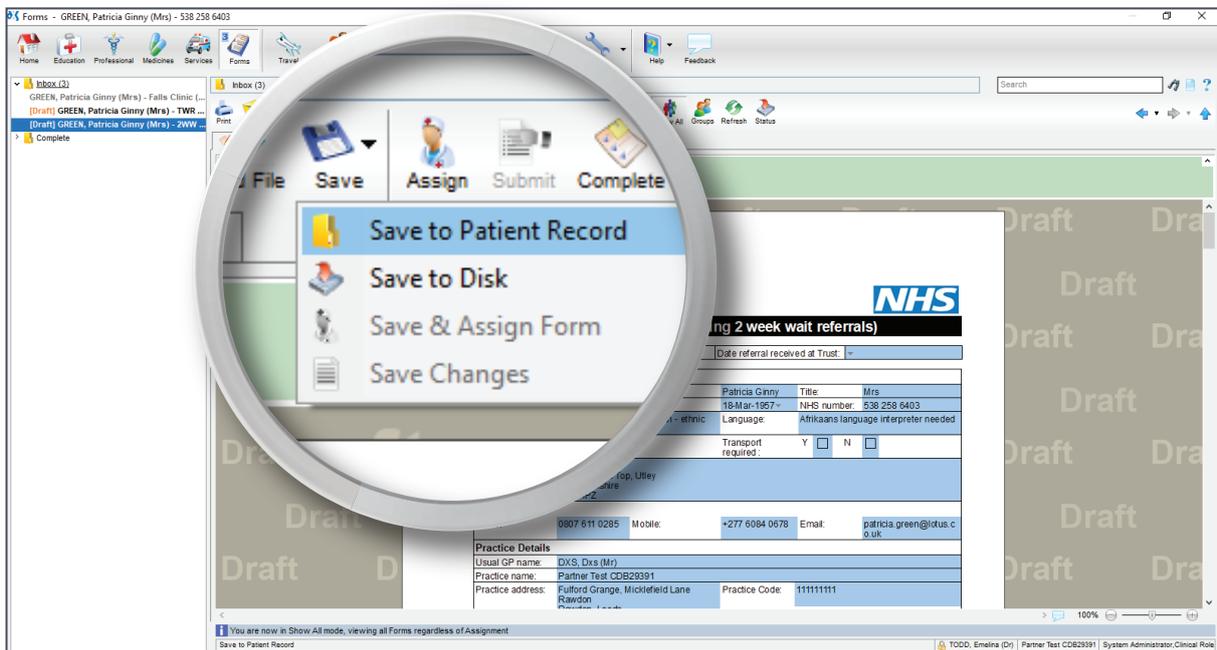
1. Open DXS Point-of-Care and navigate to the 'Forms' section.



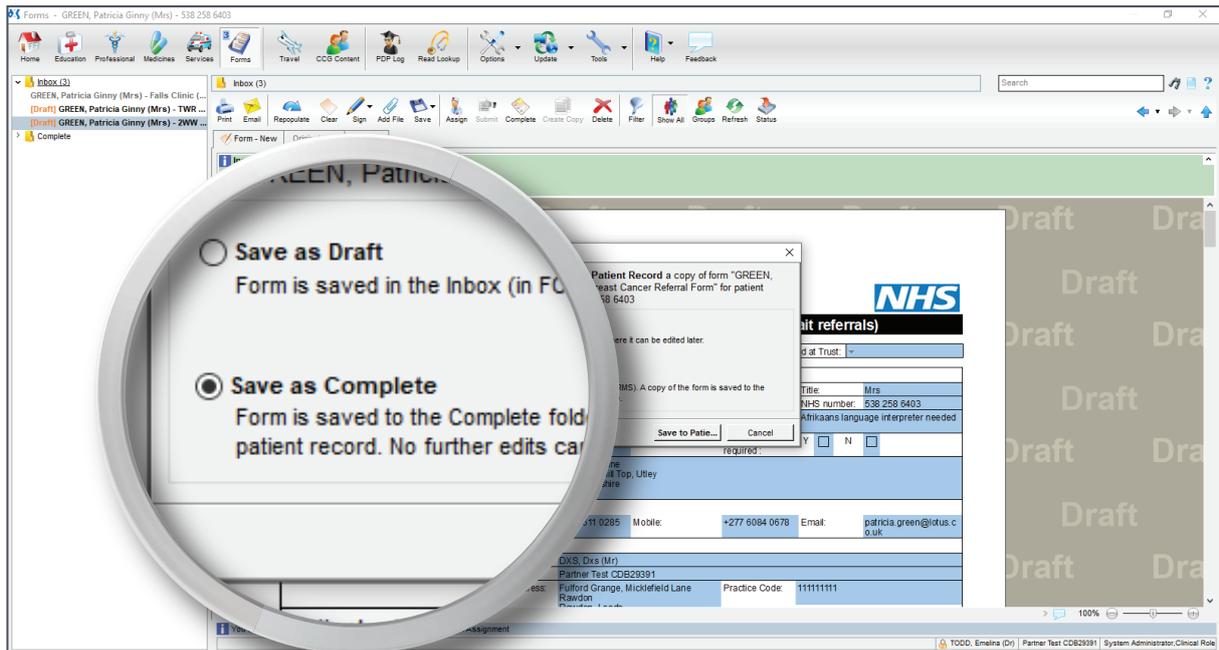
2. Ensure that the 'Show All' button has been selected. This will allow you to see all referral forms, which includes the forms assigned to other users.



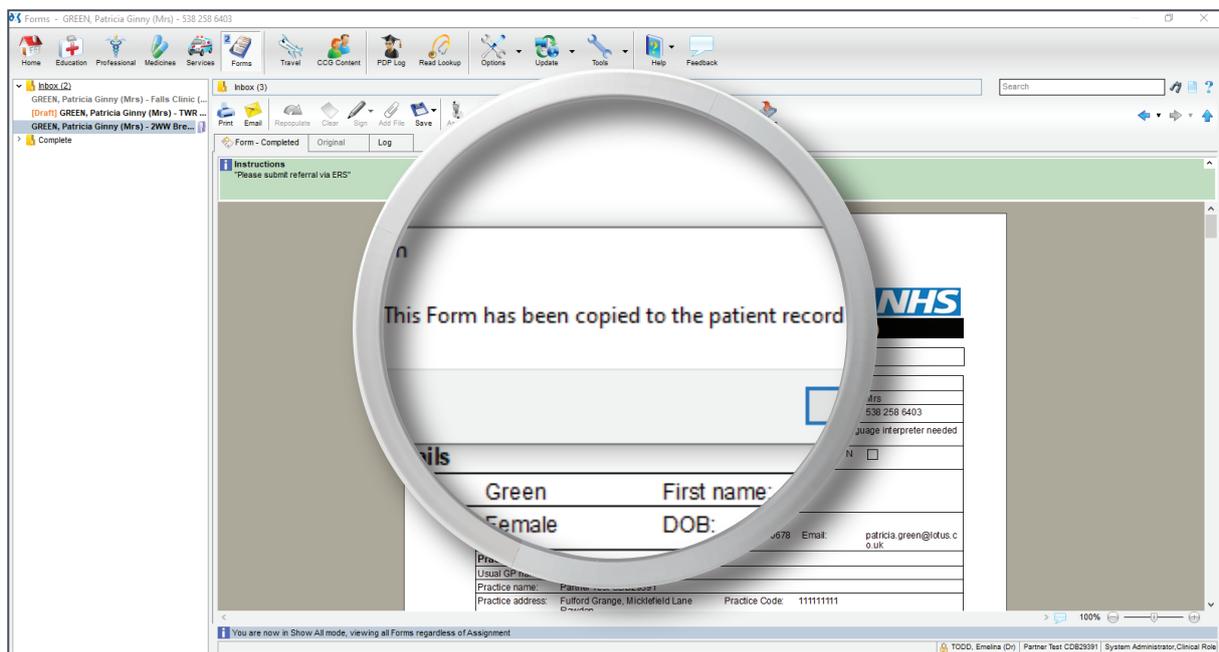
3. To save a referral form to the patient record, navigate to the relevant form, click on the 'Save' button and select 'Save to Patient Record' from the drop-down menu.



4. A prompt box will appear with the option to 'Save as Complete' selected by default.



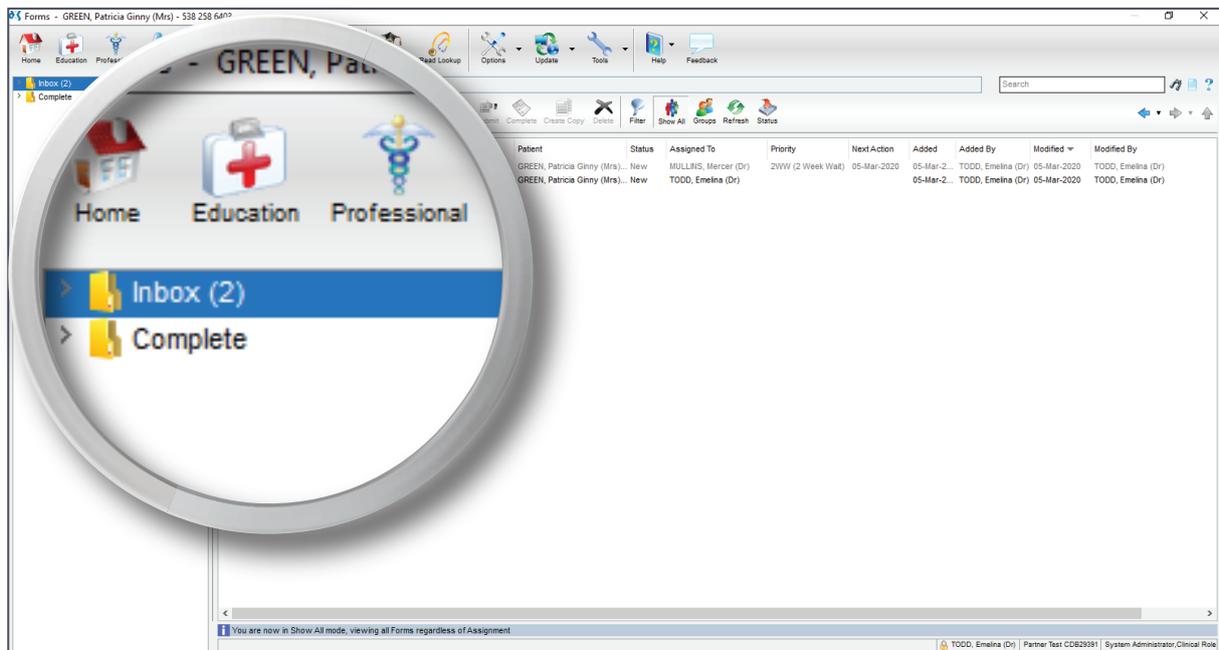
5. Click 'Save to Patient...'.
6. You will be notified that the form has been saved to the patient's record.



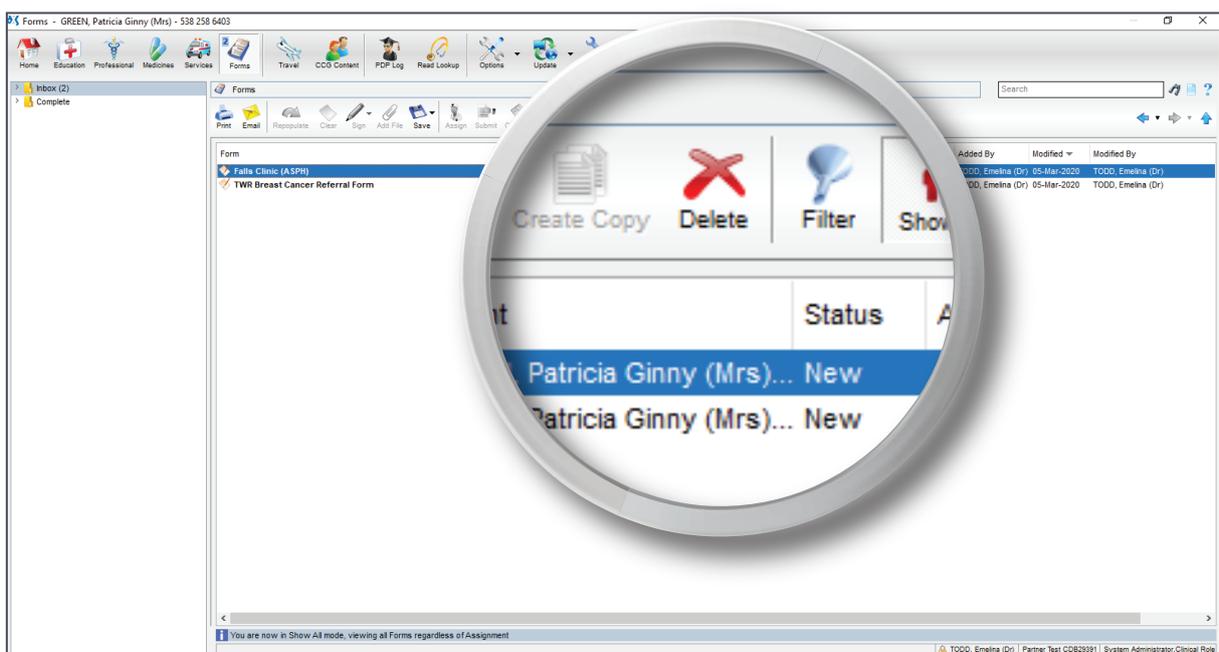
How to delete a referral form

Please note: When you delete a referral form, it will be at your own discretion. If you are unsure about deleting the form, check with the assigned individual as deleted forms cannot be recovered.

1. To delete referral forms, navigate to the 'Inbox' folder and select the relevant referral form.



2. Click on the 'Delete' button and select 'Yes' to delete the form.



3. Any form in the 'Inbox' folder can be deleted, irrespective of who it is assigned to.

Support



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Training



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