

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.

Korms - GREEN, Patricia Ginny (Mrs) - 538 258 6403		- 0 ×
Home Education Professional Medicines Services	Travel CCD Content Port og Red Linker Gran - Gran -	
Fc	orms	Search A 🗎 ?
Print	Enal Repopular Clear Sun Ad File Save Assign Submit	•• • • • •
Form		Added By Modified Modified By
	TWR Breast Cancer Referral Form	1000, Emelina (Or) 05-Mar-2020 1000, Emelina (Or) 05-Mar-2020 1000, Emelina (Or) 05-Mar-2020 1000, Emelina (Or) 1000, Emelina (Or)
	alata Filtar Char All	
	Preve Timer Show All	Cidaps Nem
	01.1	
	Status Ass	igned to
	Mrs) New MUL	LINS, Mercer
	s) New TOD	D. Emelina
	New TOD	D, Eme
K		>
i Yo	ou are now in Show All mode, viewing all Forms regardless of Assignment	StoDD, Emelina (Dr) Partner Test CDB29391 System Administrator, Clinical Role

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 Patie...'.
- 6. You will be notified that the form has been saved to the patient's record.

🖏 Forms - GREEN, Patricia Ginny (Mrs) - 538 258 6403	
Home Education Professional Medicines Generate From Travel CCC Content PDF log Read Lookup	Constant Light - Tool - No - Head
▼ <mark> </mark> <u>Inbox (2)</u> Inbox (3)	Search A 🗎 ?
GREEN, Patricia Ginny (Mrs) - Falls Clinic ([Draft] GREEN, Patricia Ginny (Mrs) - TWR	
GREEN, Patricia Ginny (Mrs) - 2WW Bre	
Complete	
Instructions "Please submit referral via ERS"	
/n	
	NHS
This For	n has been copied to the patient record
	4/15 538 258 6403
	Juage Interpreter needed
vils	
10	
	Green First name
	Semale DOB:
	Jora Email: patricia green@iotus.c
	Pla
	Practice name: Patrum reconcerced 1
	Practice address: Fulford Grange, Micklefield Lane Practice Code: 111111111
You are now in Show All mode, viewing all Forms regardless of	> 💭 100% 😑
	🚯 TOOD, Emelina (Dr) Partner Test CD829391 System Administrator, Clinical Role



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



support-uk@dxs-systems.com



 \boxtimes

dxs-systems.co.uk

Training

0800 028 0004 (option 2)



training@dxs-systems.co.uk



training.dxs-systems.com

