# Point-of-Care

User Guide

How to Discard Data and Delete Referral Forms

Introduction

This guide will show you how to remove data that has been entered manually on a referral form, as well as show you how to delete draft referral forms from the 'Inbox' folder in the 'Forms' section.

Instructions

1. When completing a referral form in the 'Professional' section, data entered manually can be discarded by clicking on the 'Discard' button.
2. This button will be greyed out until data has been entered on the form.
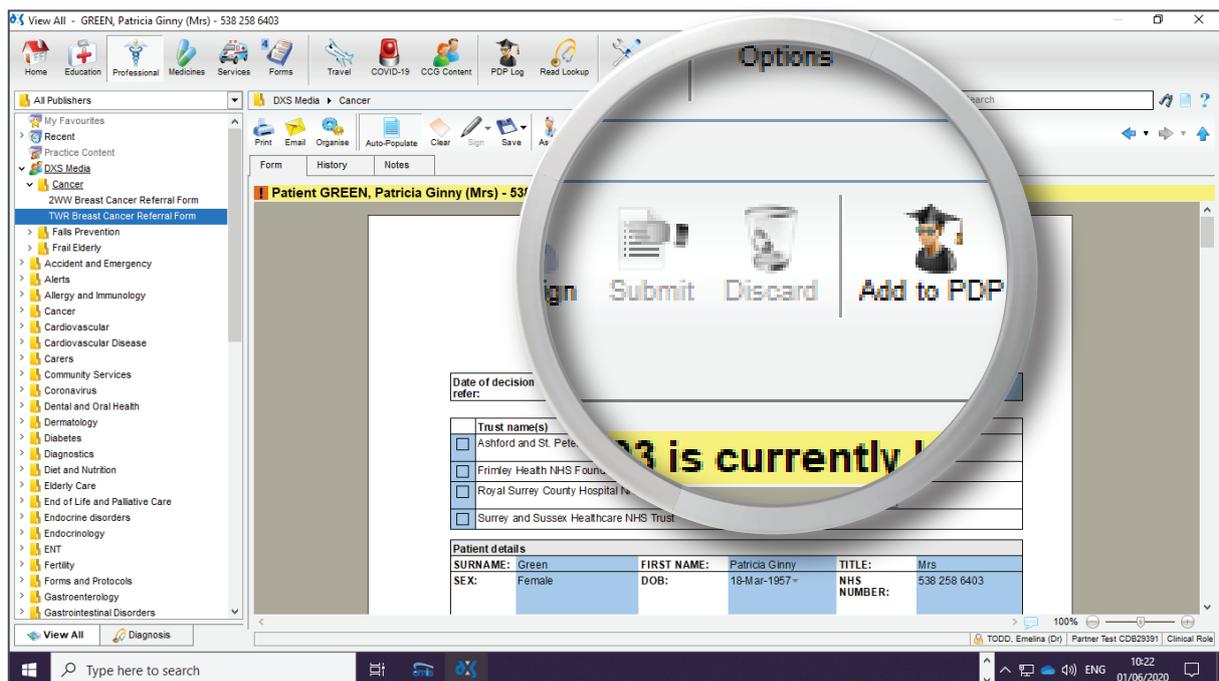
3. Once data has been entered, the form is automatically saved as a draft in the 'Forms' section, and the 'Discard' button will be active.
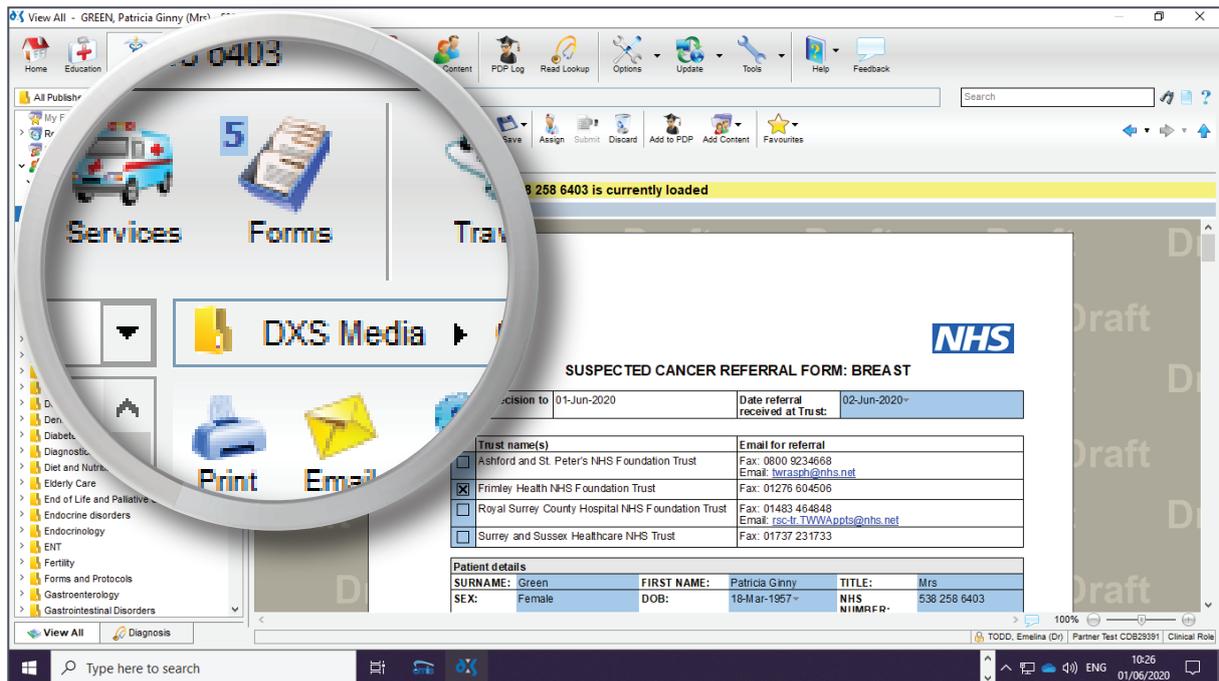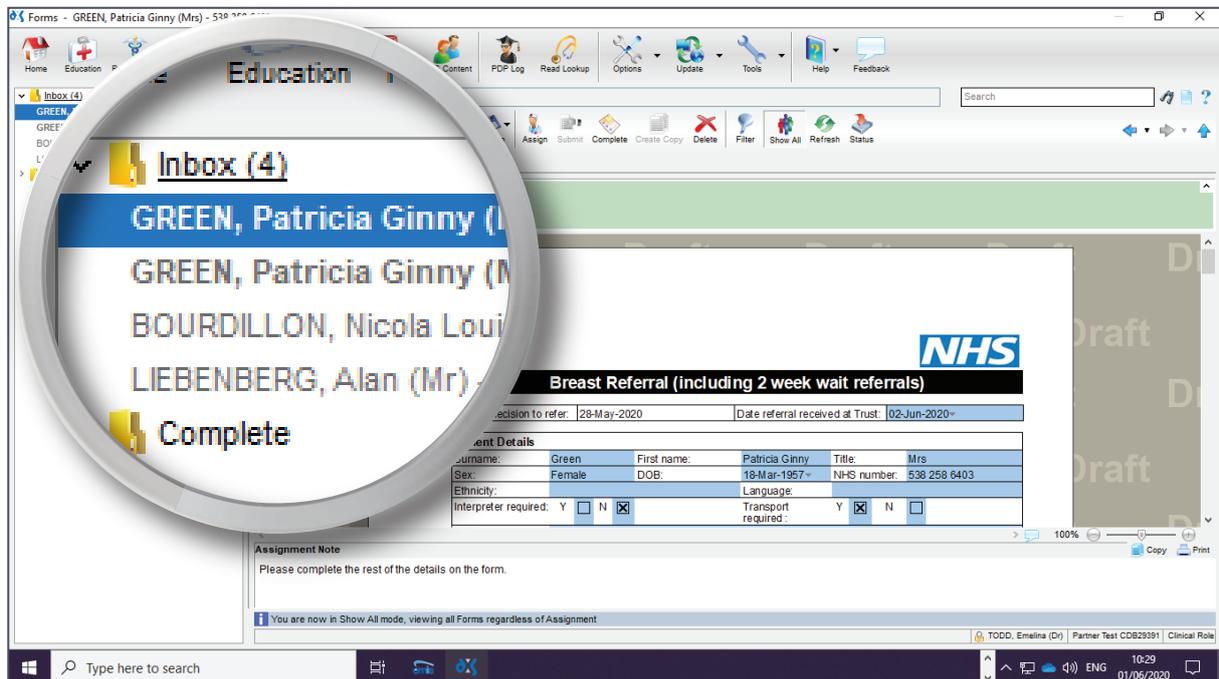

4. Clicking on the 'Discard' button will delete the entered data on the form, as well as remove the draft from the 'Forms' section.
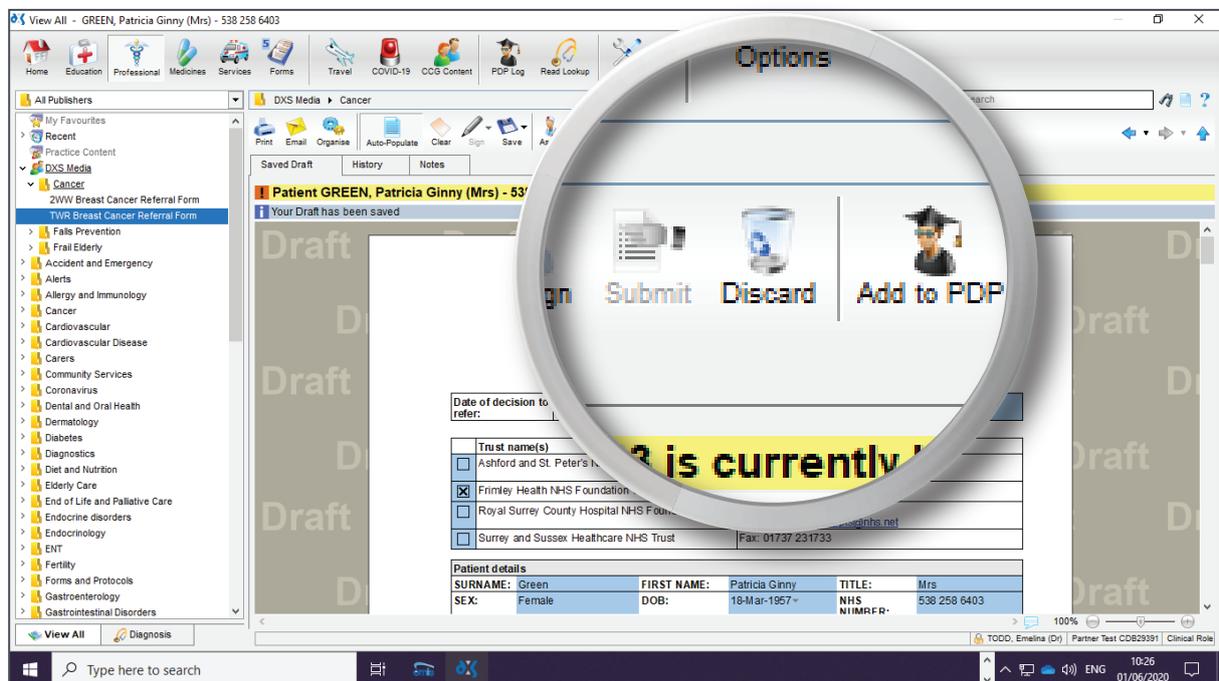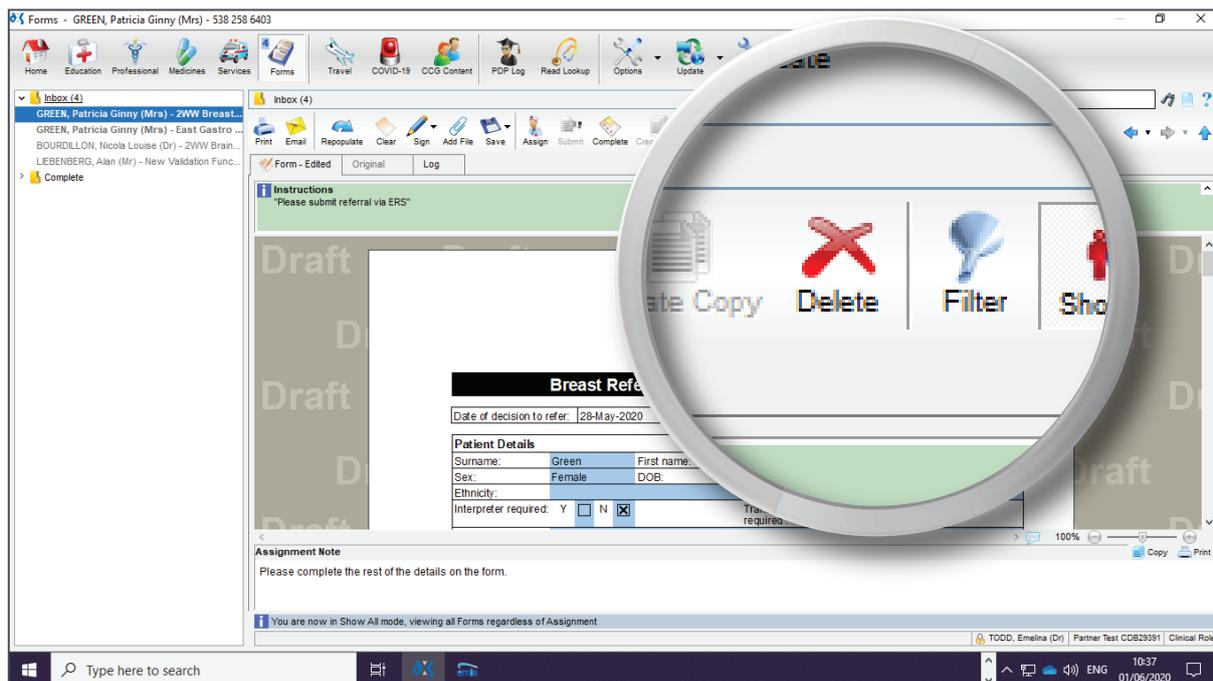
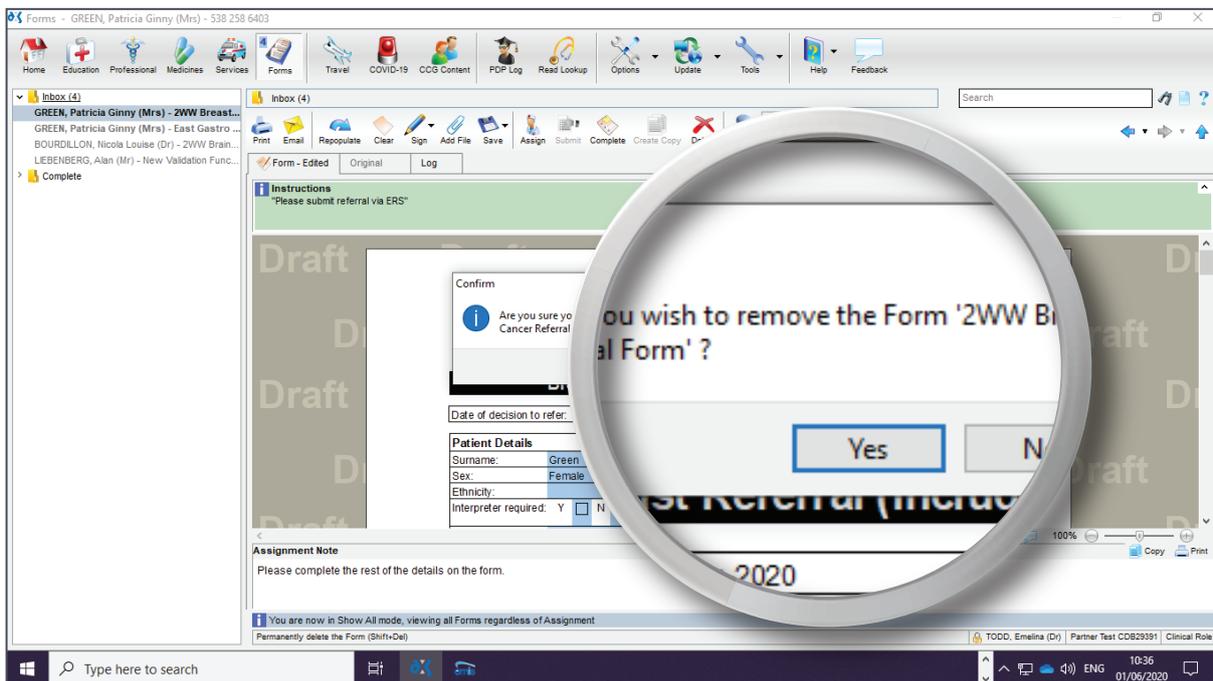5. Select 'Yes' to discard the entered data and the draft form.
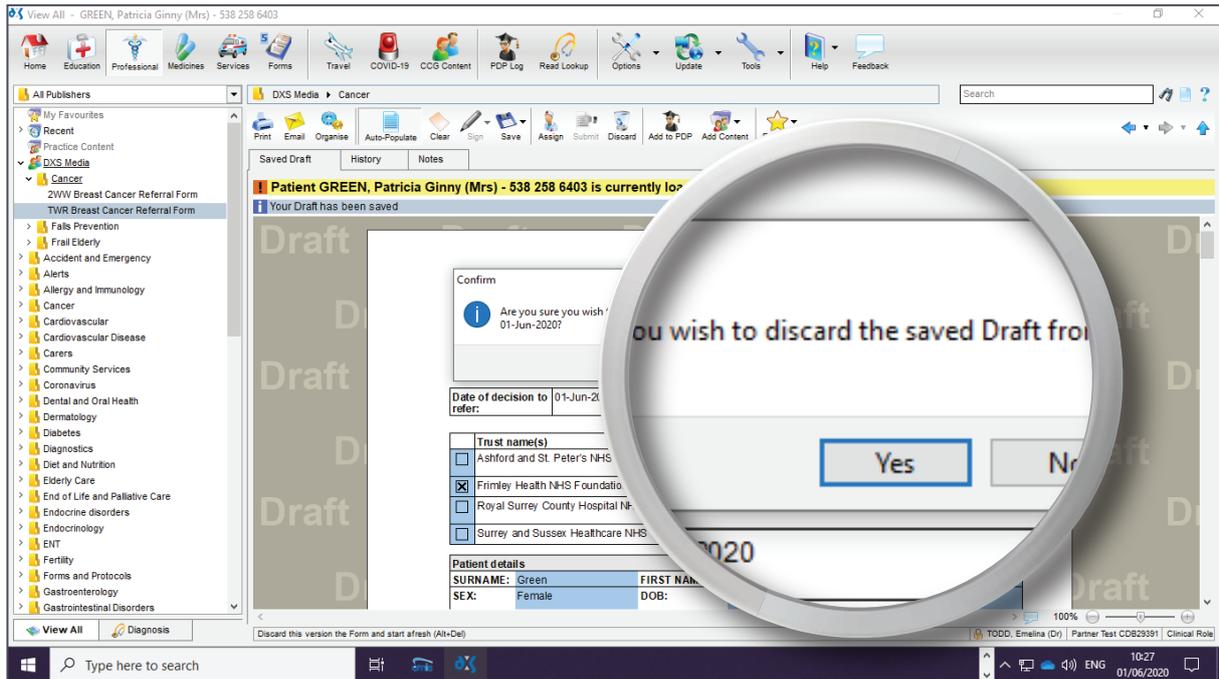
6. Draft forms can also be deleted from the 'Forms' section.
7. To delete a form, navigate to the relevant form in the 'Inbox' folder.

8.   Click on the 'Delete' button.

9.   Select 'Yes' to delete the form.

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

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

👆 training.dxs-systems.com