



Point-of-Care

User Guide

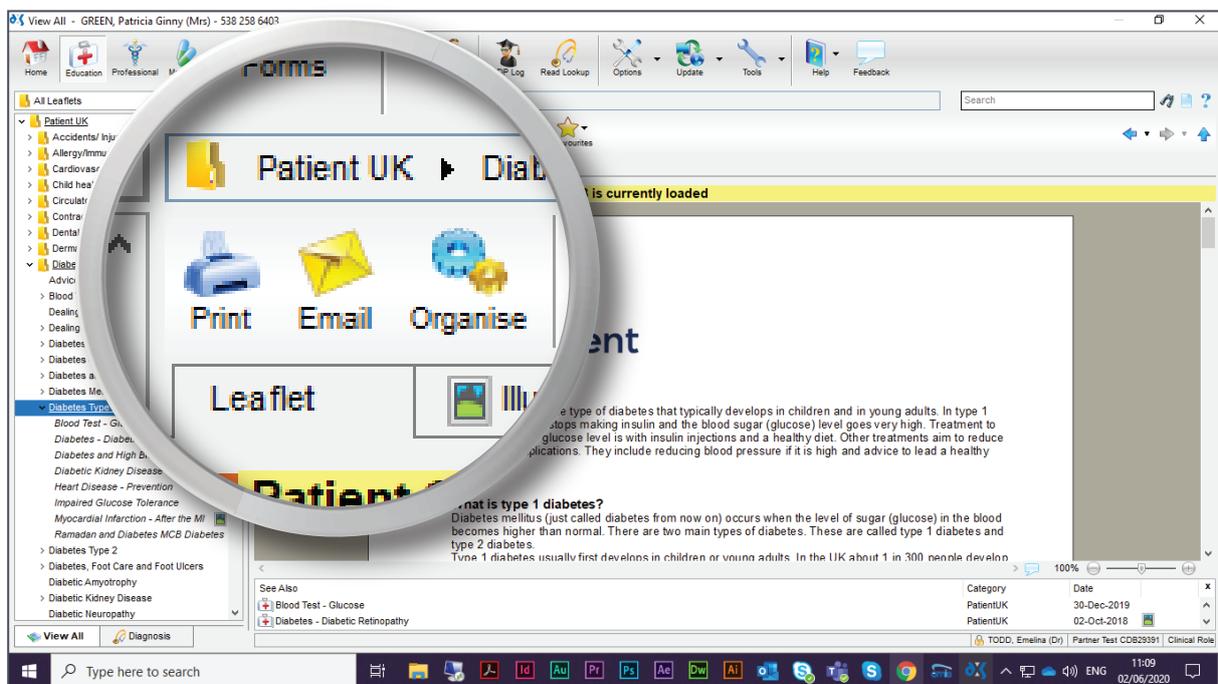
How to Email a Document

Introduction

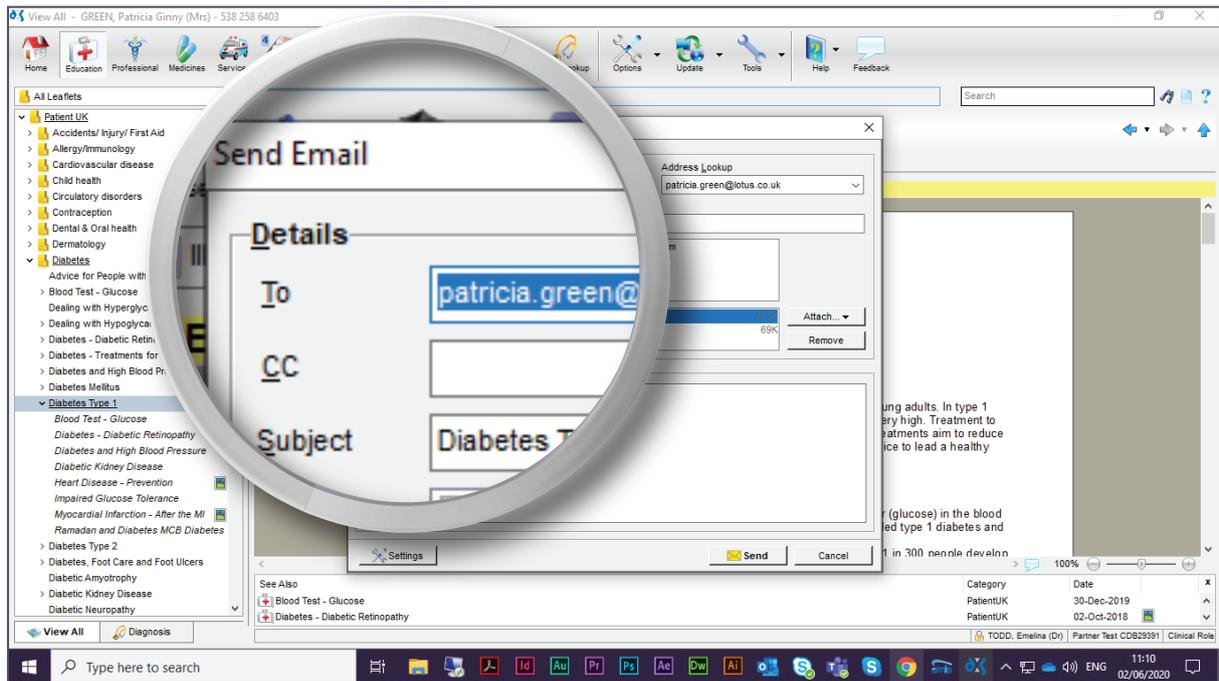
This guide will show you how to email a document from within Point-of-Care.

Instructions

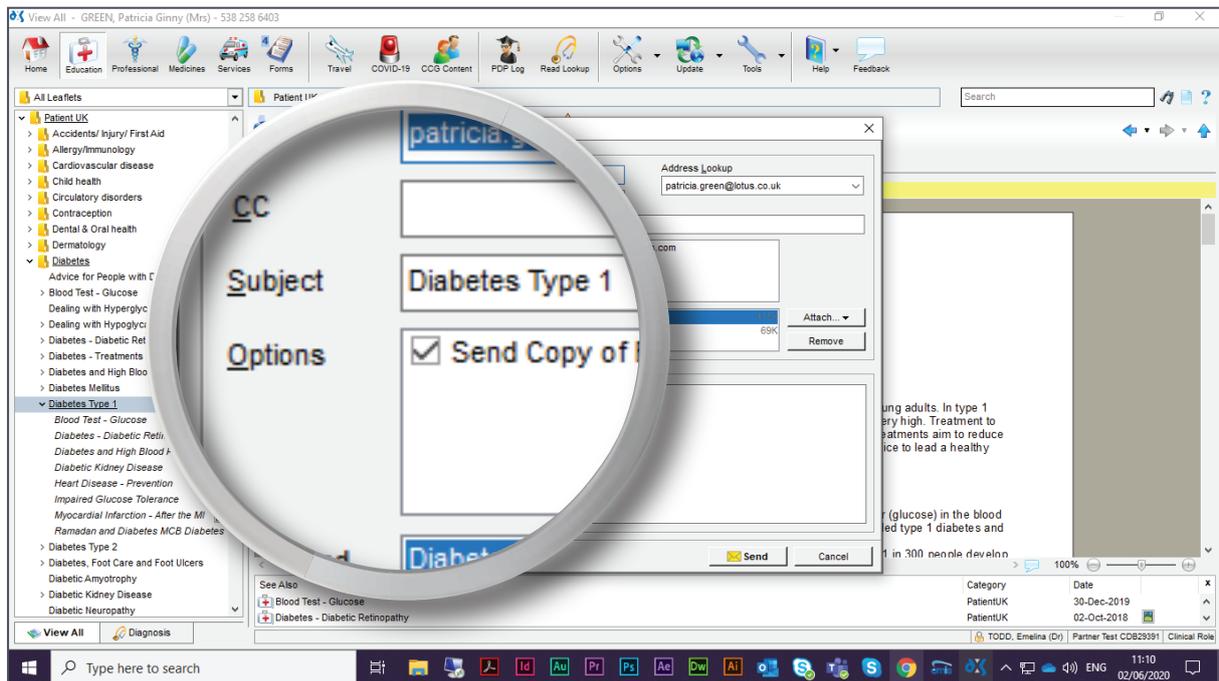
1. Open DXS Point-of-Care and navigate to the relevant document.
2. To email the document, click on the 'Email' button located in the toolbar.



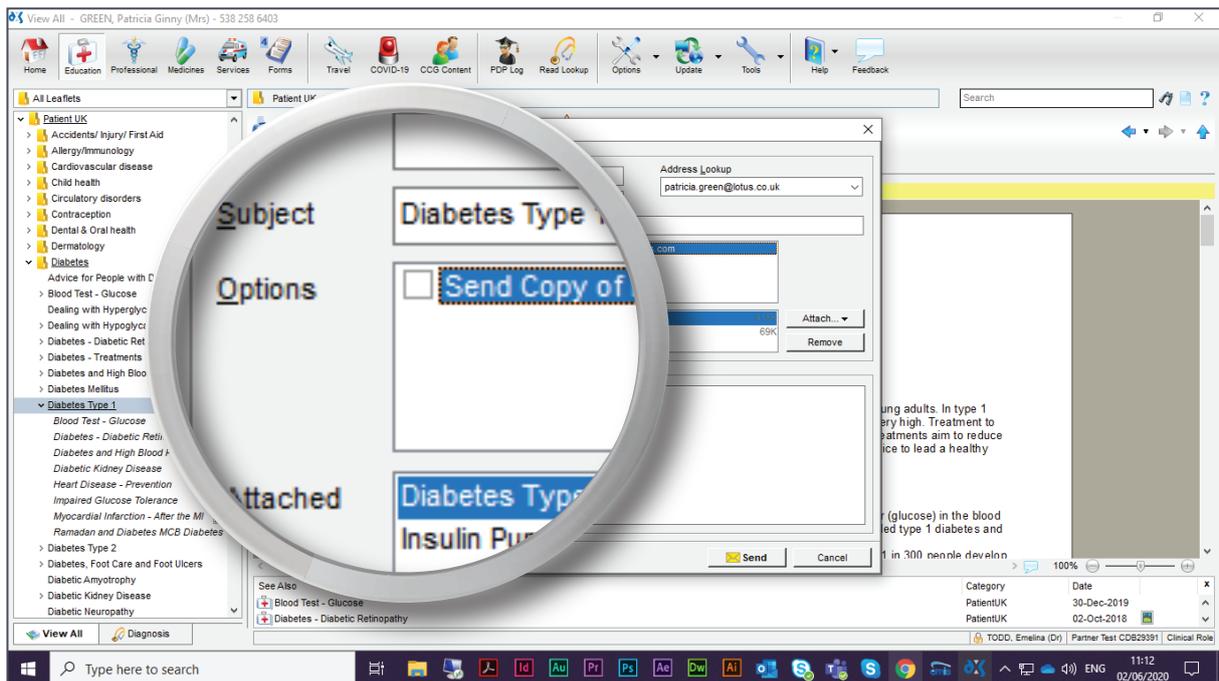
3. Enter the recipient's email address.



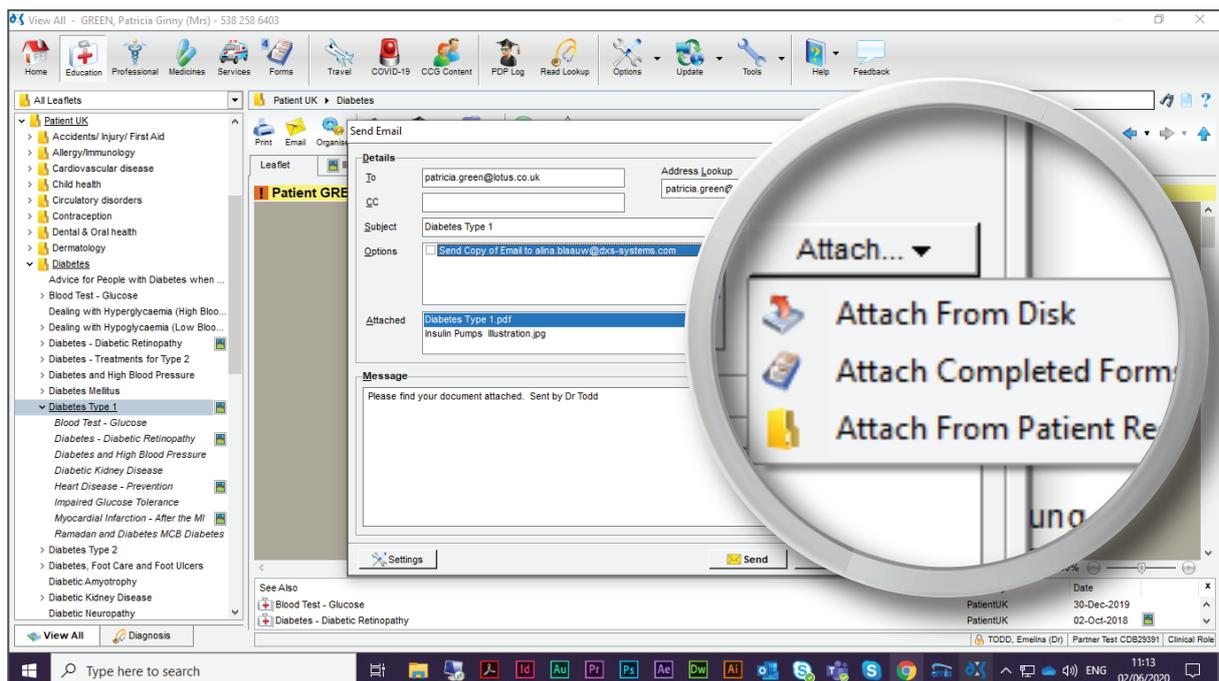
4. The 'Subject' field can be edited if required .



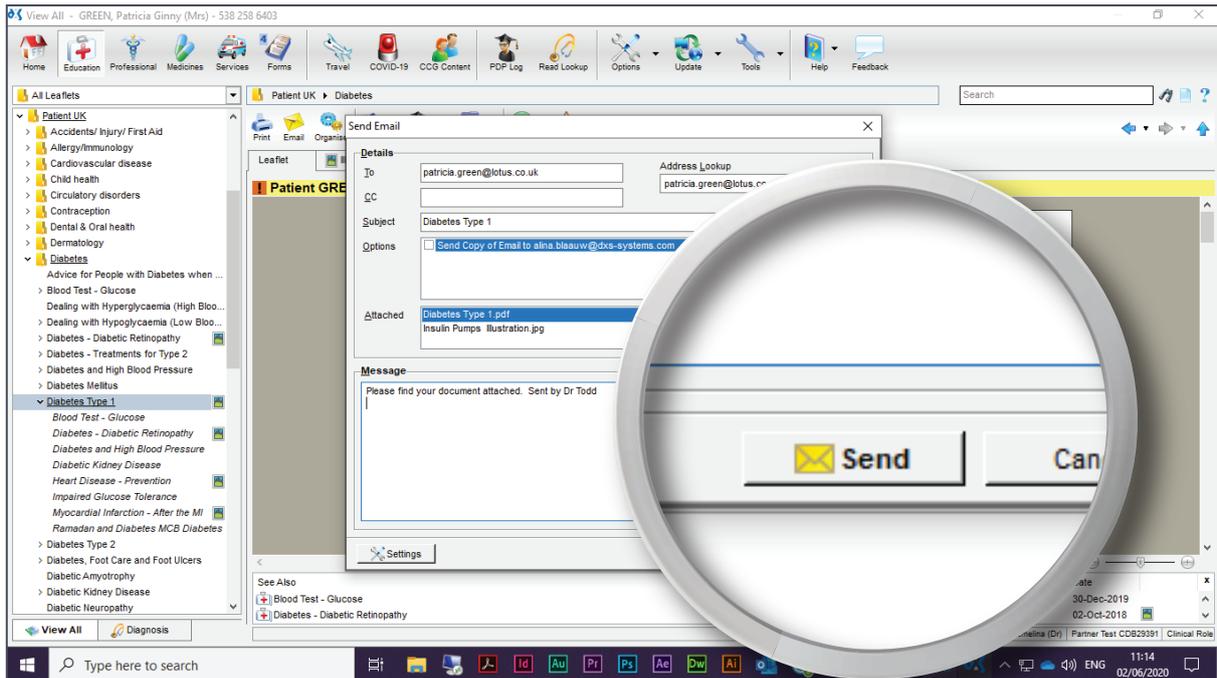
5. A copy of the email can be sent to your email address.
6. Should you wish not to receive a copy, deselect the tick box.



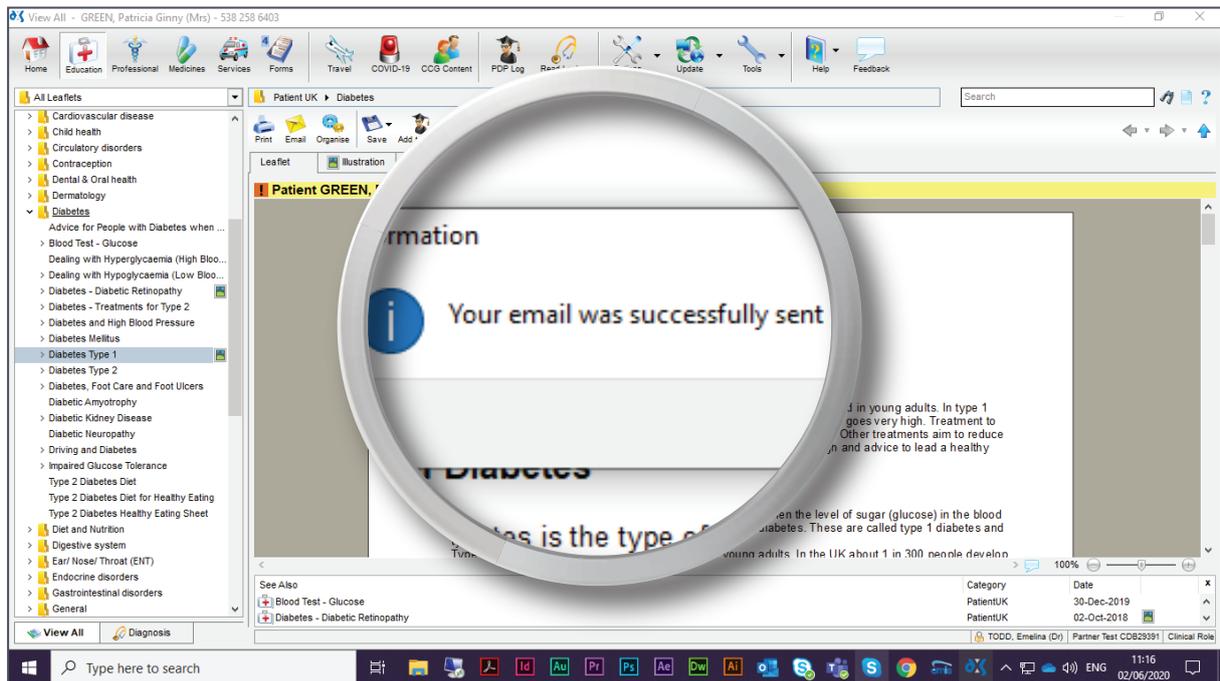
7. The option to attach additional documentation is also available.



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



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



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

