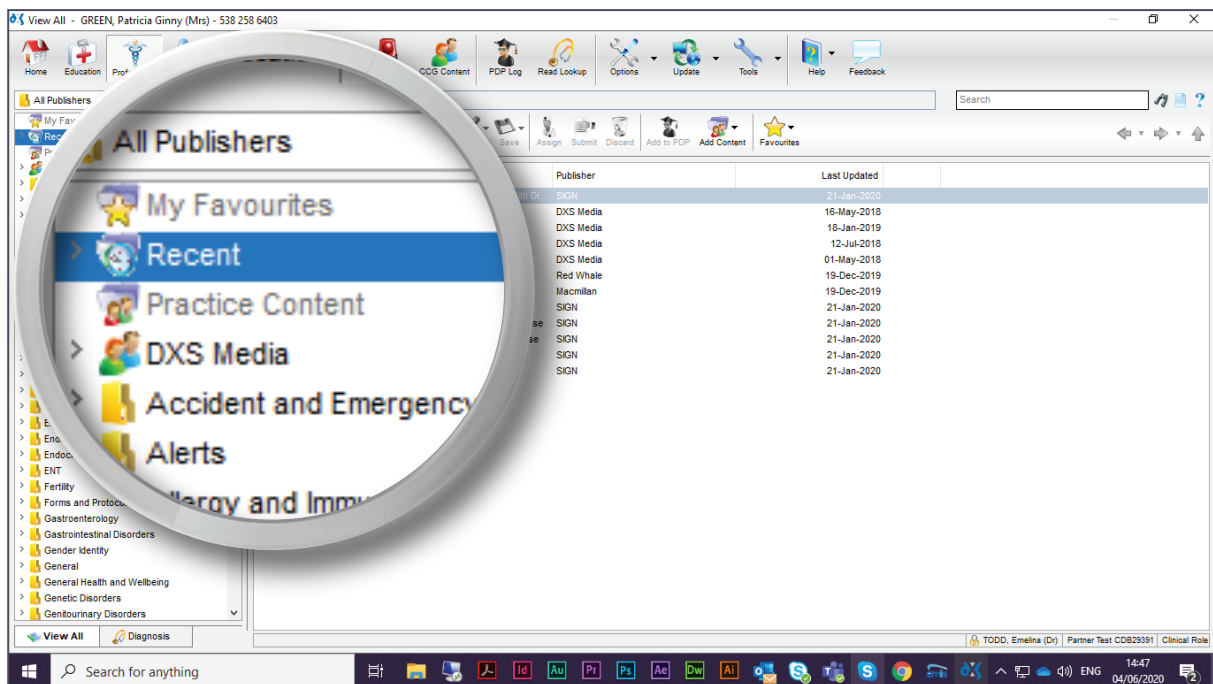# Point-of-Care

User Guide
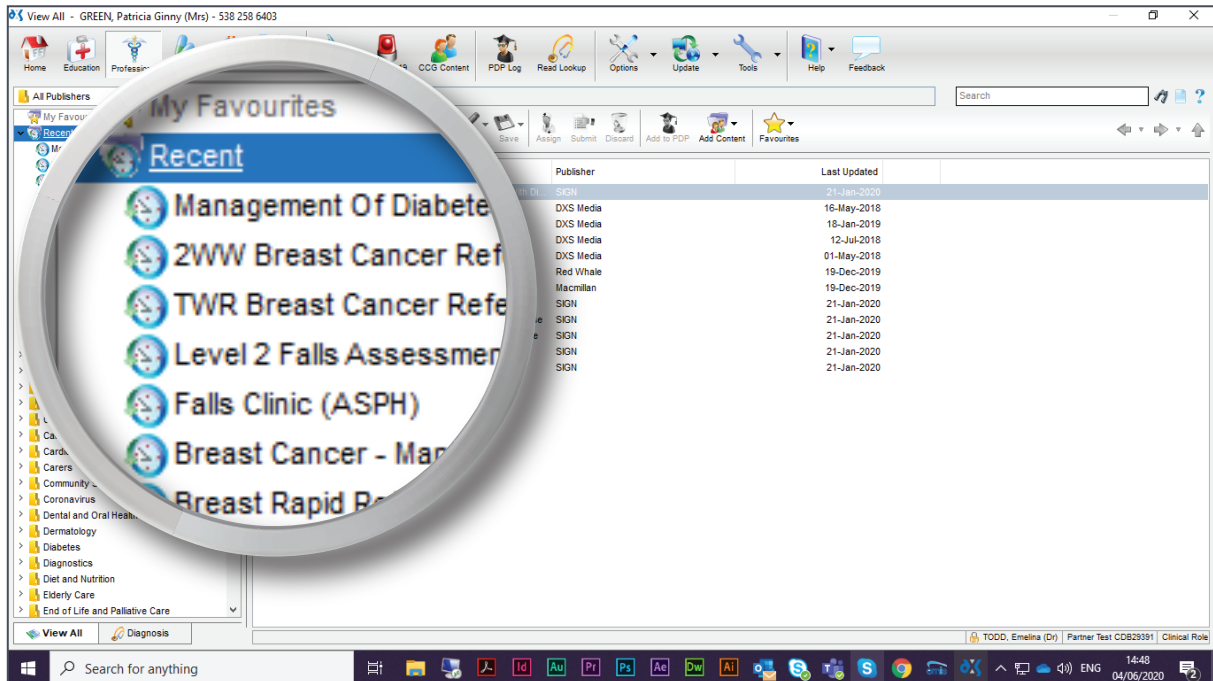
How to Find Recently Accessed Items

Introduction

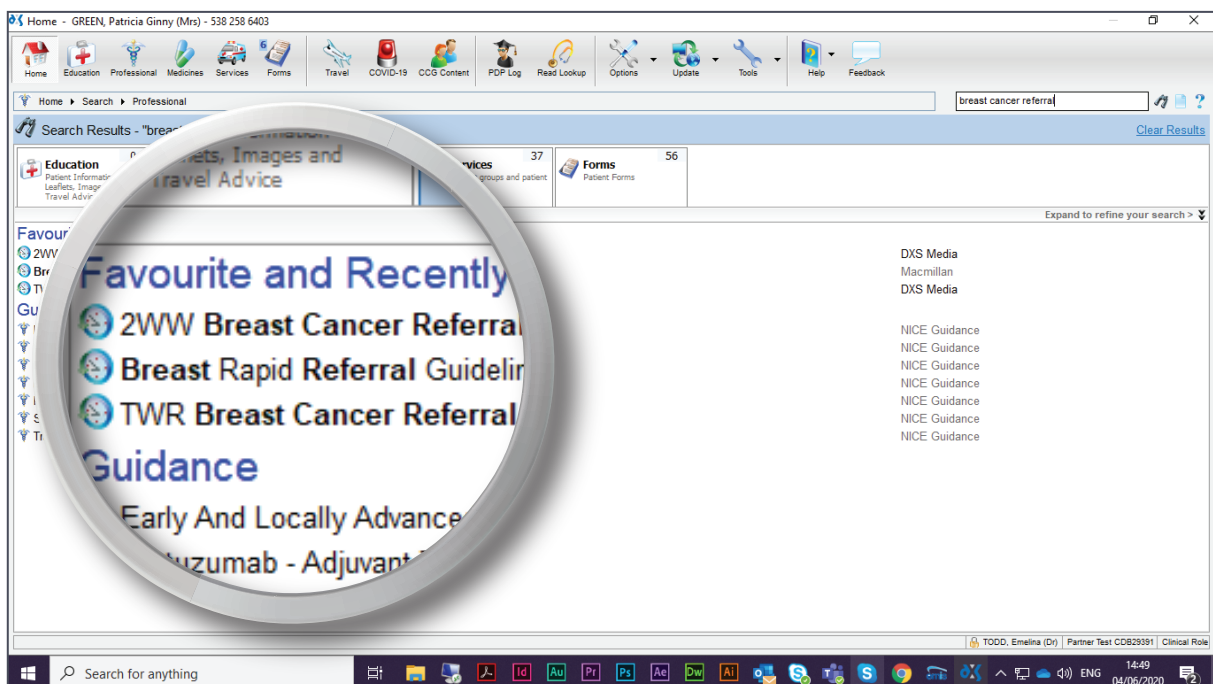This guide will show you where to find your recently accessed documents.

Instructions

1. Each section in DXS Point-of-Care has a 'Recent' folder located in the tree view pane.

2. All recently accessed documents are located within the 'Recent' folder.

3. When searching for content, 'Recently Accessed Items' will be displayed first and can be identified by the clock icon.

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

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