



Point-of-Care

User Guide

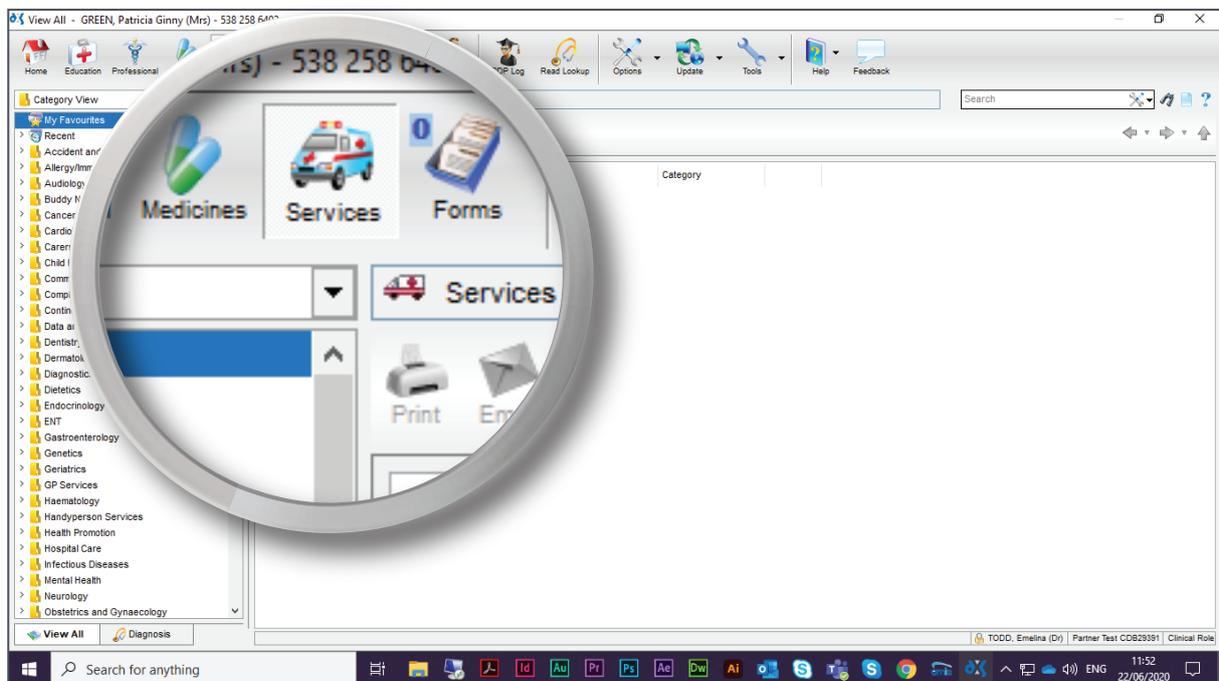
How to Search in the Services
Section

Introduction

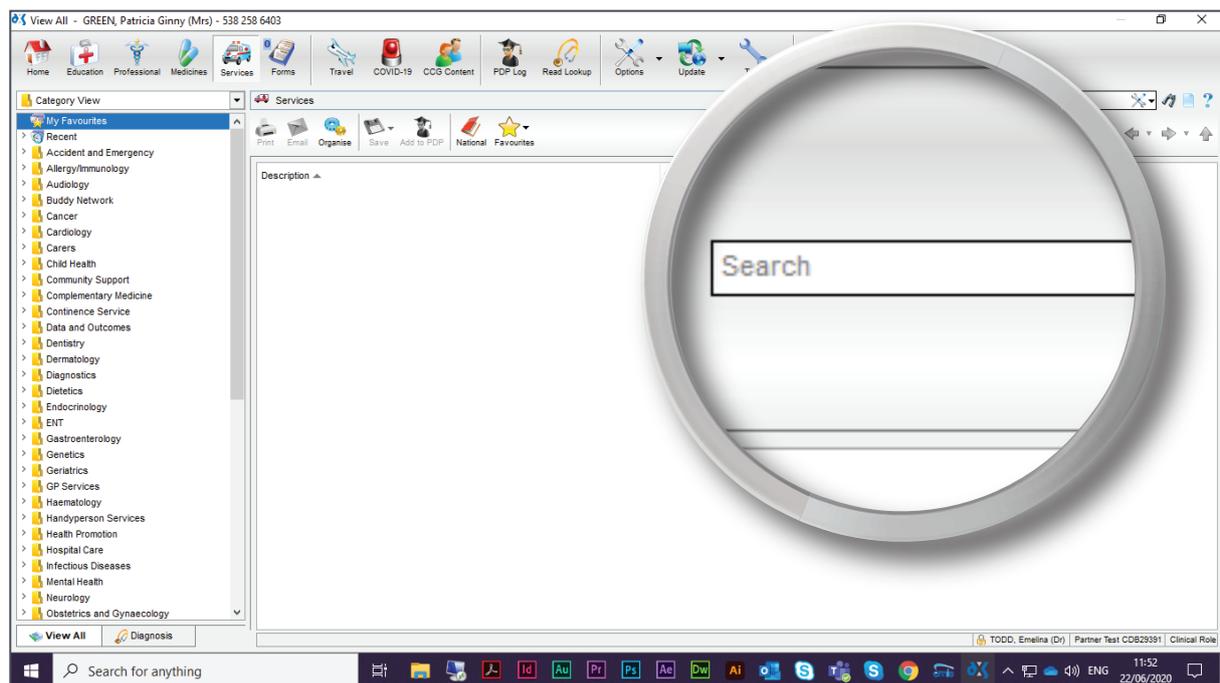
This guide will show you how to search in the 'Services' section in DXS Point-of-Care using the search bar.

Instructions

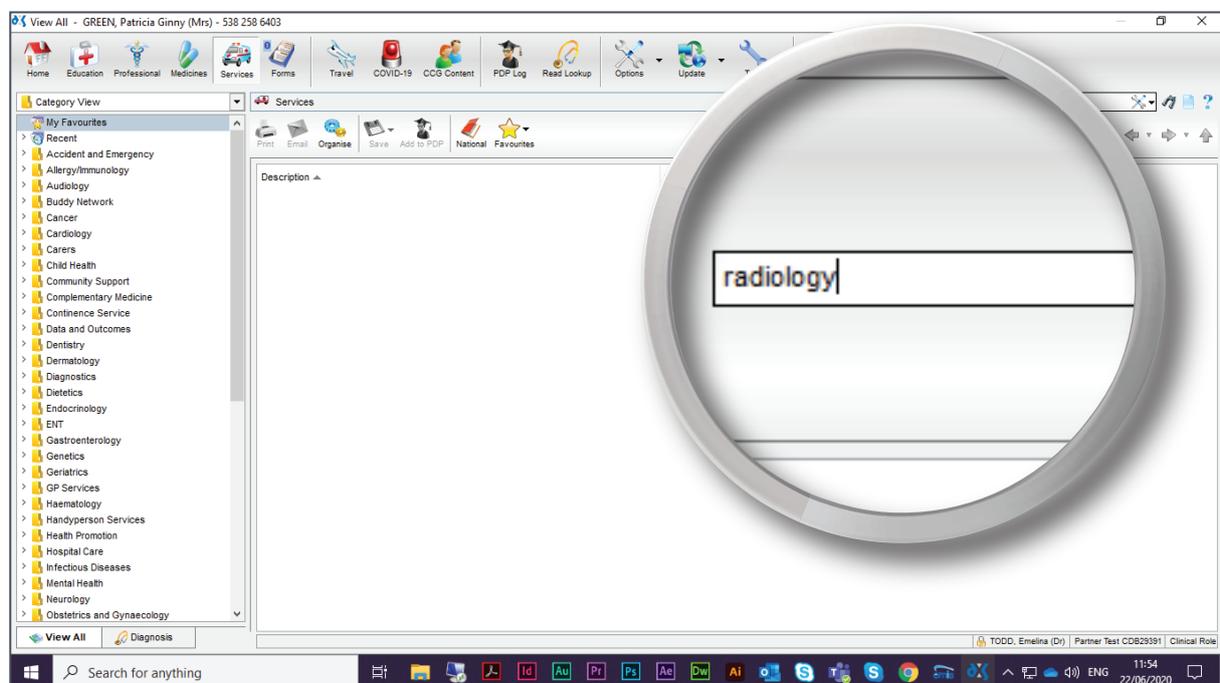
1. Open DXS Point-of-Care and navigate to the 'Services' section.



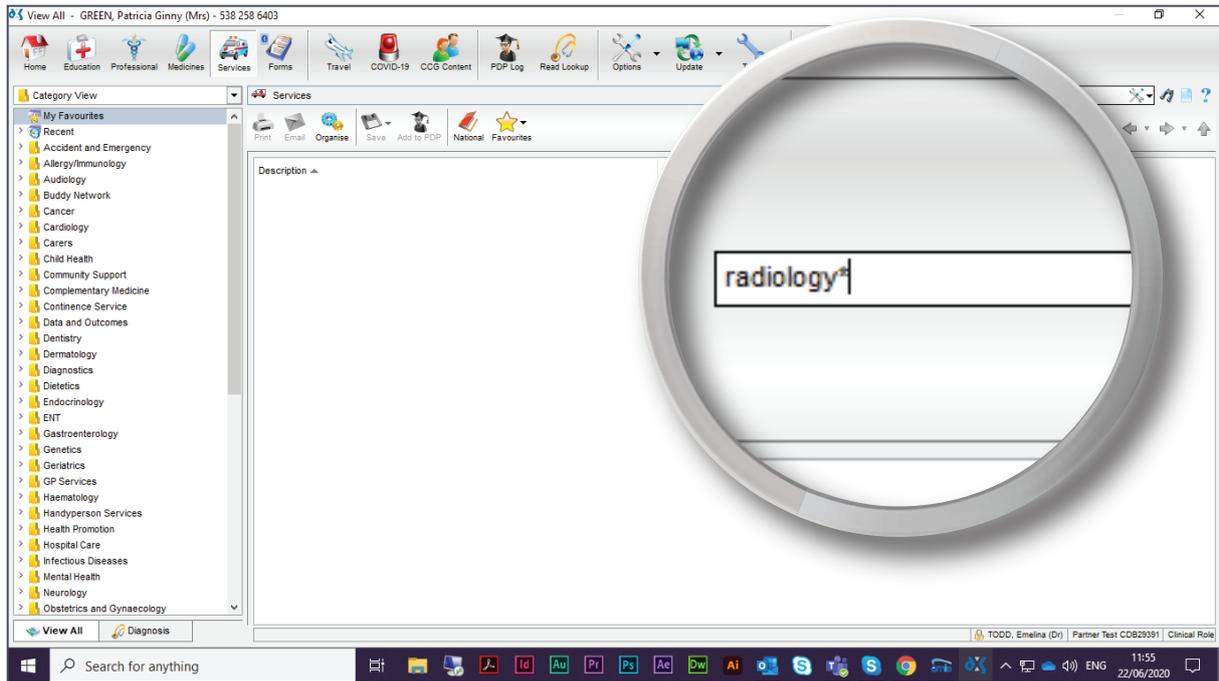
2. In the 'Services' section, the search bar allows you to search for services based on their name, category, address or associated condition.



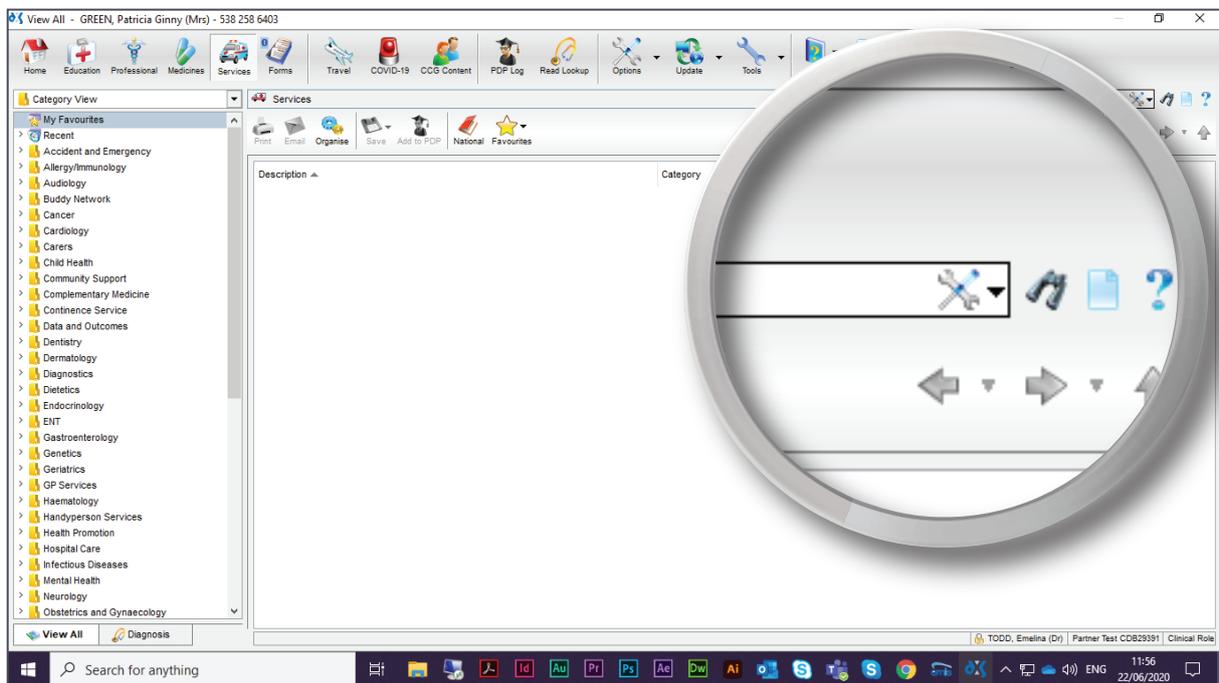
3. Click on the search bar and type in a service name, category, address or associated condition.
4. You can search by using single, multiple or partial words.



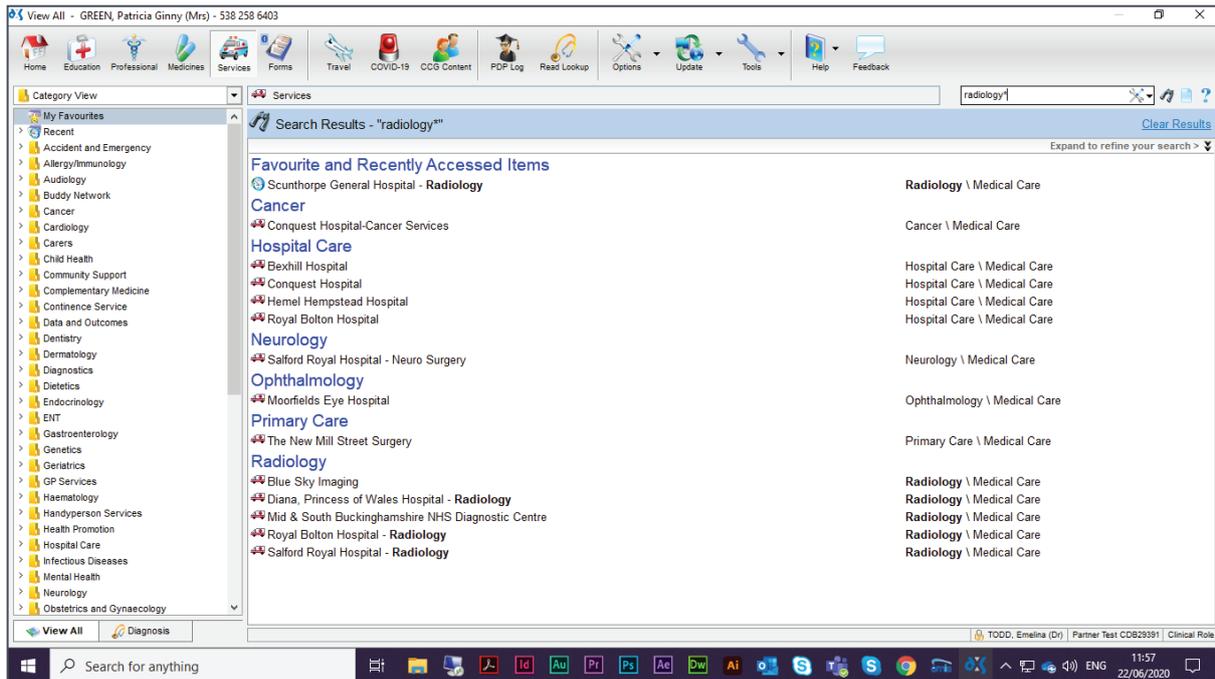
5. Adding an asterisk (*) before or after a word will search for any items containing that word.



6. Press enter on your keyboard or click on the 'Find' button to initiate the search.

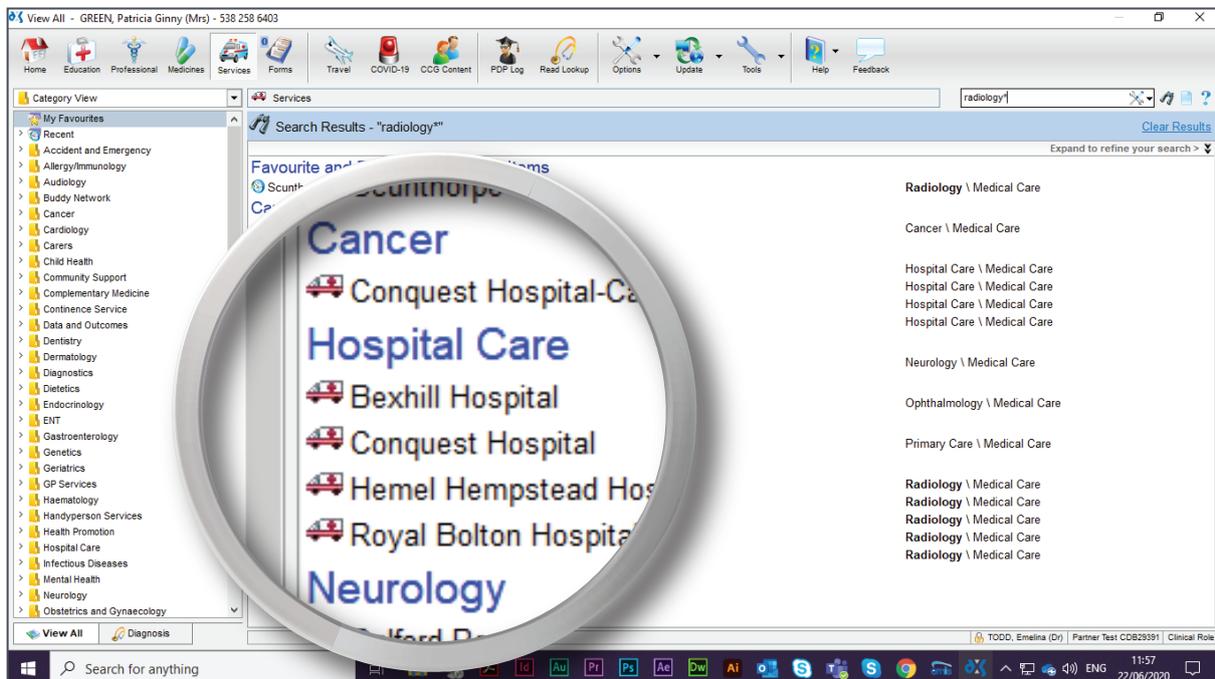


7. A list of search results will be displayed.

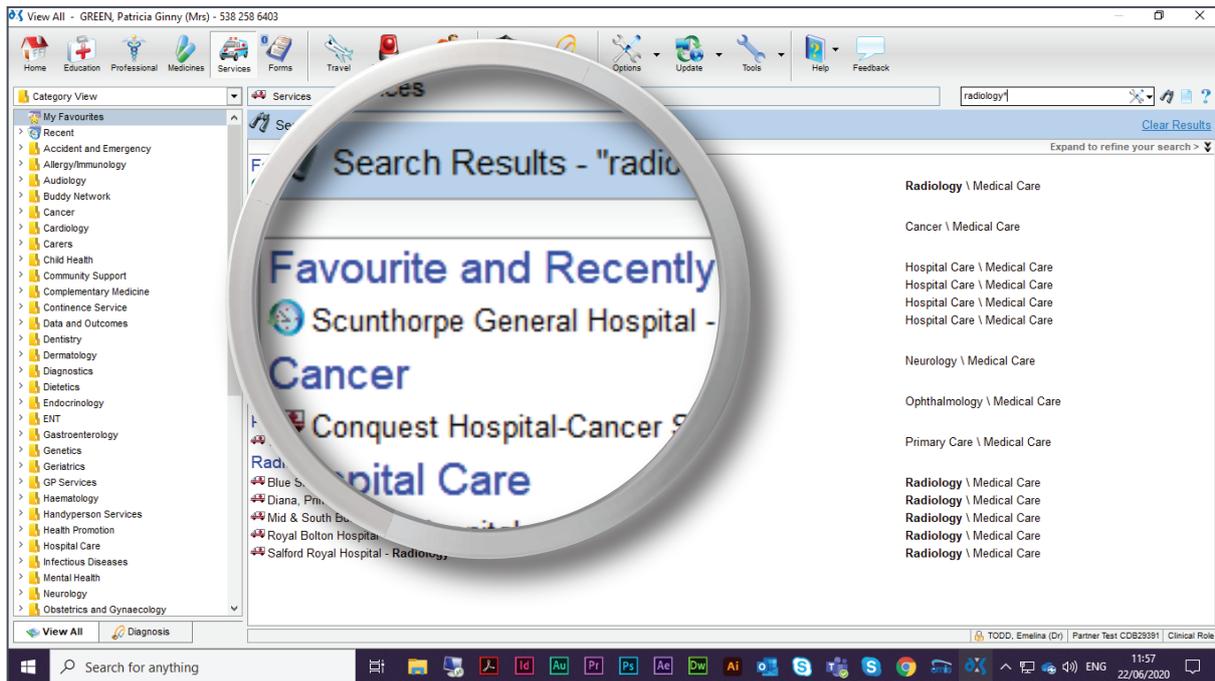


8. Results are displayed in categories denoting the type of item.

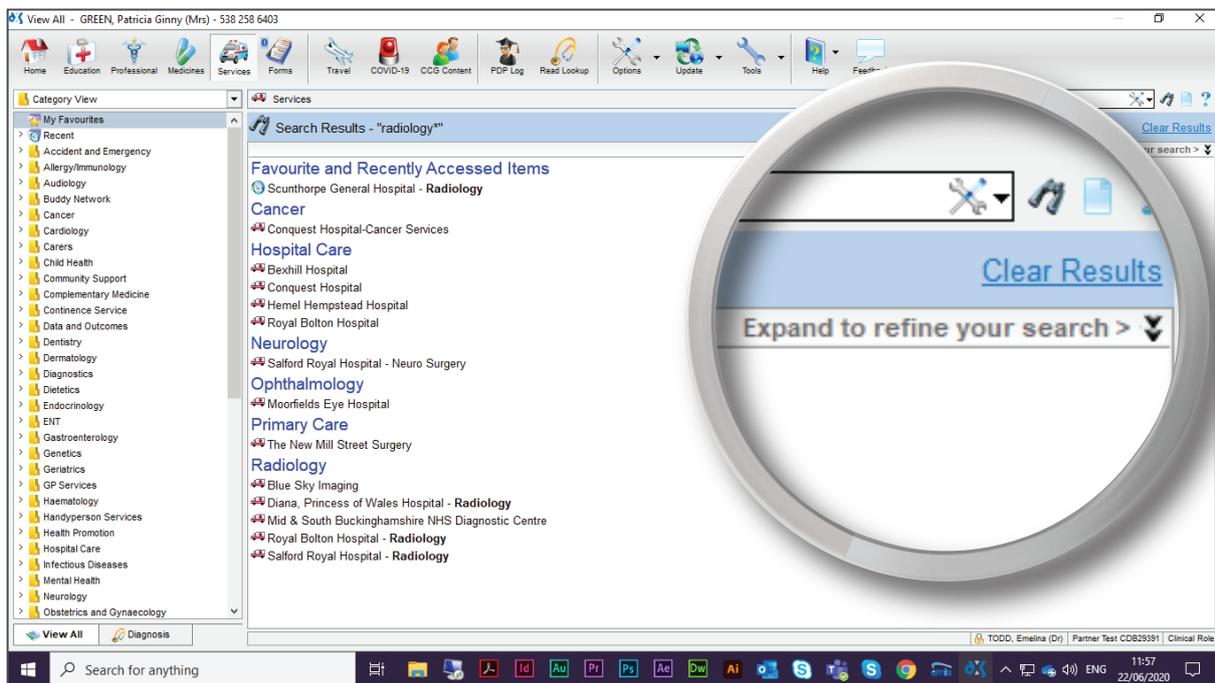
9. The categories, as well as the listed search results under each category, are displayed in alphanumerical order.



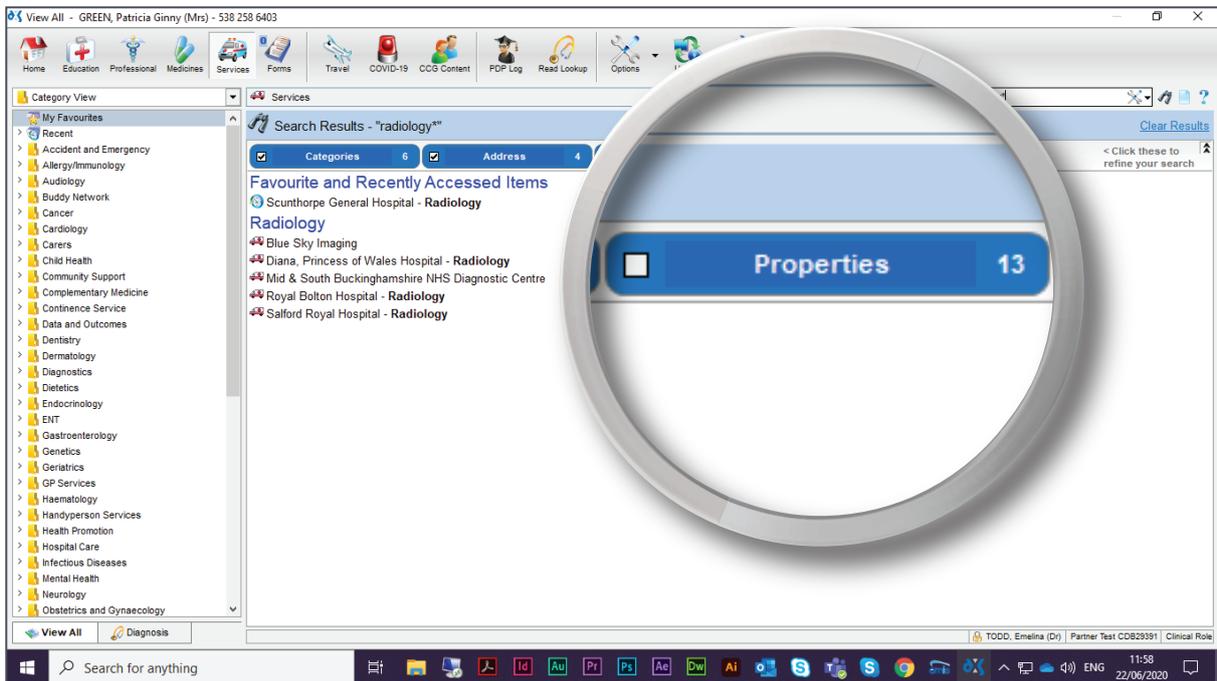
10. Any Favourite or Recently Accessed items will be prioritised to the top of the list, making it quicker and easier to access them.



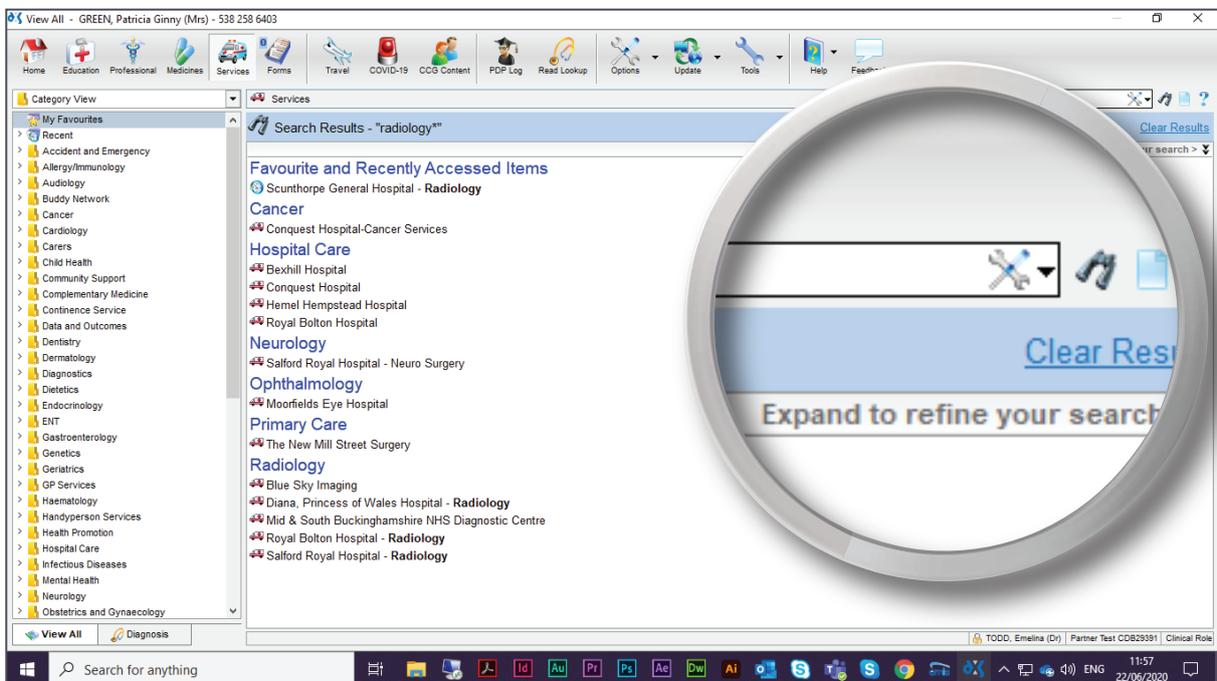
11. To filter your search results, select the chevron icon.



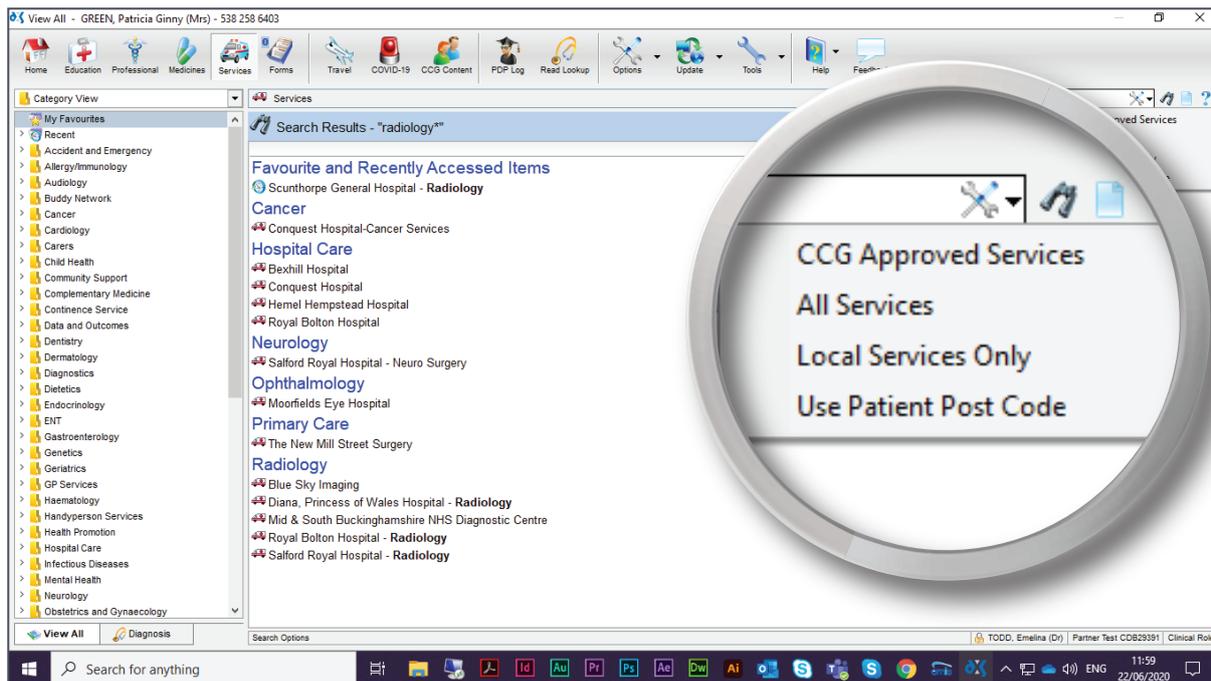
12. Filter buttons can be activated or deactivated by selecting or deselecting the tick box on the left of the filter button.
13. Please note that any changes to the filter selection or deselection will be retained and applied to the next search.



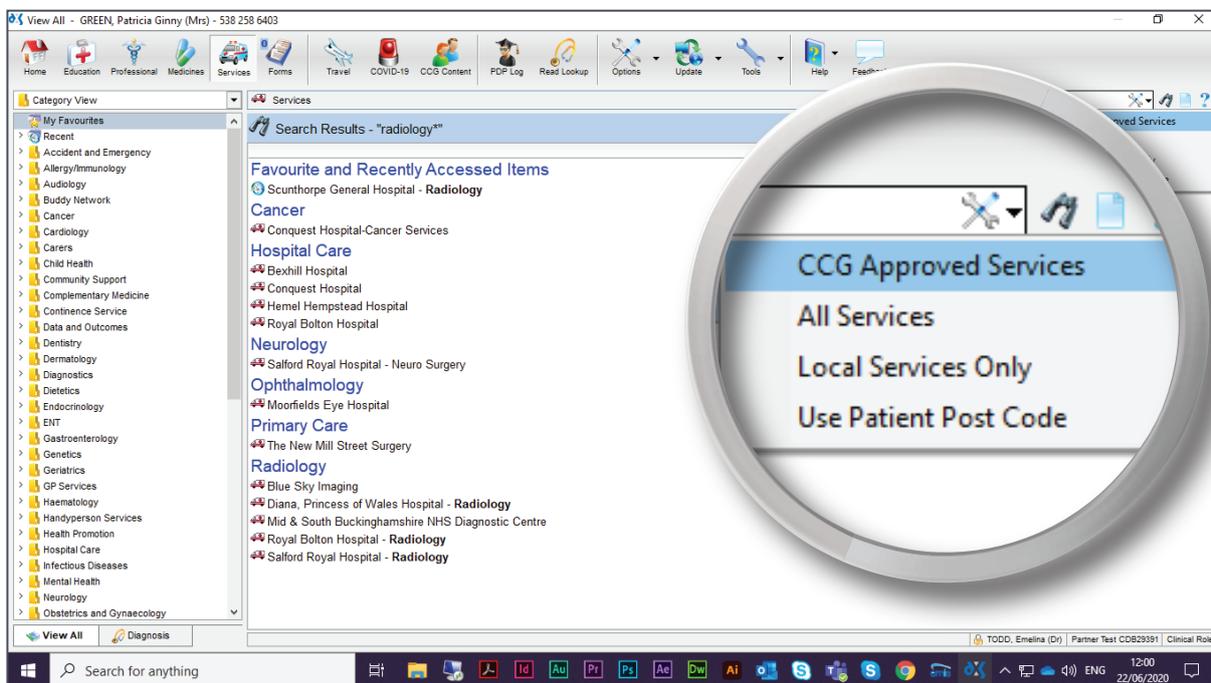
14. If you would like to refine your search, select the spanner icon.



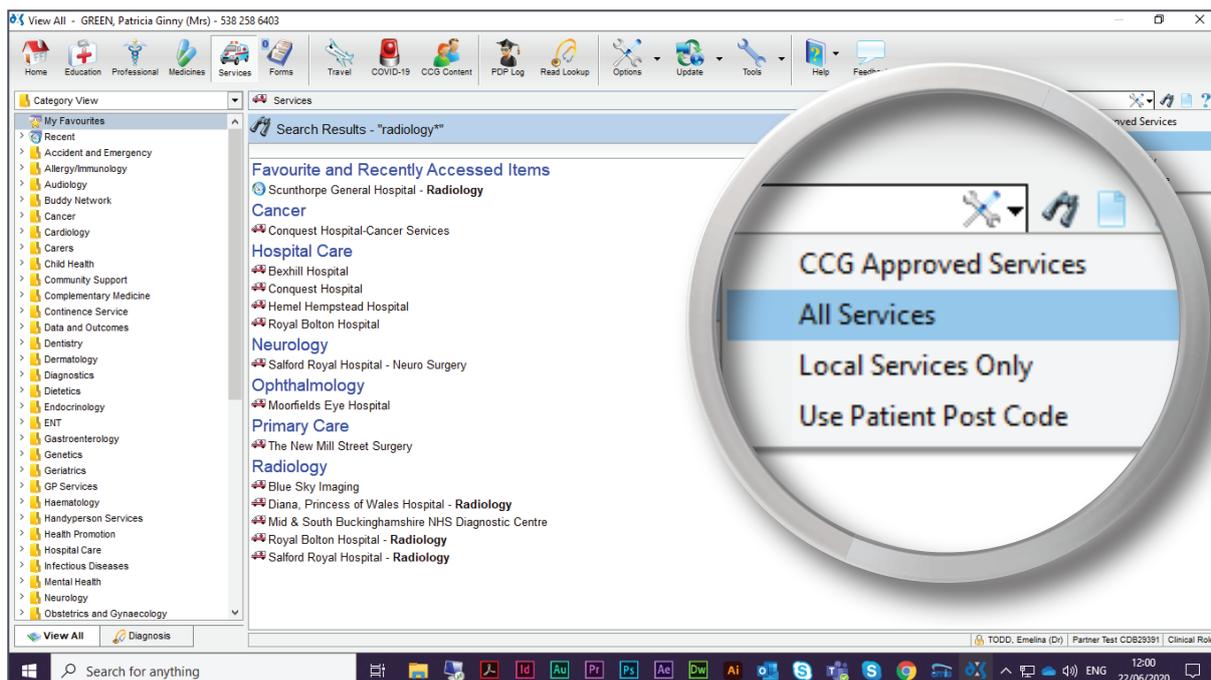
15. This will display a selection of advanced search options.



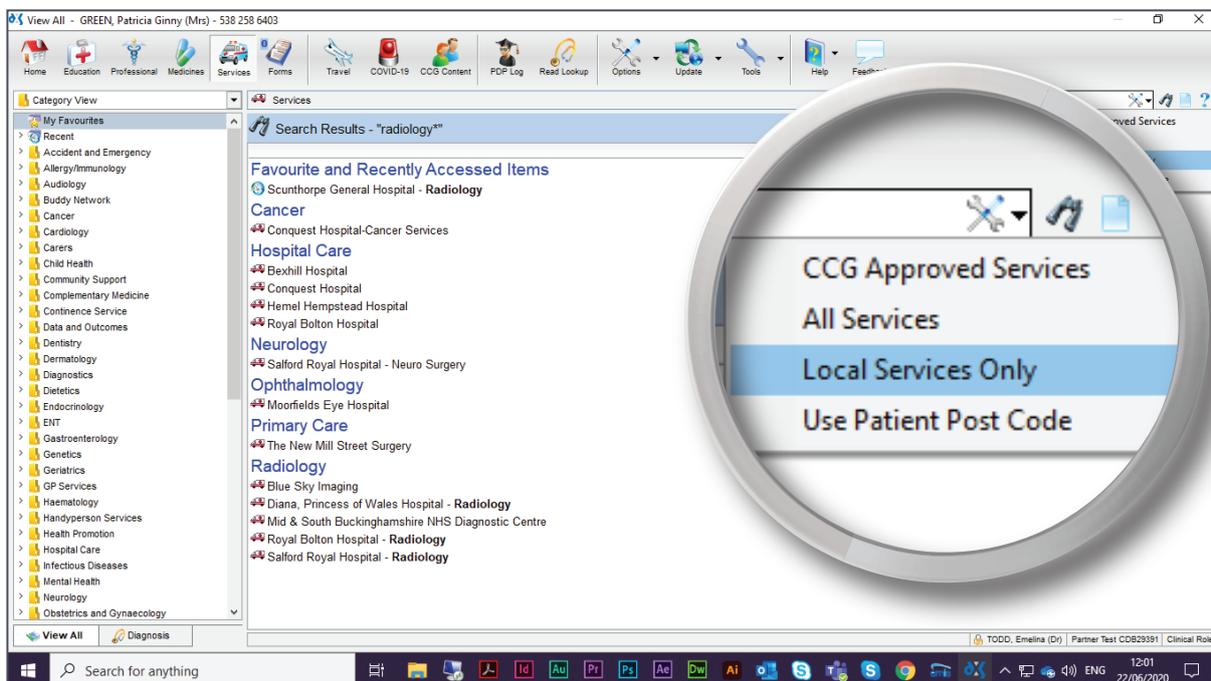
16. Selecting 'CCG Approved Services' will return results for all services from the CCG's DoS service only.



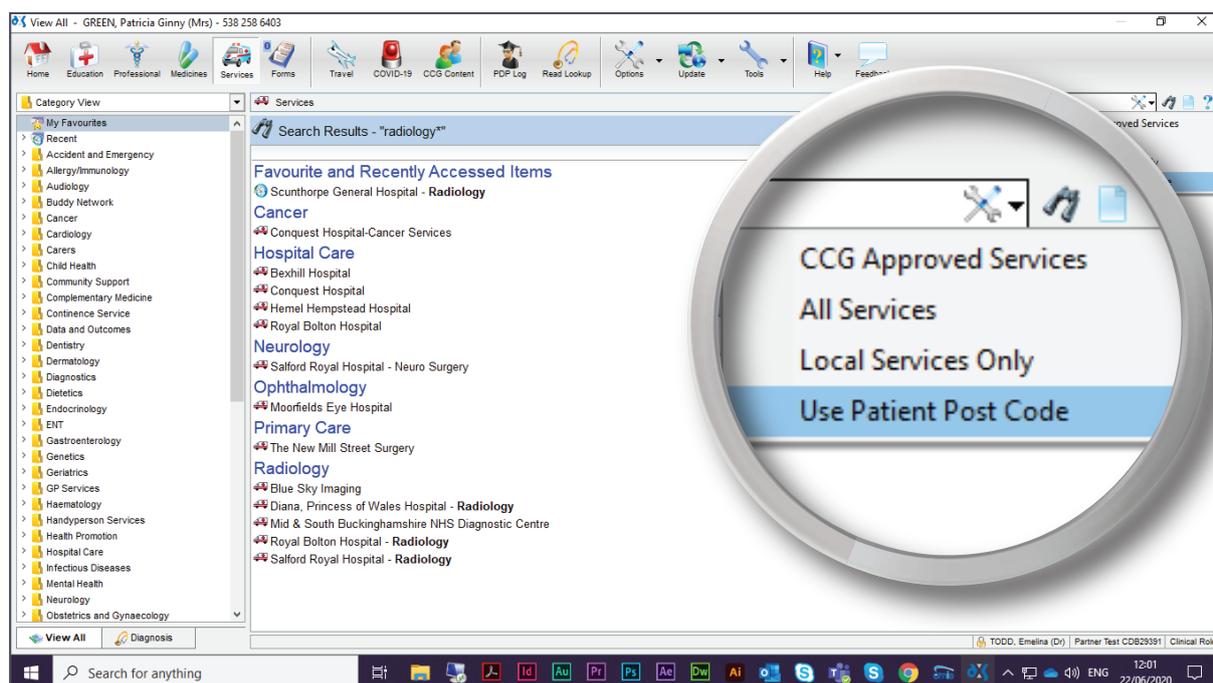
17. Selecting 'All Services' will return all services nationwide and CCG-approved.



18. Selecting 'Local Services Only' will return services based on the practice's post code.



19. Selecting 'Use Patient Post Code' will return services based on the patient's post code.



Support



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Training



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