



Point-of-Care

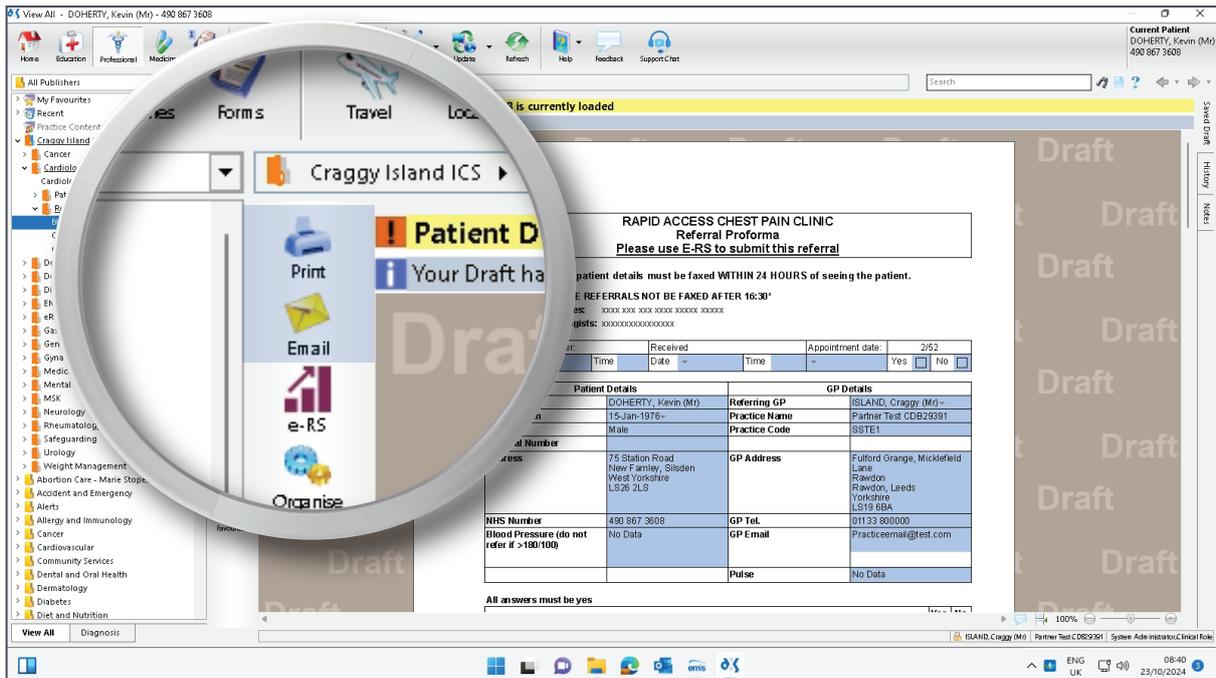
User Guide

How to Override Draft Referral Form
Restrictions in DXS Point-of-Care

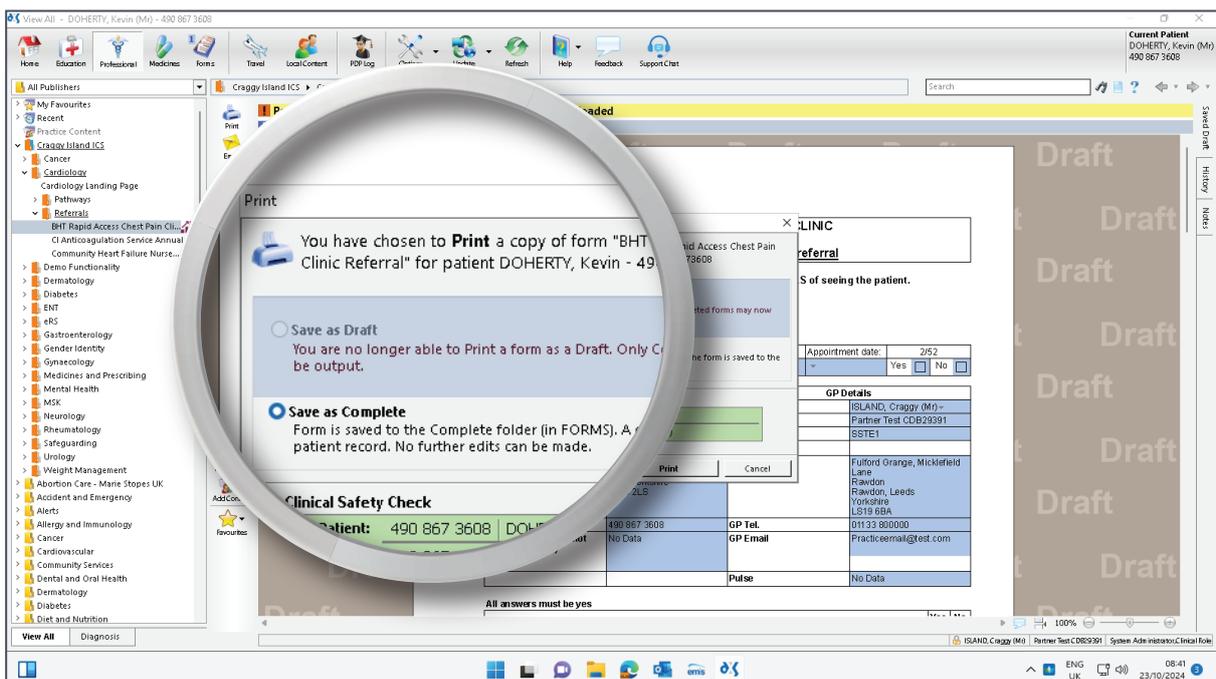
Introduction

New Restrictions on Draft Referral Forms

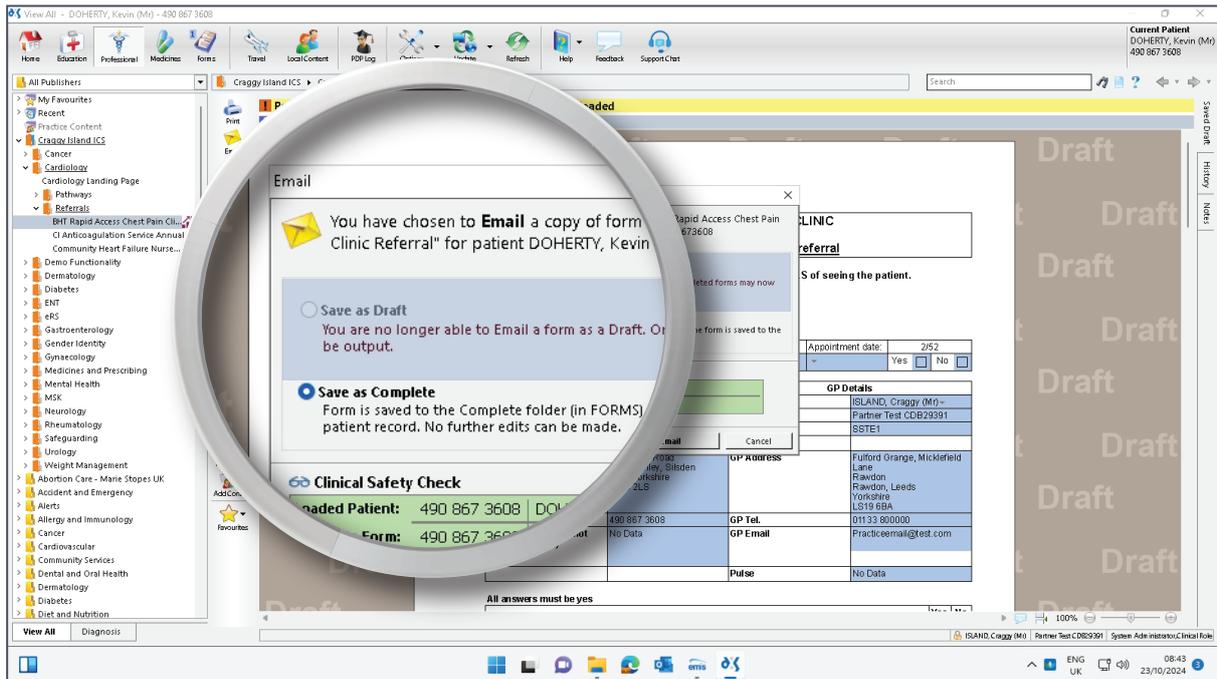
The ability to print or electronically transmit draft referral forms has been disabled. This restriction applies to all incomplete or unsaved draft forms, ensuring that only completed and properly saved forms can be printed or emailed.



- Print



- Email



We recognise that some Integrated Care Boards may have operational needs requiring the use of draft referral forms. To accommodate this, Practice Administrators can override these restrictions if necessary.

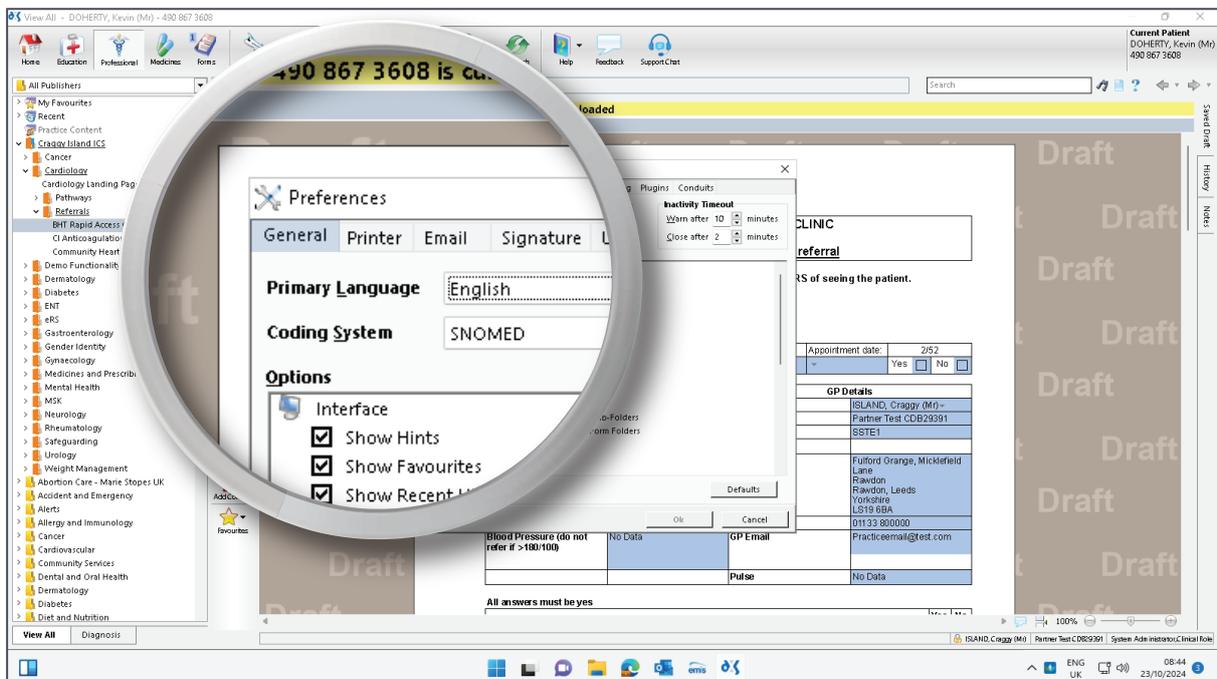
This guide will show you how to override the draft referral form restrictions.

Instructions

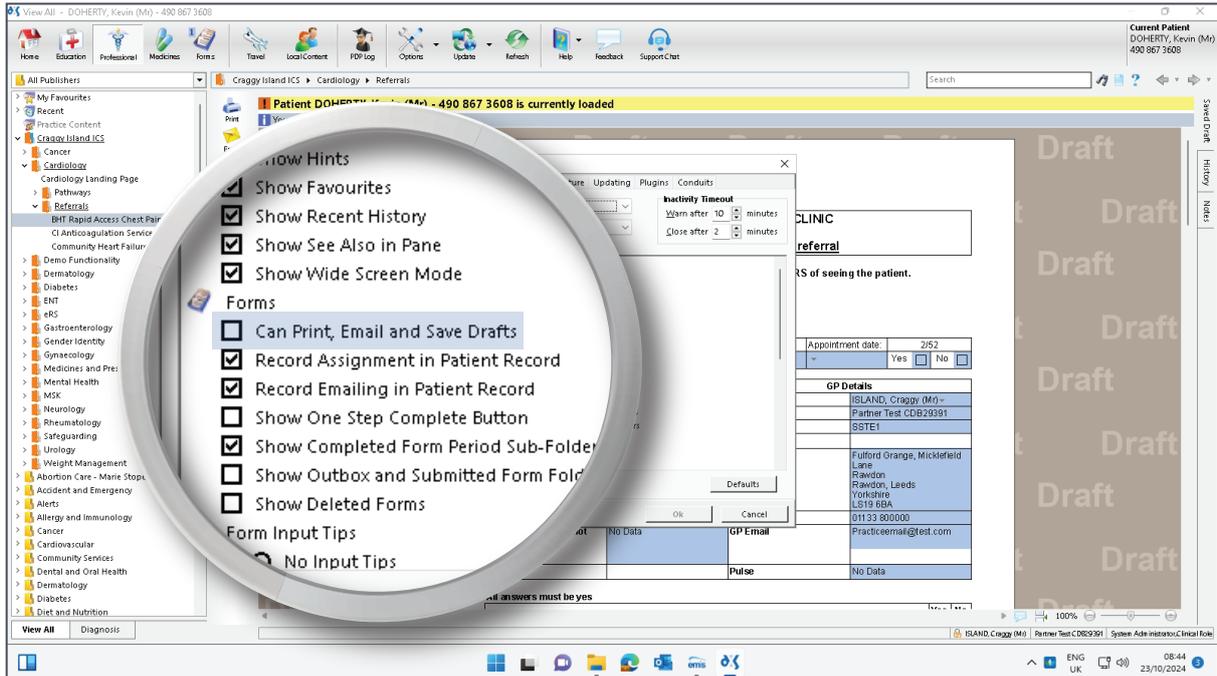
1. Open DXS Point-of-Care.
2. Click on the 'Options' button on the main toolbar.



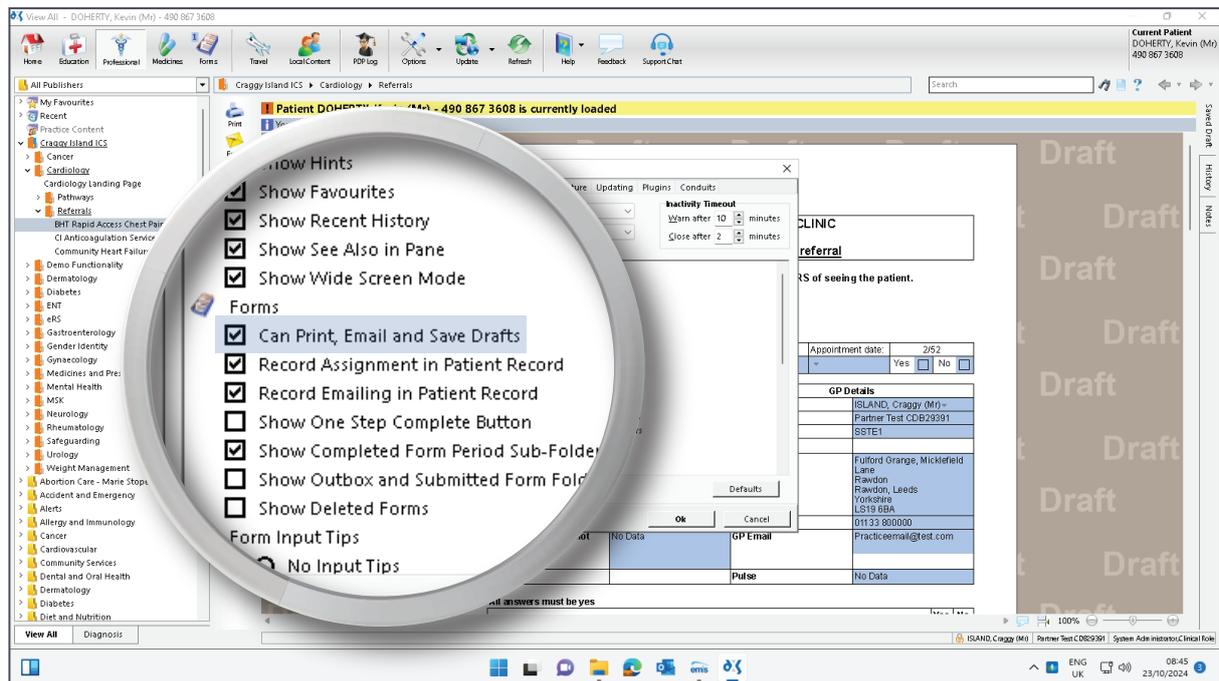
3. In the 'Preferences' pop-up window, select the 'General' tab.



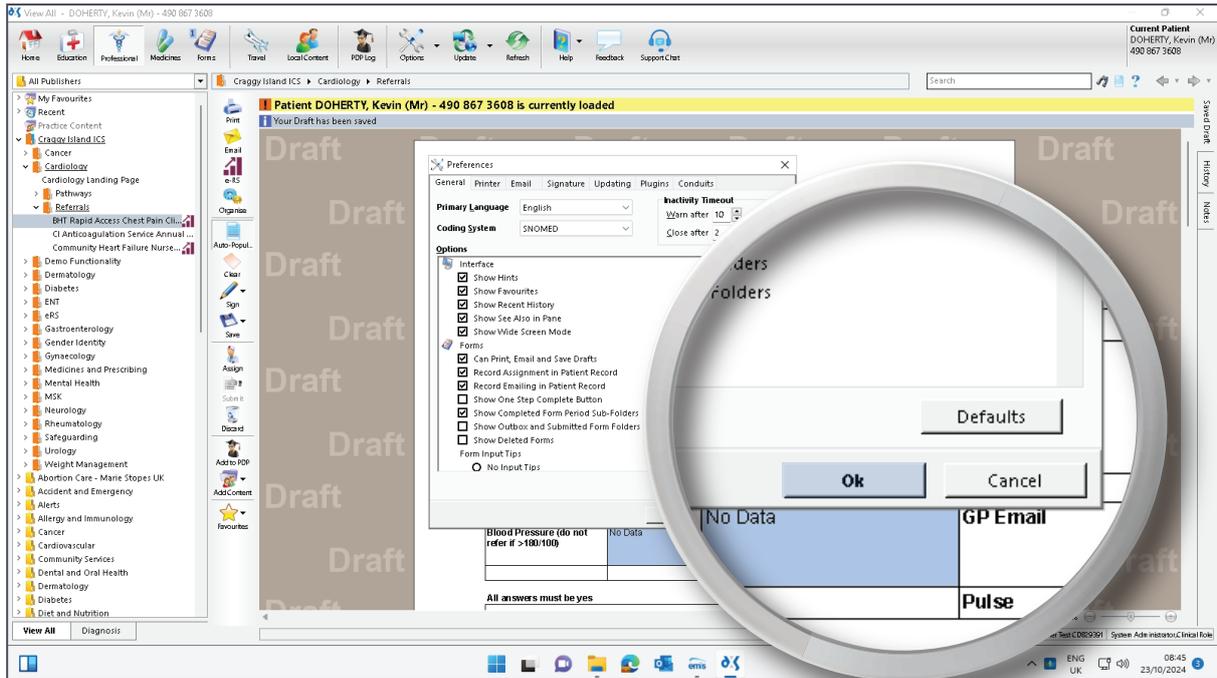
4. Scroll down to the 'Forms' section and locate the new checkbox labelled 'Can Print, Email and Save Drafts'.



5. Check the box to enable printing, emailing, and saving of draft referral forms.



6. Click 'Ok' to save your changes and close the 'Preferences' window.



7. **Note:** By enabling this option, you override the default restrictions on handling incomplete draft referral forms. Please ensure you understand the responsibilities and potential risks associated with using draft forms before making this change.

Support



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Training



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