



Support Essentials

User Guide

Overriding Draft Referral Form Restrictions
in DXS Point-of-Care

Introduction

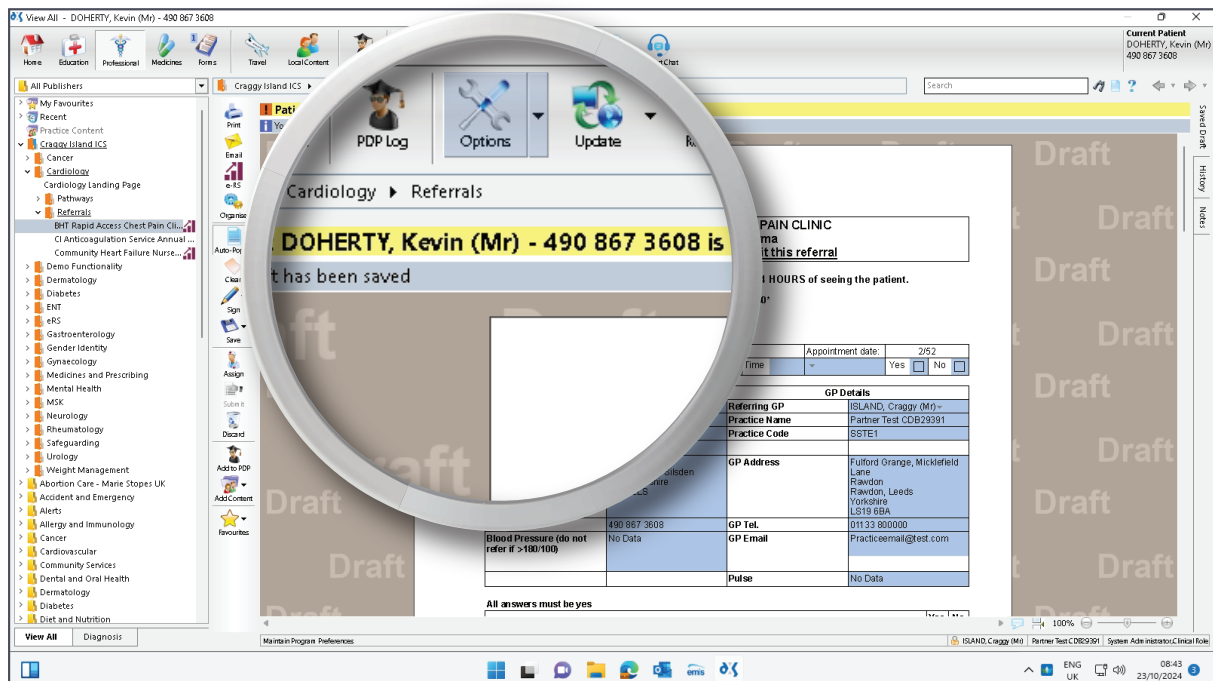
This guide explains how Practice Administrators can override the default restrictions on **draft referral forms** in **DXS Point-of-Care**, allowing draft forms to be printed, emailed, or saved when required.

By default, printing or electronically sending draft referral forms is disabled. This ensures that only completed and properly saved referral forms can be shared.

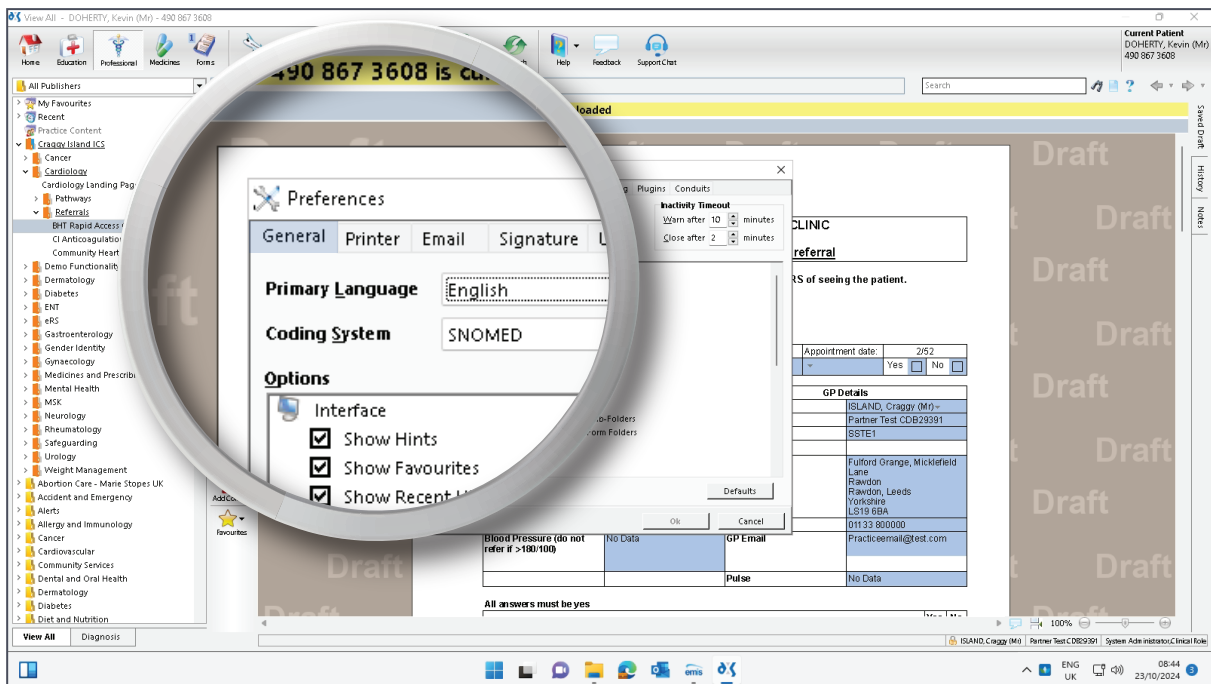
Please note: some Integrated Care Boards may have operational requirements that necessitate the use of draft referral forms. In these cases, the restriction can be overridden by enabling the appropriate setting.

Instructions

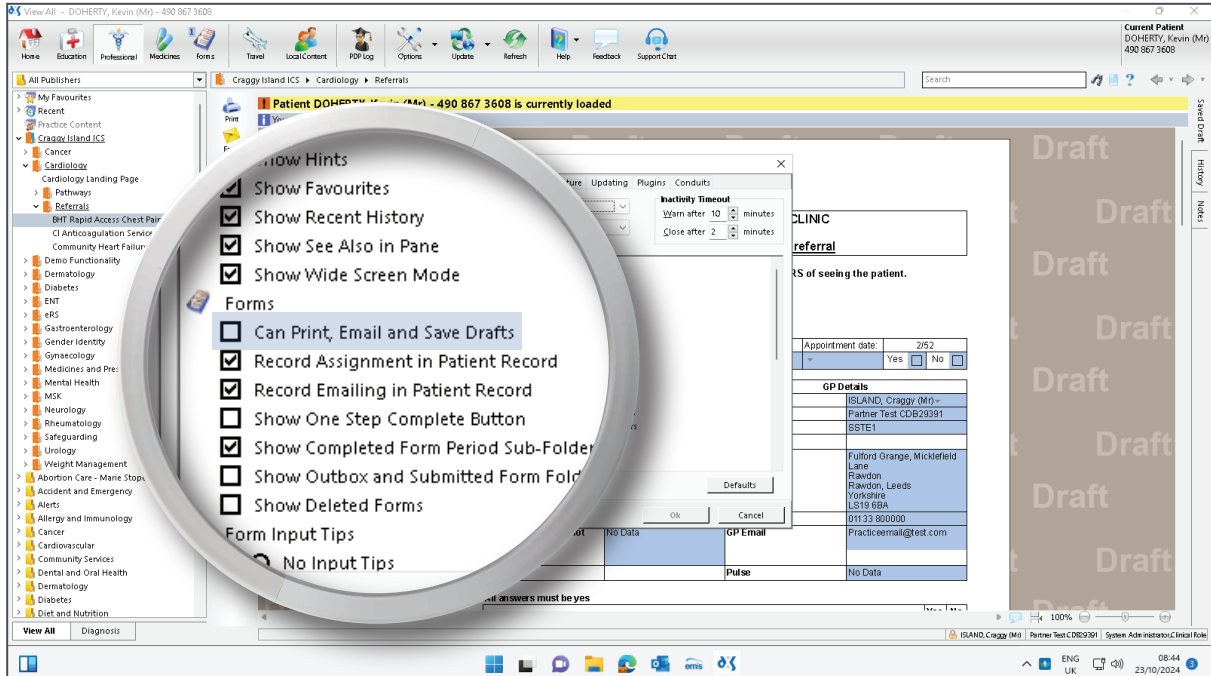
1. Open **DXS Point-of-Care**.
2. Click the **'Options'** button on the main toolbar.



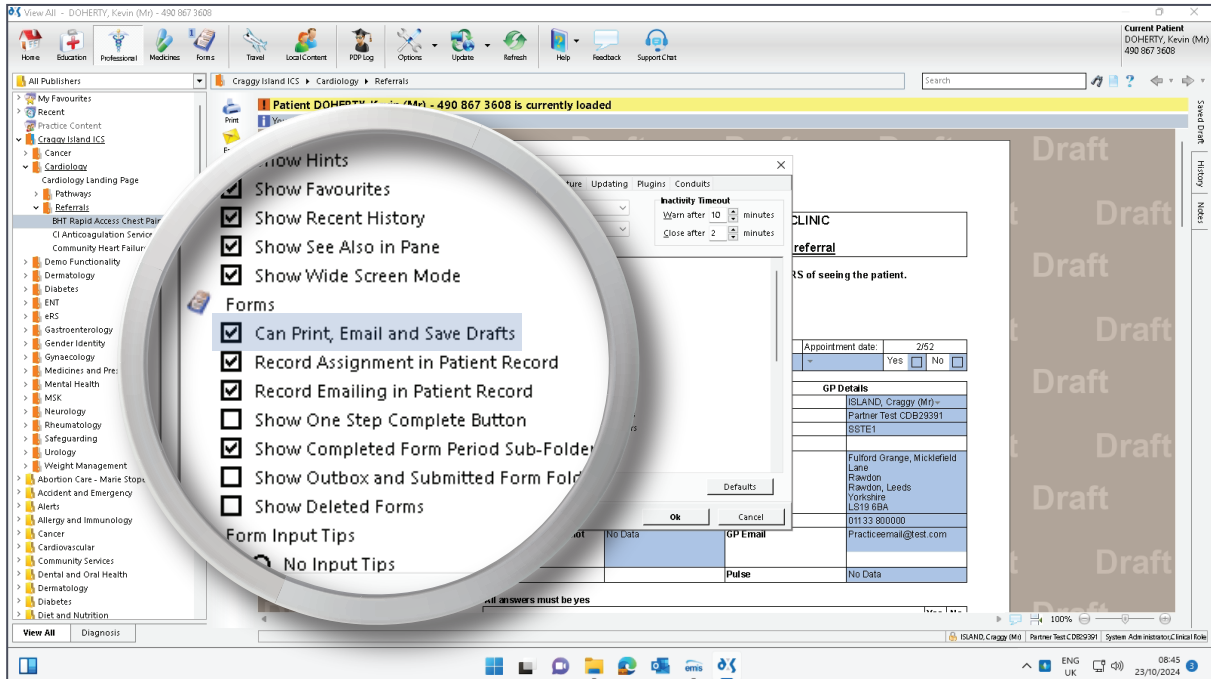
3. In the 'Preferences' window, select the 'General' tab.



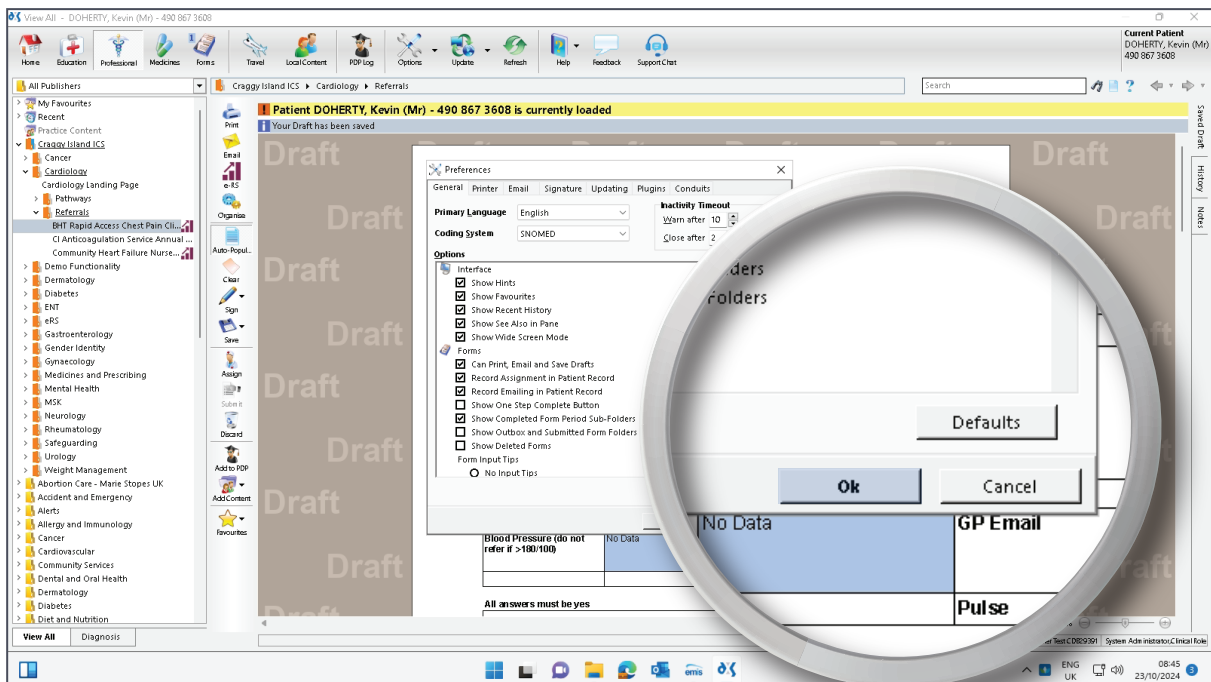
4. Scroll down to the 'Forms' section.
5. Locate the checkbox labelled 'Can Print, Email and Save Drafts'.



6. Tick the checkbox to enable printing, emailing, and saving of draft referral forms.



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



Important Note:

8. 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, and only enable this setting where operationally necessary.

Support



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Training



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