

5 Action Icons

When you are in a view or screen—you may see these icons



Opens the item in a list



The magnifying glass opens a search box, and the eraser / pencil will remove data entered .



This magnifying glass opens a search box, the card file opens a list to select options



Click this to return to the list. (e.g. from patient back to Clinic List



Click to change patient AND stay in the same view (e.g. adding referrals)

6 Fields

webPAS fields are coloured white, blue and grey.

White fields are **optional**, and should be completed if known.

Blue fields are **mandatory**, complete before updating screen.

Grey fields are **read only** & cannot be edited.

Most Fields have **zzz Category X** – where X stands for the category the code is from.
This is to provide information in support Calls

7 Date & Time



Visit/Appointment:



Calendar lookups: To select a specific date.



Today : Click to enter current date and time

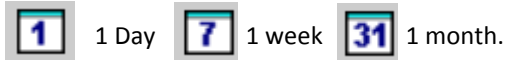


Time Lookup: Click to choose a time

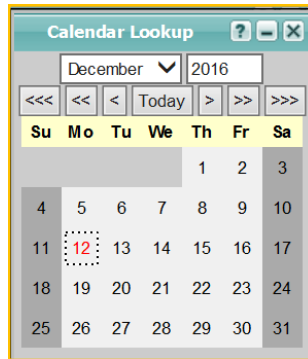
Calendar Lookup



The calendar lookup is displays in most screens.. Use the numbers to choose the time frame.



Then use the arrows either side of the date field.



The current date is always in **red**. Click on the day you want

Click the arrows to either side of the **Today** button to move backwards and forward through the calendar.

& move **one month**

& move **one year**

& move **ten years**



NDHB WebPAS

Clinician Group



Menus, Buttons & Icons



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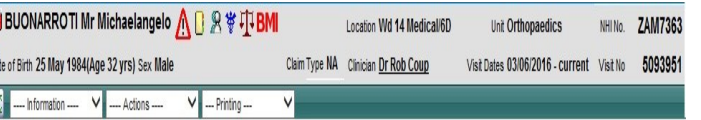
1 Menu Bars

webPAS has two menu bars (**hospital & patient**). These are also called **Hospital Level & Patient Level**. Drop down menus (**Tabs**) can be for all staff or for a certain group. For example the **Clinician Menu** has a tab just for the **Chaplains**.

The **Hospital level** is always on top and has access to screens (**views & actions**) that are about many patients, such as ward or clinic lists.



The **Patient level** has specific patient information & actions.



Hospital Level

The Hospital Level the User, Hospital and group name in the first line. The second line has the relevant drop down menus and quick icons.

The icons to the right of the screen at the hospital level are the same for all menus.

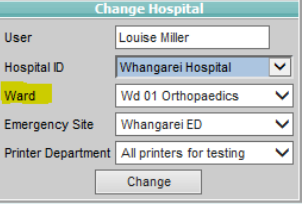
- Last 20 NHI** ∞ displays last 20 patient visits viewed
- Home** ∞ Clicking **Home** takes you to your start page
- Print** ∞ Prints the page as on screen
- NDHB Reports** ∞ NDHB reports intranet page
- Change Hospital** ∞ Changes ward / printer group (& hospital *Access required*)
- Help** ∞ Opens webPAS help page for your group
- IT Information** ∞ to inform help desk for issues
- Concerto** ∞ Opens Concerto in a new window
- LogOut** ∞ Exit webPAS

Patient Level—information is on pamphlet 2

2 Changing Hospital & Ward

webPAS functions are hospital specific – you can only enter information for a patient who has an event in the hospital you have access to. Each NDHB site has a different colour banner.

You will be able to view all visits across all sites. webPAS has the following facilities



- Whangarei Hospital
- Kaitaia Hospital
- Dargaville Hospital
- Bay of Islands Hospital
- Cardinal Points
- Eye Specialist Day Surgery
- Hokianga (Rawene) Health
- Kaikohe Subacute Unit
- Kaitaia Subacute Unit
- Kensington Hospital
- Northland Orthopaedic Centre
- Primecare Eye Specialists
- Rodney Surgical Centre
- Whangarei Subacute Unit

Tip! When changing hospital. You will also need to change ward and printer department. **Not selecting a ward will cause errors**

3 Sorting Information in Views

When you open many views in webPAS, you will see a display like this to the right of the screen



Search field. You can search by any information displayed e.g Dr Name.

- Filter.** This apply a filter to all columns so you can choose what you want to display.
- Close Filter.** Icon changes t- click to turn off filters
- Print.** To print the list / view you see on screen.

4 Handy Hints

Pressing the **SPACEBAR** ticks the currently selected checkbox.

Pressing the **Tab button** moves the focus from one field to the next in the correct order of data entry.

If a **button is highlighted** : press Enter to activate the button.

In a drop-down List, typing the first letter of the item you want selects the first item in the list beginning with that letter. Repeatedly pressing the same key moves the selection down the list.

Pressing **F5** refreshes the screen.

Pressing **F11** maximises the window.

Pressing **Ctrl+N** opens a second session window, enabling you to use two different parts of the system at once.

Pressing **Ctrl+K** opens a second session tab, enabling you to use two different parts of the system at once.

On **Date fields** entering the **Day only** portion of the Date will default the remaining value of the Date to the current Month and Year, e.g. entering '24' in February 2015 will default the Date field to '24 Feb 2015'.

On **Date fields** entering the **Day and Month** portions of the Date with a space between them will default the remaining value of the Date to the current Year, e.g. entering '24 8' in February 2015 will default the Date field to '24 Aug 2015'.

Underlined column headings can be sorted in ascending order (e.g. 1 to 5 or A to Z) or descending order (e.g. 5 to 1 or Z to A) by clicking the heading.