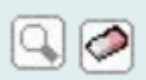## 5   Action Icons

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

Opens the item un 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. Eg from patient back to Clinic List

Click to change patient AND stay in the same view .(eg 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 Code *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.

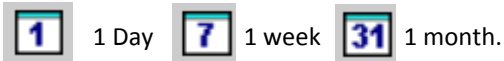Today : Click to enter current date and time
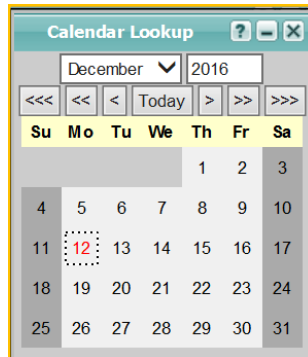
Time Lookup: Click to choose a time

Calendar Lookup

<<	Mon 12 Dec 2016 ▼	>>

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

1   1 Day   **7**   1 week   **31**   1 month.

Then use the arrows either side of the date field.

<<	Mon 12 Dec 2016 ▼	>>

Calendar Lookup

December ▼ 2016

<<<	<<	<	Today	>	>>	>>>

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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**

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

NDHB WebPAS

Clinician Group

webPAS Overview

Menus, Buttons & Icons

NORTHLAND DISTRICT HEALTH BOARD
Te Poari Hauora Ā Rohe O Te Tai Tokerau

webPAS
Alpha Replacement Project

webPAS has two menu bars (hospital & patient). These menus 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 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.
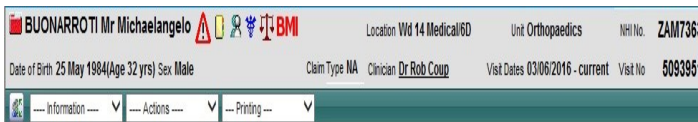
Hospital Level

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 the NHI pamphlet

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**

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.

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.