

7. Viewing content in Library and Applications

All Users

Scenario

Whilst in Docman 10 users can view content filed into the library (non-patient related documents) and entries filed into the Back-office applications. Such as Birth Register, Death Register, Fridge log & Significant events.

Task

Library and Back Office is accessed from the Apps submenu from the navigation bar.

Library

- **Click** on Apps and search for Library. (Using an * (i.e. asterix) will show all documents)

Or you can search for content within the library or Apps using the Quick Search function. Changing the Search focus to Library. (Search for 'Docman' for example)

This will allow you to view the structure of the library and filter your searches by name of document, or the folder in which it is stored. Folders are shown whether populated or not.

- Once you have searched via name or location, click on the document required, this will display it in the middle of the screen and any actions available on the right. As per the left-to-right working highlighted previously.

Apps

- **Click** on the chosen App from the App submenu

Choose **Birth Register** this will display the entries recorded in the birth register. A user can then click on the entry to open it for more detail.

- Click on **Add new entry** in the top right of the screen to add a new birth. Mandatory fields are marked by *. The rest of the fields are straightforward in their definition. Please note in **this** system only the following user types are able to add new entries: IT User & Secretary
- Have a look through the other apps as required to understand the other content that can be collated, and define whether these may be suitable for your practice.

Outcome

To allow users to orientate around the Library and Apps and understand how the search focus can be changed easily and how to orientate to the Library and Apps, and their included content.