

# ascom

## Diary web User Manual

**Version 3.0**

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<b>Diary Web .....</b>	<b>3</b>
<b>1. Introduction.....</b>	<b>3</b>
<b>2. Launching Diary Web.....</b>	<b>3</b>
<b>3. Patients management.....</b>	<b>3</b>
<b>4. Main screen.....</b>	<b>4</b>
4.1. Main screen structure.....	5
4.2. How to read the clinical diary .....	5
4.2.1. Icons.....	6
4.3. Note categories .....	8
4.4. Filters .....	9
4.4.1. Category filters .....	9
4.4.2. Other filters.....	10
<b>5. The command bar.....</b>	<b>16</b>
<b>6. How to create a diary entry.....</b>	<b>17</b>
6.1. “New diary note” window features.....	18
6.1.1. “New diary note” window features - “Category”.....	18
6.1.2. “New diary note” window features - “Subject”.....	18
6.1.3. “New diary note” window features - “Button bar” .....	19
6.1.4. “New diary note” window features - “Tags” .....	25
6.1.5. “New diary note” window features - “Time specification” .....	26
6.1.6. “New diary note” window features – “Save”, “Cancel”, “Draft” .....	28
6.1.7. Publishing a draft .....	28
<b>7. Note history.....</b>	<b>29</b>
<b>8. How to edit a diary note .....</b>	<b>30</b>
<b>9. How to delete a diary note .....</b>	<b>30</b>
<b>10. How to search the diary .....</b>	<b>32</b>
10.1. Link to external application.....	33
<b>11. Print reports .....</b>	<b>34</b>
11.1. “Print Diary” window description .....	34
11.1.1. Category.....	35
11.1.2. Time interval.....	35
11.1.3. Order .....	36
11.1.4. Other.....	36
<b>12. Refresh.....</b>	<b>37</b>
<b>13. Note Validation .....</b>	<b>37</b>

# Diary Web



For information about the Product environment, precautions, warnings and intended use see *USR ENG Digistat Care* and/or *USR ENG Digistat Docs* (depending on the modules installed - for the *Digistat Suite EU*) or *USR ENG Digistat Suite NA* (for *Digistat Suite NA*). The knowledge and understanding of the appropriate document are mandatory for a correct and safe use of *Control Bar Web*, described in this document.

## 1. Introduction

Diary web is a web application allowing to insert, search and retrieve clinical information. Users can insert and manage textual notes. Audio, images and PDF files can be attached to a note. The application can also be configured to automatically acquire information from external sources (for example ADT or other Digistat® modules) and display it in the patient diary.

## 2. Launching Diary Web

To launch Diary Web:

- Click the Diary icon  on the lateral bar.

A screen is displayed, showing the data of the patient currently selected.

If no patient is currently selected, the Digistat® Patient Explorer Web module is displayed, making it possible to manage patients. See the Digistat® Patient Explorer Web user manual (*USR ENG Patient Explorer Web*) for instructions on patient management functionalities.

When a patient is selected the module displays the data of the selected patient.



Other modules can be configured for the patient management in place of Patient Explorer Web, depending on configuration choices. If this is the case, see the specific documentation for instructions.

## 3. Patients management

To manage patients on Digistat® web,

- Click the **Select Patient** button indicated in Fig 1 A.



Fig 1

If present, the Patient Explorer Web module opens. See the Digistat® Patient Explorer Web user manual (*USR ENG Patient Explorer Web*) for instructions on patient management functionalities.

# 4. Main screen

After module selection, the main screen is displayed. Fig 2 shows the empty screen for a patient just admitted (no notes have been inserted yet).



Fig 2

Fig 3 shows a sample diary screen with notes.

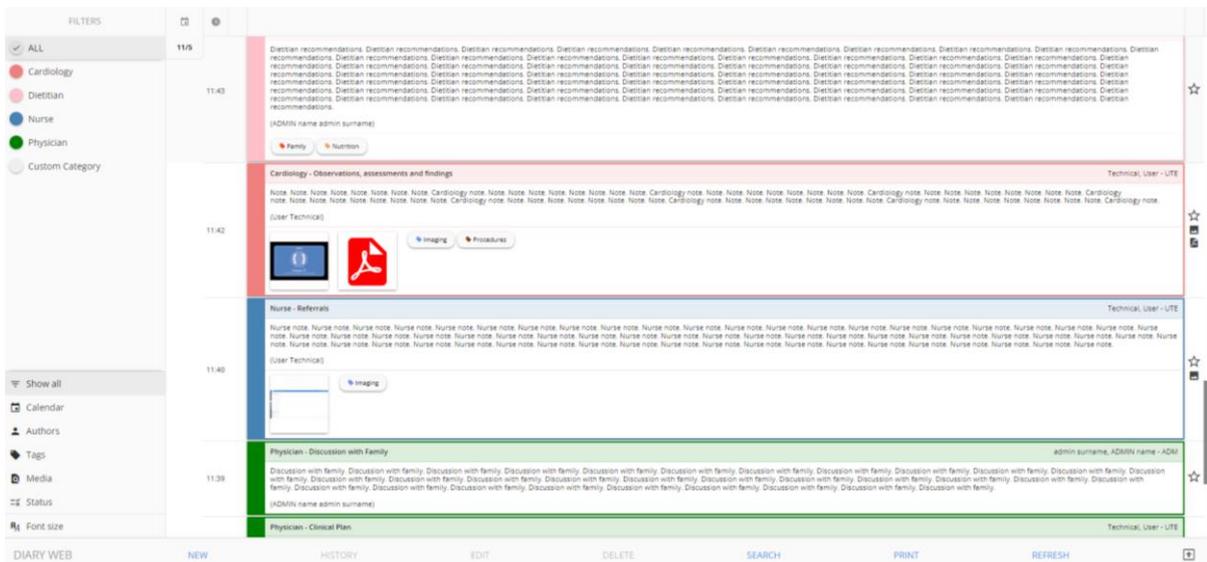


Fig 3

# 4.1. Main screen structure

The main screen is formed of three components:

- The filters, allowing to choose the type of notes displayed (Fig 4 **A** - see section 4.4).
- The command bar, containing buttons that trigger the available procedures (Fig 4 **B** - see section 5).
- The data area containing the diary notes (Fig 4 **C** - see section 4.2).

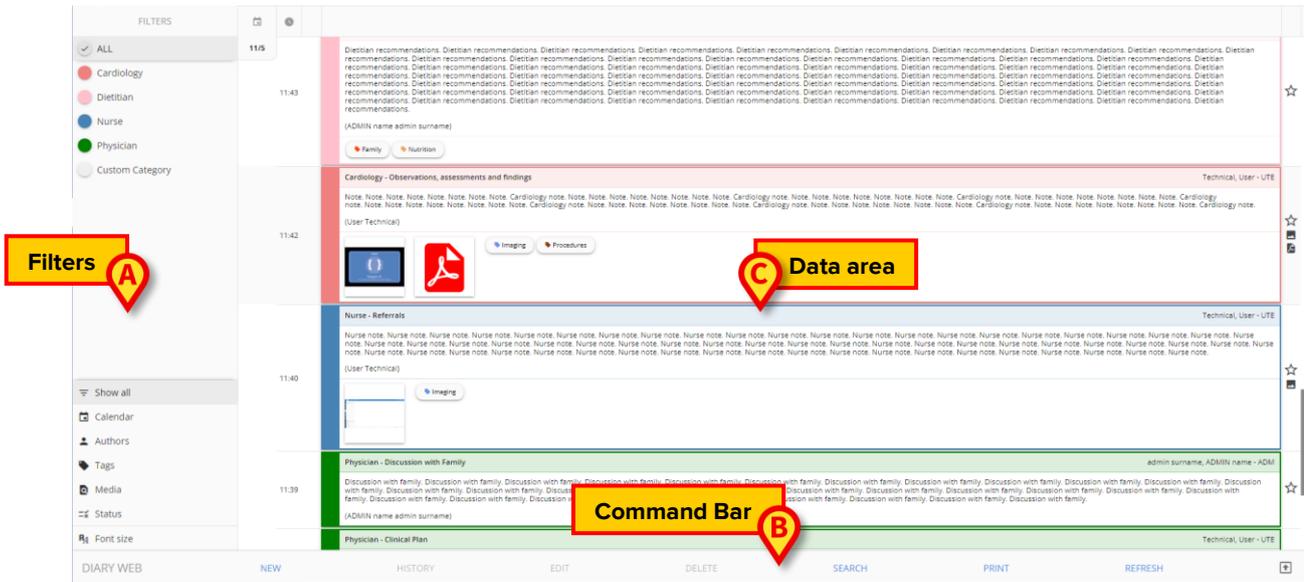


Fig 4

# 4.2. How to read the clinical diary

The diary notes are displayed in a table (Fig 5).

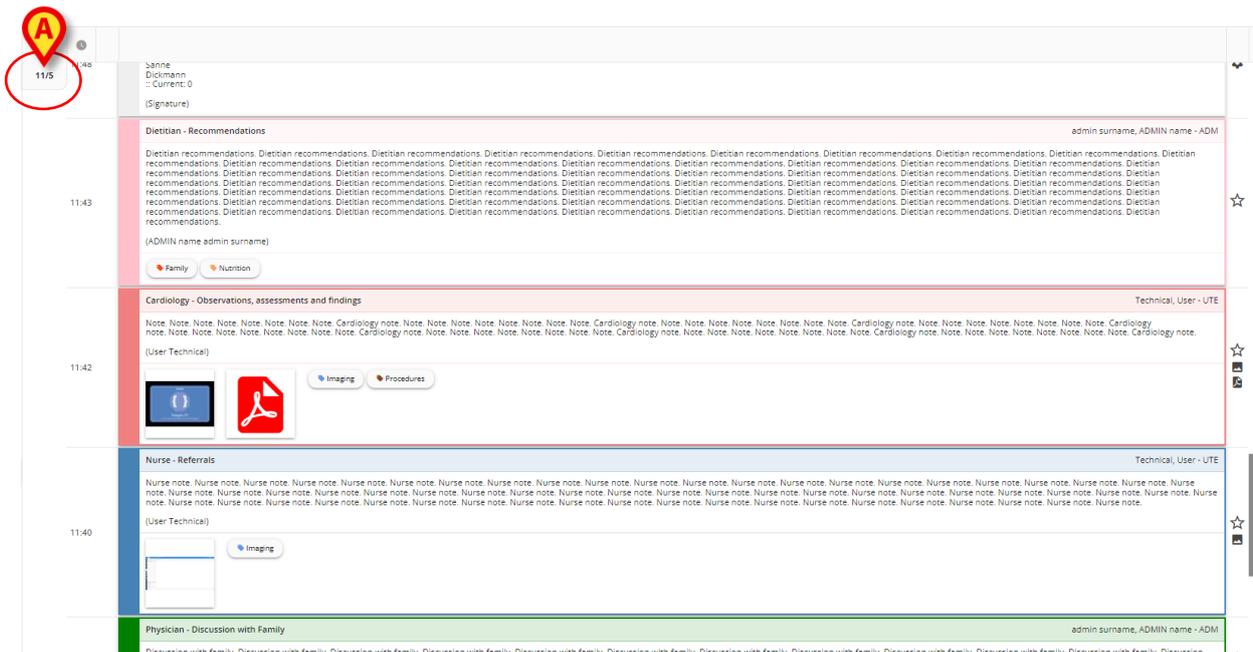


Fig 5

Each diary entry corresponds to a row (Fig 6). The diary entries are in chronological order, most recent entries are on top.

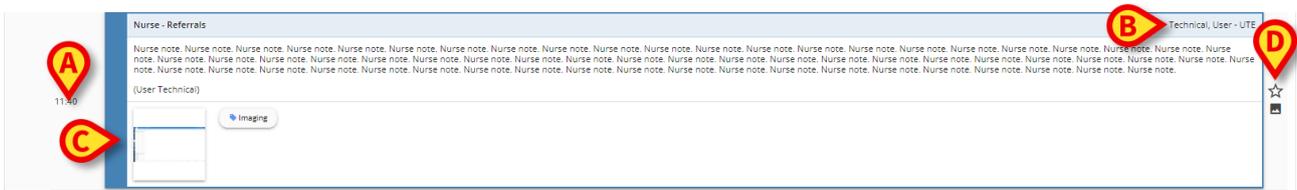


Fig 6

The time of the note is displayed on the left (Fig 6 **A** - this is the time specified when the note is inserted, indicating the time of the clinical event to which the note refers - see section 6.1.5).

The day currently displayed is indicated in the label circled in Fig 5 **A**. The notes displayed on screen refer to the date indicated here. Scroll down to display antecedent notes. The date in the label changes accordingly.

The author of the note is indicated on the right (Fig 6 **B**) and, as signature, in the note body.

The color characterizing the different entries indicates the note category. See paragraph 4.3 for the explanation of note categories.

If there are attachments, the corresponding icon is displayed in the note, below the text (in Fig 6 **C** an image is attached).

- Click a note to highlight it (Fig 7).

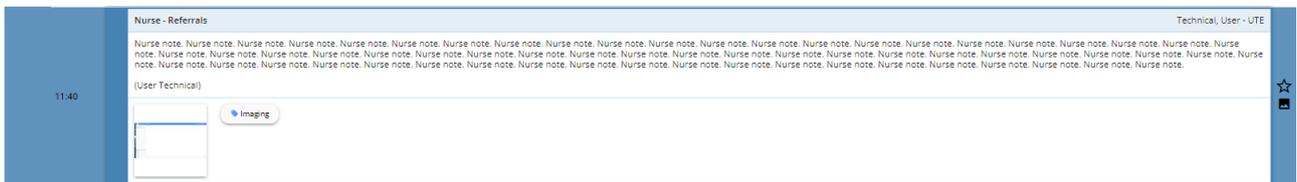


Fig 7

The procedures triggered by the buttons on the command bar refer to the highlighted note.

### 4.2.1. Icons

Different icons can be present on the left and right of the note, with different meanings. This section lists the possible icons with their meanings.

Icons on the right of the note (Fig 6 **D**):

★ - If clicked, marks the note as “Relevant”. The marked icon turns black (★). Click again to unmark.

⚙ - Indicates system notes, i.e. notes automatically added according to the needs and procedures of the department (for example: data related to patient

admission/discharge/transfer; info about invasive devices etc...). The types and contents of the system notes depend on configuration. Refer to the system administrators for more information.

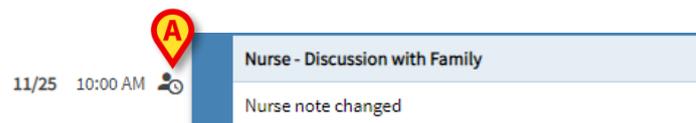
 - Indicates that there are images attached. See sections 6.1.3.4 and 6.1.3.5 for more information.

 - Indicates that there are PDF files attached. See section 6.1.3.4 for more information.

 - Indicates that there are audio files attached. See section 6.1.3.6 for more information.

 - Indicates that the note is linked to an external application. See section 10.1.

Icons on the left of the note (Fig 8 **A**).



**Fig 8**

 - Indicates that the note is not validated. See section 13 for more information.

 - Indicates drafts. See section 6.1.7 for more information.

 - Indicates that the note was inserted at a time that is different from the time of the actual clinical event (i.e. the time of the note was manually changed). See section 6.1.5 for more information.



*The  icon is displayed when the difference between the insertion time and the actual clinical time is bigger than a customizable time value. The time value is set on the Entrytimetolerance System Option.*

---

## 4.3. Note categories

The diary entries are defined as belonging to categories, each one characterized by a specific colour. The number, type, and colour of categories are configurable. It is this way possible to immediately understand the overall note type (physician, nurse, specialist etc.).

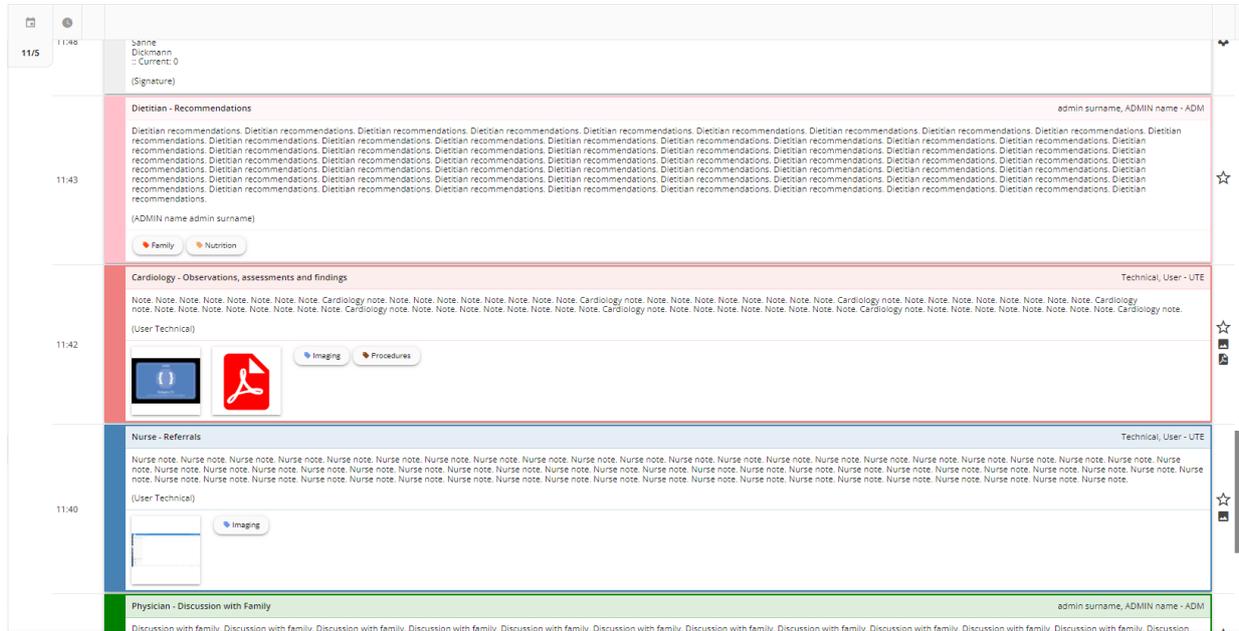


Fig 9

The sample screen shown in Fig 9 contains the following categories:

- System note (grey).
- Cardiology note (salmon).
- Dietitian note (pink).
- Physician note (green).
- Nurse note (blue).

The full list of available categories is shown at note creation time (see Fig 24).



*Users have the permission to create only the notes belonging to the categories for which they are enabled. For example: a “nurse” user cannot create a “physician” note. Therefore, at note creation time, only the enabled categories are available for a specific user.*

## 4.4. Filters

The column on the left contains tools allowing to filter the diary contents (Fig 10 A).

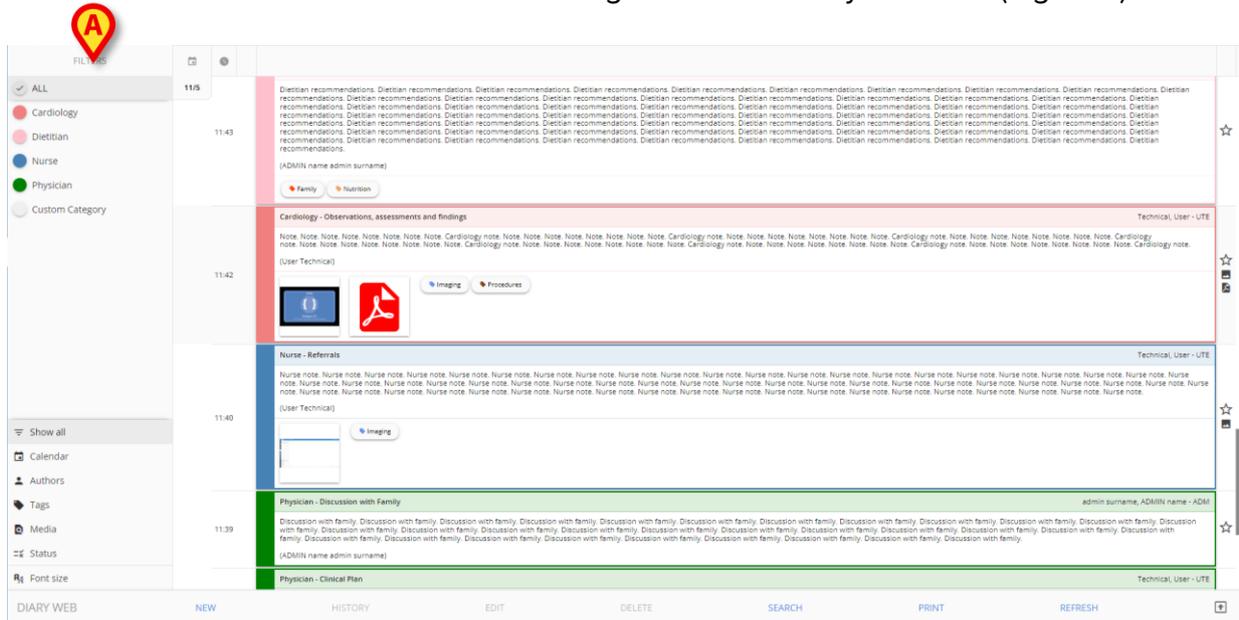


Fig 10

### 4.4.1. Category filters

The filters on the top left corner are category filters (Fig 11).

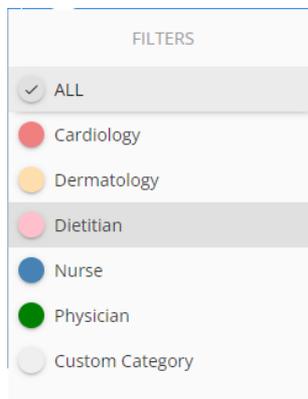


Fig 11

- Click one filter to display only the notes belonging to the related category. See, for example, the “Nurse” note filter applied to the diary in Fig 12.

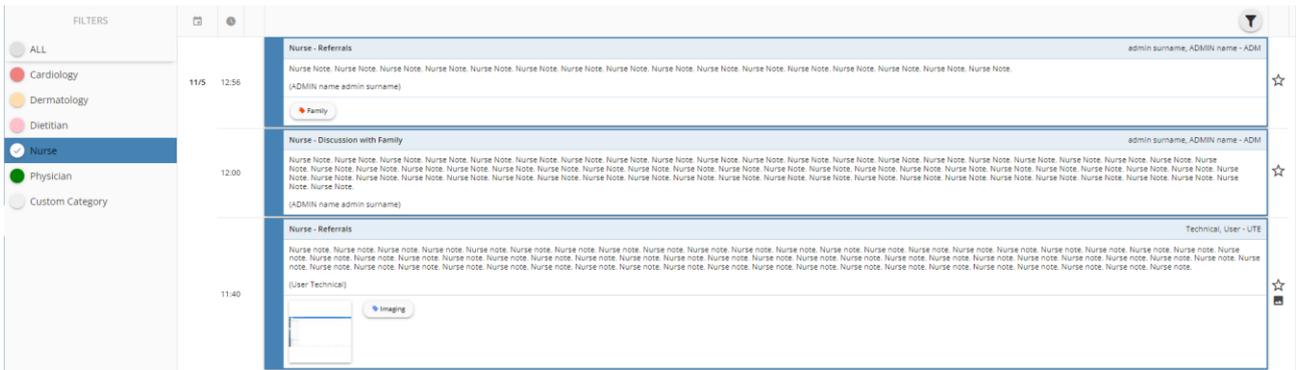


Fig 12

The ALL button displays all the notes again.



*The category filters are added progressively when the related notes are inserted. I.e. a filter is available only if there is at least one note belonging to the corresponding category.*

Multiple categories selection can be enabled during configuration.

#### 4.4.2. Other filters

Other filters are available in the bottom-left corner (Fig 13).

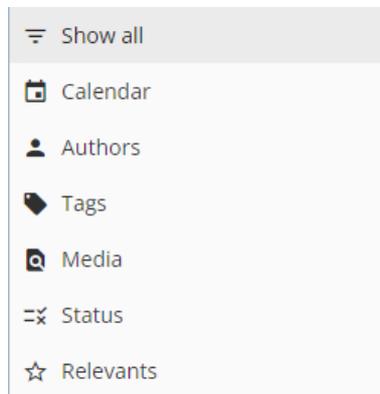


Fig 13

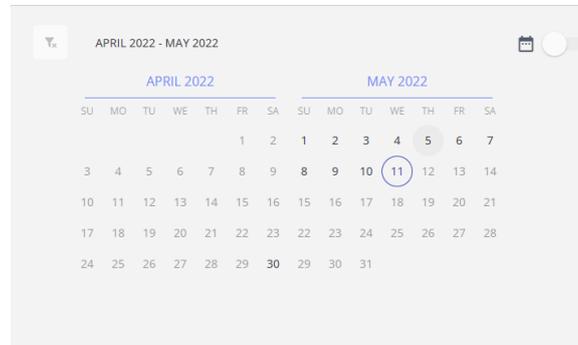


*A filter is displayed only if there's the possibility to filter according to the filter content. That is, for example: the "Relevants" filter is displayed on the menu only if there are notes indicated as "Relevant"; the "Tags" filter is displayed only if there are notes containing tags.*

## Calendar

- Click “Calendar” to filter by date.

The following window opens (Fig 16).



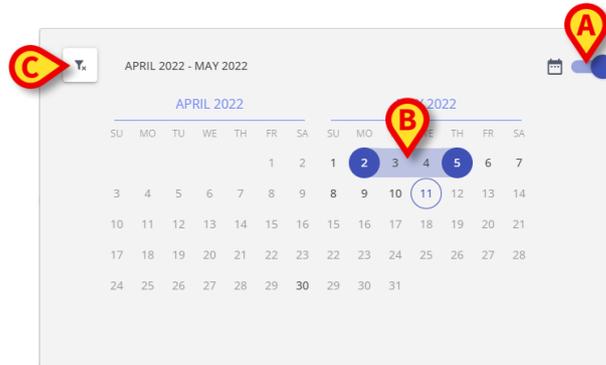
**Fig 14**

- Click a date to display only the notes created on that date.

If no notes are present on a date, the date is disabled.

To select multiple dates:

- Click the selector indicated in Fig 15 **A**. Multiple date selection is this way enabled.



**Fig 15**

- Click the start date (2<sup>nd</sup> of May in the figure). The date is highlighted.
- Click the end date (5<sup>th</sup> of May in the figure). The period between the two dates is highlighted (Fig 15 **B**).

Only the notes created in the specified period are displayed.

The  button (Fig 15 **C**) clears the filter.

## Authors

- Click the “Authors” filter to display a window listing the “Diary web” users that already inserted a note in the current diary (Fig 16 **A**).
- Click the name of a user (3-letters abbreviation) to display only the notes inserted by the corresponding user.

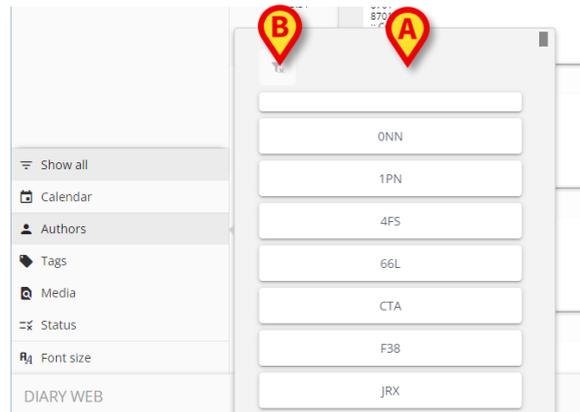


Fig 16

Multiple author-filters selection is enabled

The  button (Fig 16 **B**) clears the filter.

## Tags

- Click the “Tags” filter to display a window listing the tags already associated to the existing notes (Fig 16 **A**).
- Click a tag to display only the notes containing that tag.

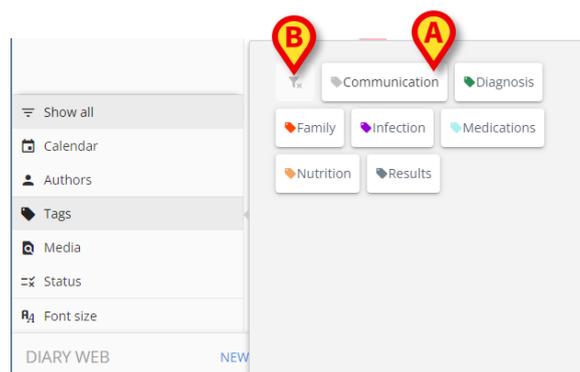


Fig 17

Multiple tag-filters selection is enabled

The  button (Fig 17 **B**) clears the filter.

See Diary web configuration manual for tags creation and configuration.

## Media

- Click the “Media” filter to display a multiple-choice window listing the attachment types currently present in the diary (Fig 18 A). Possible types are: PDF, Image, Audio.

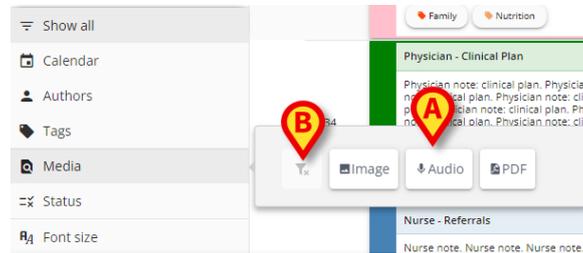


Fig 18

- Click a button to display only the notes containing attached files of the corresponding type.

Multiple media-filters selection is enabled.

The  button clears the filter.

## Status

- Click the “Status” filter to display a multiple-choice window listing the statuses of the already inserted notes (Fig 19 A).

The possible statuses are “Validated”, “Not validated”, “Draft”. See section 13 for a description of the “Validation” procedure and section 6.1.7 for a description of the “Draft” feature.

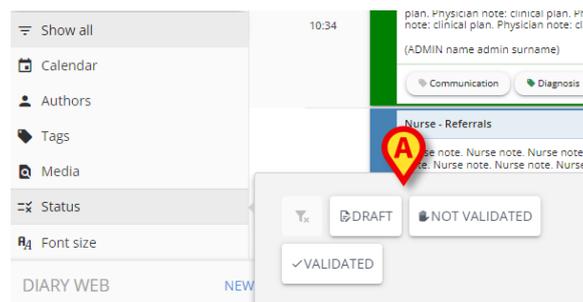


Fig 19

- Click one of the buttons to display only the notes that are currently in that status.

Multiple status-filters selection is enabled.

The  button clears the “Status” filters.

## Relevants

- Click the “Relevants” filter to display only the “Relevant” notes, i.e. the notes marked with the ★ icon on the right.

See section 4.2 for more information about “Relevant” notes.

### 4.4.2.1. Font Size

The **Font Size** button, placed below the filters, is not a filter.

- Click the Font Size button to display a window allowing to increase/decrease the font size (Fig 20 **A**).

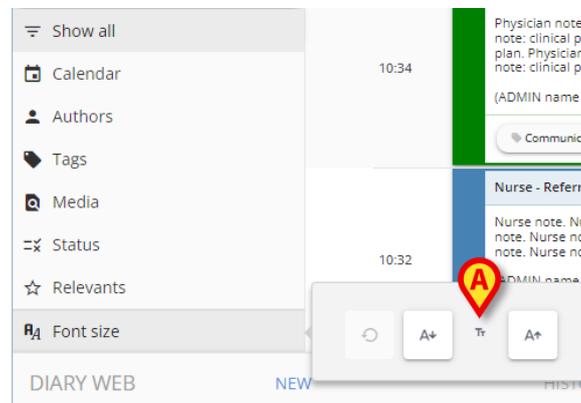


Fig 20

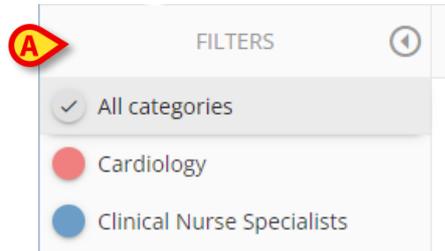
The  button increases the font size.

The  button decreases the font size.

The  button restores the default size.

---

The filters column can be narrowed by clicking on the  button shown in Fig 21. The button is displayed when the mouse pointer is placed in the area indicated in Fig 21 **A**.



**Fig 21**

The filters column changes this way (Fig 22).



**Fig 22**

The “All categories” button becomes .

To enlarge the column again, place the mouse pointer on the area indicated in Fig 22 **A**. The  button is displayed.

- Click the  button to enlarge it again.

## 5. The command bar

The buttons on the command bar (Fig 23) at the bottom of the screen (Fig 4 B), make it possible to perform various procedures.



Fig 23

These buttons are listed and briefly described in this paragraph. The relating procedures are described in the indicated sections. The application name is displayed on the left (“Diary Web”).

The **New** button makes it possible to create a new diary entry (see paragraph 6 for the complete procedure).

The **History** button displays the history of a selected note. See paragraph 7.

The **Edit** button makes it possible to edit an existing diary entry (see paragraph 8).

The **Delete** button makes it possible to delete an existing diary entry (see paragraph 9).

The **Search** button makes it possible to search a specific item within the clinical diary (see paragraph 10).

The **Print** button prints the clinical diary. See paragraph 11.

The **Refresh** button refreshes the screen contents.

After scrolling down the diary, use the  button on the right to go back to the most recent note (back to top - Fig 23 A).

If a note is selected, the  button is replaced by the  button. Use the  button to move to the selected note.

## 6. How to create a diary entry

To add an entry to the clinical diary

- Click the **New** button on the command bar.

The following window opens.

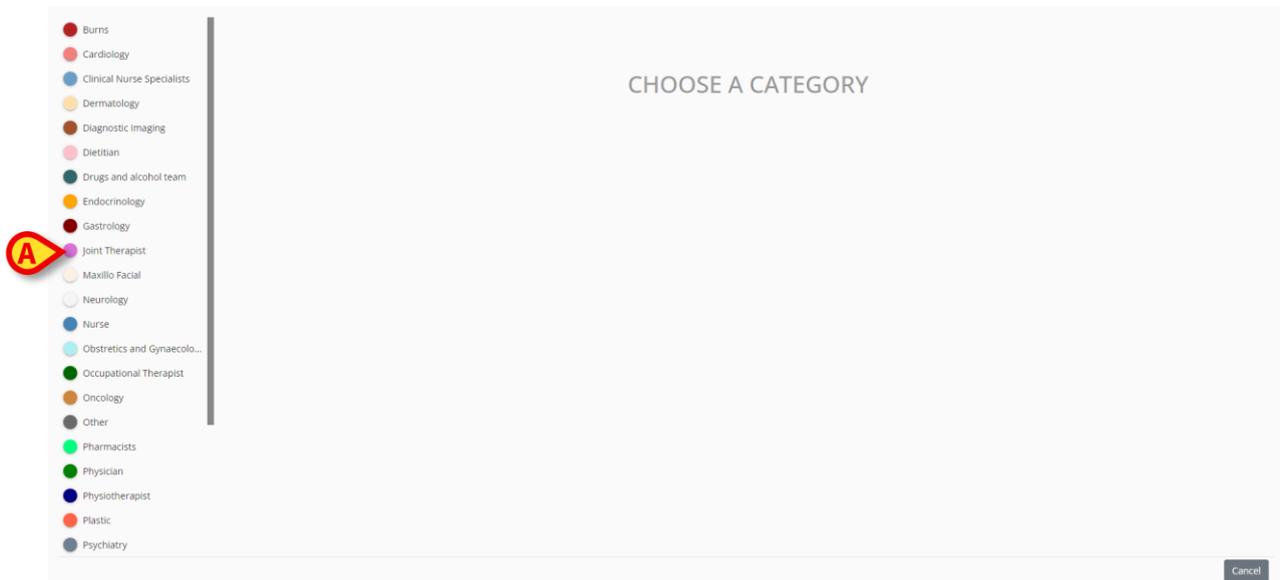


Fig 24

The categories enabled for the currently logged user are displayed on the left (Fig 24 **A**).

- Click one of the categories to select the note type.

The window changes according to the type chosen. In Fig 25, a “nurse note” is displayed as example. The window theme color indicates the type of note.

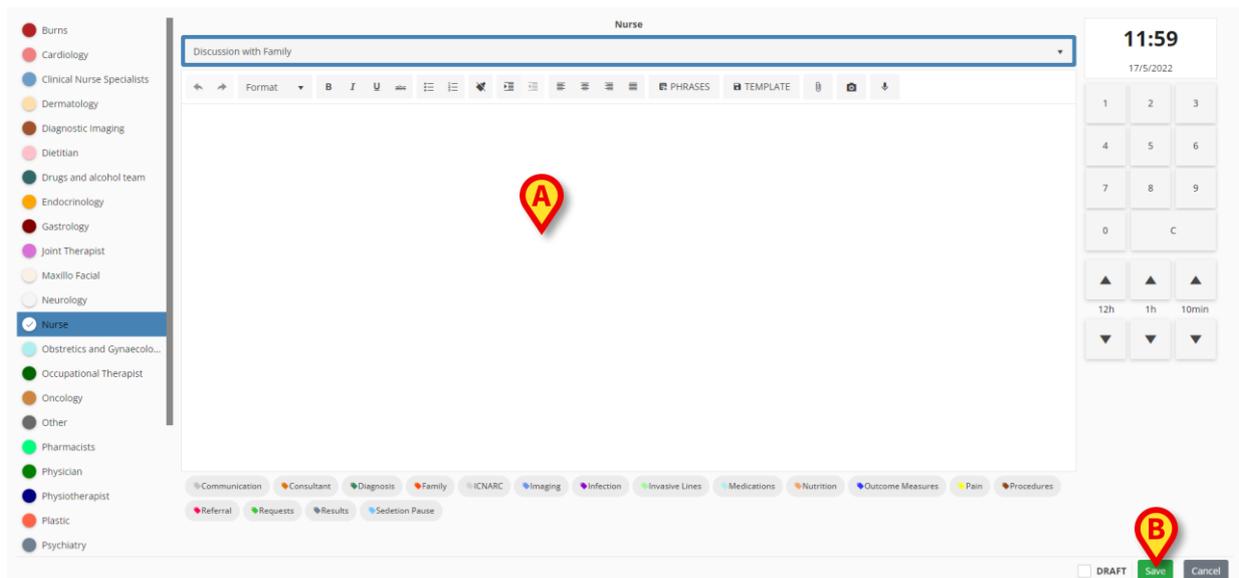


Fig 25

- Type the note. The text is displayed in the area indicated by **A**.
- After typing, click the **Save** button (Fig 25 **B**).

The “New diary note” window disappears. The note is added to the clinical diary (Fig 6).

Several tools and functionalities are available on the “New diary note” window, described in the following section.

## 6.1. “New diary note” window features

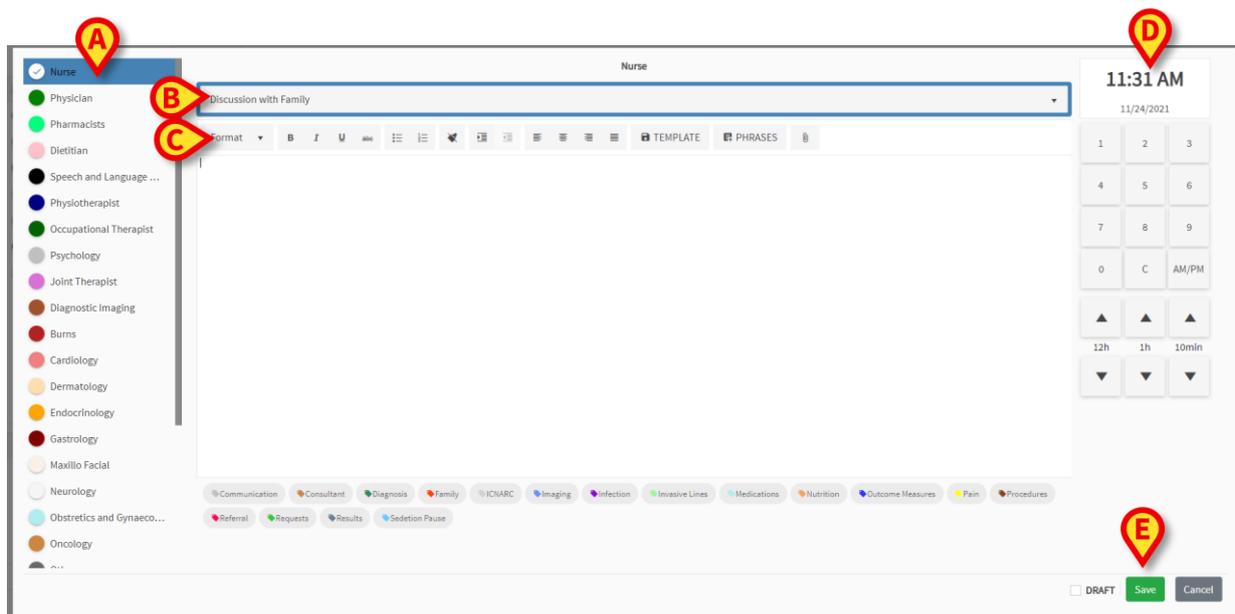


Fig 26

This section lists and describes the “New diary note” window features.

### 6.1.1. “New diary note” window features - “Category”

The available categories are displayed on the left (Fig 26 **A**).

- Click a category to create a note belonging to that category.

### 6.1.2. “New diary note” window features - “Subject”

The “Subject” is displayed on top (Fig 26 **B**, Fig 27). The possible subjects are defined during configuration.

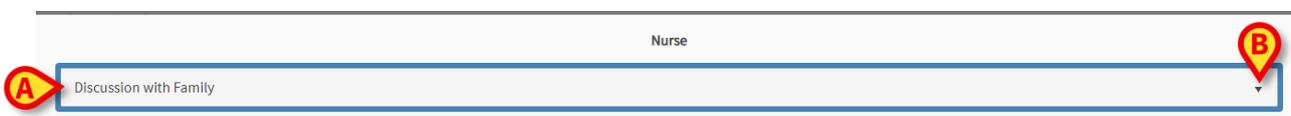


Fig 27

Use the arrow on the right to display the available subjects in a drop-down menu.

- Click one of the subjects on the menu to select it.

### 6.1.3. “New diary note” window features - “Button bar”

Some “RichText Format” features can be available when entering a note, depending on the chosen configuration for the “Diary Web” module. The “Button bar” contains the buttons that trigger these text-formatting functionalities.



*The type of “Button bar” depends on the “RichTextEditorConfig” system option. Four options are possible (“Full”, “Simplified”, “Full without bulleted lists” and “Simplified without bulleted lists”). The one described in this manual is “Full”. See the Diary Web configuration manual for more information.*

Use the button bar (Fig 26 **C**) for:

- text formatting (Fig 28 **A**),
- standard phrases (Fig 28 **B**),
- note templates creation (Fig 28 **C**),
- attachments (Fig 28 **D**),
- add picture (Fig 28 **E**),
- add audio (Fig 28 **F**).



Fig 28

#### 6.1.3.1. Text formatting

Use the buttons indicated in Fig 28 **A** to apply text formatting functionalities to a selected text. Left to right:

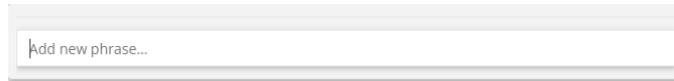
- Undo/Redo
- Format. The **Format** button opens a menu containing different styles. Click the required style to apply it to a selected text.
- Bold/Italic/Strikethrough,
- Bulleted/Numbered list,
- Remove formatting
- Indent,
- Align right/left/center/justified.

#### 6.1.3.2. Phrases

Standard phrases are pre-defined expressions that are stored and selectable to be rapidly inserted in the note.

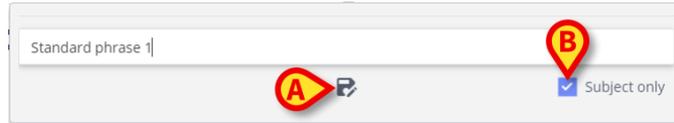
**To define a standard phrase:**

- Click the **Phrases** button (Fig 28 **B**). The following window opens.



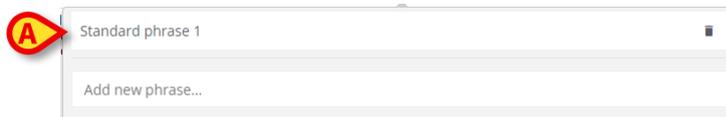
**Fig 29**

- Type the standard phrase (Fig 30).



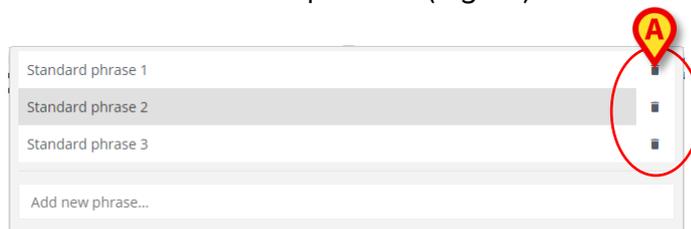
**Fig 30**

- Click the  button to save the phrase (Fig 30 **A**). The phrase is saved (Fig 31 **A**).



**Fig 31**

- Repeat the procedure to save more phrases (Fig 32).



**Fig 32**

**“Subject only” phrases**

The “Subject only” checkbox (Fig 30 **B**) links the phrase to the subject of the note. If flagged, the standard phrase is available only for notes having that subject. If not flagged, the phrase is available for all the notes of the same category (Nurse, Physician etc.).

**To delete a standard phrase:**

- Click the  icon placed alongside a phrase to delete it (Fig 32 **A**).

**To add a standard phrase to the note.**

- Click the **Phrases** button (Fig 28 **B**).

The window containing all the available phrases opens (Fig 32).

- Click one of the phrases.

The phrase is added to the note.

### 6.1.3.3. Template

After typing a note, click the **Template** button (Fig 28 C) to save the note as template. From then on, the template is automatically displayed when creating a new note of the same category.



*The templates are linked to the note subject. I.e.: selecting the subject, the user selects the related template.*

### 6.1.3.4. Attachments

Images and PDF files can be attached to a note. To attach a file:

- Click the  button (Fig 28 D).

A window allowing to browse the computer/network opens.

- Locate and select the attachment to add it to the note.

The existing attachments are indicated by specific icons in the lower left corner of the “New diary note” window (Fig 33 A). Click the small  picture on the corner of the icon to remove the attachment.

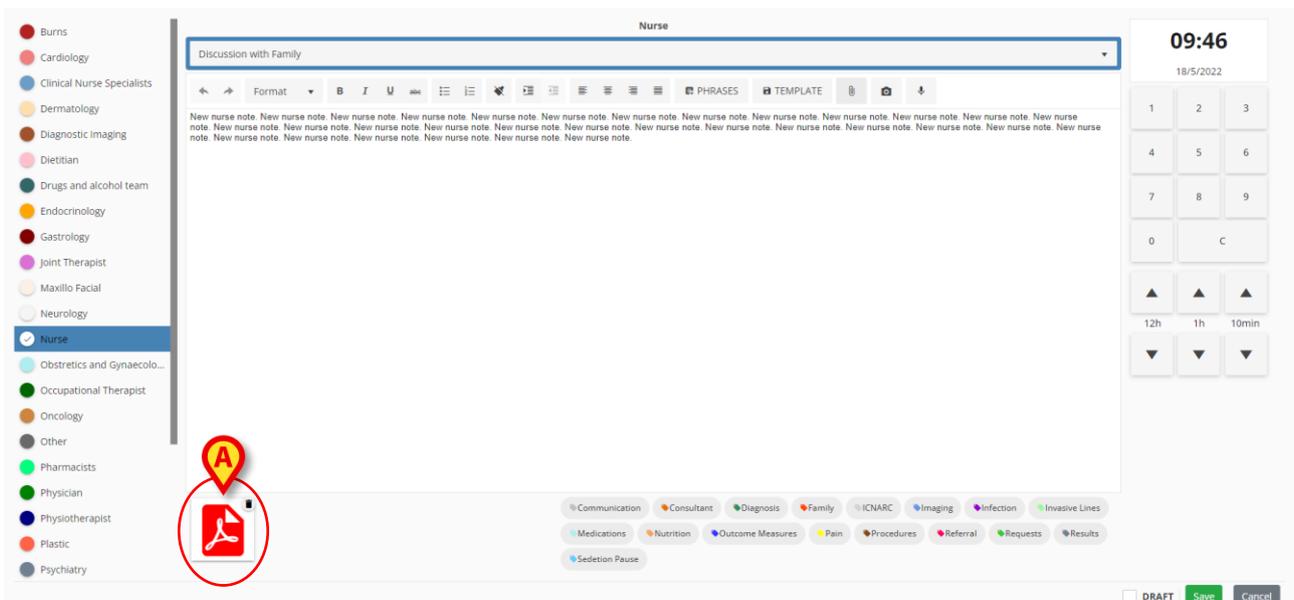


Fig 33

- Click the PDF icon (Fig 33 A) to display the file.

### 6.1.3.5. Add picture

It is possible to take a picture and attach it to a note while editing the note. To do that:

- Click the  button (Fig 28 E).

A capture screen opens (Fig 34).

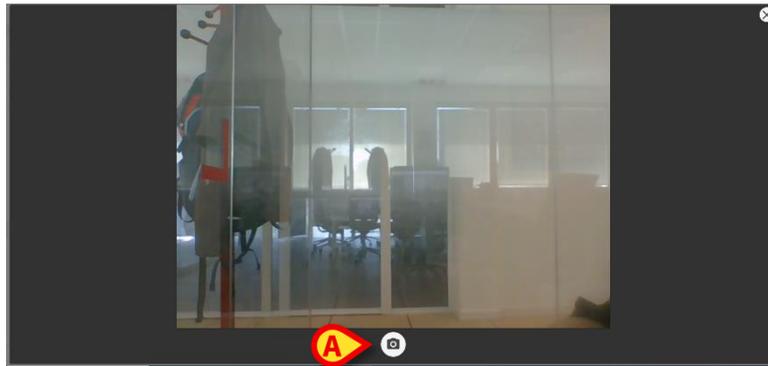


Fig 34

- Click  to take the picture (Fig 34 A).

A preview is displayed (Fig 35).

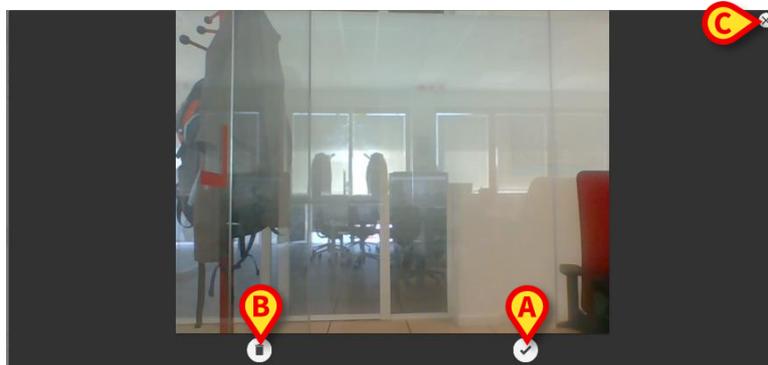
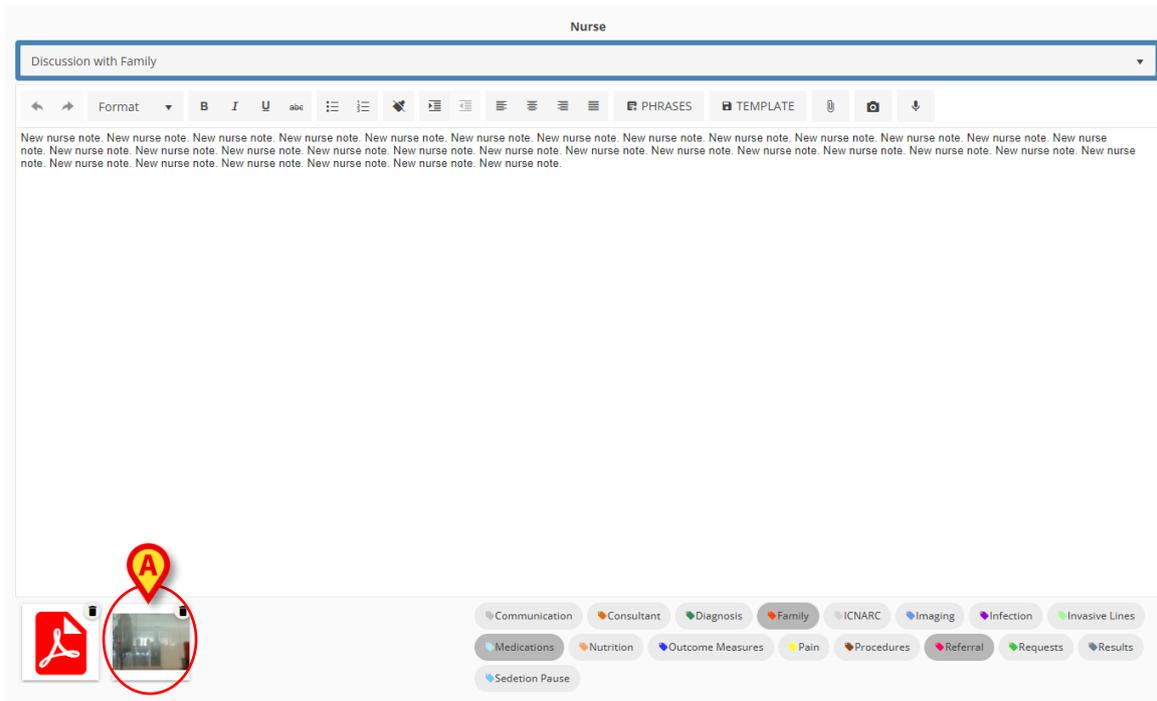


Fig 35

- Click either  (Fig 35 A) to accept the picture or  (Fig 35 B) to discard it.
- Click the  icon to close the capture window (Fig 35 C).

If accepted, the picture is displayed as attachment in the “New diary note” window (Fig 36 A).



**Fig 36**

- Click the icon (Fig 36 **A**) to display the full image.
- Click the small  picture on the corner of the icon to remove the attachment.

### 6.1.3.6. Add audio

It is possible to record an audio and attach it to the note while editing it. To do that:

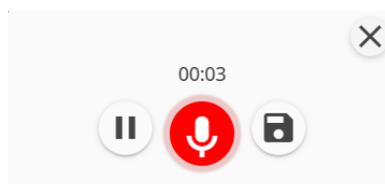
- Click the  button (Fig 28 **F**).

The following window opens (Fig 37).



**Fig 37**

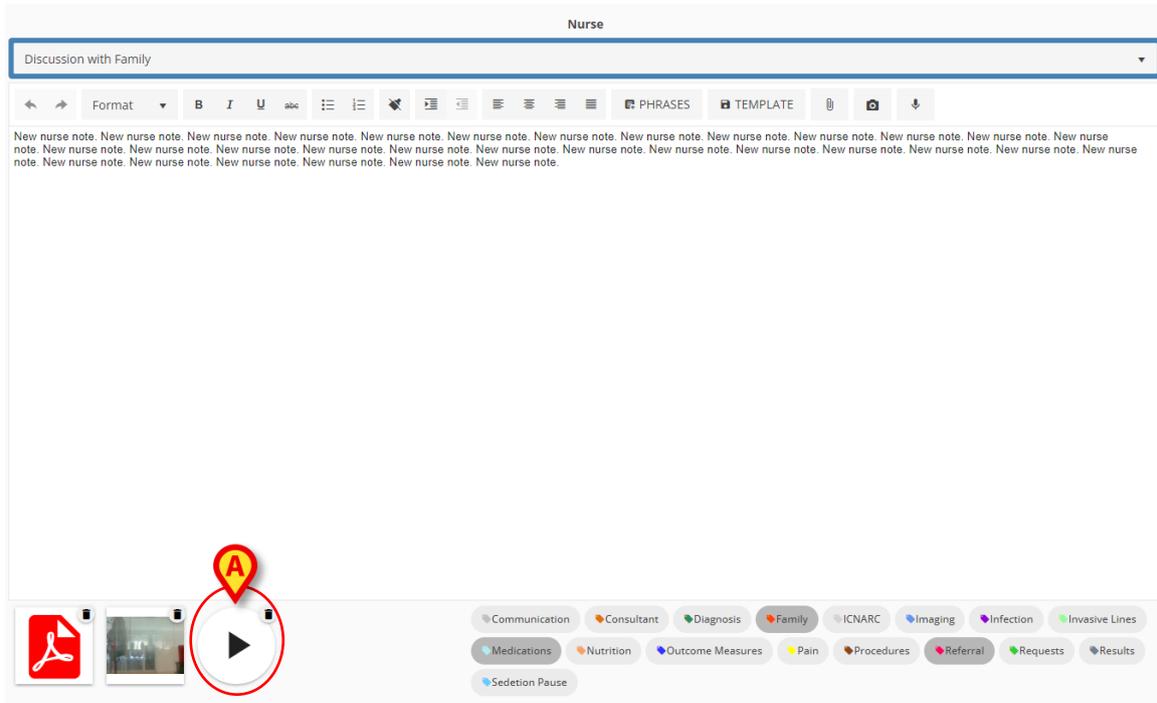
- Click  to start recording. While recording, the recording time is displayed on the window.



**Fig 38**

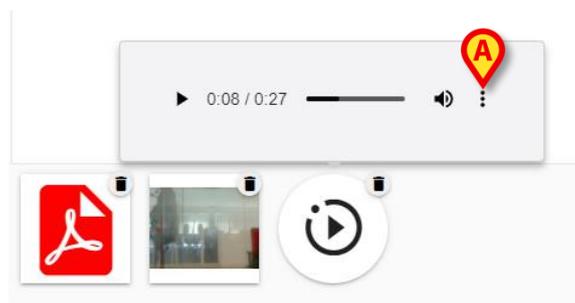
- Click  to pause the recording. Click  again to resume the same recording.
- Click  to save the recording.

The audio file is displayed as attachment on the “New diary note” window (Fig 39 **A**).



**Fig 39**

- Click the “Audio” icon (Fig 39 **A**) to listen to the recording (Fig 40).
- Click the small  picture on the corner of the icon to remove the attachment.



**Fig 40**

- Click the  button (Fig 40 **A**) to display additional options (Fig 41: “Download audio file” and “Playback speed selection”).

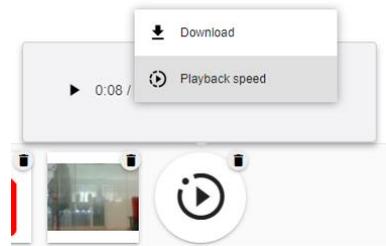


Fig 41

### 6.1.4. “New diary note” window features - “Tags”

A set of Tags, defined during configuration, is available in the lower area of the window (Fig 42 A).



See the Diary Web configuration manual for instructions on tags definition.

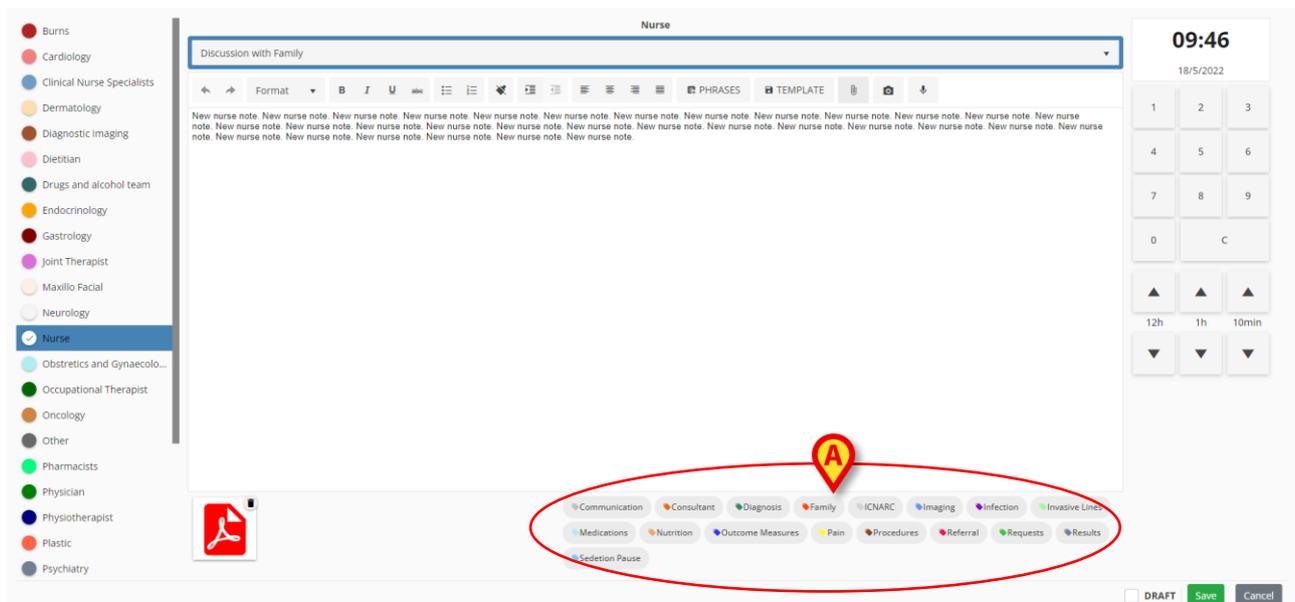


Fig 42

➤ Click one of the tags to “tag” the note.

The selected tags are highlighted (Fig 43).



Fig 43

When the note is saved and added to the clinical diary the selected tags are displayed in the note (Fig 44 A).

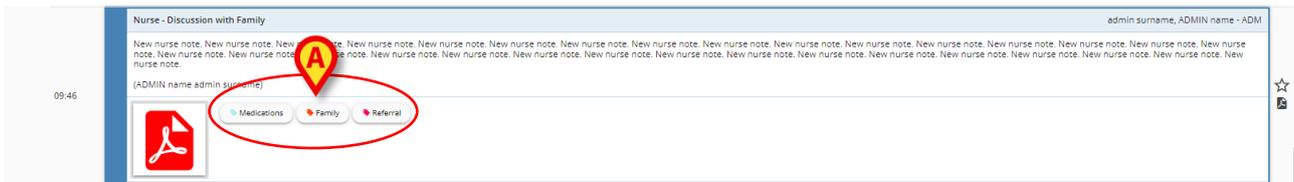


Fig 44

The clinical diary can be later filtered by tag (see section 4.4.2).

### 6.1.5. “New diary note” window features - “Time specification”

The button displaying the time on the top right corner of the “New diary note” window (Fig 26 **D**, Fig 45) allows to specify the time of a diary note. The button indicates the current time when the “New diary note” window opens (i.e. when the **New** button is clicked on the command bar). If the note refers to a clinical event that occurred before the current time, it is possible to specify a time that is different from the current one.

To do that,

- Use the numeric keyboard indicated in Fig 45 **A**. The **C** button on the keyboard brings the time back to the current time. The **AM/PM** button switches AM to PM and back.

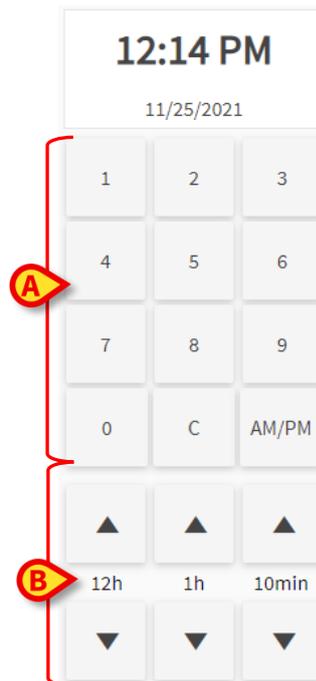


Fig 45

To change the time of entry, it is also possible to use the buttons indicated in Fig 45 **B**.

The **12:00** button sets the time back and forward 12 hours per click. The Up arrow sets the time forward, the Down arrow sets the time back.

The **1:00** button sets the time back and forward 1 hour per click. The Up arrow sets the time forward, the Down arrow sets the time back.

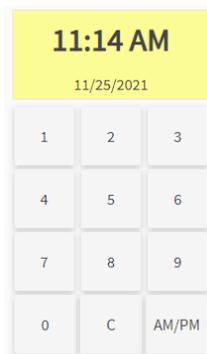
The **00:10** button makes it possible to sets the time back and forward 10 minutes per click. The Up arrow sets the time forward, the Down arrow sets the time back.



*The time of a note can only be changed to the past. It is not possible to set the note time to a future time.*

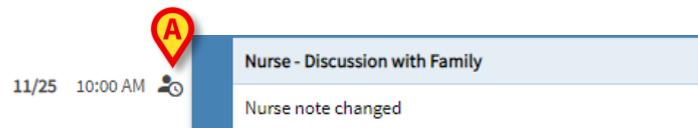
---

If the time is manually changed the time display is colored yellow (Fig 46).



**Fig 46**

When a note is inserted in a time that is different from the time of the actual clinical event (i.e. when the time of the note is changed), the  icon is displayed on the left of the note (Fig 47 **A**).



**Fig 47**



*The  icon is displayed when the difference between the insertion time and the actual clinical time is bigger than a customizable time value. The time value is set on the Entrytimetolerance System Option.*

---

## 6.1.6. “New diary note” window features – “Save”, “Cancel”, “Draft”

To close the “New diary note” window use the **Save** or **Cancel** buttons (Fig 48 A).

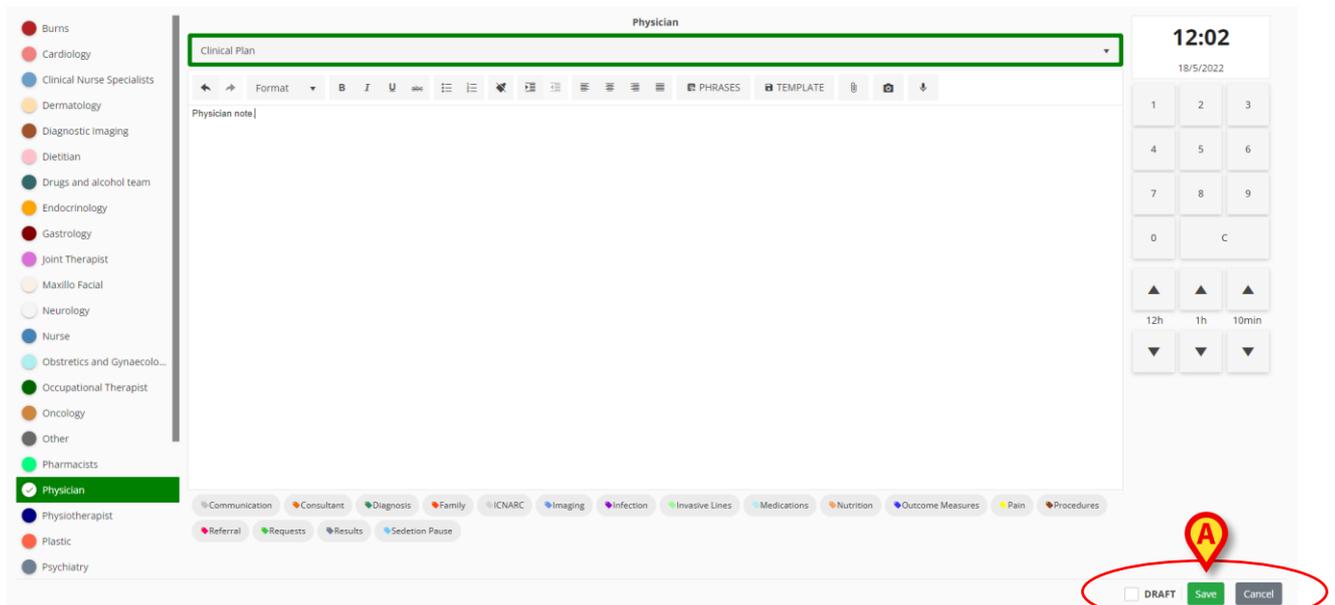


Fig 48

- Click **Save** to save the note and add it to the clinical diary.
- Click **Cancel** to close the window without adding the note. After user confirmation, all the changes are lost.
- Check the **Draft** checkbox and then click **Save** to save the note as draft. Drafts are only visible to the user who created them until they are published.

On the clinical diary, drafts are characterized by a “dark grey” color and the  icon on the left (Fig 49).

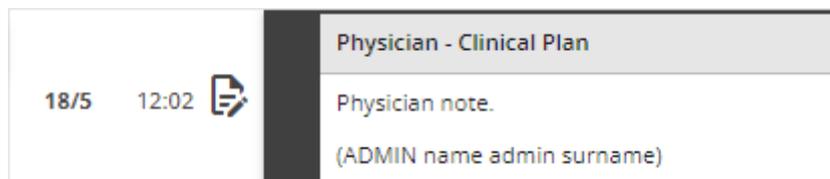


Fig 49

## 6.1.7. Publishing a draft

To publish a draft:

- Click the draft note on the diary. The note is selected.
- Click the **Edit** button on the command bar. The corresponding “New diary note” window opens.

- Remove the “Draft” checkbox.
- Click **Save**.

The note is published for all the users; the color changes to the one characterizing the selected category.

## 7. Note history

To display a note’s history:

- Click the relevant note. The note is highlighted (Fig 53 **A**).

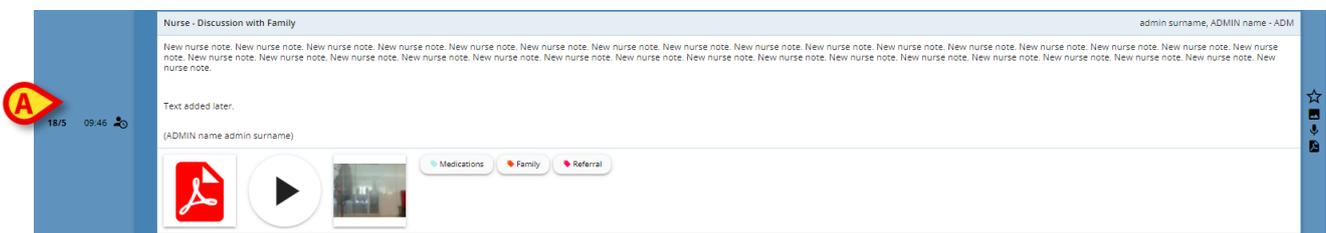


Fig 50

- Click the **History** button on the command bar (Fig 54 **A**).

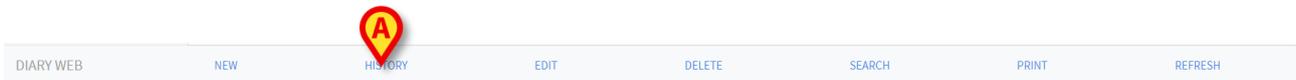


Fig 51

A window opens, containing all the existing versions of the note, in chronological order.

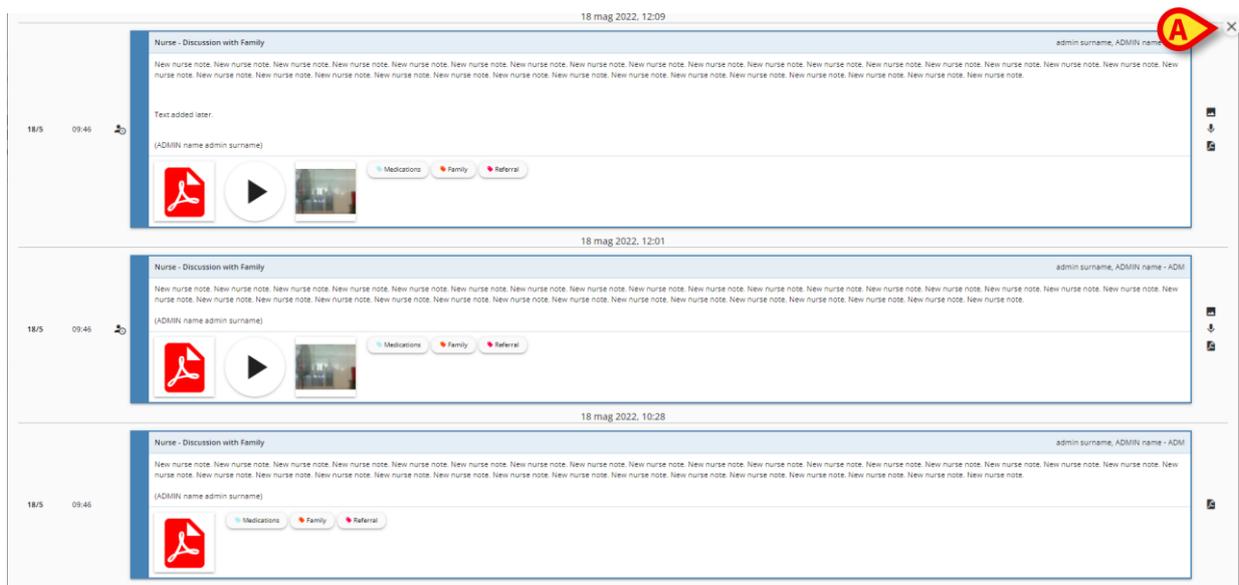


Fig 52

- Click the  icon to close the window (Fig 52 A).

## 8. How to edit a diary note



*The note editing policy is customizable and depends on the Healthcare Structure procedures. Refer to the system administrators for more information on the actual policy adopted.*

*For example: some notes can be editable for certain users and not for others; notes can be editable for a customizable period after publication and then become read-only.*

To edit an existing note

- Click the note you want to edit. The note is highlighted (Fig 53 A).

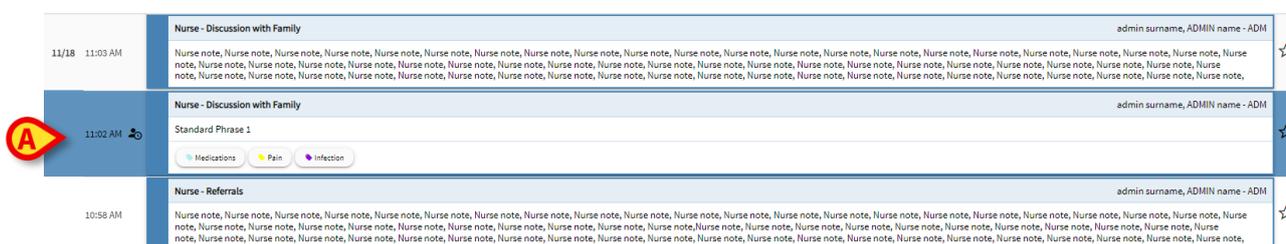


Fig 53

- Click the **Edit** button on the command bar (Fig 54 A).



Fig 54

The corresponding “Edit diary note” window opens. See paragraph 6 for the description of this window.

- Edit the note using the procedures described in paragraph 6.
- Click **Save**.

The older versions of the note remain visible on the “Note history” window (see section 7).

## 9. How to delete a diary note



*The note deletion policy is customizable and depends on the Healthcare Structure procedures. Refer to the system administrators for more information on the actual policy adopted.*

*For example: some notes can be deleted only by certain users, depending on their permissions, and for a configured customizable time.*

To delete a note

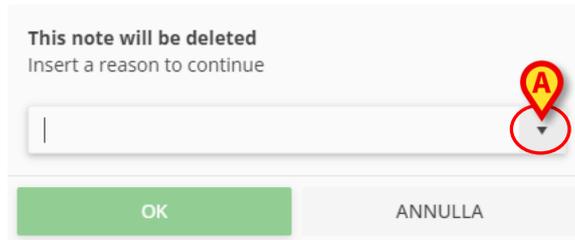
- Click the diary note you want to delete. The note is highlighted.



**Fig 55**

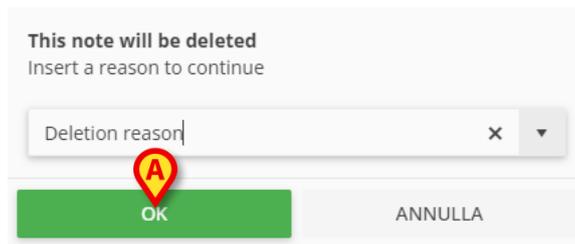
- Click the **Delete** button on the command bar.

It is required to specify a reason for deletion. The following window opens.



**Fig 56**

The reason for deletion can be specified either typing it or selecting it on a list of pre-defined reasons. Click the down-arrow button - Fig 56 **A** - to display the list of pre-defined reasons. If a new reason is typed, it remains as menu item for a possible future selection.

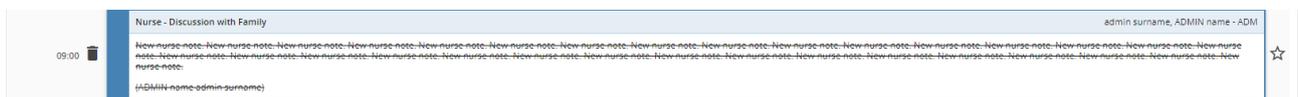


**Fig 57**

After the reason is specified,

- Click the **Ok** button (Fig 57 **A**)

The note is still displayed on the clinical diary in strikethrough characters (Fig 58). The  icon is displayed on the left of a deleted note.



**Fig 58**

Locate the mouse pointer on the  icon to display a tooltip indicating the reason for deletion, the user who deleted the note and the time of deletion (Fig 59 **A**).

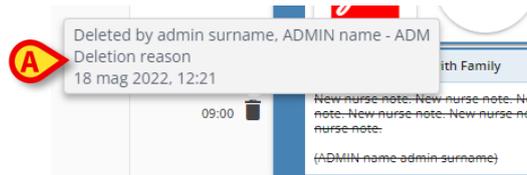


Fig 59

## 10. How to search the diary

To search the clinical diary:

- Click the **Search** button on the command bar (Fig 60).

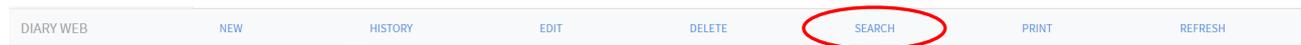


Fig 60

The following window opens (Fig 61).

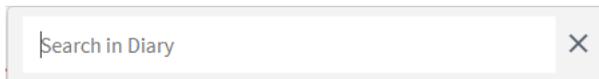


Fig 61

- Type the search string in the search field (Fig 62 **A**).

The screen updates dynamically displaying only the notes containing the string inserted.

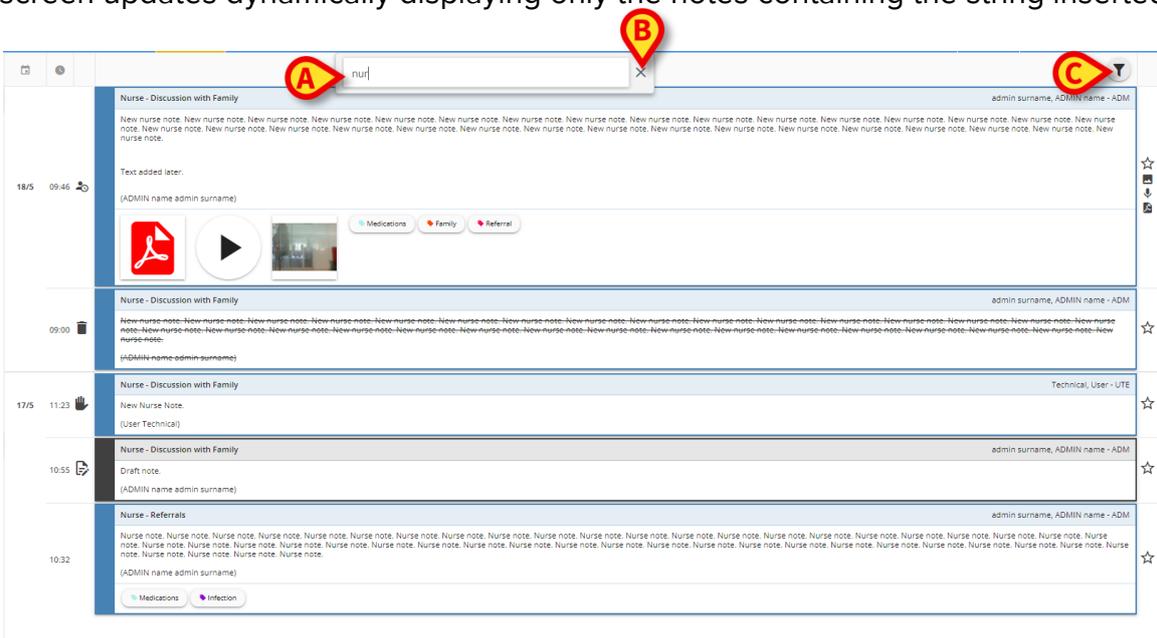


Fig 62

When no result is found a message informs the user that no notes were found with the specified search string.

- Click the cross indicated in Fig 62 **B** to clear the filter and display the full diary again.

The  icon indicated in Fig 62 **C** indicates that a search filter is active.

## 10.1. Link to external application

The System notes (those characterized by the  icon on the right) can be configured to be linked to an external application. It is this way possible to directly access the existing relevant data related to the note.

The  icon indicates the linked notes (Fig 63 **A**).



Fig 63

To access the linked contents:

- Click the linked note to select it.

The note is highlighted (Fig 64 **A**). The **History** button on the command bar changes and becomes the name of the target application. In Fig 64 **B** the target application is the Digistat® On Line Web module.

- Click the name of the target application (Fig 64 **B**) to open it and display the relevant data linked to the note.

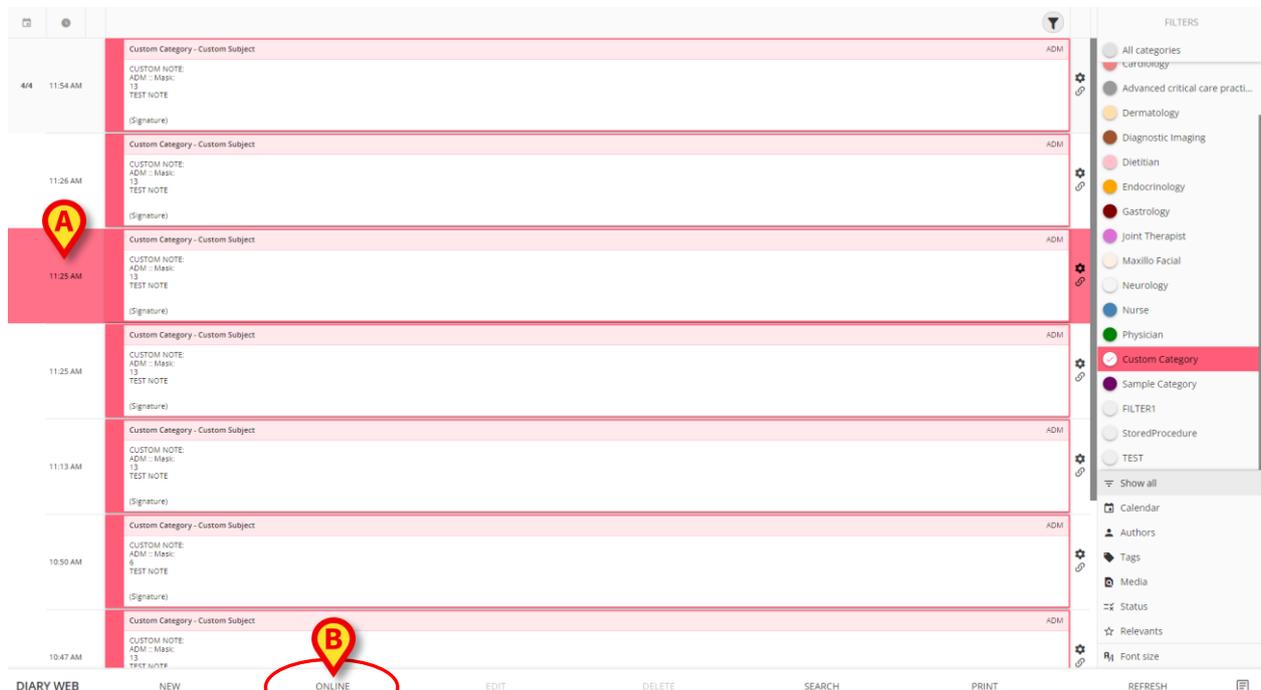


Fig 64

## 11. Print reports

Use the **Print** button on the command bar (Fig 65) to create print reports of the clinical diary.

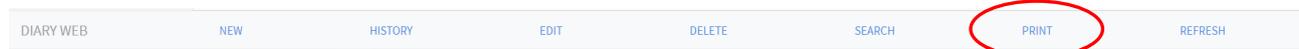


Fig 65

To create a print report

- Click the **Print** button on the command bar (Fig 65). The “Print diary” window opens (Fig 66).
- Use the available tools to define the set of notes to be printed (see the following section for a description of these tools).
- Click the **Print** button on the “Print diary” window (Fig 66 **A**).

A print preview is displayed.

### 11.1. “Print Diary” window description

The “Print diary” window (Fig 66) contains tools making it possible to define the set of notes to be printed and the way they are displayed.

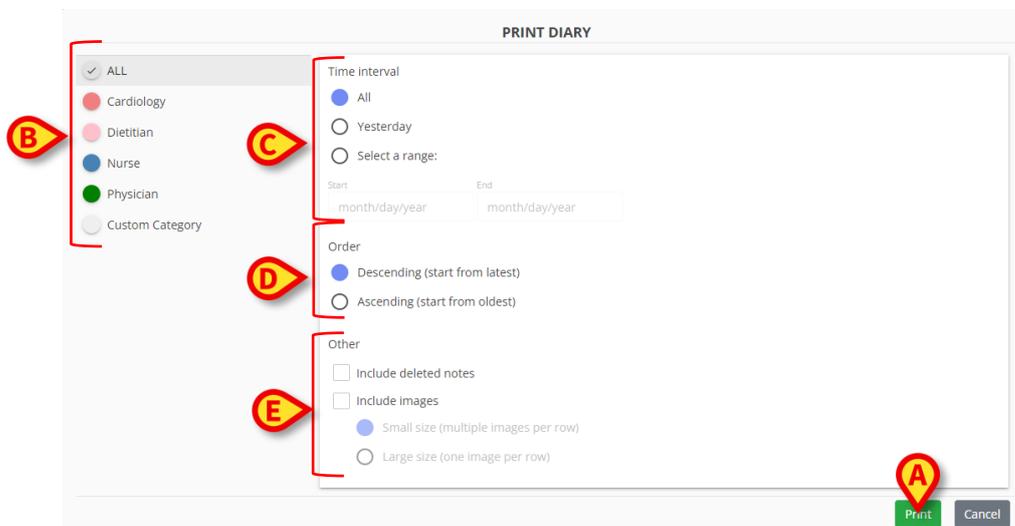


Fig 66

### 11.1.1. Category

The available note categories are displayed on the left (Fig 66 **B**). Click a category to print only the notes belonging to the selected category. Multiple selection is enabled. In Fig 67 “Dietitian”, “Nurse” and “Physician” are selected.



Fig 67

### 11.1.2. Time interval

“Time Interval” (Fig 66 **C**) is a filter allowing to specify the insertion time of the notes to be printed. Three options are available:

**All** - no time filter.

**Yesterday** - print only the notes referring to “yesterday” as time of the related clinical event.

**Select a range** - select a custom time range. To select a time range:

- Check “Select a range”. A calendar window opens (Fig 68).

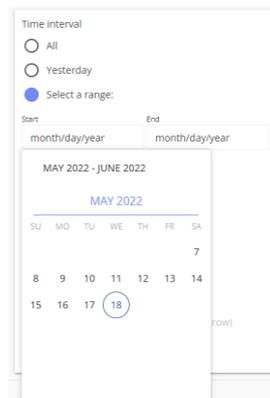


Fig 68

- Select the relevant period on the calendar (Fig 69 **A**).

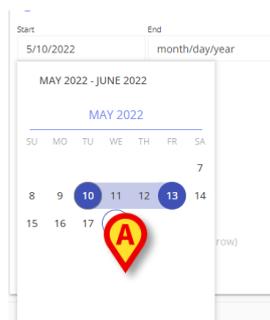


Fig 69

The selected period is then indicated in the start/end fields (Fig 70 **A**).

Time interval

All

Yesterday

Select a range:

Start                      End

**A** 5/10/2022                      5/13/2022

**Fig 70**

Only the notes referring to the specified period as time of the related clinical event will be printed.

### 11.1.3. Order

Use the “Order” option (Fig 66 **D** - Fig 71) to print the notes either in ascending (starting from the most recent) or descending (starting from the oldest) order.

Order

Descending (start from latest)

Ascending (start from oldest)

**Fig 71**

### 11.1.4. Other

Other options (Fig 66 **E** - Fig 72) make it possible to:

- Include the deleted notes in the print report.
- Include the attached images in the print report (small size or large size).

Other

Include deleted notes

Include images

Small size (multiple images per row)

Large size (one image per row)

**Fig 72**

## 12. Refresh

Use the **Refresh** button on the command bar (Fig 73) to update the screen contents.

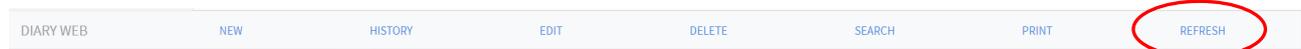


Fig 73

## 13. Note Validation

Some users do not have “note validation” permissions. When they add a note to the diary, it is marked with the  symbol (Fig 74 A), meaning that the note, to be published, must be validated by another user having adequate permissions.



Fig 74

To validate a note.

- Click the not-validated note to select it (Fig 75).

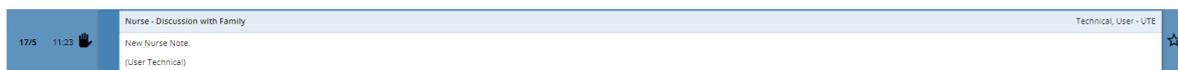


Fig 75

- Click the **Edit** button on the command bar.

The “Edit note” window opens (Fig 76). The **Validate** button is present on the bottom-right corner (Fig 76 A).

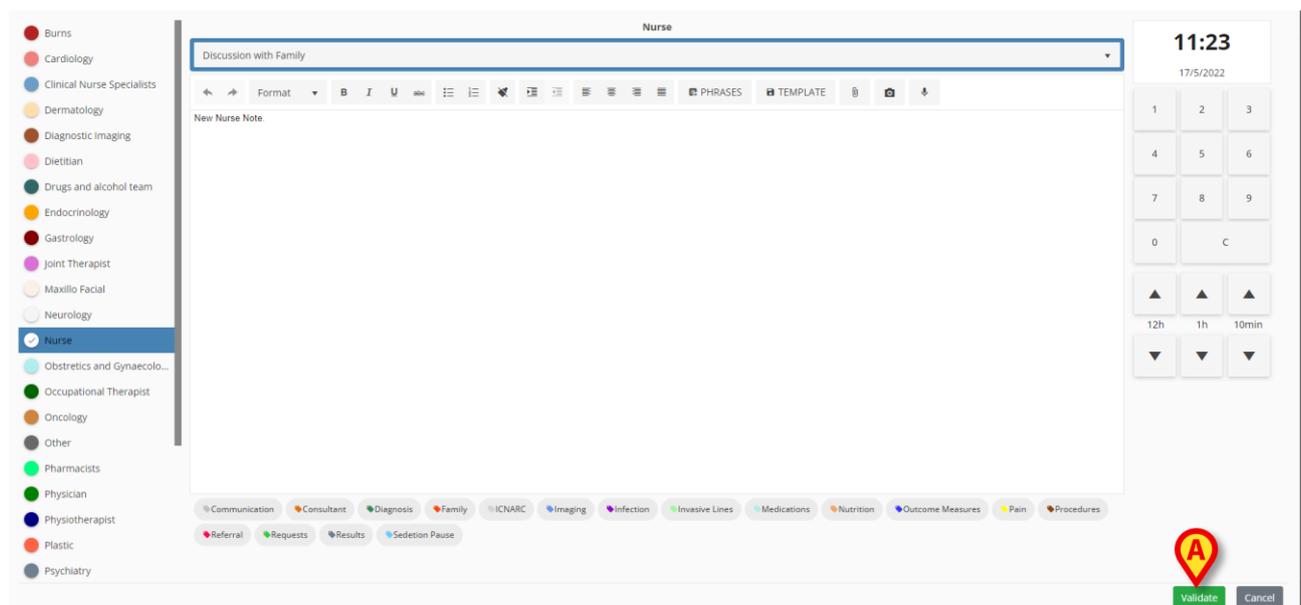


Fig 76

- Click **Validate**.

The note is this way validated. The  symbol is removed from the note.