## Access and Viewing Case Notes

The **Patient/Case Notes** tab displays all records relating to the current patient by default. The documents contained in each patient's Case Notes are grouped in folders on the left.

There are multiple ways to alter the view in the Case Notes tab, the primary way of viewing the case note is the **Tab** view. To change the view:

1. Click on the **View** dropdown arrow next to **Tab** (this is the current view).
2. Select another view, in this case select **Specialty**.
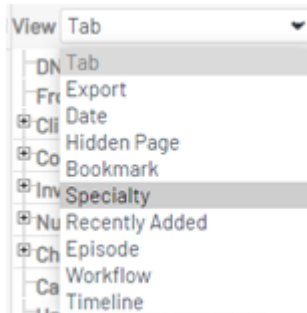
The case notes will now display by Specialty e.g. Paediatrics, General Medicine etc.

3. Return to tab view by clicking on the dropdown arrow next to **Specialty** and selecting **Tab**.

To view case notes:

1. Expand a tab by clicking on the **+ sign** for example **Clinical History** and this will show the documents that have been added to that tab.
2. Select a document, for example **A&E CAS Card** by **left clicking** on it and this then displays it for viewing in the main document area to the right.
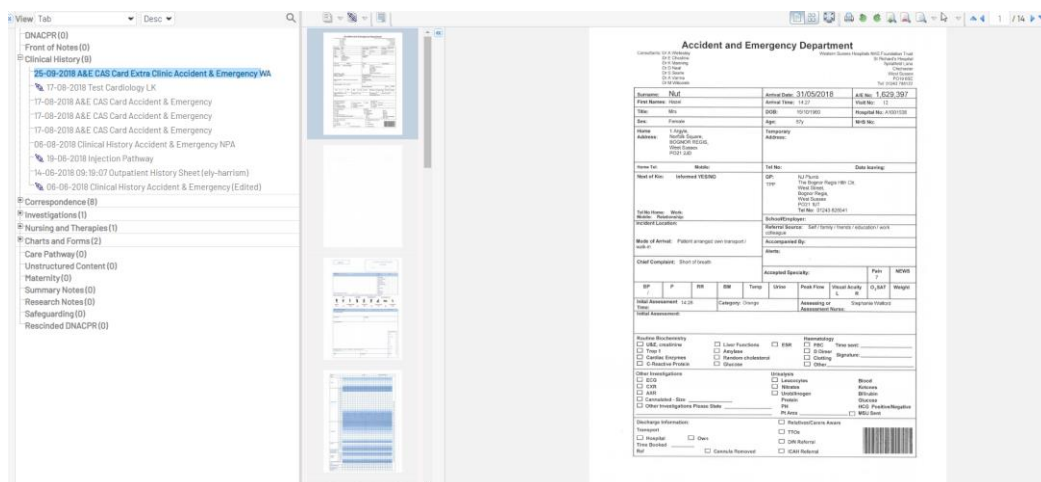
When viewing a document, the **Document Toolbar** is displayed. A user is able to **toggle** between **thumbnail view** and **document view**. A view consisting entirely of thumbnails allows for quick browsing of large documents.

- Click on the **Switch to Thumbnails View** button

Within the Thumbnails View, it is possible to increase or decrease the size of the thumbnails. To do this:

1. Two icons are available on the Document Toolbar whilst in Thumbnails View, **zoom in** and **zoom out**.

2. Click on the **document view** button to toggle back.

You can also choose to view the document in **Full Screen mode** to allow for the largest viewing area. To do this:

- Click the **Full Screen Mode** button.

The banner, tabs and navigation window are hidden, using the space for the Document Viewer.

From this view you can access different toolbar buttons including:

- Print
- Rotate
- Zoom In/Out
- View Zoom for viewing full size, best fit and fit to height/width
- Choose Mouse mode for pan, zoom, text selection
- Move to next/previous document
- Bookmark this page (bookmarks are then available in the case note view 'Bookmarks'.

- Click on the **Return** button to go back to document view