
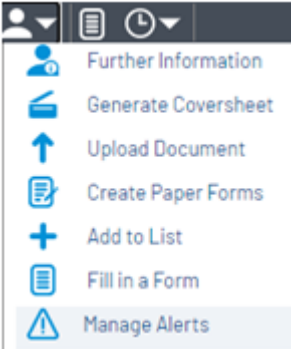

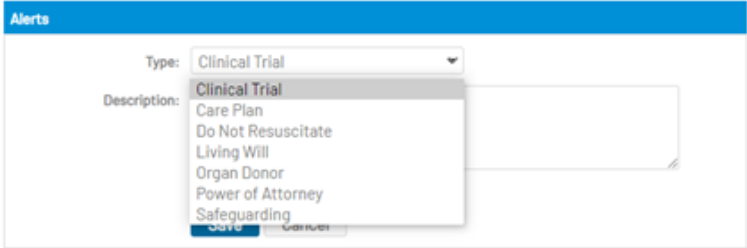
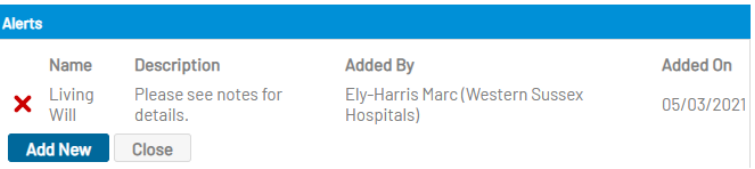
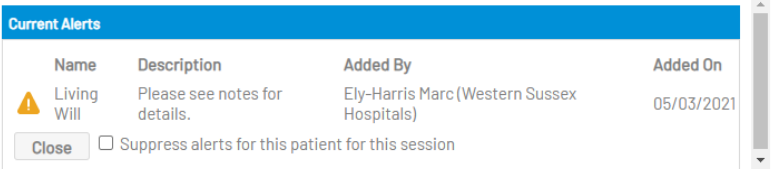
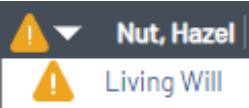

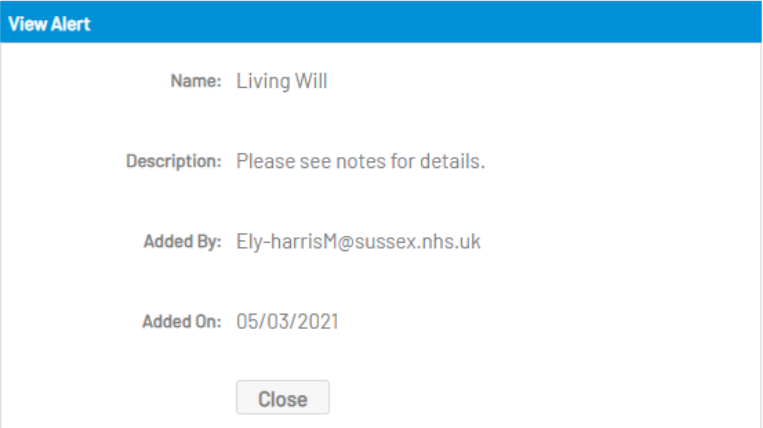

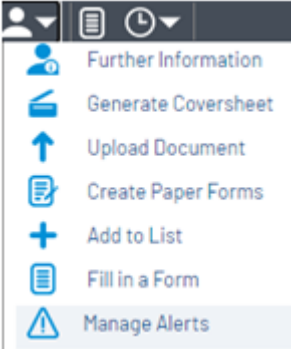
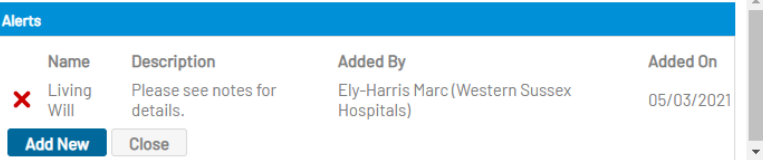
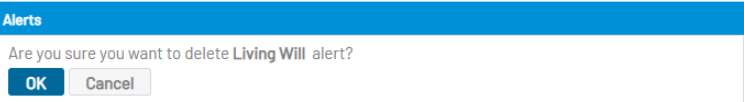


Simple Alerts													
This crib sheet explains how to add, delete & view simple alerts in Evolve													
Add New Alert													
Open the patient record													
From the Patient Menu  select Manage Alerts													
To add a new alert click on Add New													
Click on the drop down list for Type and choose the appropriate alert													
Enter a Description as required and click on Save													
The newly created alert will appear with the Name, Description, Added By and Added On . From this box you can choose to add another alert by clicking on Add New or click on Close to close the box	 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="background-color: #0070c0; color: white;">Alerts</th> </tr> <tr> <th style="width: 10%;">Name</th> <th style="width: 40%;">Description</th> <th style="width: 30%;">Added By</th> <th style="width: 20%;">Added On</th> </tr> </thead> <tbody> <tr> <td>✘ Living Will</td> <td>Please see notes for details.</td> <td>Ely-Harris Marc (Western Sussex Hospitals)</td> <td>05/03/2021</td> </tr> </tbody> </table>	Alerts				Name	Description	Added By	Added On	✘ Living Will	Please see notes for details.	Ely-Harris Marc (Western Sussex Hospitals)	05/03/2021
Alerts													
Name	Description	Added By	Added On										
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Viewing an Alert													

Simple Alerts	
<p>Open the patient record</p>	<p>Alerts are highlighted to the user by a pop-up when the patient record is opened</p>  <p>There is an option to suppress the alert pop-up after the first instance for the duration of a session (i.e. the pop up will appear the first time a patient record is opened, but not subsequently, until the user logs off and then logs in again)</p>
<p>Tick Supress alerts for this patient for this session and click on the Close button.</p>	
<p>Alerts are also highlighted to the user by an alert icon on the patient banner</p>	
<p>To view the alert, click on the Alerts Icon  on the patient banner and click on the alert</p>	
<p>After viewing the alert details, click on the Close button</p>	
<p>Deleting an Alert</p>	

Simple Alerts									
<p>From the Patient Menu  select Manage Alerts</p>									
<p>To delete an alert, click on the red cross X next to the alert name</p>	 <table border="1"> <thead> <tr> <th>Name</th> <th>Description</th> <th>Added By</th> <th>Added On</th> </tr> </thead> <tbody> <tr> <td>X Living Will</td> <td>Please see notes for details.</td> <td>Ely-Harris Marc (Western Sussex Hospitals)</td> <td>05/03/2021</td> </tr> </tbody> </table>	Name	Description	Added By	Added On	X Living Will	Please see notes for details.	Ely-Harris Marc (Western Sussex Hospitals)	05/03/2021
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<p>Click on OK to confirm you want to delete the alert</p>									
<p>Click on Close to close the alerts box</p>	