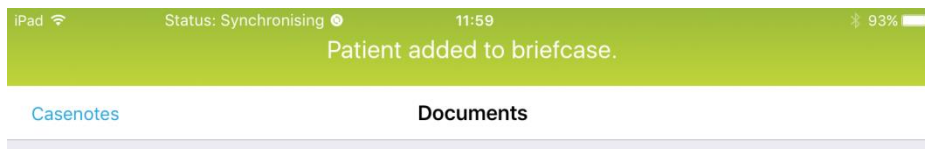## Using the Briefcase to view Case notes Offline

In this crib sheet you will see the **Briefcase** option which allows users to download patient Casenotes locally onto the IPad so they can be used offline.

1. Using one of the search criteria's from above, select the patient

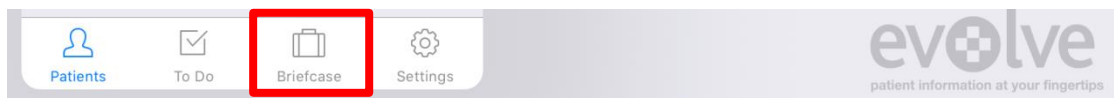2. To download the patients casenotes to the **Briefcase**, select the icon

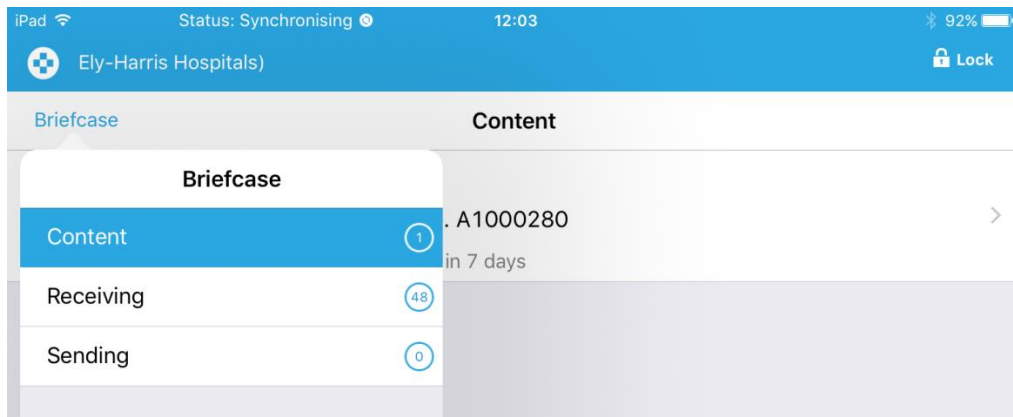3. You will see a message on the toolbar to confirm **Patient added to briefcase**

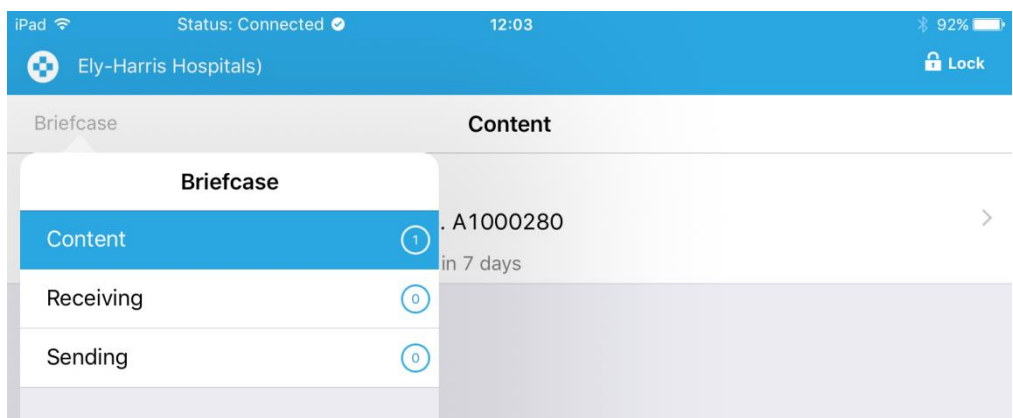4. Close the patient record by selecting **Close Patient**

5. If you are still on the search screen, go back by selecting **Patients** and then at the bottom of the iPad select **Briefcase**

6. 3 tabs appear under Briefcase, the process for downloading notes is:
   - **Content** – Selecting **Content** from the menu displays a list of patients that have **been downloaded** to the IPad for offline viewing
   - **Receiving** – Selecting **Receiving** from the menu will display a list of patients that are **being sent from** Evolve to the IPad
   - **Sending** - Selecting **Sending** will display a list of patients that are **being sent back** to Evolve

7. Once all **Sending** and **Receiving** has taken place these should show **zero** and the downloaded patient case notes will appear in **Content** – in this example we have 1 patient case note downloaded in **Content**
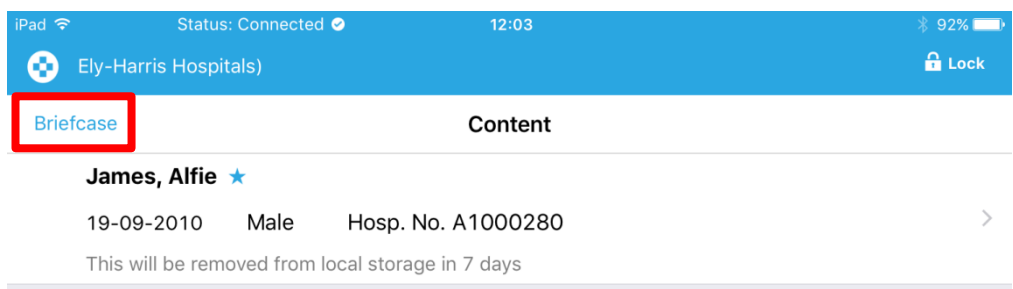

8. Select the right hand side to hide the panel and see the patient that has been downloaded
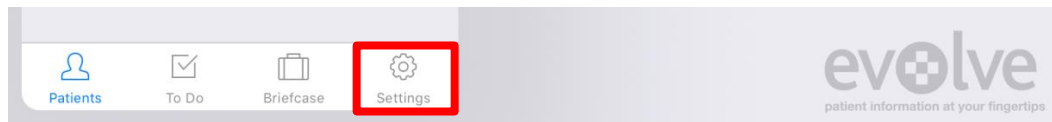
Please note that the downloaded patient case notes will be removed from the iPad in 7 days from download date. They will also be deleted if the user resets the app manually.
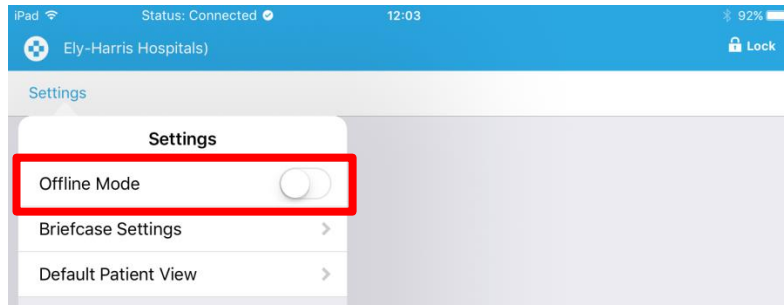

9. Once you have downloaded the patient notes to the **Briefcase** you must put the iPad into **Offline Mode**. Select **Briefcase**
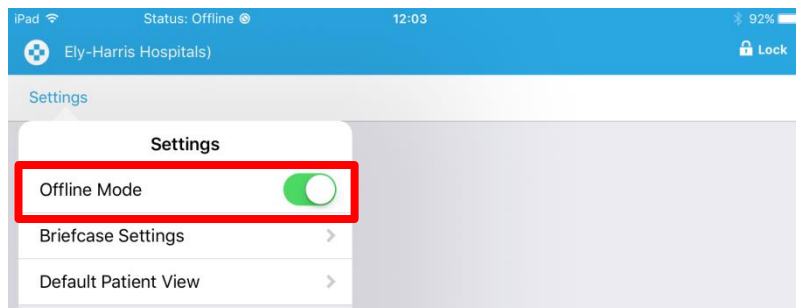

10. Select **Settings** from the tabs at the bottom of the screen

11. Select the icon next to **Offline Mode** and this will activate it

12. The icon will change to show that **Offline Mode** is now active

13. Once the user brings the app back online, all changes made offline will be automatically synced back to Evolve. Changes are uploaded one at a time and appear under the **Submitting** queue in the Briefcase