SYMPHONY – VIEW, EDIT & DELETE WITHIN e-VIEW
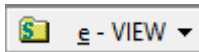
If the patient is currently in A&E, e-View will display the current episode details only, *although this can be changed*. If the patient is not in A&E and you have found the patient using the Search button, e-View will show **all** A&E episodes, in date order.

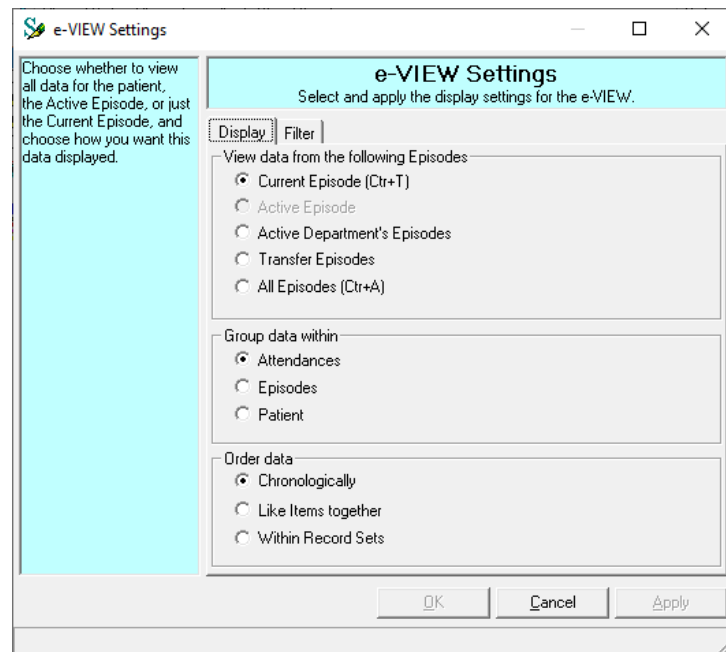|	
Ensure the patient details are displayed in the Patient Banner (see the **Search for a Patient** and **Register a Patient** guides for details.) Click on the **e-VIEW** button *top-right*	The e-AUDIT screen displays
Click the **e-VIEW** button again	The **e-VIEW Settings** window displays
Select **All Episodes** then click on the **OK** button	A list of all previous episodes displays in chronological order. Use the **+** and **−** buttons to expand / hide details

View more detail in e-VIEW

A patient with a T against the Episode folder means the patient has had a Pre-Reg Triage and is not yet formally admitted, so Admission data is not yet available.

A patient who *has been admitted* enables you to select the Episode folder row and view: 1. The admission details (ED Episode tab) if they are yet to be discharged or 2. The discharge details tab is selected by default. Simply select the ED Episode tab, to also view their admission details.

Scroll up and down the entries to navigate the data.

All other data rows within the e-VIEW work this way. *See the next page for more details*.

With the patient's e-VIEW already on display, select the row you wish to know more about. In this example, you can see the **Request** details of the X-Ray. Click on the **Outcome** tab to view the Outcome recorded.	

Edit Entries in e-VIEW

Once entries has been added using the Next Action Menu or the Tracking Grid, they can only be *edited* in e-VIEW. *Where an action has two-steps to it* – e.g. A Request and an Outcome, an Order and a Result – *the **Next Action** sidebar allows you to record an outcome where one has yet to be recorded.*

|	
Right-click on the entry you want to change then select the appropriate **Edit** option	 The relevant screen will open
Enter the required details then click **OK** or **Finish**	The entry is updated.

Delete Entries in e-VIEW

Once information has been added, using the **Next Action** menu, it can only be deleted in e-VIEW. However, the details are not removed completely, only struck through.

Right-click on the entry you want to delete then select **Delete**
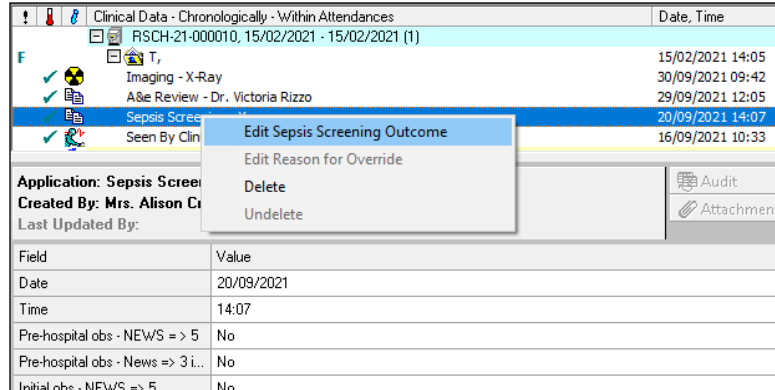
The entry is deleted and the letter **F** is displayed
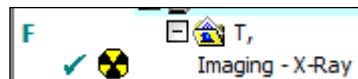
This means FULL and you can click on the F to see the full episode *with all the deleted entries included* |
| Click on the letter **F** | The Episode details expand and the **F** changes to an **E**

This means EDITED and you can click on the E to *hide all the deleted entries* |
| To undo the deletion:

Right-click the deleted entry then select **Undelete** | |