Wipe (Archive) and Un-Wipe (Unarchive) Patient Records	
Wipe (Archive) a Record	
Click on the down arrow to the left of <b>Show Sites</b> and Departments	Show Sites and Departments
Select Wipe	Wipe
Filter the list by selecting the <b>Department</b>	Wipe   Un-Wipe     Site and Department Filter Options         Worthing Hospital          Worthing Hospital
Tick the check box to the far right of the patient record to be wiped (archived)     224227   Curtain, Annette   10 Dec 1952   A1002567   CCF / Anaemic / Dizzy - patient in React Room, next to CCU. Consider   24 Jan 09:31   00:30   Hayes, Maddy   Bucher, William   Y	
or if you want to wipe all of the patients on the list tick the Select All check box	
ID     Name     Date Of Birth     Haspital Number       224230     Blank, Peter     15 Oct 1939     A1002559     Acute UGIB o with 24 hr can       224227     Curtain, Annette     10 Dec 1952     A1002567     CCF / Anaem Furosemide in	Presenting Complaint Arrival Time Waiting Scen By Reviewed By Consultant Review V Select Review   n RV, Acidolic, Hypoxic and CO2 retention. Lethargic. Lives at home er and son 04 Feb 10.59 22.08 Grunself, Laura Richardson, Adrian Y Image: Consultant Select   ic / Dizzy - patient in React Room, next to CCU. Consider fusion based on renal function 24 Jan 09:31 00:30 Hayes, Maddy Bucher, William Y Image: Consultant Select
Enter your <b>Code</b> (password)	Code: 🚥
Click on <b>Archive</b> Selected Records	Archive Selected Records
The patient record(s) selected will now be archived and will not appear on the Patient Whiteboard	
Click on <b>Home</b> to return to the Patient Whiteboard Homepage	Home
Un-Wipe (Unarchive) a Record	
Click on the down arrow to the left of <b>Show Sites</b> and Departments	Show Sites and Departments
Select Wipe	Wipe
Click on the <b>Un-Wipe</b> tab	Wipe Un-Wipe
Tick the check box to the far right of the patient record to be un-wiped (unarchived)     224230   Blank, Peter   15 Oct 1939   A1002559   Acute UGIB on RV, Acidotic, Hypoxic and CO2 retention. Lethargic. Lives at home   04 Feb 10.59   1328   Grunsell, Laura   Richardson, Advian   True	

Wipe (Archive) and Un-Wipe (Unarchive) Patient Records	
Enter your <b>Code</b> (password)	Code: •••••
Click on <b>Un-Wipe</b> Selected Records	Un-wipe Selected Records
The patient record will now appear back on the Patient Whiteboard	
Click on <b>Home</b> to return to the Patient Whiteboard Homepage	Home