



A series of helpful guides provided by the Information Technology Department

Reminders

Reminders can be set to prompt completion of a particular task, for example, when a pre-existing medication is due.

Adding a Reminder

1. Click on the reminders (alarm clock) icon in the lower-left corner of the Anaesthesia Record. The reminders panel opens.



2. Click on the New Reminders icon (+ Alarm Clock). The Add Reminder window appears.



- 3. Enter a Reminder name, Due time/ time period, Alert time and Repeat Reminder frequency.
- 4. Click OK.
- 5. Active reminders show in the Active tab



Reminder Alerts

When a reminder alert is due, the Reminders Alert dialog box appears in the top left hand corner of the Anaesthesia Record.



- Click the appropriate button Snooze/ Complete/ Dismiss.
- Reminders can also be completed or dismissed by clicking on the **tick** or **cross** icon.

⁹⁹⁹⁹⁹⁹		11/10/201 16:	8 15 16:20	16:25	16:30
			Reminders		
8		Reminders			Due In
Completed Activ	Q	Paracetan Tazocin 3	nol due 540mg .6g		3 hours 44 mi 3 hours 44 mi

Completed reminders are displayed on the Completed tab of the Reminders panel.

Reminders								
8		Reminders		Due In				
cti	- Č	Paracetamol due 5	40mg	3 hours 48 mi				
P		Tazocin 3.6g		3 hours 48 mi				
Complete	•			+				
				✓ ×				
	1							

Editing a Reminder

1. Click on the pencil icon in the Reminders panel.



- 2. A Modify Reminder window appears, similar to the Add Reminder window.
- 3. Edit details; Reminder Name, Due time/ time period, Alert time and Repeat Reminder frequency.
- 4. Click OK.