

AUSCARE – Reference Guide – MH User Settings

The screenshot displays the AUSCARE login page. At the top left, there are logos for Austin Pathology, Peter Mac (Peter MacCallum Cancer Centre, Victoria Australia), and MELBOURNE HEALTH. The central image shows a stethoscope. On the right side, the AUSCARE logo is prominently displayed above a login form. The form includes a 'Server' dropdown menu set to 'MH', 'Username' and 'Password' input fields, and a 'Login' button. At the bottom left, the Citadel Health logo (MANAGING COMPLEXITY) is visible.

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USER SETTINGS BUTTON

This facility enables the user to personalise the display of patient results.

CHANGING YOUR PASSWORD

Navigation: User Settings > Change Password

auscare
DR HENRY HOBSON
User Settings

My Tasks Enquiry **User Settings**

Change Password
Selection Defaults
Additional Links
Button Operations
Cumulative Profiles
Order Settings
Order Copies To
Favourites

To change your password, please enter your old password then enter your new password twice to verify:

Old Password:

New Password:

Repeat New Password:

Change

Passwords equal to your Old Password or “password”, “123456”, “qwerty” or the same entry as the user login are NOT acceptable.

Your password has now been changed. **Note:** This will also change the password in AUSLAB for the same username.

SELECTION DEFAULTS

The selection defaults screen allows users to set specific search criteria to be displayed upon login. This is useful if you regularly perform searches using the same search criteria.

Navigation: User Settings > Selection Defaults

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Selection Defaults

To create individual selection criteria please follow the prompts below.

When I initially enter a selection menu,

the Health Care Facility (HCF) will be set to: MH

the Clinical Unit (Unit) will be set to: wend

the Ward will be set to: CNSS~MH

the Doctor will be set to:

the Consultant will be set to:

Use the magnifying glass icons to select fields.

Save These changes will take effect on your next login.

Manually enter the mnemonic. **Note:** No validity checks are performed; text entered is saved and will be displayed when you next log in

The Lookup button is available to assist in field entry from the database selection tables.

Changes made to user settings will take effect on next login.

Upon next login to the browser, the entered selection defaults will automatically be populated in the appropriate search criteria.

Location Attributes

HCF: MH

Unit: wend

Ward: C5N~MH

Clear **Search**

Doctor and/or Consultant

HCF: MH

Doctor:

Consultant:

Clear **Search**

ADDITIONAL LINKS

The additional links screen allows the addition of up to 10 URL links to the default links displayed in the Links drop down box located in the upper right hand side of the screen.

Navigation: User Settings > Additional Links

Saved links will be visible on the Links

Enter the URL address into the URL field using the standard web format e.g. https://www.thermh.org.au

In the Name field, enter the text you want to appear in the Links drop down box.

Changes made to additional links will take effect on next login. To remove additional links: Delete the text entered in both the Name and URL fields, and then select the Save button to record the deletion.

Save These changes will take effect on your next login.

BUTTON OPERATIONS

The Button Operations screen allows the user to set the default Investigation index display type (e.g. by Episode, Request, Report, and Cumulative view), set the default sign off function and set the default login screen.

Navigation: User Settings > Button Operations

Changes made to button operations will take effect on next login.

Select the radio button for the desired action from the options listed. The current button operation will be displayed by a highlighted radio button.

Submit

- Default to episodes view.
- Default to requests view.
- Default to reports view.
- Default to cumulative view.

Sign Off

- Simply sign off report.
- Sign off and go to next unsign off report.

Login

- Default Mode is My Tasks
- Default Mode is Enquiry
- Default Mode is User Settings

Save These changes will take effect on your next login.

CUMULATIVE PROFILES

The **Cumulative Profiles** screen provides the ability to create up to ten cumulative view profiles containing a list of preferred requests that can be later used to view preferred requests whilst in cumulative view.

Navigation: User Settings > Cumulative Profiles

The screenshot shows the 'Cumulative Profiles' screen in the AUSCARE system. The top navigation bar includes 'My Tasks', 'Enquiry', and 'User Settings' (highlighted with a red box). The left sidebar shows 'DR HENRY HOBSON User Settings' with 'Cumulative Profiles' highlighted. The main content area has a title 'Cumulative Profiles' and a description: 'This screen is used to set up profiles of requests for cumulative view so they are automatically selected for viewing. Up to 20 requests can be added to a cumulative view profile. Up to 15 characters can be used to describe a profile.' Below this is a table with two columns: 'Profile Name' and 'Requests'. The first row contains 'LOewisAbs' and 'FBE,BGAS,LEBG'. There are four empty rows below, each with a question mark icon in the 'Requests' column. A 'Save' button is at the bottom left. Callouts provide instructions: 'Changes made to cumulative profiles will take effect immediately.' (pointing to the Save button), 'Enter a unique Profile Name up to alpha-numeric 15 characters into the Profile Name box.' (pointing to the Profile Name field), 'Enter up to 20 valid orderable requests into the Request field, separated by commas (no space)' (pointing to the Requests field), and 'Orderable requests may be selected by using the Lookup button' (pointing to the question mark icon).

Profile Name	Requests
LOewisAbs	FBE,BGAS,LEBG
	?
	?
	?
	?

ORDER SETTINGS AND ORDER COPIES TO

Please do not use this functionality as it is not current business process.

FAVOURITES

- The Favourites screens provide the ability to define lists of patients of Personal Favourites or Shared Favourites.
- Personal and/or Shared favourites lists can only be viewed in My Tasks > Favourites when they are set up and have patients added to them.

Please review the **AUSCARE Reference Guide – MH Favourites** or the **AUSCARE Manual –Melbourne Health** for further information relating to the favourites functionality