

AUSCARE – Reference Guide – MH Favourites

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		<p>auscare</p> <p>Server: MH <input type="text"/></p> <p>Username: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Login"/></p>
	 <p>citadel health MANAGING COMPLEXITY</p>	

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FAVOURITES

- The Favourites screens provide the ability to define lists of patients of Personal Favourites or Shared Favourites.
 - Personal Favourites are a list of patients which you have created to streamline your personal workflow
 - Shared Favourites are a list of patients which you or another user has created to streamline the workflow for a number of users who require the results of the same group of patients.
 - The System Administration function is privilege based and enables a user to make changes (modify and delete) Shared Favourites created by another user.
- Personal and/or Shared favourites lists can only be viewed in My Tasks > Favourites when they are set up and have entries (patients added to them).

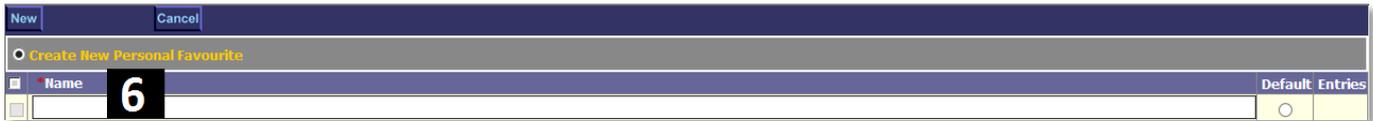
Navigation: User Settings > Favourites

Note: Any changes made to Favourites will take effect immediately. The user does NOT need to logout of the system.

FAVOURITES – CREATE/MODIFY

- Create Personal Favourites list

Navigation: User Settings > Favourites > Create/Modify



6. Enter the Name of the Personal Favourite in the Name field. Up to 15 characters may be entered.

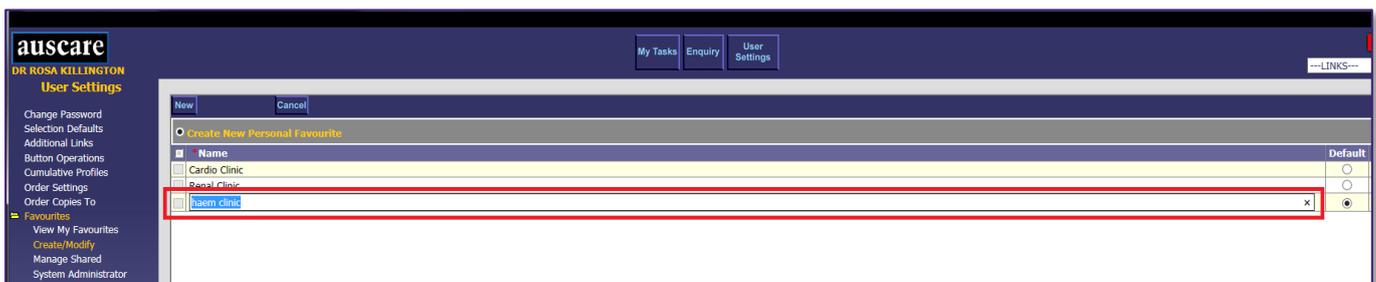


7. Select Enter, Tab, or Select out of the cell. The text will appear in red to indicate that the entry is not yet saved. Select the Save button displayed in the top row.



2. Modify a Personal Favourite list

Navigation: User Settings > Favourites > Create/Modify



1. Select the existing Personal Favourite Name and modify the name.
2. Select Enter, Tab, or Select out of the cell.
3. Select the save button to save the modified Personal Favourite List name.

When AUSLAB is unavailable, users may not be able to add, modify or remove patients from the favourite lists.

3. Delete a Personal Favourite

Navigation: User Settings > Favourites > Create/Modify

A Personal Favourite can only be deleted if there are no patient entries shown in the *Entries* column.

Click the check box of the existing Personal Favourite to be deleted. Select the delete button

Name	Default	Entries
<input type="checkbox"/> Cardio Clinic	<input type="radio"/>	0
<input checked="" type="checkbox"/> Renal Clinic	<input type="radio"/>	0
<input type="checkbox"/> haem clinic	<input type="radio"/>	0

Note: The Personal Favourite will be removed from ALL lists in Auscare. The save button is NOT required to delete a Personal Favourite.

4. Selecting Default Personal Favourite

Navigation: User Settings > Favourites > Create/Modify

Selecting Default Personal Favourite sets which Personal Favourite list will be the open list on the My Tasks > Favourites screen.

The radio button in the Default column selects the Personal Favourite List

Name	Default
<input type="checkbox"/> Cardio Clinic	<input type="radio"/>
<input type="checkbox"/> Renal Clinic	<input type="radio"/>
<input type="checkbox"/> haem clinic	<input checked="" type="radio"/>

The Personal Favourite list will be displayed via My Tasks > Favourites if the Personal Favourite list has a patient list

Identity	Name	D.O.B.	Clinical Unit	Ward	Last Added
<input checked="" type="checkbox"/> PM091104749	DUMMY, Charm	01-Jan-1981			31-Jul-2017
<input checked="" type="checkbox"/> PMEX331157	DUMMY, Dum	12-Dec-1965		PM23HRH1	31-Jul-2017
<input checked="" type="checkbox"/> PM062659888	Dummy, Don Juan	01-Apr-1979			31-Jul-2017

5. To add a patient to a Favourites list

Navigation: Enquiry screen

1. Enquiry search

2. Select one or more patients individually or via the "Select all" check box

3. The +Favourites drop down selection will display all of the Personal lists created for the user and all of the Shared Favourite lists that user has elected to include

4. Select the required Favourite list

Identity	Personal	D.O.B.
<input type="checkbox"/> PM0911047	Personal-haem clinic	
<input type="checkbox"/> PM06265988	Personal-Renal Clinic	01-Jan-1981
<input type="checkbox"/> PM06265988	Personal-Cardio Clinic	
<input checked="" type="checkbox"/> PMEX33157		DUMMY Dum
<input checked="" type="checkbox"/> PMEX33134		DUMMY Dum
<input checked="" type="checkbox"/> PM131108877		DUMMY Frog
<input checked="" type="checkbox"/> PM751199999		DUMMY One
<input type="checkbox"/> PMEX32765		DUMMY Patient
<input type="checkbox"/> PM921199999		DUMMY Patient
<input type="checkbox"/> PM991199999		DUMMY Patient
<input type="checkbox"/> PM1109999		DUMMY Patient Alfred
<input type="checkbox"/> PM1109999		DUMMY Patient Alfred
<input type="checkbox"/> PM11026		DUMMY Patient F.
<input type="checkbox"/> PM1107777		DUMMY Patient Female
<input checked="" type="checkbox"/> PMEX33157		DUMMY Test
<input checked="" type="checkbox"/> PMEX33157		DUMMY V
<input type="checkbox"/> MH727		D ANNA Dominic
<input type="checkbox"/> AUEX10		DANN Baby Of Sarah
<input type="checkbox"/> PM22319		DJOURA Altug
<input checked="" type="checkbox"/> PMEX33157		DUM Dum

Windows Internet Explorer opens confirming the action.

Status	Urno	Name	Date of Birth	Sex
13:01 31-Jul-2017	PM14	DUMMY Patient Alfred	12-Nov-1936	M
13:01 31-Jul-2017	PM791107777	Dummy Patient Female	01-Jan-1981	F

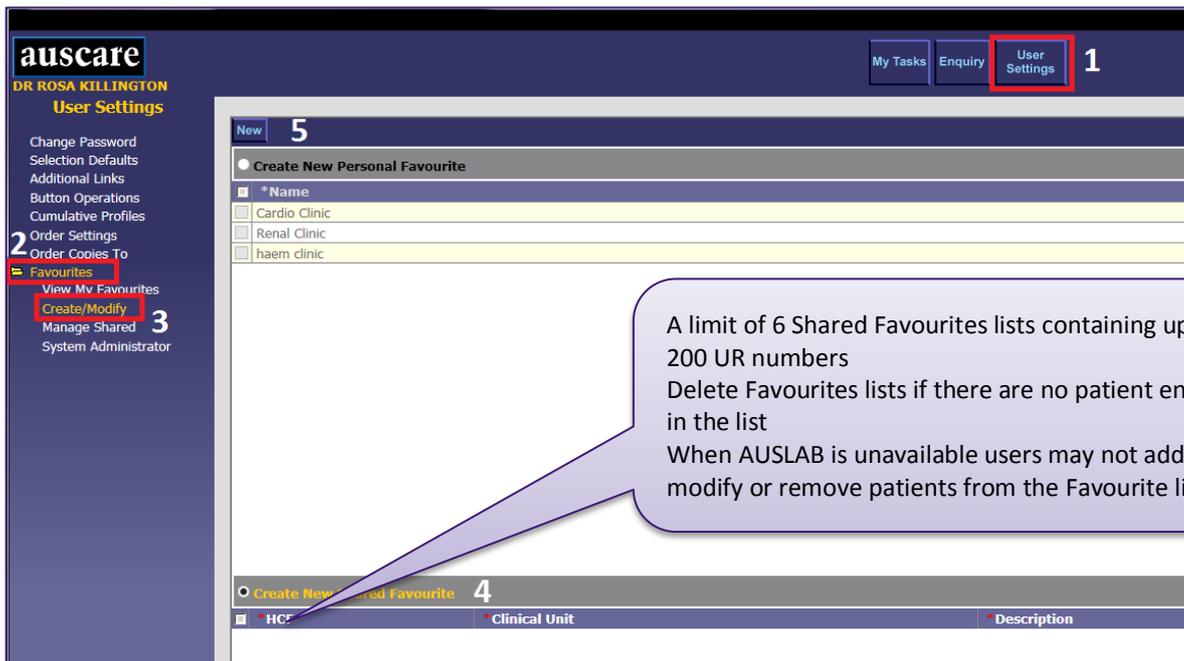
Status	Urno	Name	Date of Birth	Sex
Previously Added	PMEX33134	DUMMY Dummy	23-Oct-1985	M
Previously Added	PM131108877	Dummy Frog	22-Dec-1922	M

The Status column will display indicators if patients cannot be added to a Favourite list.

- "Previously Added" (if the patient(s) have already been added to the Favourite list) or
- "Limit" (if the Favourite list already has 200 entries).

6. To Create a Shared Favourite

Navigation: User Settings > Favourites > Create /Modify



To create a Shared Favourite

1. Select User Settings from the main screen.
2. Select the Favourites sub menu option on the left side of screen.
3. Select Create/Modify sub menu option
4. Ensure the Create New Shared Favourites radio button is selected. Note: Orange heading identifies which field is active
5. Select the new button



Create New Shared Favourite						
<input type="checkbox"/>	* HCF	* Clinical Unit	* Description	* Purpose	Include	Entries
<input type="checkbox"/>					<input type="checkbox"/>	

6. Enter a HCF ,Look Up button available. The HCF field is mandatory and is marked with a red asterisk.

Create New Shared Favourite						
<input type="checkbox"/>	* HCF	* Clinical Unit	* Description	* Purpose	Include	Entries
<input type="checkbox"/>	MH				<input type="checkbox"/>	

7. Enter a Clinical Unit either manually or via the Look Up button. The Clinical Unit field is mandatory and is marked with a red asterisk.

Create New Shared Favourite						
<input type="checkbox"/>	*HCF	*Clinical Unit	*Description	*Purpose	Include	Entries
<input type="checkbox"/>	MH	CARD~MH			<input type="checkbox"/>	

8. Enter a Description. The Description has a character limit of 15 characters. The Description field is mandatory and is marked with a red asterisk.

Create New Shared Favourite						
<input type="checkbox"/>	*HCF	*Clinical Unit	*Description	*Purpose	Include	Entries
<input type="checkbox"/>	MH	CARD~MH	Cardio share		<input type="checkbox"/>	

9. Enter a Purpose. A pop up box will open that allows input of up to 60 characters. This box collapses once focus is out of the field. The Purpose field is mandatory and is marked with a red asterisk.

Create New Shared Favourite						
<input type="checkbox"/>	*HCF	*Clinical Unit	*Description	*Purpose	Include	Entries
<input type="checkbox"/>	MH	CARD~MH	Cardio share	registrars folder	<input type="checkbox"/>	

10. Once a Shared Favourite is created it can be included to be used. This can be done by Selecting in the Include column check box for the Shared Favourite. (See below information regarding Shared Favourites)

Create New Shared Favourite						
<input type="checkbox"/>	*HCF	*Clinical Unit	*Description	*Purpose	Include	Entries
<input type="checkbox"/>	MH	CARD~MH	Cardio share	registrars folder	<input checked="" type="checkbox"/>	0

11. Select the save button to save the New Shared Favourite entry. The Shared Favourite will now be available to add a patient/s to it or when moving patient/s to it.

7. Modify a Shared Favourite list

Navigation: User Settings > Favourites > Create /Modify

Create New Shared Favourite						
<input type="checkbox"/>	*HCF	*Clinical Unit	*Description	*Purpose	Include	Entries
<input type="checkbox"/>	MH	CARD~MH	Cardio share	registrars folder	<input checked="" type="checkbox"/>	0

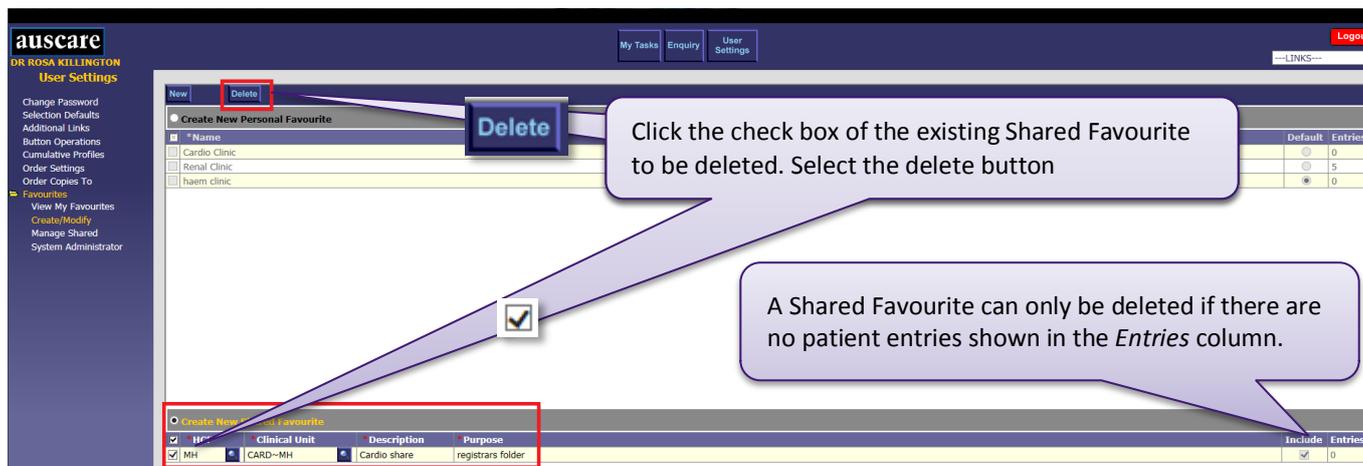
1. Modify an existing HCF either manually or via the Look Up button
2. Modify an existing Clinical Unit either manually or via the Look Up button
3. Modify an existing Description
4. Modify an existing Purpose

5. Select the save button to save the modified Shared Favourite entry.
Note: The modified Shared Favourite changes are reflected in the Audit trail.

8. Delete a Shared Favourite list that you created

Navigation: User Settings > Favourites > Create/Modify

On the Create/modify screen you can only delete shared favourites which you have created.



FAVOURITES – VIEW MY FAVOURITES

Navigation: User Settings > Favourites > View My Favourites



FAVOURITES – MANAGED SHARED

My Shared Favourites table enables users to:

- View the Shared Favourites created by you and other users.
- View the number of patient entries for each Shared Favourite.
- View the audit entries for each Shared Favourite.
- Enable a Shared Favourite to display in your 'My Tasks' screen

AUSCARE – Reference Guide – MH Favourites

Navigation: User Settings > Favourites > Managed Shared

By default the system displays the “My Shared Favourites” filter. Any Shared Favourites, created by the user, display in the table with the number of patient entries displayed in the Entries column.

The lower table is always “Included Shared Favourites”.

Only one table is enabled at any one time.

The Manage Shared menu item opens with the following Filters:

- My Shared Favourites and
- Search Available Shared Favourites

My Shared Favourites					
Name	Date/Time	Created By	Entries	Audit	
MH-CARD-Cardio share	14:17 31-Jul-17	clin	2	<input type="radio"/>	

Included Shared Favourites					
Name	Date/Time	Created By	Default	Entries	Audit
MH-CARD-Cardio share	14:17 31-Jul-17	clin	<input checked="" type="radio"/>	2	<input type="radio"/>

1. To view an audit entry via the My Shared Favourites table

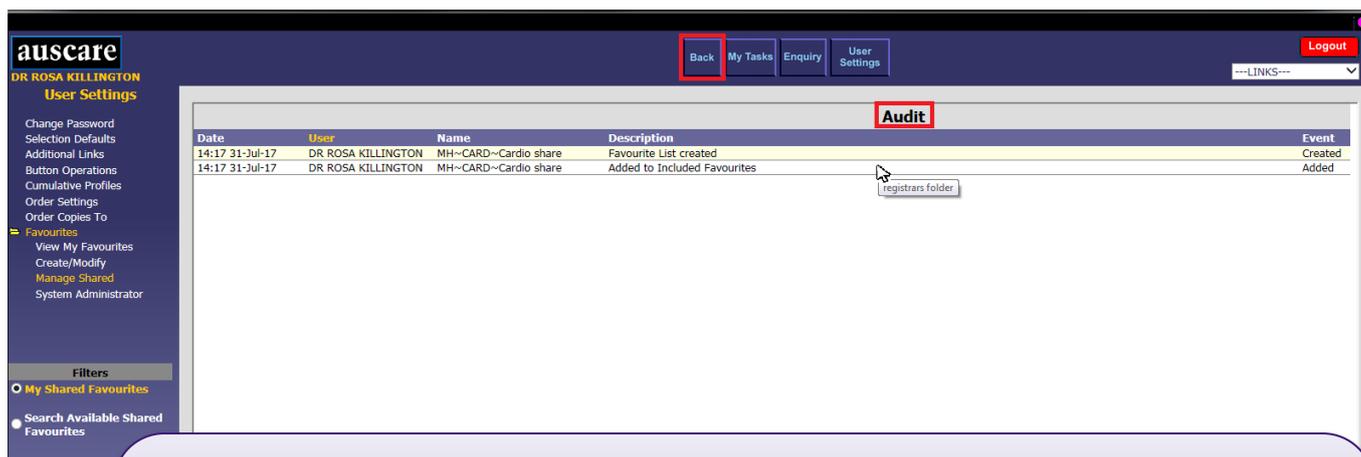
Navigation: User Settings > Favourites > Managed Shared

1. Select the Audit radio button for the required Shared Favourite.

2. Select the audit button.

My Shared Favourites					
Name	Date/Time	Created By	Entries	Audit	
MH-CARD-Cardio share	14:17 31-Jul-17	clin	2	<input checked="" type="radio"/>	

Included Shared Favourites					
Name	Date/Time	Created By	Default	Entries	Audit
MH-CARD-Cardio share	14:17 31-Jul-17	clin	<input checked="" type="radio"/>	2	<input type="radio"/>



Audit entries include:

Time/Date of any activity to the Shared Favourite (created, configuration changes, included or removed)

Description outlines the Shared Favourite activity.

Event: 'Created', 'Modified', 'Added' or 'Removed'.

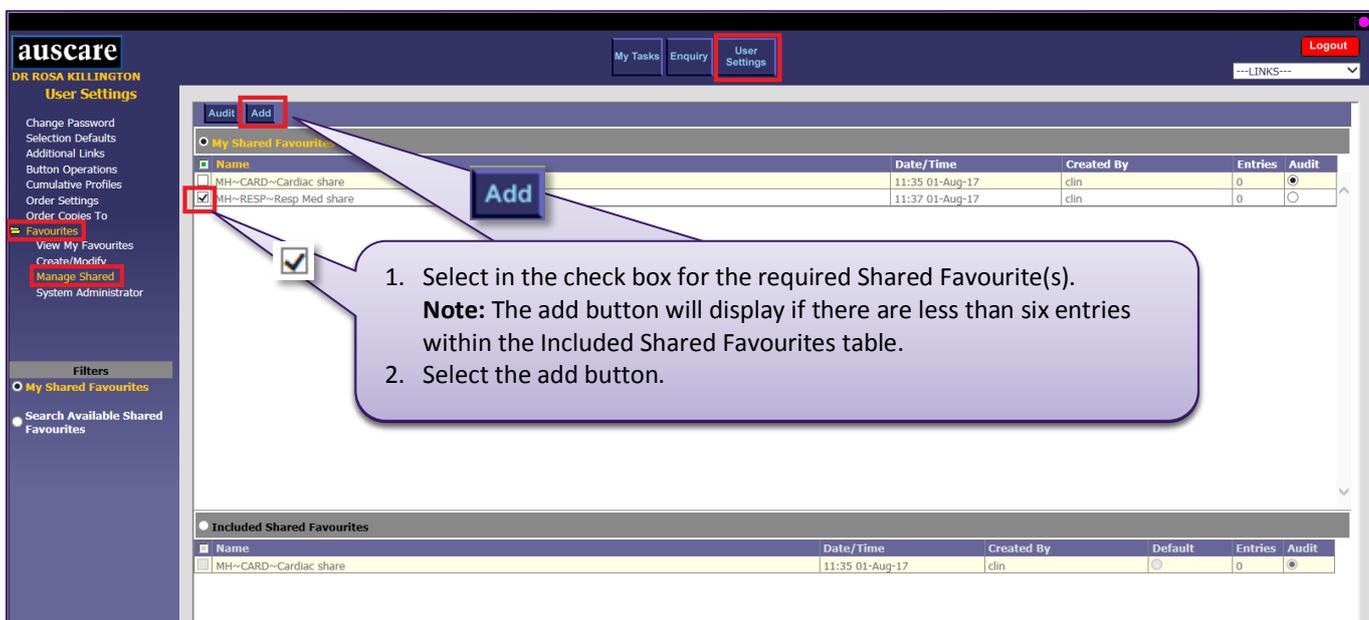
Note: The 'Purpose' is viewed through a mouse hover on any column entry within the Audit table.

Exit the Audit screen and return to the My Shared Favourites table screen select the back button.

2. To Add a 'My Shared Favourites' to the "Included Shared Favourites" table

This action results in the selected Shared Favourite displaying on your My Tasks screen.

Navigation: User Settings > Favourites > Managed Shared



AUSCARE – Reference Guide – MH Favourites

Navigation: User Settings > Favourites > View My Favourites > Included Shared Favourites table

The Shared Favourite(s) will be added to the Included Shared Favourites table.

Name	Date/Time	Created By	Entries	Audit
MH~CARD~Cardiac share	11:35 01-Aug-17	clin	0	<input checked="" type="radio"/>
MH~RESP~Resp Med share	11:37 01-Aug-17	clin	0	<input type="radio"/>

Name	Date/Time	Created By	Default	Entries	Audit
MH~CARD~Cardiac share	11:35 01-Aug-17	clin	<input type="radio"/>	0	<input checked="" type="radio"/>
MH~RESP~Resp Med share	11:37 01-Aug-17	clin	<input checked="" type="radio"/>	0	<input type="radio"/>

The Shared Favourite(s) will appear in the Favourites drop down boxes when adding patients to a Favourite list, removing patients from a Favourite list or when moving patients to another Favourite list.

The Shared Favourite(s) will appear in the Favourites drop down boxes when adding patients to a Favourite list, removing patients from a Favourite list or when moving patients to another Favourite list.

Identity	Name	D.O.B.
MH410	TEST Maria	23-Jun-1987
MH411	TEST Matt	23-Jun-1987
MH412	TEST Tester	23-Jun-1987
MH963	TEST Maria	20-Jun-1975
MHEX56	TEST Matt	25-Aug-1967
MHW2386237	TEST Merpasone	16-May-1972

The Shared Favourite(s) will also be available in the My Tasks > Favourites tab **Shared Favourites List** once patients are assigned to it.

Navigation: My Tasks > Favourites

Information relating to the creation of the personal or shared favourite list displays when the mouse is hovered near the list title.

Identity	Name	D.O.B.	Clinical Unit	Ward	Last Added
MH410	TEST, Test	23-Jun-1987			01-Aug-2017

3. Functions of the Included Shared Favourites table

View the number of entries for each Shared Favourite listed and assign a default Shared Favourite.

Name	Date/Time	Created By	Default	Entries	Audit
<input type="checkbox"/> MH~CARD~Cardiac share	11:35 01-Aug-17	clin	<input type="radio"/>	2	<input checked="" type="radio"/>
<input type="checkbox"/> MH~RESP~Resp Med share	11:37 01-Aug-17	clin	<input type="radio"/>	1	<input type="radio"/>

4. Removing a Shared Favourite from the “Included Shared Favourites” table

Remove

- Select the radio button to enable the Included Shared Favourites table. Select the check box of Shared Favourite(s) to be removed.
- Select the remove button. The Shared Favourite(s) will be removed from the Included Shared Favourite table.

Name	Date/Time	Created By	Default	Entries	Audit
<input checked="" type="checkbox"/> MH~CARD~Cardiac share	11:35 01-Aug-17	clin	<input type="radio"/>	2	<input checked="" type="radio"/>
<input type="checkbox"/> MH~RESP~Resp Med share	11:37 01-Aug-17	clin	<input type="radio"/>	1	<input type="radio"/>

5. Selecting Default Shared Favourite

Navigation: User Settings > Favourites > Managed Shared

Selecting Default shared Favourite sets which Shared Favourite list will be the open list on the My Tasks > Favourites screen.

<input type="checkbox"/>	Name	Date/Time	Created By	Default	Entries	Audit
<input type="checkbox"/>	MH~CARD~Cardiac share	11:35 01-Aug-17	clin	<input checked="" type="radio"/>	2	<input checked="" type="radio"/>
<input type="checkbox"/>	MH~RESP~Resp Med share	11:37 01-Aug-17		<input type="radio"/>	1	<input type="radio"/>

The radio button in the Default column selects the Shared Favourite List

The Shared Favourite list will be displayed via My Tasks > Favourites if the Shared Favourite list has a patient list

Default Shared Favourite list displays

6. Search Available Shared Favourites

Navigation: User Settings > Favourites > Managed Shared

The Search Available Shared Favourites enables users to:

- Search the system for ALL (logged in user and other users) current Shared Favourites.

This function would be performed if a user wanted to:

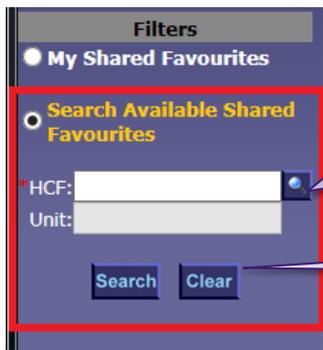
- Include their own and/or other users Shared Favourite(s).
- View the audit trail for their own and/or other users Shared Favourite(s).
- Delete their own and/or other users Shared Favourite(s) off the system.

Note: The user must have Favourites Administrator privilege to delete other user's Shared Favourite(s). A Shared Favourite must have 0 patient entries to be enabled for selection.

AUSCARE – Reference Guide – MH Favourites

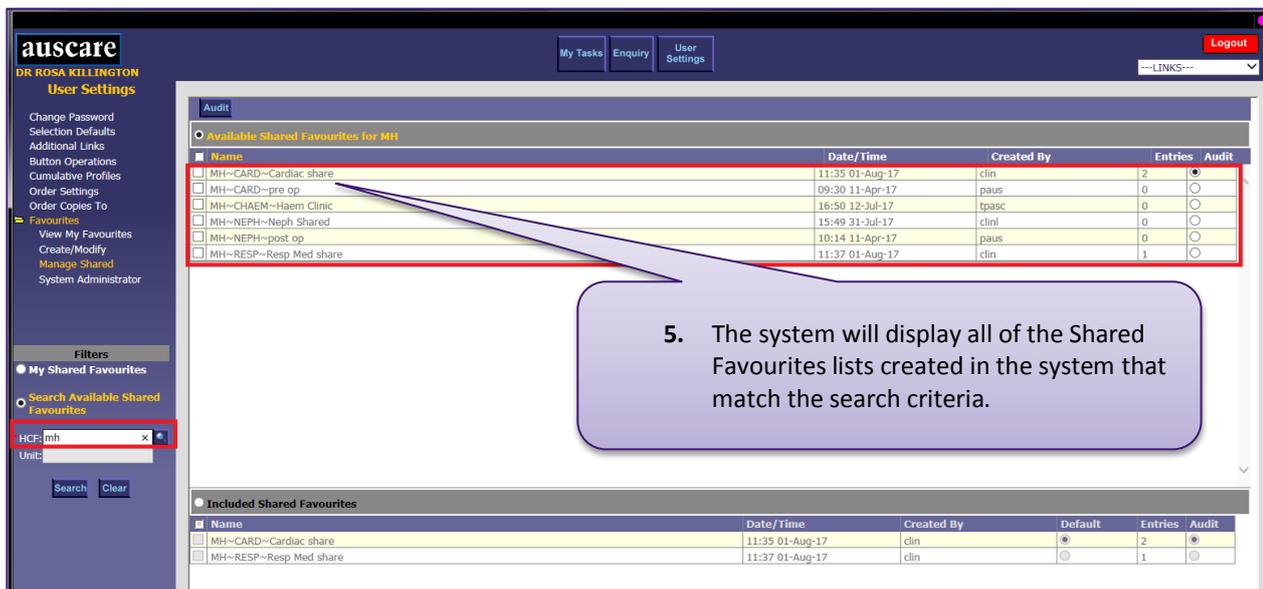
A user is ONLY able to search other user’s Shared Favourites within the same division, via Auscare User Settings > Favourites > Managed Shared > Search Available Shared Favourites.

i.e. Forensic users will NOT be able to view Pathology user Shared Favourites and visa versa.



1. Select the radio button for **Search Available Shared Favourites**
2. Enter a HCF either manually or via the Look Up button.
3. Enter a Clinical Unit (if required) either manually or via the Look Up button.
4. Select the search button.

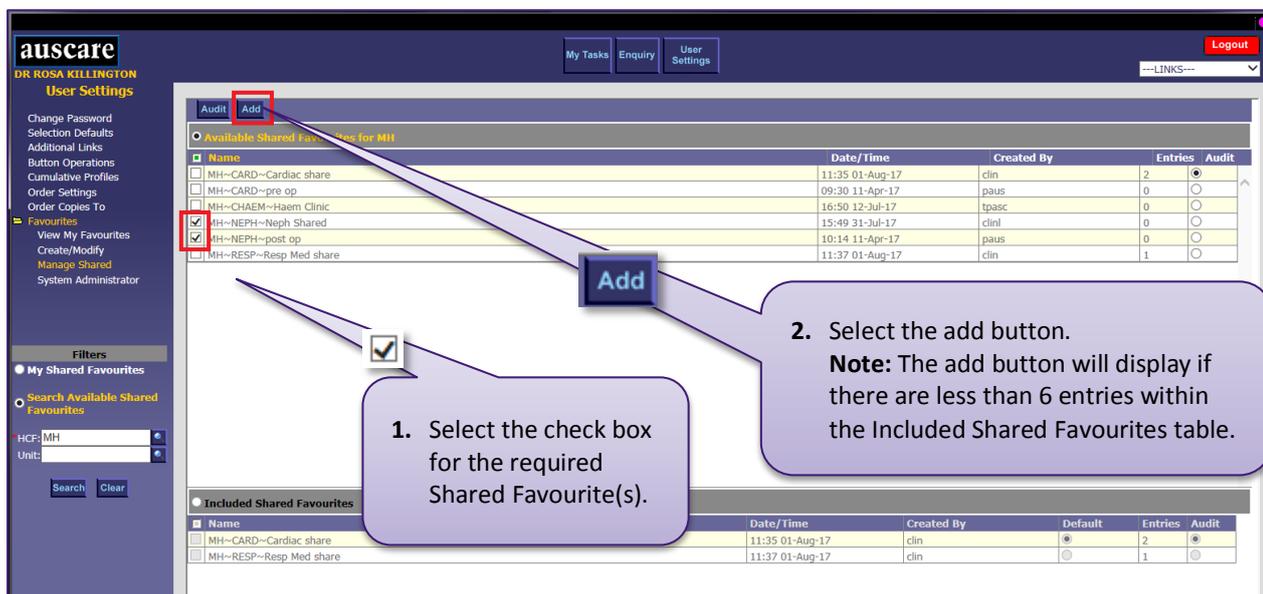
clear search fields and perform a new search



5. The system will display all of the Shared Favourites lists created in the system that match the search criteria.

7. To Add “Available Shared Favourites for <HCF/Unit>” to the “Included Shared Favourites” table

Navigation: User Settings > Favourites > Managed Shared



1. Select the check box for the required Shared Favourite(s).

2. Select the add button.
Note: The add button will display if there are less than 6 entries within the Included Shared Favourites table.

3. The selected Shared Favourite(s) will be added to the Included Shared Favourites table.

Name	Date/Time	Created By	Entries	Audit
MH~CARD~Cardiac share	11:35 01-Aug-17	clin	2	<input checked="" type="radio"/>
MH~CARD~pre op	09:30 11-Apr-17	paus	0	<input type="radio"/>
MH~CHAEM~Haem Clinic	16:50 12-Jul-17	tpasc	0	<input type="radio"/>
MH~NEPH~Neph Shared	15:49 31-Jul-17	clini	0	<input type="radio"/>
MH~NEPH~post op	10:14 11-Apr-17	paus	0	<input type="radio"/>
MH~RESP~Resp Med share	11:37 01-Aug-17	clin	1	<input type="radio"/>

Name	Date/Time	Created By	Default	Entries	Audit
MH~CARD~Cardiac share	11:35 01-Aug-17	clin	<input checked="" type="radio"/>	2	<input checked="" type="radio"/>
MH~NEPH~Neph Shared	15:49 31-Jul-17	clini	<input type="radio"/>	0	<input type="radio"/>
MH~NEPH~post op	10:14 11-Apr-17	paus	<input type="radio"/>	0	<input type="radio"/>
MH~RESP~Resp Med share	11:37 01-Aug-17	clin	<input type="radio"/>	1	<input type="radio"/>

8. To add a patient to a Favourites list

Navigation: Enquiry

1. Enquiry search

2. Select one or more patients individually or via the "Select all" check box

3. The +Favourites drop down selection will display all of the Shared Favourite(s)

4. Select the required Favourite list

Results from adding patients to your Shared favourites list MH~NEPH~post op - Windows Internet Explorer

https://testda1.vicpath.auslab.com.au/_add_favs.php?session_id=BghDhqpY&type=Shared&operation=add&name=MH~NEPH~post op

Status	Urno	Name	Date of Birth	Sex
16:00 01-Aug-2017	MH2565	JONES Johnson Peter	04-Apr-1963	O
16:00 01-Aug-2017	MH652	JAMES Henry	01-Jan-1952	M

Windows Internet Explorer opens confirming the action.

Note:

- Only 6 Shared Favourites can be listed within the Included Shared Favourites table. If an additional Shared Favourite is added, an alert message will be displayed indicating that the number of Included Shared Favourites will exceed 6.
- Duplicate entries cannot exist within the Included Shared Favourites table. If a duplicate Shared Favourite is added, an alert message will be displayed.

Select OK to accept and clear the alert.

FAVOURITES – SYSTEM ADMINISTRATOR

The **System Administrator** sub menu will ONLY display if a user has Auscare Favourites and Favourites Admin privileges. System Administrators have access to all the Shared Favourites on the system, not just the ones they have created.

Navigation: User Settings > Favourites > System Administrator

The **System Administrator** screen includes two sections:

- Available Shared Favourites and
- Modify Shared Favourites.

The screenshot shows the 'User Settings' page in the Auscare system. The 'Favourites' menu is expanded, and 'System Administrator' is selected. The main content area displays a table of 'Available Shared Favourites for MH' with columns for Name, Date/Time, Created By, Entries, and Audit. A search filter is applied to the table, showing 'HCF: mH' in the search box. A callout box points to the search filter with the text: 'Perform a search using the filters to find the Shared Favourite(s) to be modified or deleted'. Below the table is the 'Modify Shared Favourites' section, which includes a table with columns for *HCF, *Clinical Unit, *Description, Name, *Purpose, and Entries.

Name	Date/Time	Created By	Entries	Audit
<input type="checkbox"/> MH~CARD~Cardiac share	11:35 01-Aug-17	clin	2	<input checked="" type="radio"/>
<input type="checkbox"/> MH~CARD~pre op	09:30 11-Apr-17	paus	0	<input type="radio"/>
<input type="checkbox"/> MH~CHAEM~Haem Clinic	16:50 12-Jul-17	tpasc	0	<input type="radio"/>
<input type="checkbox"/> MH~NEPH~Neph Shared	15:49 31-Jul-17	clini	0	<input type="radio"/>
<input type="checkbox"/> MH~NEPH~post op	10:14 11-Apr-17	paus	2	<input type="radio"/>
<input type="checkbox"/> MH~RESP~Resp Med share	11:37 01-Aug-17	clin	1	<input type="radio"/>

1. Delete a Shared Favourite from the Available Shared Favourites for <HCF/Unit> table

Navigation: User Settings > Favourites > System Administration

On the System Administration screen you are able to delete any shared favourites whether you created it or not.

The screenshot shows the 'User Settings' page with the 'Favourites' section expanded to 'System Administrator'. The 'Available Shared Favourites for MH' table is visible. A red box highlights the 'Delete' button at the top of the table. A callout box points to the 'Delete' button with the text: 'Delete'. Another callout box points to the checkbox of the 'MH~RESP~Resp Med share' row, which is checked, with the text: 'Click the check box of the existing Shared Favourite to be deleted. Select the delete'. A third callout box points to the 'Entries' column of the same row, which shows '0', with the text: 'A Shared Favourite can only be deleted if there are no patient entries shown in the Entries column.' The table data is as follows:

Name	Date/Time	Created By	Entries	Audit
<input type="checkbox"/> MH~CARD~Cardiac share	11:35 01-Aug-17	clin	2	<input checked="" type="radio"/>
<input type="checkbox"/> MH~CARD~pre op	09:30 11-Apr-17	paus	0	<input type="radio"/>
<input type="checkbox"/> MH~CHAEM~Haem Clinic	16:50 12-Jul-17	tpasc	0	<input type="radio"/>
<input type="checkbox"/> MH~NEPH~Neph Shared	15:49 31-Jul-17	clinl	0	<input type="radio"/>
<input type="checkbox"/> MH~NEPH~post op	10:14 11-Apr-17	paus	2	<input type="radio"/>
<input checked="" type="checkbox"/> MH~RESP~Resp Med share	11:37 01-Aug-17	clin	0	<input type="radio"/>

2. Modify a Shared Favourite from the Available Shared Favourites for <HCF/Unit> table

Navigation: User Settings > Favourites > System Administration

On the System Administration screen you are able to modify any shared favourites whether you created it or not.

The screenshot shows the 'User Settings' page with the 'Favourites' section expanded to 'System Administrator'. The 'Available Shared Favourites for MH' table is visible. A red box highlights the 'Add to Modify' button at the top of the table. A callout box points to the 'Add to Modify' button with the text: 'Add to Modify'. Another callout box points to the checkbox of the 'MH~NEPH~Neph Shared' row, which is checked, with the text: 'Click the check box of the existing Shared Favourite to be modified. Select the Add to Modify button for entry to display on Modified Shared Favourites table'. The table data is as follows:

Name	Date/Time	Created By	Entries	Audit
<input type="checkbox"/> MH~CARD~Cardiac share	11:35 01-Aug-17	clin	2	<input checked="" type="radio"/>
<input type="checkbox"/> MH~CARD~pre op	09:30 11-Apr-17	paus	0	<input type="radio"/>
<input type="checkbox"/> MH~CHAEM~Haem Clinic	16:50 12-Jul-17	tpasc	0	<input type="radio"/>
<input checked="" type="checkbox"/> MH~NEPH~Neph Shared	15:49 31-Jul-17	clinl	0	<input type="radio"/>
<input type="checkbox"/> MH~NEPH~post op	10:14 11-Apr-17	paus	2	<input type="radio"/>

Save

Changes made to entry are in red until saved

Name	Date/Time	Created By	Entries	Audit
MH~CARD~Cardiac share	11:35 01-Aug-17	clin	2	●
MH~CARD~pre op	09:30 11-Apr-17	paus	0	●
MH~CHAEM~Haem Clinic	16:50 12-Jul-17	tpasc	0	●
MH~NEPH~Neph Shared	15:49 31-Jul-17	clinl	0	●
MH~NEPH~post op	10:14 11-Apr-17	paus	2	●

3. Clearing or Deleting Shared Favourite(s) from the Modify Shared Favourites table

Select the Clear button.
Note: The Shared Favourites still exist in the Available Shared Favourites table

Select the Delete button.
Note: The Shared Favourites will be removed from ALL lists in Auscare

Clear

Delete

Select the Modify Shared Favourites table radio button

Select the tick boxes of all the entries to be cleared or deleted

HCF	Clinical Unit	Description	Name	Purpose	Entries
<input checked="" type="checkbox"/>	MPH	GP~MPH	Neph Shared	MPH~GP~Neph Shared	Registra... 0

MY TASKS BUTTON

Users are able to access their Investigations for Sign Off, Referrals for Review and Favourites.

MY TASKS - FAVOURITES

The default tab is highlighted in orange

My Tasks button

Select the print button to print the displayed patient list

On initial entry the defaulted Favourites list is displayed.
Note:
If no patients have been allocated to a Personal or Included Shared Favourite, then a patient list will not display and the Favourite name will not be indexed in the left pane.

Default primary sorting of patients in the Favourites tab Status column in the following order:

- 1. Red Envelope**
 - 1.1. Flashing Red Icon
 - 1.2. Static Red Icon
- 2. Yellow Icon**
 - 2.1. Flashing Yellow Icon
 - 2.2. Static Yellow Icon
- 3. Green Icon**
 - 3.1. Flashing Green Icon
 - 3.2. Static Green Icon
4. Rotating hourglass
5. Static hourglass

Default secondary sorting of patients in the Favourites tab is by Name in alphabetical order

I Status	Identity	Name	Dob	Clinical Unit	Ward	Last Added
<input checked="" type="checkbox"/>	PMEX33134	DUMMY, Dummy	23-Oct-1985		PM23HRH1	31-Jul-2017
<input checked="" type="checkbox"/>	PM14	DUMMY, Patient Alfred	12-Nov-1936			31-Jul-2017
<input checked="" type="checkbox"/>	PM131108877	Dummy, Frog	22-Dec-1922			31-Jul-2017
<input checked="" type="checkbox"/>	PM791107777	Dummy, Patient Female	01-Jan-1981			31-Jul-2017
<input checked="" type="checkbox"/>	PMEX32765	DUMMY, Patient	12-Nov-1936		IP	31-Jul-2017
<input type="checkbox"/>	MH8912	JONES-JOHNSON, Peter	05-May-1963			02-Aug-2017