

Using the View Screen

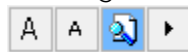
View Screen

There are three different ways to navigate to the View Screen.

1. Click onto a **View Chart** button from an Access screen.
2. Click onto Toolbar > green **View** icon.
3. Navigate to **American Data - ECS > View > Entry**.

The View Screen allows the user to review selected information. Select the desired name(s) and click **OK**. Once inside the View Screen, click either **Topic** or **Task**, and select the desired Section/Topic or load the desired task. Then click **Go**. To narrow the dates for review, click onto **Date From** and/or **Date To** and click **Go**.

- The View Screen may be printed by clicking onto the **Print** button located under the **More...** option.
- Adjust the font size by clicking **More...** and click onto the big or little "A".
- Search for words within the View Screen by clicking **More...** and onto the magnifying glass symbol. Type in the text to be searched and click **OK**. This feature will search both words that were clicked on within a topic as well as free text.
 - Click the arrow to the right of the search feature to have it bring you to the next found word.



Topic

Clicking onto **Topic** allows the user to navigate through the Sections and Topics that they have access to. Users may even select a specific word within a topic to narrow their search down further. For example, if a user wants to view only "observed falls" rather the entire Fall/Incident topic, they would click Topic > Nursing > Double click into the Fall topic > click onto the "observed fall" word and click OK and then Go.

Task

Clicking onto **Task** allows the user to load pre-determined task items. Once a task is highlighted, click Load, and Go. Examples of tasks include: Blood Pressures, Diagnoses, Fall List Past 31 Days, Infections - Unresolved, Medication Review (Psychotropics), Pain Review, and Vital Signs.

Control Button

The **Control** button within the View Screen gives the user more options as to how they would like to view the information. Most used options within here are listed below.

Filter Tab

- **D/C'd Entries** - Displays all discontinued entries. No entry is ever completely removed from ECS, but rather it will be stored in a discontinued status.
- **Users** - Use this to narrow down the charting being viewed to only entries made by a specific user(s). This is a useful tool when wanting to audit a user's charting.

- **Free Text** – Allows the user to search within the charting on the view screen for a specific free typed word. If wanting to search all fall notes for a specific caregiver’s name, type their name into the **Free Text box**, click **OK**, and **Go**.

Look Tab

- **Separator** – For ease of viewing, the user may choose to add lines/spaces between entries or topics.
- **Order** – Allows the user to determine the order in which the entries display on the screen. View tasks can be saved with a specific order (for example, Reverse Chronological) if there is a preferred viewing method within a certain task.
- **Show Name of Initials** – Displays the full name and title of the person who entered/discontinued each entry.
- **Free Text Highlighter** – Used frequently when troubleshooting as it will turn all free text on the view screen blue. For example, if a care plan approach does not appear on the report, it may be because the user free typed the word “Nursing Approach” instead of clicking onto the button word for the word.
- **Show Topic Name** – Displays the topic name that the entry was documented in. Used frequently when needing to troubleshoot specific entries.

Helpful Tool

Anywhere in ECS where you see a “?” symbol, this signifies that you can click onto it and click onto a feature you are unsure about (for example, Name Page Break). A Help Pop-up box will appear with information regarding that feature.

