



RippleDown

Managing actions in Data Entry Auditor

This Managing actions in Data Entry Auditor guide provides detailed information including:

- Creating a new action
- Creating a new folder
- Organizing actions into folders
- Modifying an existing action
- Deleting an action
- Superseding an action

More information regarding RippleDown, including training modules and product help, can be found at:

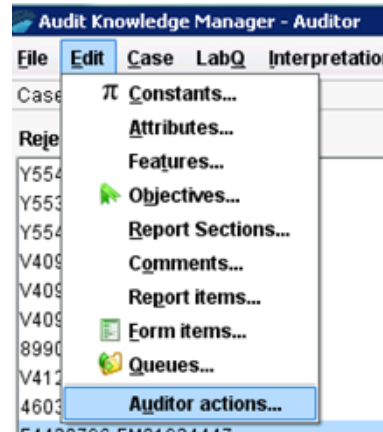
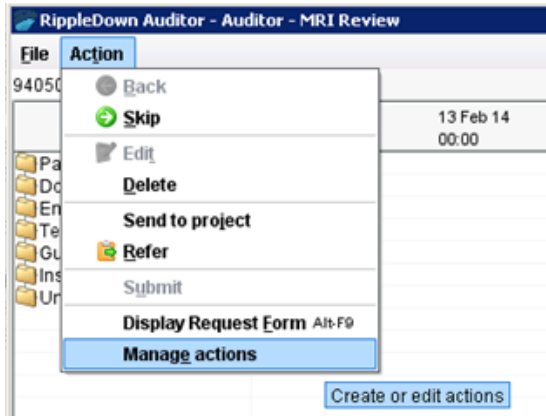
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Management of actions in Data Entry Auditor

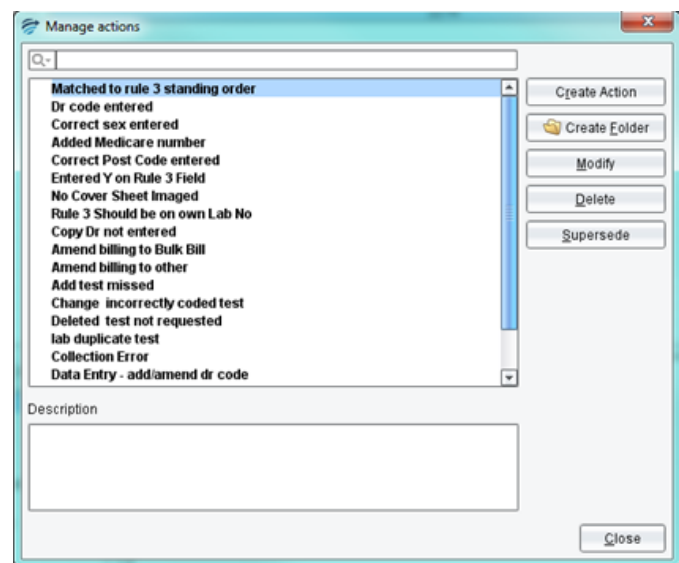
Opening the 'Manage Actions' window

You can manage actions in both the Data Entry Auditor module, and the Audit Knowledge Manager module.

- Within the Data Entry Auditor module, once you are in a queue go to the 'Action' menu and select 'Manage actions.'
- In the Audit Knowledge Manager module, go to the 'Edit' menu and select 'Auditor actions.'

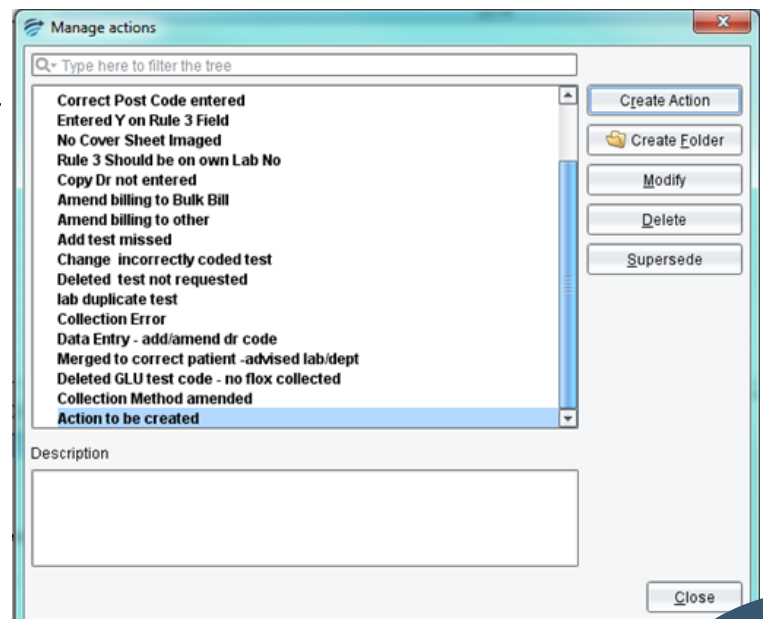


The following screen will then appear and all existing actions will be listed:



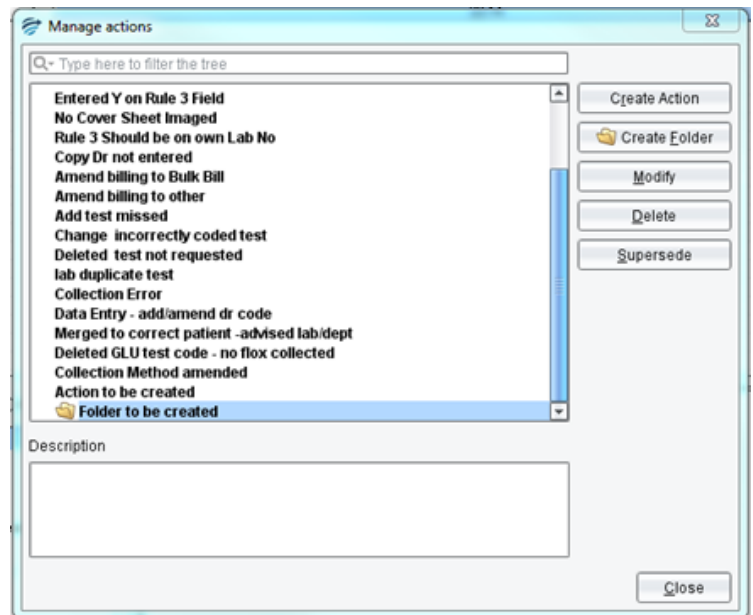
Creating a new action

1. Click on the 'Create Action' button.
2. Enter the action to be created in the 'Name' area.
3. Click 'OK.' The action will now appear at the bottom of the list.



Creating a new folder

1. Click on the 'Create Folder' button.
2. Enter the name of the folder to be created in the 'Name' area
3. Click 'OK.' The folder will now appear in the list.

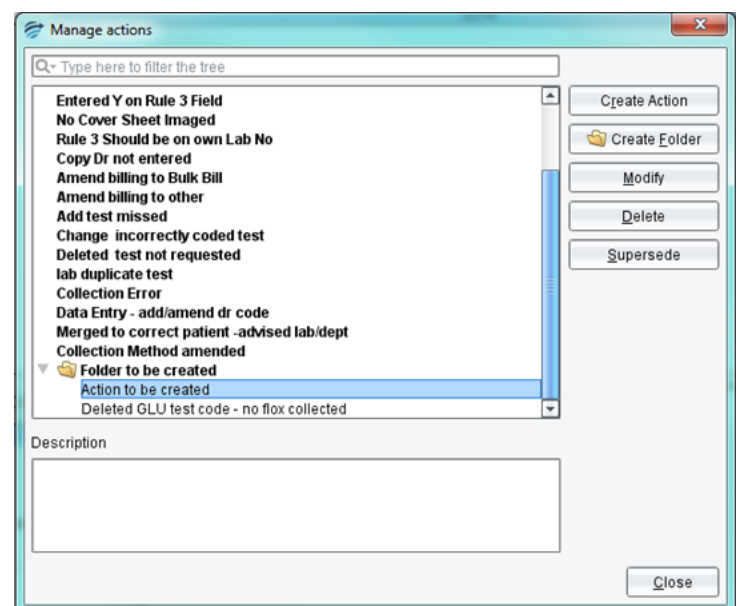
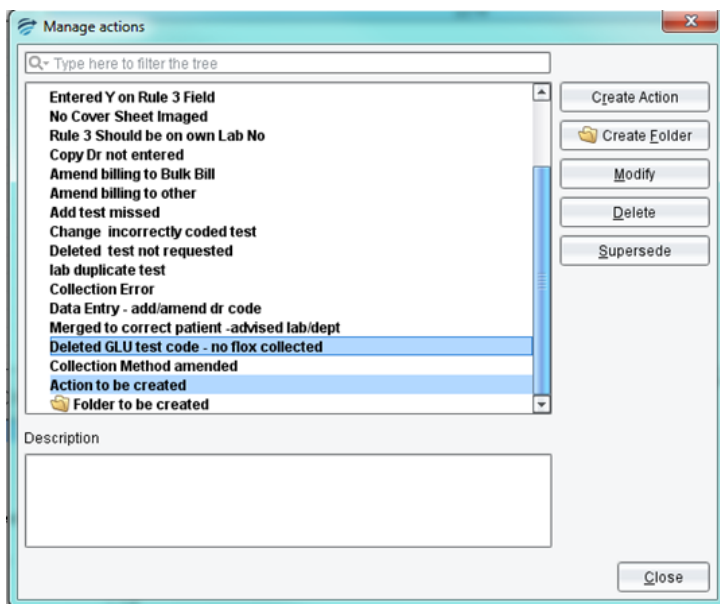


Organizing actions into folders

1. Click the action to be placed into the folder.
2. Click and drag the selected action/s into the desired folder. If multiple actions have been selected, hold down the Ctrl key while doing this.
3. The actions will now be listed in the folder.

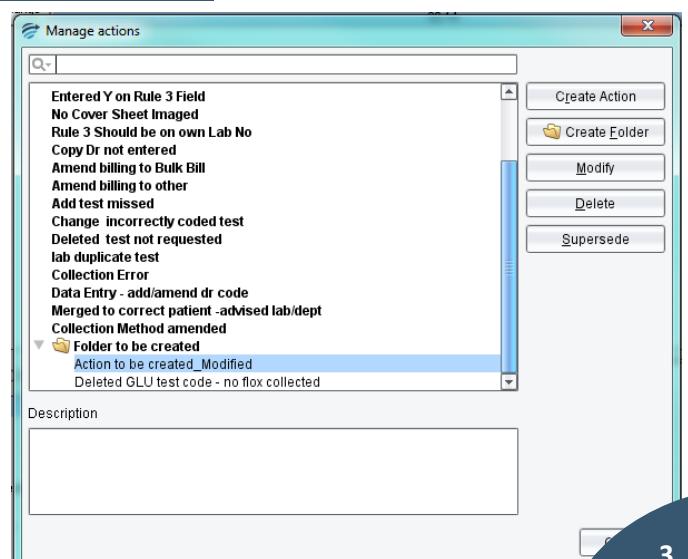


Multiple actions can be moved at the same time by the Ctrl key



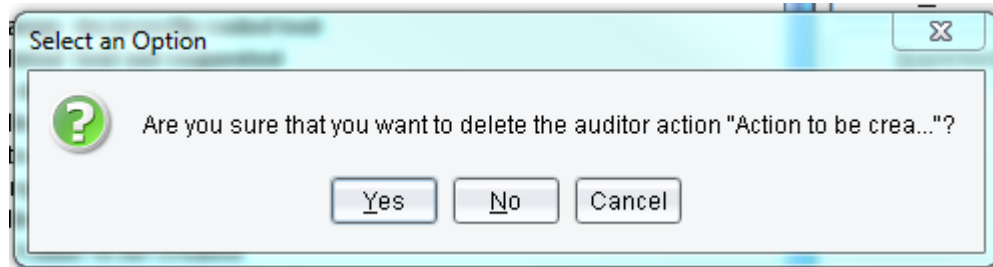
Modifying an existing action

1. Click on the 'Modify' button.
2. Modify the action name as required.
3. Click 'OK.' The action will now appear in the list with the modified name.



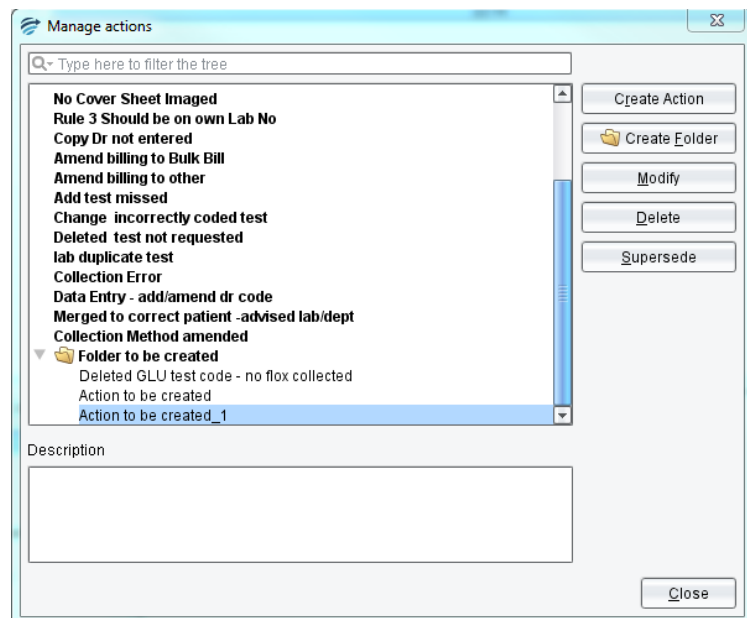
Deleting an action

1. Select the action to be deleted and click on the 'Delete' button.
2. A confirmation message will appear. Once you have confirmed the correct action has been selected, click 'Yes.'
3. The action will be deleted and no longer appear in the list.

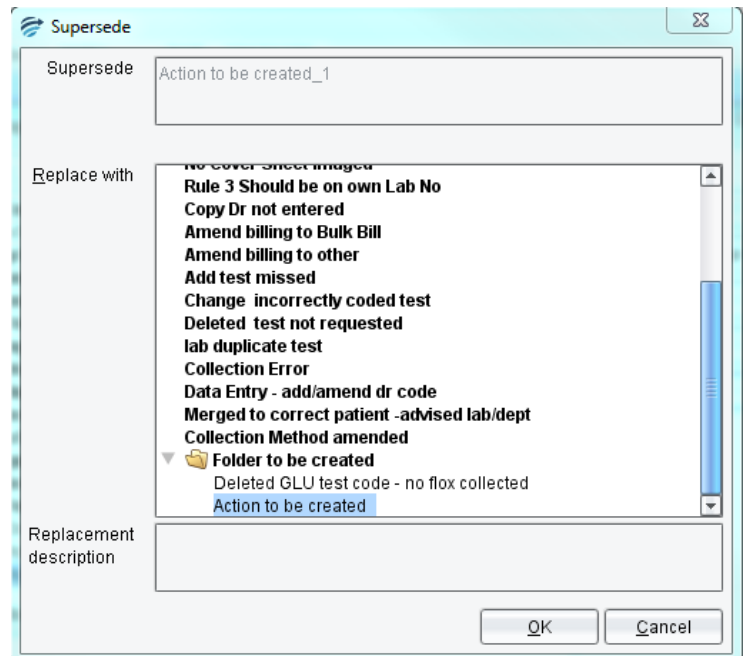


Superseding an action

1. Select the action to be superseded.
2. Click on the 'Supersede' button.

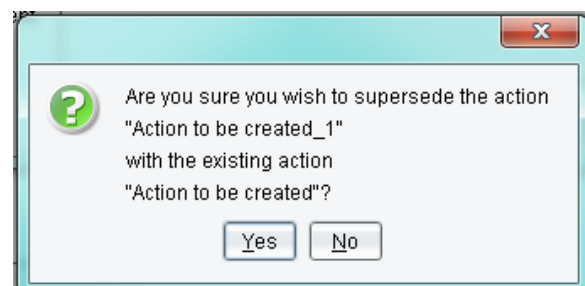


3. Select the action to be replaced from the list.



4. Click 'OK.' A confirmation message will appear. Once you have confirmed the correct actions have been selected, click 'Yes.'

5. The action will now be superseded and no longer appear in the list. All of the statistics for the superseded action will now apply to the action which has replaced it.



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About PKS

Pacific Knowledge Systems (PKS) works with healthcare organizations around the world to better capture, manage and leverage their human expertise to improve the performance of their business and deliver better patient outcomes.

PKS owns a patented, new generation clinical expert intelligence system – RippleDown – which integrates patient data with a knowledge base that is managed by clinical domain experts, to deliver patient-specific reports, recommendation and alerts.