

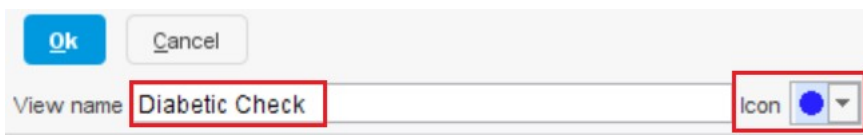
Partners in improving local health

NECS Clinical Systems Specialist Team

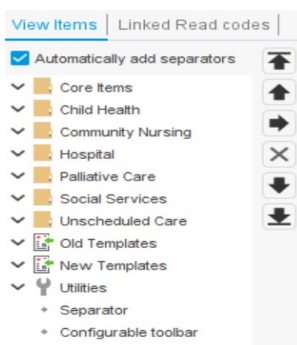
SystemOne Creating, Amending and Deleting a View




Creating a View

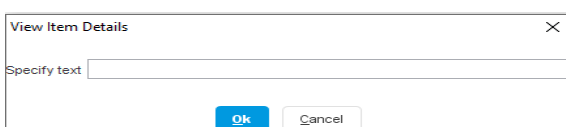
1. Select **Setup > Data Output> View Maintenance**
2. Click **New View**
3. Type/Add a **View Name** and select an **Icon**



4. From the left hand side, select the items which you would like to display on the view

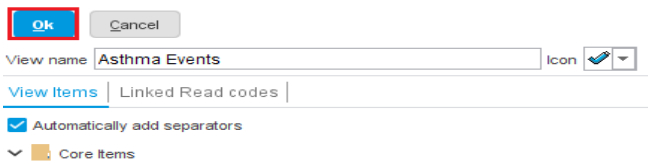


5. Click on the  right arrow to move it to the right of the screen
6. To change the order of the view click on the  upwards or  downwards arrow in the middle of the screen
7. To insert a separator, scroll to the bottom of the list and double click on **separator**. If not set to do so automatically
8. Type a name for the Separator and click **OK**



9. Right click on the separator name to change. You can also right click on any entry added to specify date ranges etc

10. Once your view is created, click on **OK**

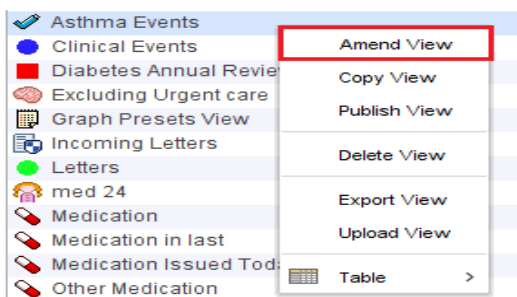


11. This will take you back to the **View Maintenance Screen**

Amending a View

1. Select the view to be amended on the left hand side of the screen

2. Right click it and select **Amend View**

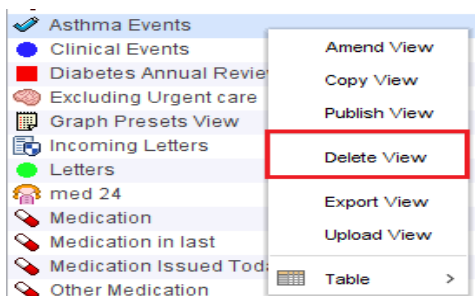


3. Amend View as appropriate and click on OK

Deleting a View

1. Select the view to be deleted on the left hand side of the screen

2. Right click it and select **Delete View**



3. You will be asked if you are sure that you want to delete the view. select **Yes**

