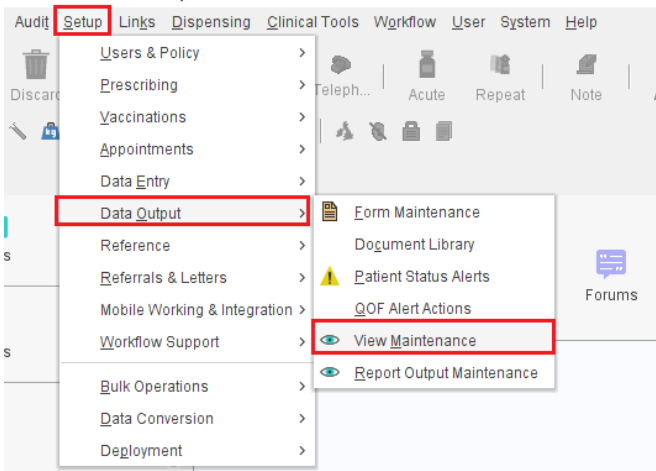


## NECS Clinical Systems Specialist Team

# SystemOne - Views

### Creating Views

#### 1. Click **Set-up – Data Output – View Maintenance**

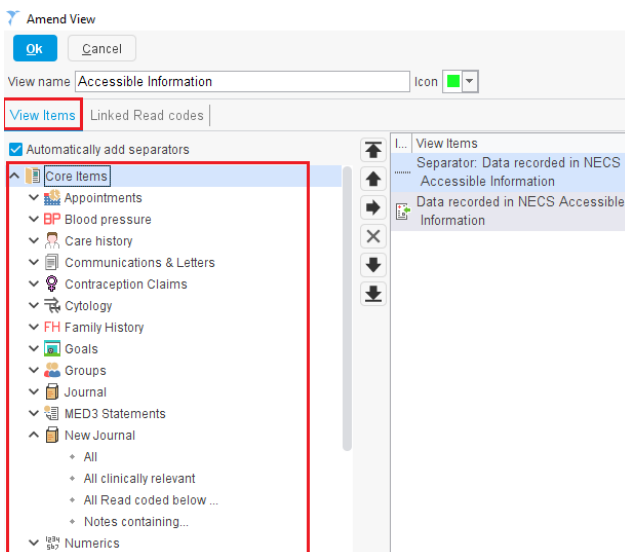




#### 2. Click **New View**

#### 3. Add a **view name** and select an **appropriate icon**

#### 4. Click **View Items** page and click to **expand the relevant node** from the left pane

**Note:** the automatically add separators will be ticked, this will automatically name each section



5. Double click to select an **item you want to display** within the view, this will move to the main view page, along with a **separator title** (right click on the separator title to change if needed)
6. To change the order of the view, click on the  upwards or  downward arrow in the middle of the screen
7. Right click on any entry added to specify a date range filter, First or Last X (first or latest entry in the record only) etc.

## Amending a View

1. Click the **view to be amended** on the left hand side of the screen
2. Right Click and select **Amend View**
3. A message will display asking “**Are you sure you want to amend this view**”? Click **Yes**
4. **Amend the view** as appropriate and click **ok** when complete

## Deleting a View

1. Click the **view to be deleted** on the left hand side of the screen.
2. Right click and click **Delete View**
3. Click Yes to confirm

## Attach a View to the Clinical Tree

1. Click **Set-up – User & Policy – Organisation Policy**.
2. Click to **open Clinical Policy** and click **Tree Configuration**.
3. Click to **highlight the relevant tree** from the middle pane and click **Amend Tree**
4. From the left pane click to **open Views**, double click the **relevant view** to add to the clinical tree.
5. Using the arrows on the right side of the window to place the view to a relevant section of the tree.

