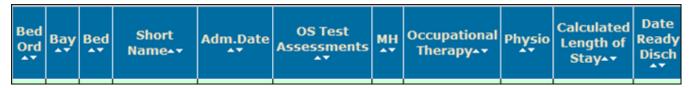
## **PAS SWiftPlus - Tips**

## **SWiftPlusSWiftPlus Tips**

SWiftPlusSWiftPlus does not time out. Ensure you log out on the PC when you have finished using the system.

- If the screen appears to freeze, press **F5** to Refresh.
- **Do not use** the right mouse click. Left click once will display the available actions.
- If another user is accessing the same patient only one will be able to complete an action.
- If another user is in the same ward view in PAS this will lock the ward and you will not be able to complete any actions in SWiftPlusSWiftPlus.
- **Filters**, columns can be filtered by clicking on the sort up and down buttons at the top of any column displaying these symbols.



Where the columns display a data field (as below) you are able to enter the search criteria, for example the surname or consultant name or the code.

**Note**, – if your ward is using the consultant full name you will need to duplicate this in the search field, for example Dr R Bland.

Click on the magnifying glass beneath the data field to start the search.



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