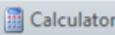


This Quick Reference Guide (QRG) demonstrates how to use Interactive View and I&O (iView).

Common Buttons & Icons

	Refresh icon
	Sign icon
	Calculator button
	Authenticate icon

	Customize View icon
	Expand Arrow icon
	Collapse Triangle icon
	Dynamic Group icon
	Sign button

Document in iView

➤ From the Nurse Workflow screen within the patient's chart:

STEP 1: Click **Interactive View and I&O**.

STEP 2: Click the **Refresh** icon.

STEP 3: Click the desired band to document.

STEP 4: Double-click the current time column.

STEP 5: Document the appropriate information.

NOTE: Some documentation fields are completed using free text, while others will display with a list of prepopulated options to select from.

- Unsigned documentation displays in purple text.
- Document in PowerChart using the metric system. Use the calculator button to convert values before documenting them in iView.

STEP 6: Click the **Sign** icon.

NOTE: Signed documentation displays in black text.

Add a Comment

➤ From the Interactive View and I&O view within the patient's chart:

STEP 1: Right-click the appropriate cell.

STEP 2: Click **Add Comment**.

STEP 3: Click the **Comment** field.

STEP 4: Add the comment.

STEP 5: Click **OK**.

NOTE: Cells with comments have a small arrow in the upper right corner. Hover to quickly read the comment.

Add a Flag

➤ From Interactive View and I&O view within the patient's chart:

STEP 1: Right-click the cell that needs a flag.

STEP 2: Click **Flag**.

NOTE: If needed, **Flag with Comment** flags and adds the comment to a cell at the same time.

Use Columns in iView

➤ From the Nurse or Provider Workflow page within the patient's chart:

STEP 1: Use the **Expanded Arrow** icon and **Collapse Triangle** icon to expand/collapse a band.

STEP 2: Click a band to open for documentation.

STEP 3: Right-click a time-column header if it needs modification.

STEP 4: Select **Insert Date/Time** to create a new time column.

NOTE: **Best practice in real-time documentation.**

- High values display in orange with an Up Arrow icon when signed.
- Critical values populate a warning and display in red with an Exclamation Point icon when signed.
- Low values display in blue with a Down Arrow icon when signed.

Unchart an Entry

➤ From Interactive View and I&O view within the patient's chart:

STEP 1: Click the appropriate cell.

STEP 2: Click **Unchart**.

STEP 3: Document the appropriate reason for uncharting.

STEP 4: Click **Sign**.

Create a Dynamic Group

➤ From Interactive View and I&O view within the patient's chart:

STEP 1: From the appropriate portion of the iView flowsheet, click the **Dynamic Group** icon.

STEP 2: Document as appropriate to create the dynamic group label.

STEP 3: Click **OK**.

STEP 4: Document as appropriate.

Discontinue a Dynamic Group

➤ **From Interactive View and I&O view within the patient's chart:**

STEP 1: Right-click the appropriate Dynamic Group field.

STEP 2: Within the menu, click the **Discontinued** response.

STEP 3: Document the appropriate removal reason or additional assessment data.

STEP 4: Click the **Sign** icon.

Manage Annotations

➤ **From Interactive View and I&O within the patient's chart:**

STEP 1: Right-click the cell for the desired documentation to annotate.

STEP 2: Click **Actions**.

STEP 3: Click **Add Annotation**.

STEP 4: Document as appropriate.

Modify Documentation

➤ **From Interactive View and I&O within the patient's chart:**

STEP 1: Right-click the cell for the signed documentation to modify.

STEP 2: Click **Modify**.

STEP 3: Modify the documentation.

STEP 4: Click the **Sign** icon.