

System Basics

The Cris user interface has been designed to be as simple and intuitive as possible, and it is therefore possible to navigate through the system using the mouse, keyboard, or a combination of the two according to your own personal preferences. Consequently, although you should find it easy enough to navigate around the system without the need for any explicit guidance, the following keys and mouse actions are applicable throughout the application.

NAVIGATION - KEYBOARD		
Move forward a field (box)	[Enter]	Use [Enter] to move forward a field when entering information.
Move back a field (box)	[Up Arrow] or [Shift] + [Tab]	Use either of these keys to move back a field to enter or amend information.
Prompt List (Help) in a coded field	[F4]	View a prompt/help list of all possible local codes. Hover help, and Intuitive help is also available on each field, and throughout the system.
Display ALL codes via prompt list	[F4] then [F3]	Display SHA-wide/all codes in a prompt/help list
Quit a prompt list (Help)	[Esc]	Quit any [F4] prompt list.
Move to Save Button	[F2]	Move the cursor to the appropriate save function button (i.e., Attend , Appointment , Save etc.).
Verify a Report via Batch Verify	[F1]	Shortcut key to verify a report, via Batch Verify .
Clear Patient/Screen	 [F5]	Clears patient details from the screen in any position.
Reload Previous Patient Record	 [F9]	Reloads the previous patient's record.
View (All) Reports	[F12]	Loads the Cris Report Viewer .
Move between screen tabs	[Alt] then [Right or Left Arrow]	Move between screen tabs (i.e., Patient Details , Events etc.).
Logout	 [Alt] then [L]	Logs off between breaks, or to allow other users to access the system.
Exit	[Alt] then [F4]	Quits the Cris application completely.

NAVIGATION - MOUSE		
Left Mouse Button	Single click	Highlight / Select a patient record, event, item, field, icon or function.
Left Mouse Button	Double click	Load a patient record, event, or item.
Left Mouse Button	Click and hold	Drag and drop an exam into the diary.
Right Mouse Button	Single click	Displays any relevant context specific functions menu. You should then left-click to select the required option.

Please note: The key highlighted above are key function used most frequently within the CRIS system.

ADDITIONAL FUNCTIONS	
Attending a Request, Appointment or Waiting event.	If the patients' request card has been placed on hold/pending prior to their arrival, or to attend a patient for a pre-existing appointment. Load the required patient, select their existing Request, Appointments or Waiting List event via the Events screen, and choose Change followed by Attend to proceed to complete the transaction and Print Labels .
Changing Patient Details	Load patient record and navigate to the Patient Details tab, make any required amendments and click on the Save Patient button, followed by [F5] to clear the screen. Please note: In most cases you should only amend Patient Demographics via the PAS, not on Cris and will often be prohibited from undertaking this action based on security settings.
Recording Patient Consent	It is now possible to record Patient Consent to mobile and e-mail communication via the Patient details screen. The default value is an X - to indicate not recorded or does not consent. Consequently, having entered a mobile or e-mail address you should amend the <input type="checkbox"/> to a <input checked="" type="checkbox"/> by clicking the field followed by Save Patient .
Adding a Patient Alarm	Load the relevant patient record and navigate to the Patient Details tab. Click the Add function button adjacent to the Alarms box and select an appropriate alarm Code , enter any additional text as required, and click OK followed by Save Patient .
Recording Date of Death	Load the relevant patient record and navigate to Patient Details tab. Enter the relevant date in Date of Death field and click on the Save Patient button, followed by [F5] to clear the screen.
View Demographic History	It is also possible to view all changes to a patient's demographic details, by navigating to the Patient Details tab, and clicking on the History function button. Please note: Whenever a patients Surname is changed, their previous name is displayed adjacent to the Surname field in Patient Details for future reference.
Change the date and time of an existing attendance	Load the relevant patient record and navigate to the Events tab. Change the date and time of the event and click on the Attend function button to print changed labels if required.

Backlog attendances (Retrospective data entry)	Choose Back Log Mode from the Tools menu, enter the required date and press [Enter] to set backlog mode to enable retrospective data entry. Enter all outstanding attendances as normal and click on the Cancel Back Log Mode function button.
Change, add or delete an examination	Load the relevant patient record, highlight the required attendance via the Events screen and press [Enter] to or click on the Change function button. Change, or delete any existing examinations codes, or press [Enter] to insert a new examination before clicking on the Attend function button to print a set of changed labels.
Rescan / enter a request card retrospectively.	To rescan a request card or enter a request card against an attendance retrospectively - Click the Documents function button via the Events screen and click either Scan New Document or Replace Document followed by Save .
Print labels Print Report/Letter	Load the relevant patient record and navigate to the Events tab. Select the required attendance/event, right-click and choose an appropriate option from the function menu.
View Reports	To view reports held against the patient record, press [F12] or click the icon to display the Report Viewer . It is also possible to view other patients' reports by entering their Cris Number and pressing [Enter] . The Report Viewer can be closed by pressing [F12] , clicking the X on the window.

CRIS ICONS (Displayed against attendances/events)		
Scanned Image		Indicates that an image or document has been held against the event.
Justified		Indicates an examination which has been officially marked as Justified according to IRMER. This icon is available with or without the Vetting Module but can only be undertaken by a relevant clinician.
Completed		Indicates that the examination either does not require Vetting according to IRMER or has been accepted according to IRMER. When seen in conjunction with the green highlight this indicates that examination has been both accepted and marked as justified by an appropriate clinician. This icon is available with or without the Vetting Module but can only be undertaken by a relevant clinician.
Rejected		This icon indicates that the request has been Rejected . This icon is available with or without the Vetting Module but can only be undertaken by a relevant clinician.
Referred		This icon indicates that the request has been Referred via the Vetting Module.
On Hold		This icon indicates that the request has been placed On Hold via the Vetting Module.
Injected		The injected icon appears once a Nuclear Medicine injection (i.e. Isotope) has been allocated using the Nuclear Medicine Module and disappears once the event is Post Processed.

Post Processed		This icon indicates that a radiographer/sonographer has clicked Action via the Unprocessed worklist. This means they are designating themselves as the Operator who will perform and process the examination - it can therefore be inferred that the examination is either taking place or has recently taken place.
		Indicates the attendance has been processed and the image has been verified for release to PACS for reporting/ viewing purposes.
Provisional Report		Indicates that a report has been produced, but not yet authorised.
Verified Report		Indicates that an authorised report exists for the attendance.
Addendum		Indicates that a report has been produced and authorised but has been subsequently changed and is now awaiting re-authorisation.
Suspended		Indicates that the report has been temporarily placed on hold by the radiologist.
Unchecked		Indicates that the report has been passed for checking by a 2 nd consultant.
Locked		Indicates a report which is currently locked for viewing, reporting or editing.
Dictated Reports		If using Cris digital dictation this icon indicates that the radiologist has dictated a report, which is now waiting to be typed by the secretary.
		This icon indicates that the radiologist has dictated a report via an external source which is now waiting to be typed by the secretary.
		Indicates a partial dictation saved by the reporting clinician, which still needs completing.
		Indicates an addendum dictation added after a formal report has been issued.
		This icon only appears once the report has been typed and verified and indicates that the System Administrator has deleted the original voice file.

Document Control

Title	CRIS System Basics		
Owner	Magentus Training Manager	Date Created	01/09/2009
File Reference	CRIS_CRIB_CM_263_System Basics_V3.0		
Product Version	2.09.10		
Change History			
Issue	Date	Author	Details of Change
D1.0	01/09/2009	David Costin	First Issue
V1.0	10/03/2011	David Costin	Amendments to reflect changes made in 02.0910
D2.0	22/08/2013	Emma Savage-Mady	Consolidation of CRIS System Basics and Clinician System Basics CRIB sheet in line with 2.09.10 update. CRIS System Modes now exists on a separate CRIB sheet - CRIS_CRIB_CM_302_CRIS System Modes_v1.0.doc. This CRIB sheet has also been updated to include all relevant CRIS icons including Locking, Vetting and Justified.
D2.1	31/01/2014	Emma Savage-Mady	Version D2.1 issue for 2.09.10
V2.0	01/06/2014	Emma Savage-Mady	Version V2.0 for release 2.09.10 including name change to Healthcare Software Solutions
D3.0	12/10/2023	Christine Anthony	Rebranded to Magentus.
Reviewed by		Date	
Authorised by		Date	
Review Date			