

CRIS Reporting Quick Guide

Standard Commands	
Go to sleep	Microphone state is changed from 'Recording' to 'Stand-by'
Wake up	Microphone state is changed from 'Stand-by' to 'Recording'
Open command browser	Opens Command Browser to create and save report templates
Open vocabulary editor	Opens Vocabulary Editor, your personal dictionary. Add/edit words
Spell that	Opens the Spelling window
Train that	Opens the Train Words window
Text Formatting	
Go to bottom/top	Place cursor at end/beginning of the document
Go to end of line	Move cursor to end of the line
New line	Moves the cursor down one line
New paragraph	Moves the cursor down two lines
Next exam	Moves the cursor to the next exam within this event
Previous exam	Moves the cursor to the previous exam within this event
Delete that	Deletes selected text
Select <word>	Select the specified word
Select again	Select the previous instance of the specified word
Event Information	
Display actions	Opens the 'Actions' field, moves focus to allow viewing
Display archive	Opens the 'Archive' field, moves focus to allow viewing
Display clinical information	Opens the 'Clinical Information' field, moves focus to allow viewing
Display comments	Opens the 'Comments' field, moves focus to allow viewing
Display reason	Opens the 'Reason' field, moves focus to allow viewing
Display request details	Opens the 'Request Details' field, moves focus to allow viewing
Display safety questions	Opens the 'Safety Questions' field, moves focus to allow viewing
Report Commands	
Finish report	Saves the current report as unverified
Verify report	Saves and verifies the report
Discard report	Clears the patient without saving (deletes the draft report text)
Skip report	Skip to next report in the worklist
Next off	Turns off automatic loading of the next event in the worklist
Next on	Turns on automatic loading of the next event in the worklist

Dashboard:



Dial border colour relates to thresholds set for that section. Yellow means at least one event has reached a minor threshold; red, a major threshold.

27 The number of outstanding reports is displayed in the top section.



The clock section relates to user-defined time thresholds.



The flag section relates to reporting urgency (Standard or Urgent).

Worklist:



Event has multiple exams



Unverified Addendum



Minor/major threshold breach



Your draft (auto-saved text)



Claimed by another user



Has draft by another user



Event for urgent reporting

Report:



Help and information



Microphone on



Quick link to your worklists



Microphone asleep



An addendum is present



Open the Report Viewer

Tips:

- Reload last report : CTRL B
- Zoom in/out: CTRL + / CTRL –
- Click  to open your settings.
- Click  to search with patient details.
- Log out: CTRL Q
- Zoom to 100%: CTRL 0
- Open coded phrases: ALT M
- Convert code to phrase: ALT C

Note:

- If one of your reports is reviewed during a QA process, you will receive a notification. See the icon at the top of the screen. 
- The Audit tab of the reporting screen shows all actions performed on the report.

Document Control

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