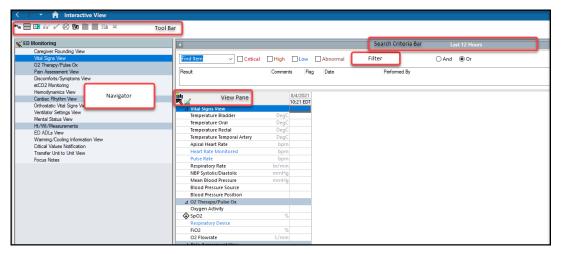


Introduction to IView

IView is a tab in FirstNet that allows you to chart and organize patient data.

There are 5 main sections: Tool Bar, Navigator, View Pane, Search Criteria Bar, and Filter.



Tool Bar Buttons

Sign charting





2. Navigator

The Navigator is made up of several bands and sections. Click the Band to open to the defaulted view.

Click the Sections to open a specific section of the band.

Medium blue are sections that are displaying on the flowsheet.

Light blue are sections that are not displaying on the flowsheet.

Dark blue indicates the section displaying at the top of the flowsheet.

3. View Pane Tool Bar

Not used; changes I&O totals | \bigsilon \quad \text{I} |



Customizes the flowsheet **11**



Bands

Sections

Inserts columns for back charting

Intake and Output

Continuous Infusions Medications Oral Intake

Gastric Intake

Imigant Intake Drain(s) Intake

Chest Tube(s) Output Drain(s) Output

Surgical Drain(s) Output Peritoneal Dialysis Catheter(s) Output

Blood Deficits

Output Urine Output Gastric Output Stool Output

Peritoneal Dialysis Catheter(s) Intake Other Intake Sources

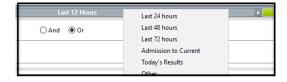
4. Search Criteria Bar

The Search Criteria Bar determines the time frame for the data displayed. Change the bar to view different data by one of the following:

a. Click the arrow at either end of the bar.



b. Right-click within the bar and select an option.

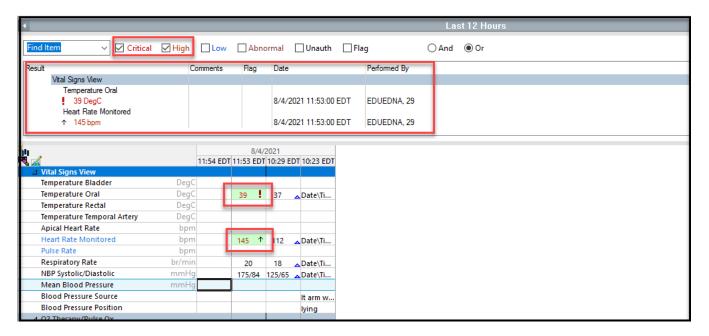






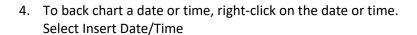
5. Filter

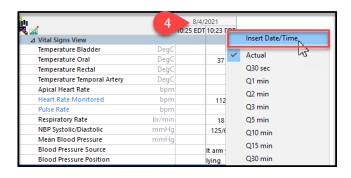
Selecting a filter highlights the data for the corresponding filter(s) that have been selected.

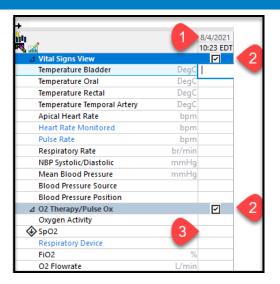


Charting in IView

- 1. Double-click the time cell to activate charting in all the sections of the band.
- 2. Double-click the section header to activate just one section.
- 3. To chart in one cell only: Double click the cell to activate or rightclick and select 'Add Result'.









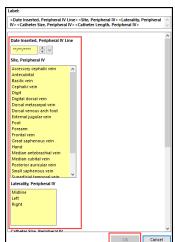
Dynamic Groups - (Nurses Only)

What are Dynamic Groups?

- Charting dynamic groups gives us the ability to create a label to a particular circumstance (e.g., procedure, problem, or existence of a line or tube).
- By creating the label others are able to chart assessments or other activities.
- Dynamic groups are discontinued when charting is no longer needed (e.g., a wound has resolved or a line/tube has been removed).

To create a Dynamic Group:

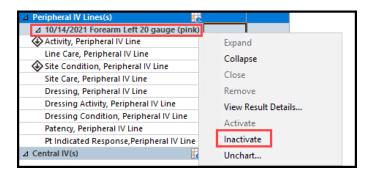
- 1. From IView select the desired band.
- 2. Create a label, click the 'Add a Dynamic Group' icon
- 3. The Dynamic Group label box opens.
- 4. To define the label, select the appropriate options.
- 5. Verify the label is correct.
- 6. Click 'OK" to close the window. Then sign the documentation.



*NOTE: Once the label is created and signed it cannot be modified.

To inactivate a Dynamic Group:

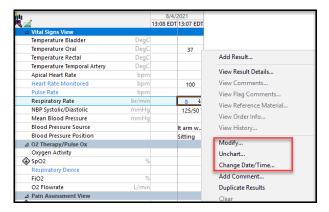
- 1. Right click the label to be inactivated.
- 2. Click 'Inactivate'.
- Inactivating a group will dither the entire section which will not allow additional charting to occur. If the dynamic group needs to be reactivated after inactivating, right click on the label, and select 'Activate.'.



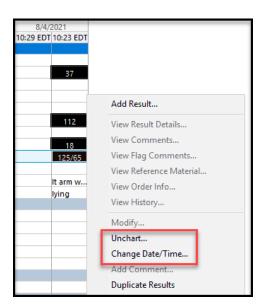


Correcting Charting Errors in IView

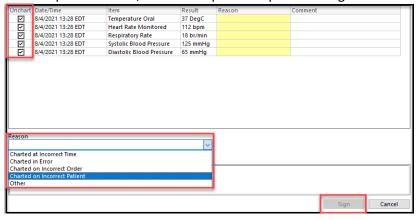
- 1. Right-click on the data to be corrected.
- 2. Select the option you need.



- 3. To correct an entire entry:
 - Hold the Ctrl (control) key and select only the cells that need to change or left-click and highlight the cells that need to be changed.
 - Right click and select the option you need. (Modify is not an option for multiple entries, only one cell can be modified at time).



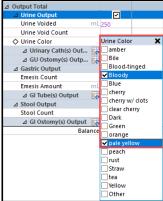
- o A window will open specific to the function you select.
 - Change the Date/Time.
 - Selecting unchart will require a reason, use the drop-down option and sign to make the change.





Keyboarding Basics

- 1. **Double-click** on the time column to start charting in IView.
- 2. **Spacebar** to select the first option or use Arrows to scroll to the desired selection or use letters/type to move down through a selection list.
- 3. **Enter** to move to the next section.
- 4. Make multiple selections with the **Spacebar** when boxes are present.



5. Shift then Tab to go back to the last cell.

