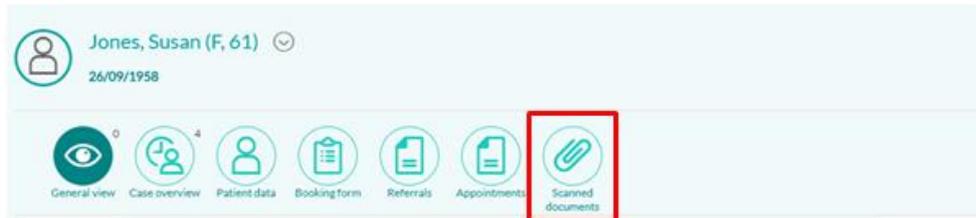


SCA – Enhancements to scanned documents function

Following our recent development enabling consultants to view scanned documents in SCA we have received on-going feedback as expected and have made enhancements to produce the following functionality.

Scanned documents will now be accessible in SCA through a new icon named “**Scanned documents**” which can be found once you have accessed the patient data.



When uploading documents admin users will have to select the document type they are uploading which will transfer through to SCA. The document types are:

- **SCA Referral Letter recvd**
- **SCA Pre Appt Info**
- **Pathology Results**
- **Imaging Results**
- **Clinical Photo**

Admin users will also have the ability to free text in a further description that will assist you in selecting the appropriate document from the list.

All scanned documents to SCA will display in table format so that you can view documents in an orderly way and do not have to scroll to find the required document.

The list is defaulted to descending order so that the document last uploaded will always appear first

Document Type	Date	Time	Description	Created	View Document
Imaging Results	03.06.2020	09:30:30	CT Chest results 01/06/2020	Emma Wray	>
Spire GP Health Questionnaire	01.06.2020	13:10:07	Received 27/05	Emma Wray	>
Spire GP Health Questionnaire	29.05.2020	13:16:54	Received 28/05/2020	Emma Wray	>
Pathology Results	27.05.2020	13:13:19	Profile 3 results 26/05/2020	Emma Wray	>

We have provided headings to the table view which are as follows:

Document type – Document type

Date – Date the document was uploaded

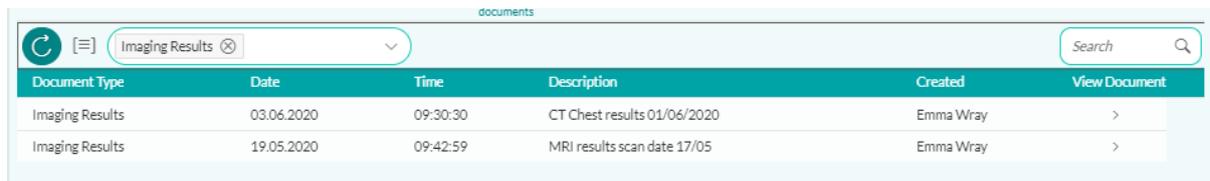
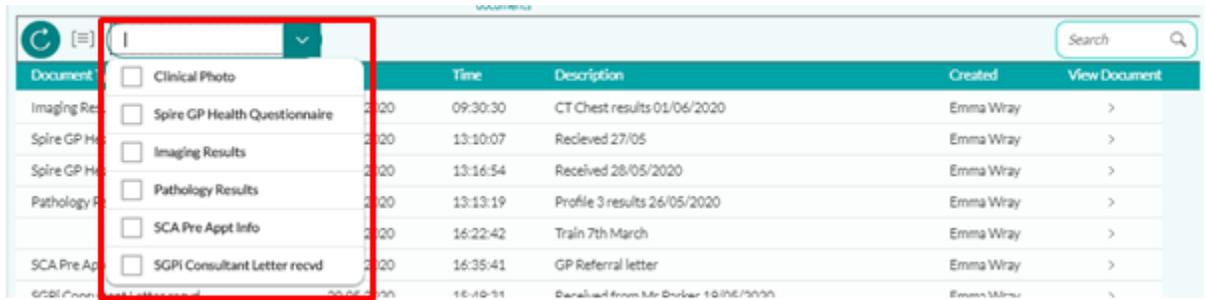
Time: Time the document was uploaded

Description – Further information provided by admin user at time of document upload

Created – Name of admin user who uploaded the document

View Document – Click to view

If you want to view all documents of a specific type or filter the list you can do so using the drop down menu provided



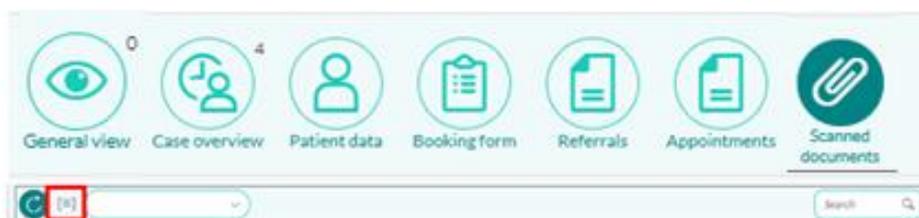
Once the document type has been selected you will only be able to view these document types until you remove the filter by selecting the cross in the drop down menu



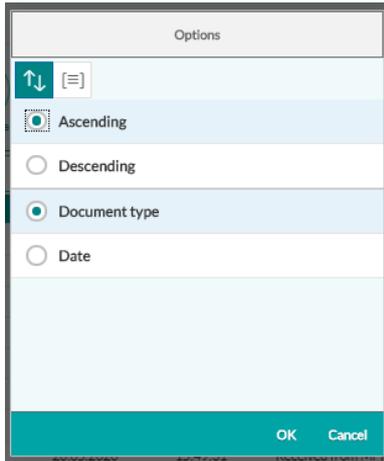
You can also filter to a specific document type by typing the document type name in the search bar



The function to sort and group the document types has also been provided which you can access by selecting the “Sort” icon

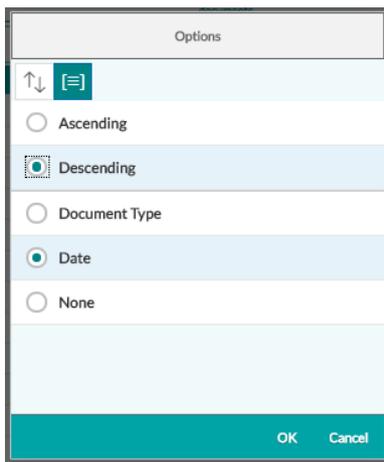


You can sort the documents by Document type or date and these can be set in either ascending or descending order



Document Type	Date	Time	Description	Created	View Document
	20.05.2020	16:22:42	Train 7th March	Emma Wray	>
Clinical Photo	18.05.2020	00:00:00	Clinical Photo		>
Imaging Results	03.06.2020	09:30:30	CT Chest results 01/06/2020	Emma Wray	>
Imaging Results	19.05.2020	09:42:59	MRI results scan date 17/05	Emma Wray	>
Pathology Results	27.05.2020	13:13:19	Profile 3 results 26/05/2020	Emma Wray	>
Pathology Results	19.05.2020	09:38:41	Profile 1 results 18/05	Emma Wray	>

You can also group by document type or date these can be set in either ascending or descending order



Document Type	Date	Time	Description	Created	View Document
03/06/2020					
Imaging Results	03.06.2020	09:30:30	CT Chest results 01/06/2020	Emma Wray	>
01/06/2020					
Spire GP Health Questionnaire	01.06.2020	13:10:07	Received 27/05	Emma Wray	>
29/05/2020					
Spire GP Health Questionnaire	29.05.2020	13:16:54	Received 28/05/2020	Emma Wray	>
27/05/2020					
Pathology Results	27.05.2020	13:13:19	Profile 3 results 26/05/2020	Emma Wray	>

We have enhanced the document viewer by making it a full page view

SAP – Frequently Used Buttons – Quick Reference

Note: Keyboard shortcuts for the same buttons may be different depending on the SAP screen you are using.

Standard Toolbar Buttons

Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description
	Enter key	Enter/Continue		Ctrl P	Print		Page Down	Next page
	Ctrl S	Save to database		Ctrl F	Find		Ctrl Page Down	Last page
	F3	Back		Ctrl G	Continue Search		F1	Help
	Shift F3	Exit system task		Ctrl Page Up	First page		None	Create new session
	F12	Cancel		Page Up	Previous page		Alt 12	Customize local layout

Application Toolbar and Screen Buttons

Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description
	F8	Execute		Shift F2	Delete		Shift F5	Get variant
	F5	Overview		None	Update/Refresh		Shift F6	Selection screen help

Navigation Buttons

Historical documents

Historical documents that have been uploaded prior to the new functionality without a prefixed document type will still present within the list, however the document type will be blank but the description will indicate what the document is.

Document Type	Date	Time	Description	Created	View Document
	03.06.2020	12:52:48	CT chest results 31052020	Emma Wray	>