

AUSCARE User Guide



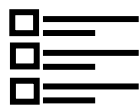
Creating Favourite Lists in AUSCARE

Learn how to create and modify personal and shared favourite lists.

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Favourite Lists



Favourite lists can help modify and improve your workflow by giving you quick access to patient results.

Your favourite lists are accessible from the *User Settings* menu. There are two types:

- 1. Personal Favourites** - A customised list of patients that you create to help optimise your individual workflow.
- 2. Shared Favourites** - A list of patients which you or another user has created to streamline the workflow for a number of users who require the results of the same group of patients.

The System Administration function is privilege-based. This means that any user that is part of a Shared Favourite list can modify or delete that Shared Favourite list.

Both Personal and Shared Favourite lists can be viewed from the *My Tasks* menu, so long as they have had patients added to them.

Creating Personal Favourites



Personal Favourite lists are a list of patients that only the user can access.

Navigate to *User Settings* and select *Favourites* from the left side menu. Then select *Create/Modify*.

Select the *Create New Personal Favourite* radio button. Once selected, the heading should turn orange - this highlights the active field where you'll be working. Next, click the *New* button to start creating your list.

The screenshot shows the AUSCARE interface. At the top, there are tabs: My Tasks, Enquiry, Statistics, Historical Data, and User Settings (1). On the left, a sidebar menu lists various options, with 'Favourites' (2) and 'Create/Modify' (3) highlighted. The main content area shows the 'Create New Personal Favourite' radio button selected (4). A 'New' button is highlighted (5). Below this, it says 'No Personal Favourite Lists'. At the bottom, there is a section for 'Create New Shared Favourite' with a table header: *HCF, *Clinical Unit, *Description, *Purpose, Include, Entries.

In the name field, type the name of your Personal Favourite. Be mindful that only up to 15 characters can be entered in the name field.

The screenshot shows the AUSCARE User Settings interface. On the left is a sidebar with navigation links. The main area has a header with 'My Tasks', 'Enquiry', 'Statistics', 'Historical Data', and 'User Settings'. Below this is a form titled 'Create New Personal Favourite'. It has a 'Name' field containing 'Ortho Clinic' in red text. Above the form are 'New', 'Save', and 'Cancel' buttons. The 'Save' button is highlighted in red. Below the form is a table with columns 'Default' and 'Entries'.

Once you've entered the name, press Enter or click anywhere outside the cell. You'll notice the text appears in red. This indicates the entry is not yet saved.

To finalise, click the Save button at the top of the screen. The text will now turn black, confirming it has been saved.

This screenshot is similar to the previous one, but the text 'Ortho Clinic' in the 'Name' field is now black, indicating it has been saved. The 'Save' button is no longer highlighted.

You can create up to 6 Personal Favourites lists, each containing a maximum of 200 patient UR numbers.

Modifying and Deleting Personal Favourites

To modify the name of a Personal Favourite list, ensure you have selected the *Create/Modify* sub menu option under Favourites. Select the list and this will allow you to modify the name. You will need to reselect the Save button to save the modified name.

A favourite list can only be deleted if it is empty (no patient entries). To delete, select the box next to the favourite list, and click *delete*.

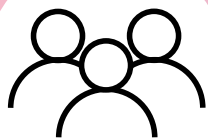
When AUSLAB is unavailable, you won't be able to add, modify, or remove patients from favourite lists.

This screenshot shows the AUSCARE User Settings interface with the 'Delete' button highlighted in red. The 'Ortho Clinic' list is selected, and the 'Entries' column shows 0, indicating it is empty. A red box highlights the 'Delete' button and the 'Entries' column. A red arrow points from the text 'There must be no patient entries in a list in order to delete it.' to the 'Entries' column.

There must be no patient entries in a list in order to delete it.

These same processes can be used to modify or delete Shared Favourite lists.

Creating Shared Favourites



Shared favourites can be accessed by multiple users and can help facilitate collaboration.

Similar to Personal Favourite lists, you can create up to 6 Shared Favourites lists, each containing a maximum of 200 patient UR numbers. If there are no patient entries in a list, you can delete it. However, when AUSLAB is unavailable, you won't be able to add, modify, or remove patients from the Shared Favourites.

Start by ensuring the *Create New Shared Favourites* radio button is selected. Check for the orange heading. Click the *New* button to begin setting up your Shared Favourite list.

You can use the Look Up button for assistance.

Create New Shared Favourite			
* HCF	* Clinical Unit	* Description	* Purpose
<input type="checkbox"/> AU	AUD~AU	<input type="button" value="Look Up"/> Audiology	Testing purpose only

In the Healthcare Facility field, enter a Healthcare Facility code.

Next, enter a Clinical Unit.

Provide a description. This field has a character limit of 15.

Enter a purpose. A pop-up box will appear, allowing you to enter up to 60 characters.

All fields marked by a red asterisks(*) are mandatory.

Before saving, tick the *Include* box on the far right, so that the favourite list can be used.

If this box is not ticked, you will be unable to add patients to the favourite list.

Include	Entries
<input checked="" type="checkbox"/>	

Click *Save* to save the new favourite list. Once saved, the text will turn to black and the list will be available to add or move patients to.

The name of your Shared Favourite list will be generated from a combination of the HCF, Clinical Unit, and Description.

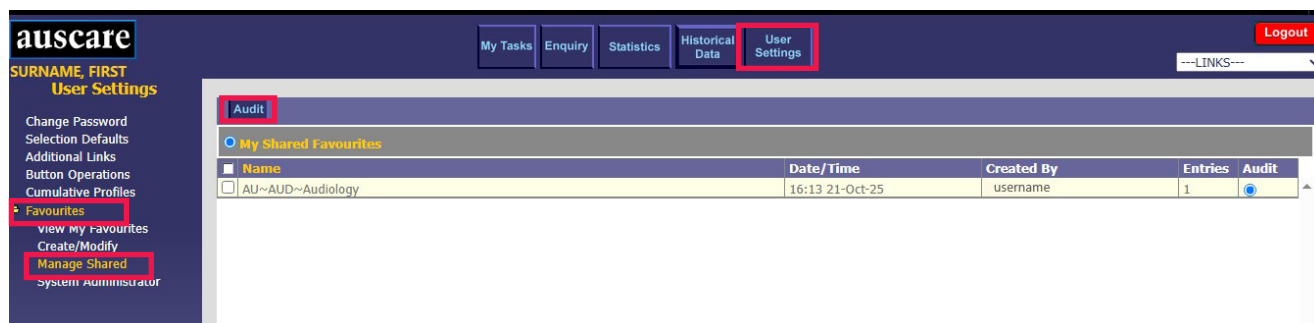
NOTE

The name needs to be unique in order for the list to save. Therefore, it is best to have a description a few words in length.

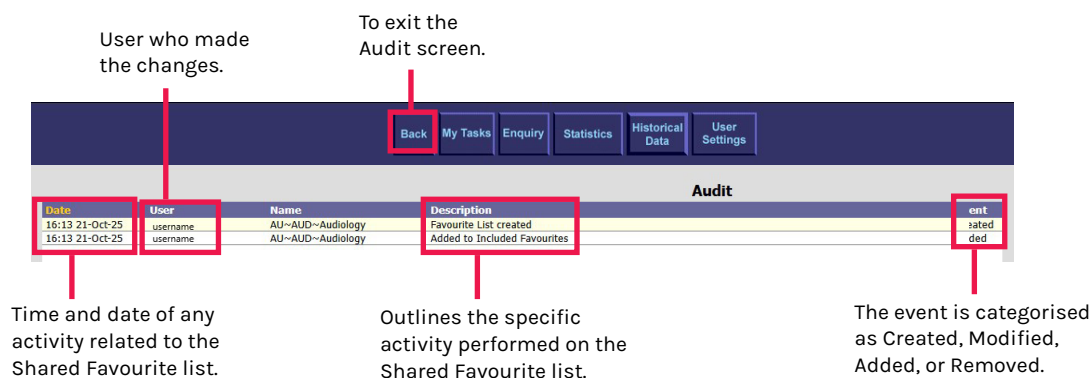
Any users included in a Shared Favourite list can add and remove patients from the list. To view changes that have been made to a Shared Favourite list you can use the audit function.

Go to *User Settings*, select *Favourites* and click *Manage Shared*.

Select your Shared Favourite list. Then select the *Audit* button above.



The audit screen includes:



NOTE

The purpose of the list can be viewed by hovering the mouse over any column entry within the table.

Using Favourite Lists



Add or remove patients from your favourite lists to improve your workflow.

Adding Patients to a Favourite List

Once you have created a favourite list, you can add patients to it. To add patients to your favourite list, go to the *Enquiry* screen. Search for your patient using *Patient Demographics*.

Once you've selected the correct patient, select the *+Favourites* dropdown, and select the desired list.

Patient Demographics

UR/MRN:

Surname:

Given:

DOB:

Sex: ☐ Male ☐ Female ☒ Both

Awaiting Signoff

S Identity

☒ **MIL9999999** **TEST Mildura** **28-Mar-1985**

☐ **MIL0999999** **TEST Mildura 2** **23-Jan-2000**

+Favourites

+Favourites

Personal-Ortho Clinic

Shared-AU~AUD~Audiology

Viewing Favourite Lists

To view your favourite lists you can go to *User Settings*, then select *Favourites* from the left side menu. Then click *View my Favourites*. This view is read only access. It allows you to see all your existing Personal and Shared favourite lists, and view the number of entries within these lists.

You cannot open favourite lists to view the included patients from this menu. This can be done via *My Tasks*.

Your Personal Favourite lists are automatically included in your *My Tasks* menu. Your Shared Favourites must be added. To add a Shared Favourite list to *My Tasks* go to *User Settings*, then click *Favourites* on the left menu, then click *Manage Shared*.

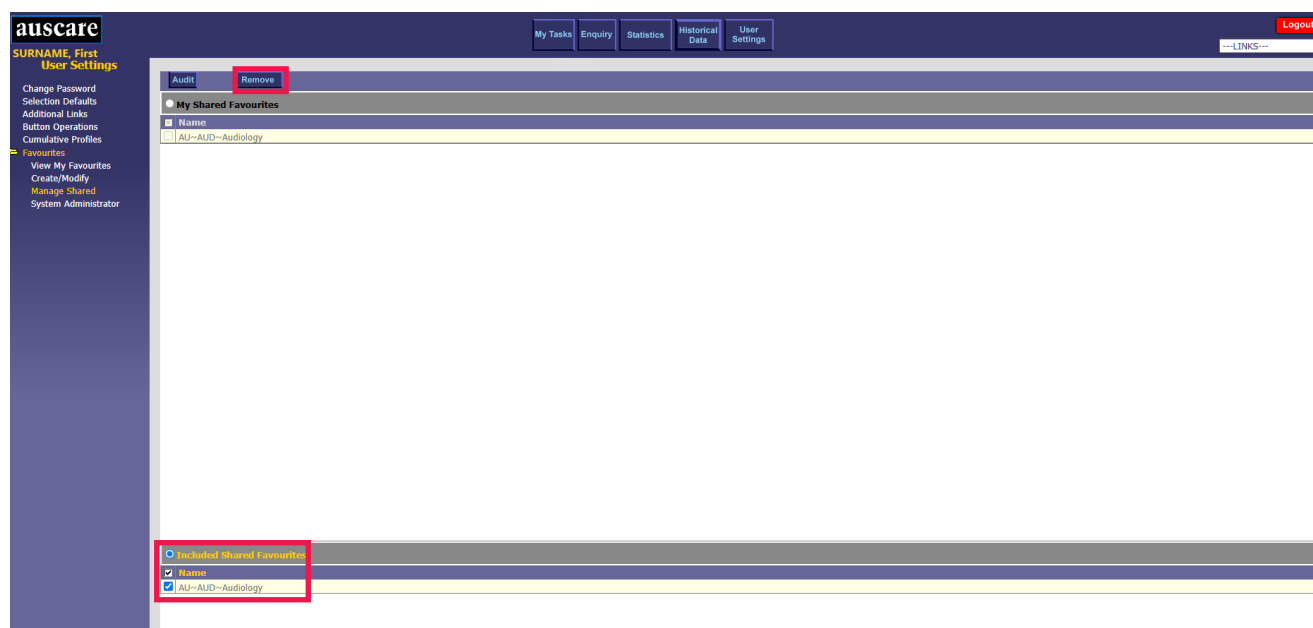
Select *My Shared Favourites*, and then select the favourite list you want to move to *My Tasks*. Once selected, an *Add* button will appear.

The screenshot shows the AUSCARE User Settings - Favourites page. The left sidebar contains the 'User Settings' menu with 'Favourites' selected. The main content area shows two tables: 'My Shared Favourites' and 'Included Shared Favourites'. The 'My Shared Favourites' table has one row with the name 'AU~AUD~Audiology', a date/time of '16:13 21-Oct-25', created by 'username', and 2 entries. The 'Included Shared Favourites' table is empty. The 'Add' button is highlighted in the 'My Shared Favourites' table.

Once you've clicked *Add*, the list will also appear under the *Included Shared Favourites*. So long as there are patient entries within the list, it will now be viewable in the *My Tasks* menu.

Included Shared Favourites					
Name	Date/Time	Created By	Default	Entries	Audit
AU~AUD~Audiology	16:13 21-Oct-25	username	<input type="radio"/>	2	<input type="button" value="Audit"/>

To remove a list from your Included Shared Favourites, select the favourite list you want to remove, then click Remove.



To view patients within your favourite lists go to My Tasks and click on Favourites. Click the radio button for either your Personal or your Shared list. Once selected, the lists within these options will become available to view.



If no patients have been allocated to a Personal or Included Shared Favourite list, then the list will not be displayed.

Austin Health Pathology acknowledges the Traditional Custodians of the land and pays its respects to Elders past, present and emerging.