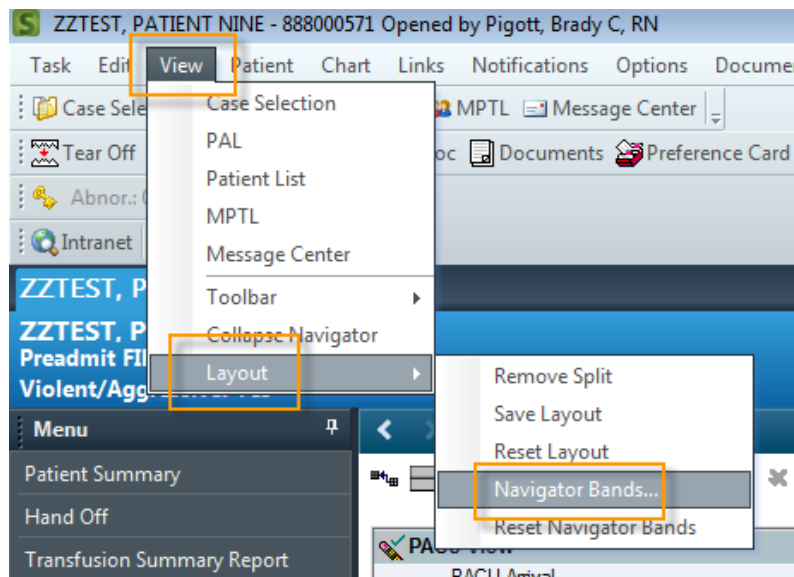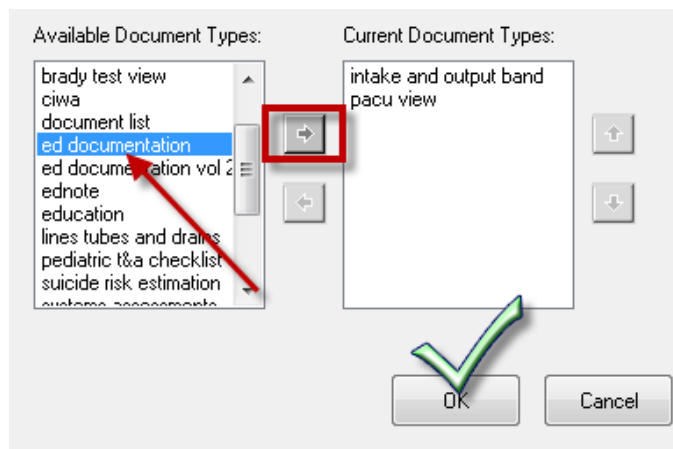# iView

## Section 1: Accessing iView Bands

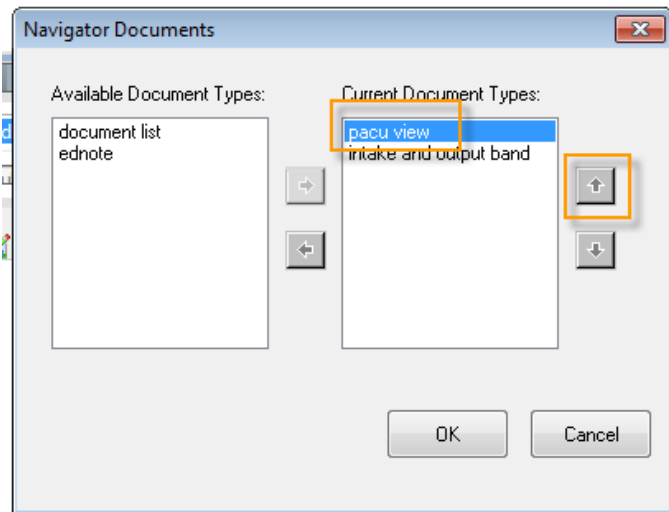## To access the iView bands if it does not open automatically.

1. Click on I&O/ iView tab

2. Click on View

3. Choose Layout

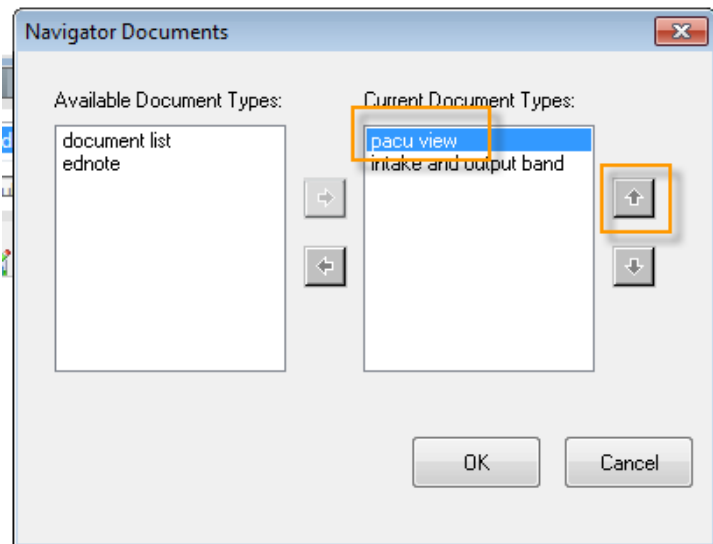4. Select Navigator Bands (this is user specific).



.

5. Select the appropriate band(s) and use the Arrow Button to move it over to the Current Document Types window.
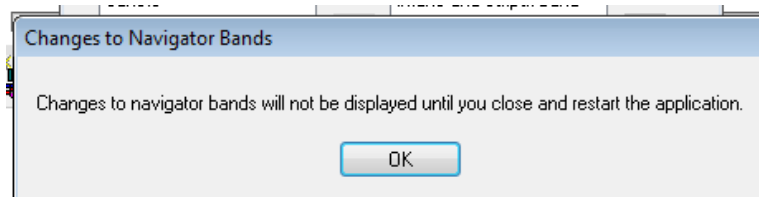
6. Highlight the appropriate band option and use the Up Arrow button to move it to the top of the list under Current Document Types.



7. Click OK.



8. This message will display. Close the chart and reopen the chart. Your selection will display for all patients.

## Section 1.2

## iView - Icons

| Button or Icon | Action |
|---|---|
| ⟳ 0 minutes ago | As Of button – Used to refresh the display of PowerChart tabs. |
| (icon) | Remove Split – Used to collapse the Result Viewer section of the screen, so more of the data is visible.  Also used to expand the Result Viewer section. |
| (icon) | Collapse Navigator– The Navigator window is displayed or hidden by using this toggle button. |
| (icon) | Show Empty Columns/Rows – The system will collapse the view to show only rows with documented results or expand the view to show all included rows by using this toggle button. |
| (icon) | Review Results – Bookmarks the new results within your view as no longer new. |
| ✔ | Sign – Used to sign results into the database. **THIS IS HOW YOU SIGN YOUR DOCUMENTATION!** |
| ⊗ | Cancel – Used to cancel any unsigned results in the view. |
| (icon) | Add Dynamic Group |

# Organization of iView

The iView tab is organized into 3 different sections.

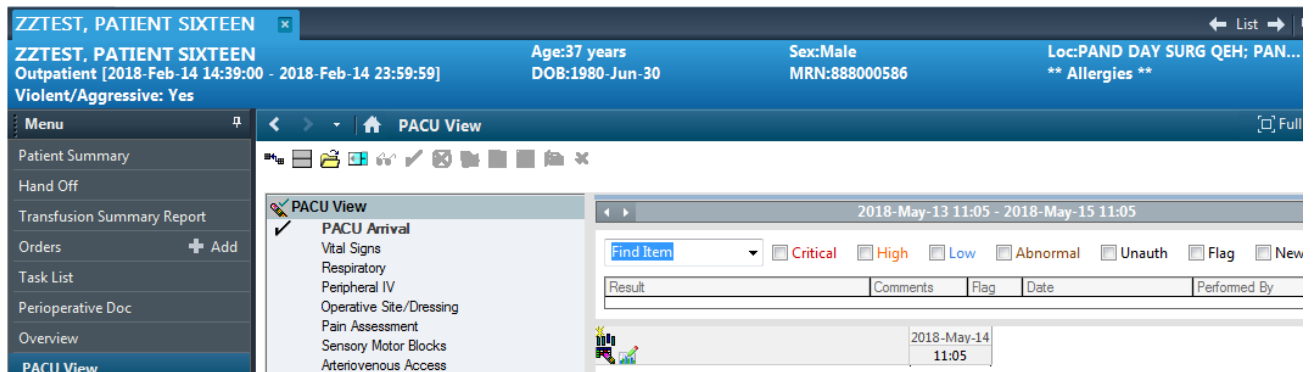These sections are

1. **Navigator** window
2. **View** window
3. **Filter and Seeker** window

## Navigator Window

The Navigator window is located along the left side of the tab.

The Navigator window is made up of several sections.



## View Window

The View window is

- located along the right side of the tab.
- used to add, modify, unchart and work with the results.

The actual window view is made up of several sections. These sections are:

- Time Scale
- Sections
- Sub-sections
- Calculation

**Time Scale** –when the assessment data was charted

**Sections** – are areas that contain system/assessment-specific data.  For example, respiratory system

**Sub-sections** – are sections found within the main sections. Breath sounds assessment is a sub-section of the Respiratory section.

**Calculation** – refers to a small icon that resembles a green calculator.  This symbol will appear beside the Event Set name where a calculation is completed automatically by the computer.  For example the Aldrete Score will automatically populated

## Inserting Dates and Times
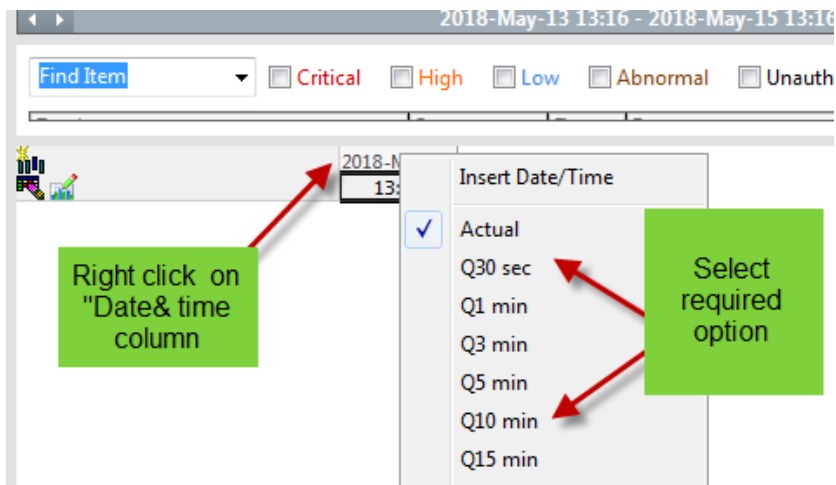
To insert a date or time:

Option one:

- Click on the Insert date and time icon in the top left corner of the window. This will add a column with current time.



Option two:

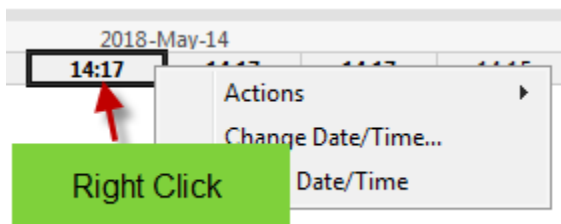This option will allow you to insert a time interval example q 15 min

- Right-click on any date or time in the View window.  Select the Insert Date/Time option.
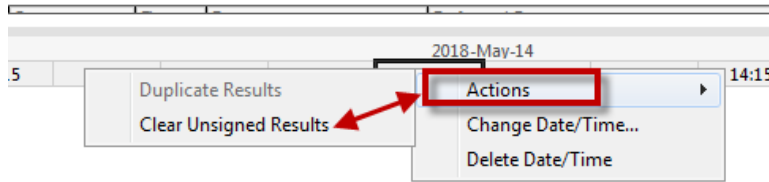


**Functionality of the columns:**

When you right click on the time you have options available

- Actions
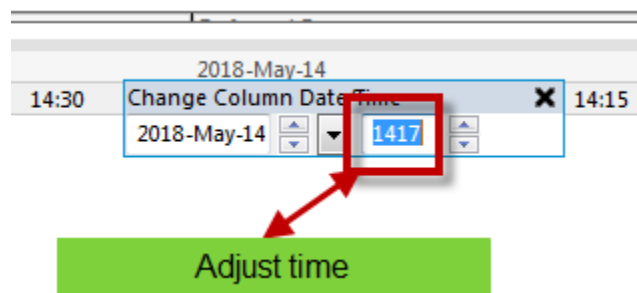- Change Date and time
- Delete Date and time

Actions allows you to
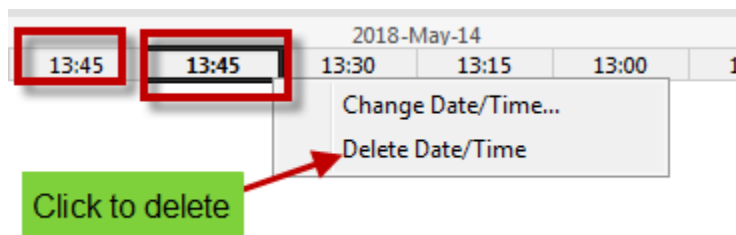- clear unsigned data in the column or



Change Date and Time
- Allows the date and time to be modified
- A date and time box is displayed in which you can change the date and time to reflect the actual time the assessment was completed.
.



Delete the date and time
- Allows to delete the date and time
- Select the Delete the date and time option. It will delete the column bolded
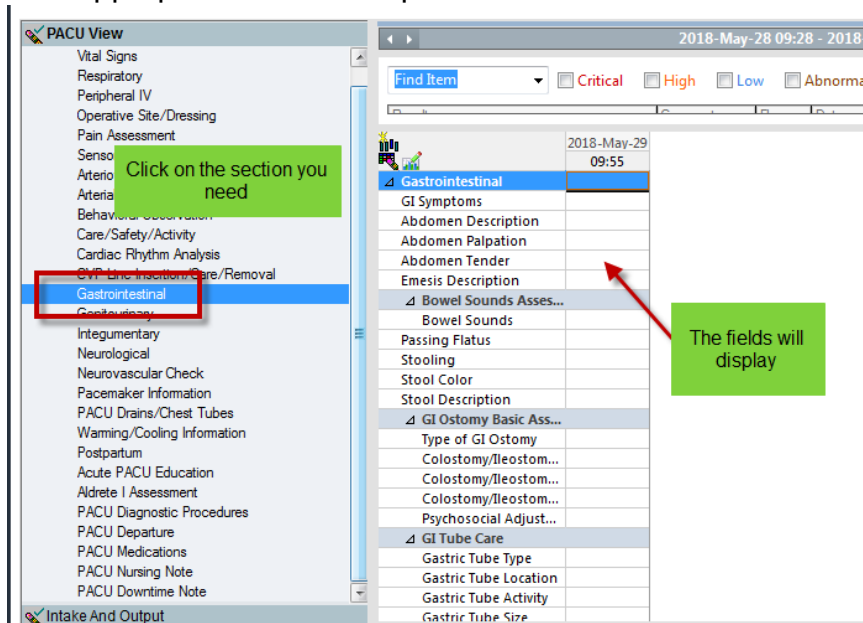
## Section 1.5
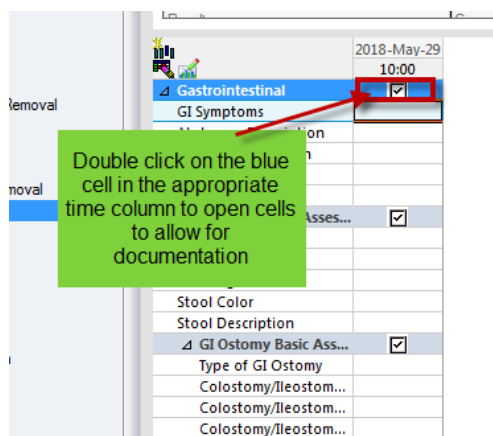## Activating Sections and Columns

To document a group of individual results, the nurse must activate a section or an entire column.

To activate a single section,

1. Click on the section from the Navigator window that you wish document on
2. The appropriate fields will open on the left hand side.



3. Double-click on the blue cell of the appropriate time column in which you would like to document. This allows you to document in any of the cells in that column.
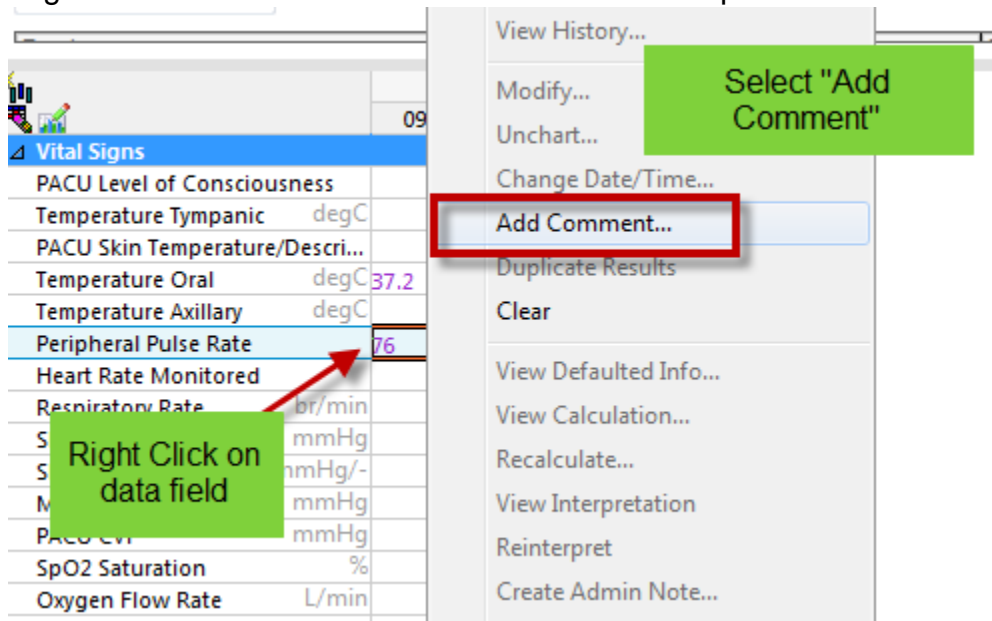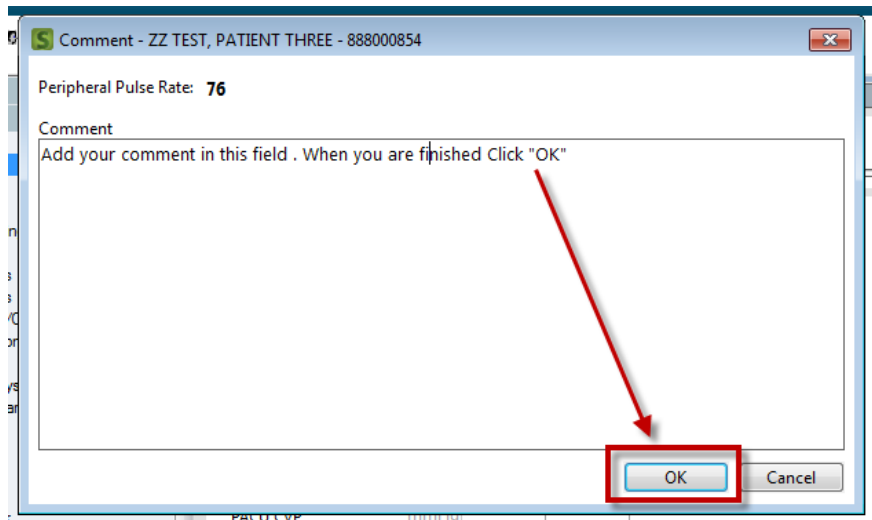
**Section 1.6**

**To add a comment:**

- If there is an option to select other in the drop down menu, you can add a comment here.
- You can also use the Nurse's Note.

OR

1. Click on the appropriate data box.
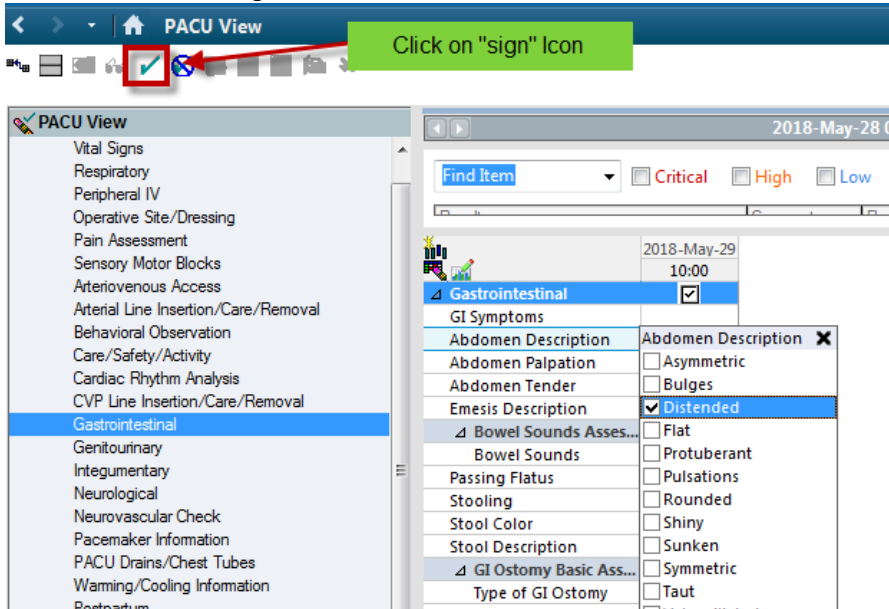2. Right click and choose Add comment from the drop down list



3. Comment window will open. Add comment and click OK.

## Section 1.7
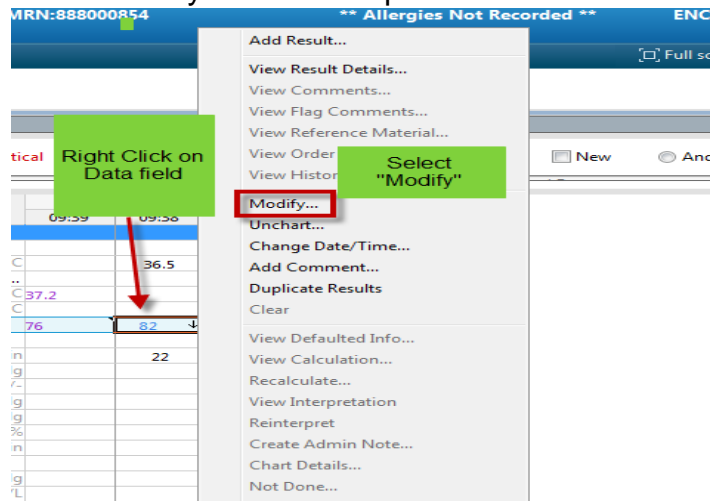## To sign your documentation:

1. Click on the green check mark.



## Section 1.8

## To modify a result:
- Right click in the appropriate data box.
- Select Modify from the drop down list.

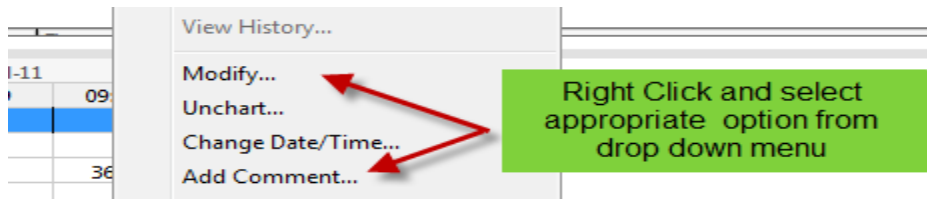- The entry is highlighted in blue and may be changed to correct value.



Data field will open with entry highlighted in blue and may be changed to correct value

- A blue triangle will appear to show the value has been corrected.



**Other options:**
- **Unchart**
- **Change date and time**



Right Click and select appropriate option from drop down menu

# Overview of Dynamic Groups

- Dynamic Groups allow the documentation and display of multiple instances of the same grouping of data elements.

-  For example, a patient may have multiple wounds that need to be assessed. All documentation for each wound is grouped by its specific dynamic group label.

**Some other examples of documentation where this functionality may be beneficial:**
- Lines, Tubes, and Drains
- IV Sites
- Skin Assessment
- Blood Transfusions

**Definitions**

### Dynamic Group Template
- is a group of items that are displayed in iView
- The items can be repeated for documentation of the same information and can be viewed, such as multiple wounds, drains, or lines.

### Dynamic Group Label
-  defined for each unique Dynamic Group Subsection, such as Left lower abdominal incision, right lower leg laceration, Left heel decubitus, and so on.

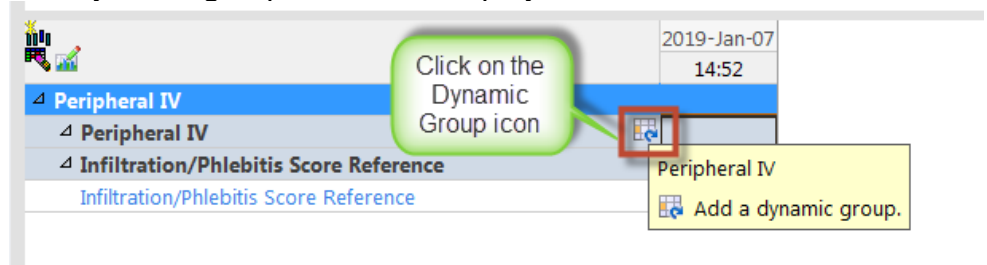 **Dynamic Group Subsection** is each instance of the dynamic group template with the unique label defined.

(1) **Section**
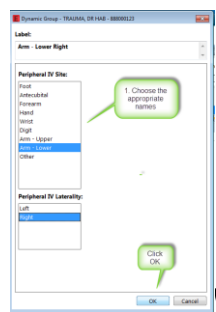(2) **Dynamic Group Label**
(3) **Dynamic Group Subsection**

# Adding and Defining a Dynamic Group

Complete the following steps to add and define the dynamic group :

1. Open the  appropriate  band
2. Open a component and click the

   **Add  Repeatable Group**  .
3. The Dynamic group window is displayed.



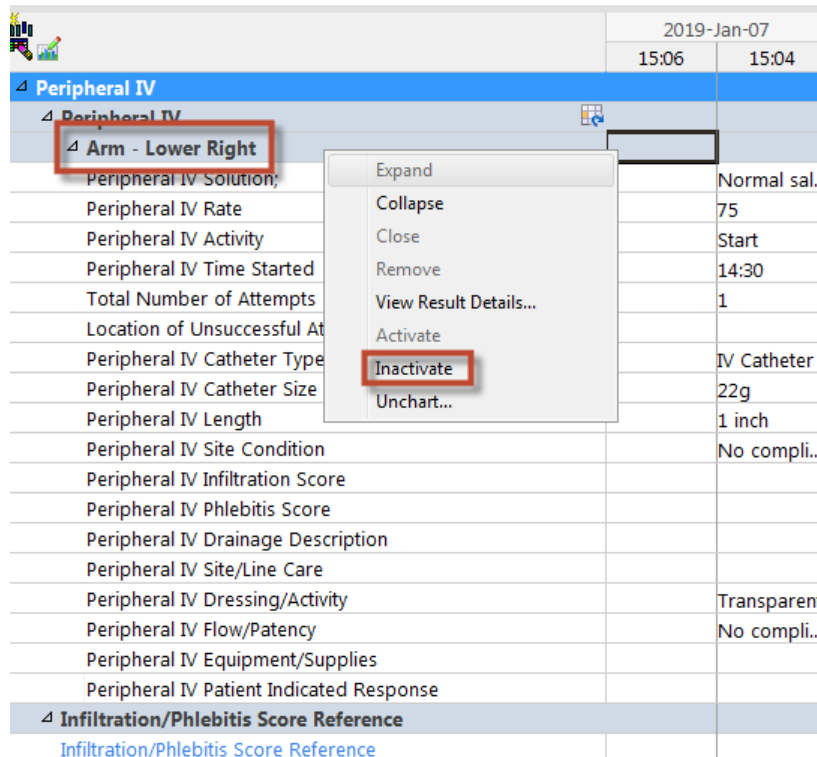4. Choose the appropriate names and click Ok

# Inactivating a Dynamic Group Section

You can inactivate a dynamic group subsection when it is no longer in use, such as when a drain or tube is removed.

\*\*\* **Prior to inactivating a dynamic group, remember to document the discontinuation or removal of tube /drain**.

To inactivate a dynamic group section,
- right-click the dynamic group subsection label and select **Inactivate**.



- The inactivated dynamic group remains in the view but is unavailable. If there are no results for the time frame displayed, the inactive dynamic group is automatically removed from the display.
- There will be an ops job run daily to remove inactivated dynamic groups.
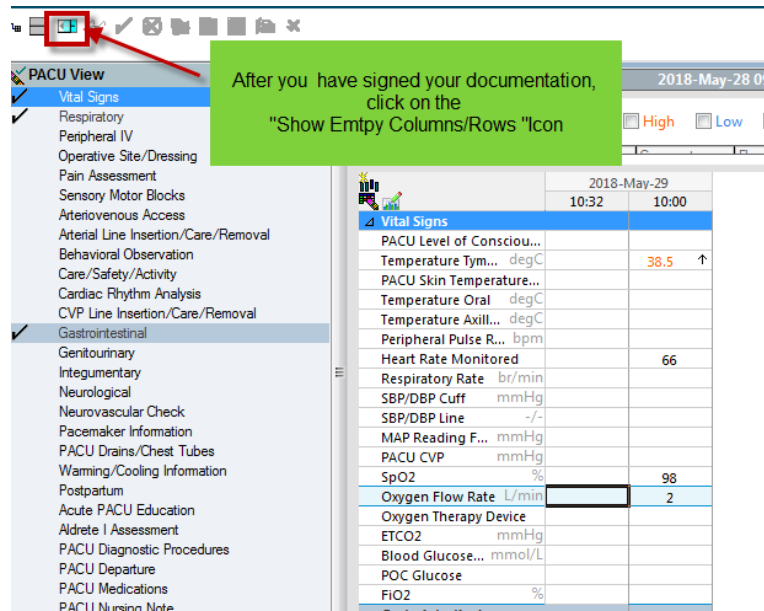- Any inactivated dynamic group can be viewed on the Assessment tab

## Section 1.10
### Hiding Empty Rows and Columns
- This functionality allows the user to toggle between the condensed and complete views.
- Use of this function basically hides the empty rows.
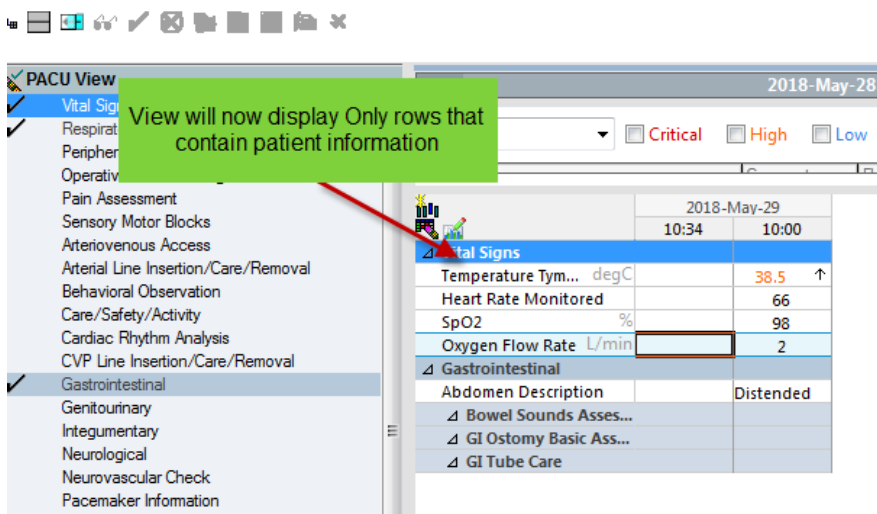
The Show Empty Columns/Rows icon looks like this

1. After you sign your documentation, click on the Show Empty Columns/Rows icon



2. This collapses the empty rows. Only rows which contain data will be displayed.