Resizing Windows and Columns in the PACU View Tab

The Collapse Navigator button on the toolbar can be used to collapse the Navigator window, which will allow more of the View window to be visible. Click this icon again to re-expand the Navigator window.

Inserting Dates and Times

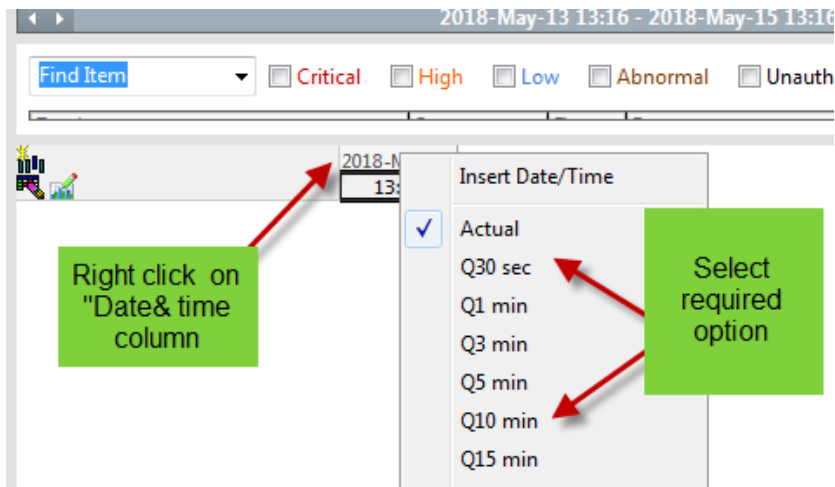To insert a date or time:
Option one ;

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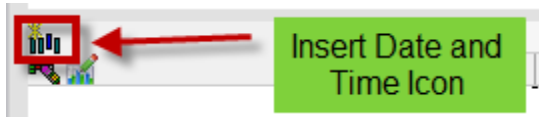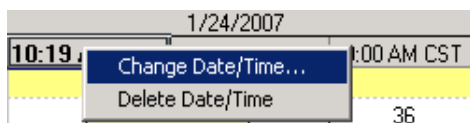

Option two:
This option will allow you to insert a time interval example q 15 min

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

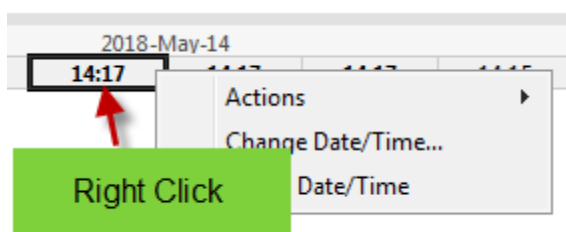
To modify the time from an existing column

- Right-click on the date on the column and select the Change Date/Time Option.
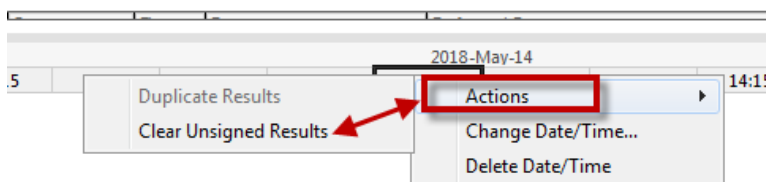
Functionality of the columns:

When you right click on the time you have options available
- Actions
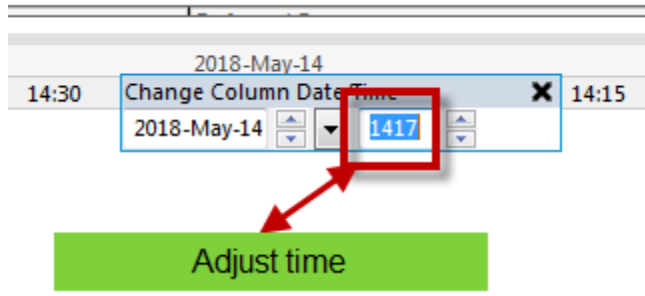- Change Date and time
- Delete Date and time

Actions allows you to
- clear unsigned data in the column or
- duplicate everything into a new column

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.

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Adjust time

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

Click to delete