

## Actions – modify a documented action

### SAAnaesthesia

#### Quick reference guide

*Actions* within *SAAnaesthesia* assist with documenting what has actually been performed. There are two types of *Actions*:

1. *Timestamp Actions* (documenting actual start and stop times in the *Anaesthetic Record*)
2. *Documentation Actions* (documenting tasks, interventions or checks performed/ completed during the case).

This QRG will outline *Modifying Actions* within *SAAnaesthesia* from the *Actions* component button on the *Toolbar*, and via clicking the *Action* within the *Anaesthetic Record Grid*.

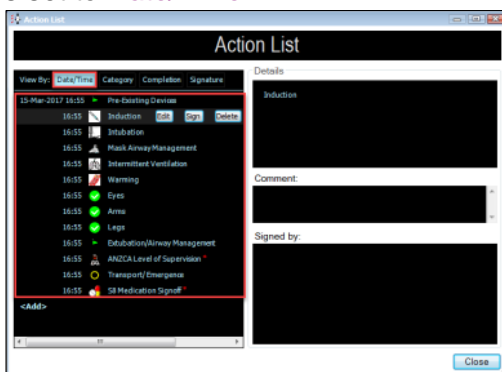
To *Remove* an *Action* that has been *Executed* to the *Anaesthetic Record* refer to the *SAAnaesthesia: Actions – Remove a Documented Action QRG*

#### Modify Actions via the Actions Component Button on the Toolbar: Action List Window

1. Locate and click the *Actions* component

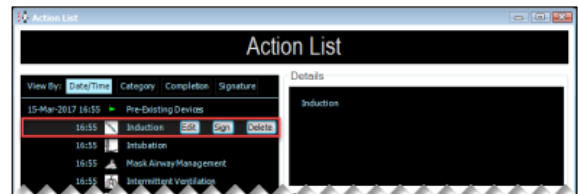
button on the *Toolbar* .

The *Action List* window displays with all of the *Executed Actions* listed for this case, the default *View* is set to *Date/Time*:



2. Click to highlight the chosen *Action* to modify.

The *Edit* button appears (you may need to scroll to the right):



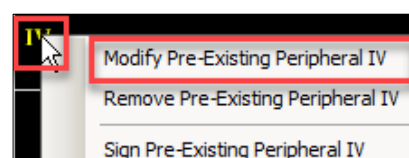
3. Click the *Edit* button to launch the *Action Details* window to modify the data as required.
4. Click *OK* to complete editing the details of the *Action* and to close the *Action Details* window.
5. The *Action List* window displays again, click *Close*.

The *Action* is now modified on the *Anaesthetic Record*.

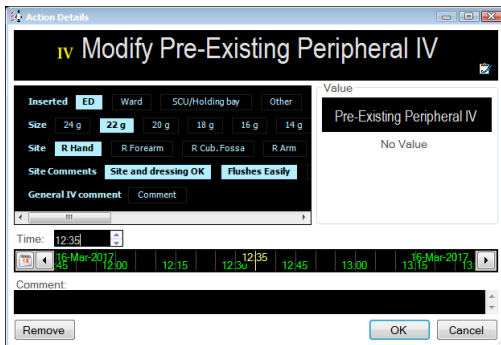
Note, if any of the *Actions* display a red asterisk after their name the *Action* contains mandatory fields that will need to be addressed prior to *Finalisation* of the *Anaesthetic Record*.

#### Modify Actions from the Anaesthetic Record Grid

1. Locate the *Action* icon that requires modification on the *Anaesthetic Record Grid*, then either:
  - a. Double click the *Action* icon on the *Anaesthetic Record Grid* to open the *Action Details Modify* window where the details of the *Action* can be edited as required.
  - b. Right click the *Action* icon and select *Modify* from the drop down menu displayed.



The *Action Details Modify* window displays:



2. Make the modifications as required, click *OK* to close the window.

The *Action* is now modified on the *Anaesthetic Record*.

Hover over the *Action* icon to view the details of the *Action*.

To *Document Actions* to the *Anaesthetic Record* refer to the *SAAnaesthesia: Actions – Document Actions QRG*.

To *Sign* an *Action* that has been *Executed* to the *Anaesthetic Record* refer to the *SAAnaesthesia: Actions – Sign an Action QRG*.

To *Remove* an *Action* that has been *Executed* to the *Anaesthetic Record* refer to the *SAAnaesthesia: Actions – Remove a Documented Action QRG*.

