

Actions – remove a documented action

SAAnaesthesia

Quick reference guide

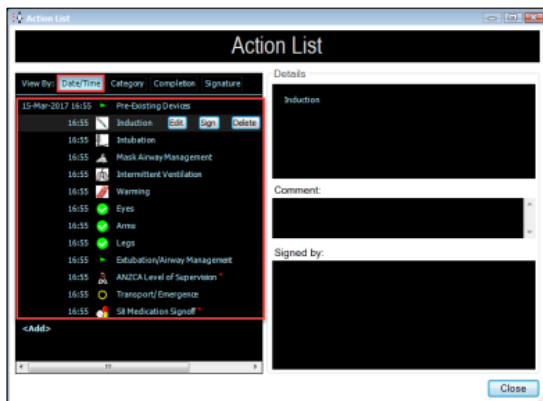
Actions within *SAAnaesthesia* assist with documenting what has actually been performed. This QRG outlines how to remove a documented *Action* if required.

Remove Action via the Actions Component Button: Action List Window

1. Locate and click the *Actions* component button on the *Toolbar*.

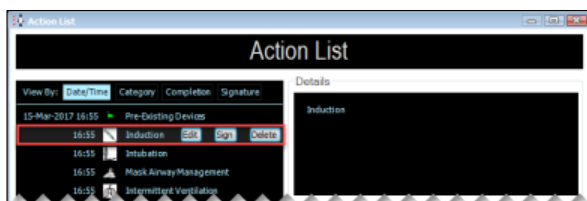


The *Action List* window displays with all of the *Executed Actions* listed, the default view set to *Date/Time*:



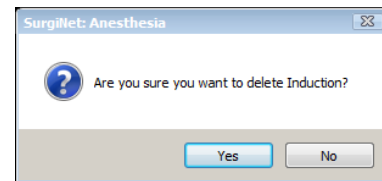
2. To remove documented *Actions* from the *Record* within the *Action List* window, click to highlight the chosen *Action* to remove.

The option to select the *Delete* button appears.



3. Click the *Delete* button.

The *SurgiNet: Anaesthesia* window appears to confirm the deletion:



4. Click *Yes* to remove the documented *Action* from the *Anaesthetic Record*.

Note, that clicking *No* will return the user to the *Action List* window.

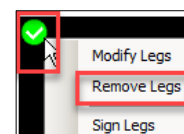
The *Action* has been removed from the *Anaesthetic Record*.

Remove Action from the Anaesthetic Record Grid

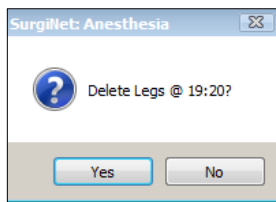
1. Locate the *Executed Action* icon that requires deletion on the *Anaesthetic Record Grid*, then either:
 - a. Double click the *Action* icon on the *Anaesthetic Record Grid* to open the *Action Details Modify* window.
 - i. The *Action Details Modify* window displays:



- ii. Click the *Remove* button to delete the *Action* from the *Anaesthetic Record*.
 - iii. The *Action* has been removed from the *Anaesthetic Record*.
- b. Right click the *Action* icon and select *Remove* from the drop down menu displayed.



- i. The *SurgiNet: Anaesthesia* window appears to confirm the deletion:



- ii. Click *Yes* to remove the documented *Action* from the *Anaesthetic Record*.

