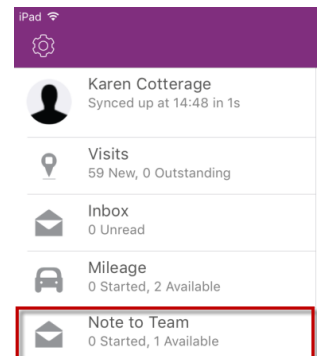# Note to Team

Contents

Overview

Note to Team allows users to send a secure email from their device to their team's NHS mail inbox. This can be done from the Total Mobile Home screen or from within an open visit.
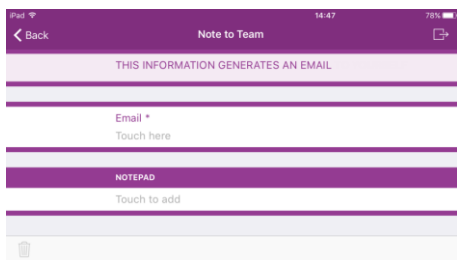
Using Note to Team on an iPad

Note to Team from the Home Screen

Note to Team is located below your Visits on the Home screen

- To send an email to your team, tap **Note to Team**

The **Note to Team** screen will display

- Tap **Email*** and select *your* **teams' email** from the displayed list

- Tap in the **NOTEPAD** section

The **Notepad** screen will display

- **Note Type:** Select the required note type

  - **Patient Reminder:** – changes in schedules etc

  - **Equipment Reminder:** – picking up/dropping off equipment

  - **General Note:** – Anything you need Admin to be aware of

  - **Speak to Supervisor**: – Items which need to be brought to the attention of your manager
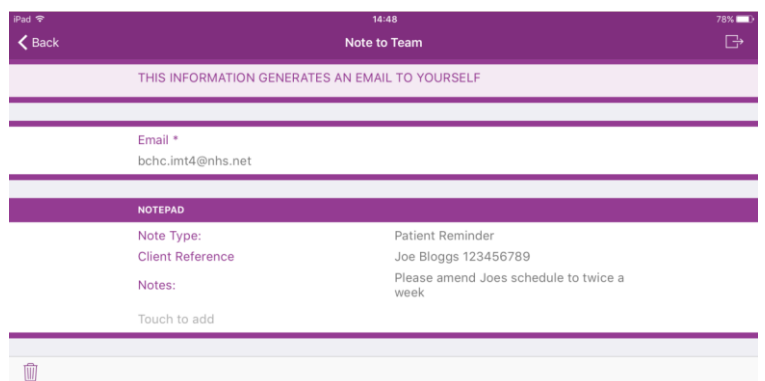
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- **Client Reference:** Patients NHS number/RiO Client ID and their name

- **Notes:** Enter the message you want to send

- To send the message, tap the **Status** icon ⬜ (top right)

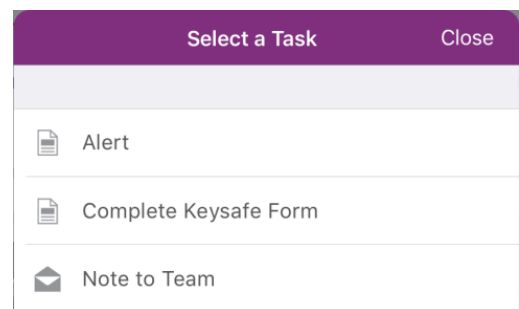- To delete the message, tap the **Delete** icon 🗑 (bottom left)

Note to Team from within a Visit

A Note to Team can only be sent if the visit is active; when the visit has been marked as 'Arrived' you will then see the task icon at the top right of the screen
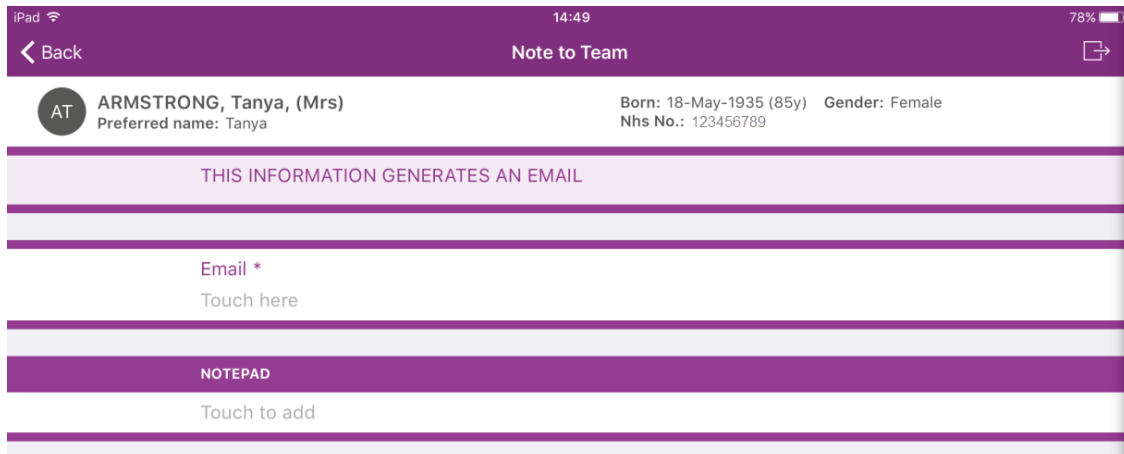
- Tap the **task** icon ✚ (top right)

The **Select a Task** screen will display

- Tap Note to Team

The **Note to Team** screen will display

This time, because the Note to Team was generated from an Active visit, the Patient's details will display at the top of the screen

- Tap **Email*** and select *your* **teams' email** from the displayed list

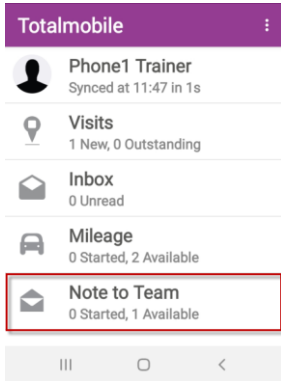- Tap in the **NOTEPAD** section

The **Notepad** screen will display

- Select the required **Note Type**, **Client Reference** and enter the **message** you want to send

- To send the message, tap the **Status** icon ⬜ (top right)

- To delete the message, tap the **Delete** icon 🗑 (bottom left)
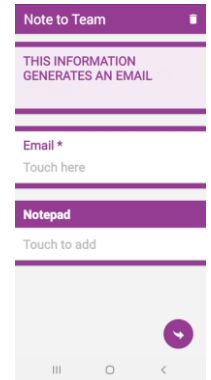
Using Note to Team on a Smart Phone

Note to Team from the Home Screen

Note to Team is located below your Visits on the Home screen
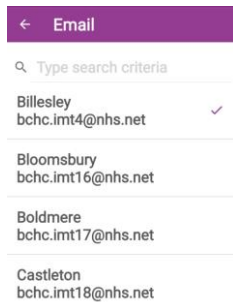
- To send an email to your team, tap **Note to Team**

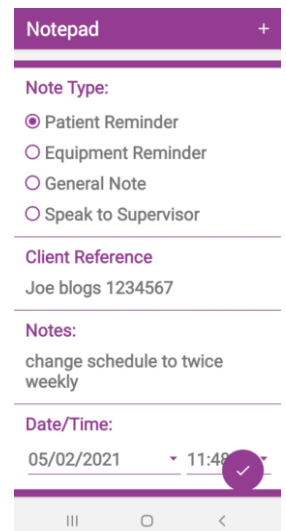The **Note to Team** screen will display

- Tap **Email*** and select *your* **teams' email** from the displayed list

- Tap in the **NOTEPAD** section

The **Notepad** screen will display

- **Note Type:** Select the required note type

    o **Patient Reminder:** – changes in schedules etc

    o **Equipment Reminder:** – picking up/dropping off equipment

    o **General Note:** – Anything you need Admin to be aware of

    o **Speak to Supervisor**: – Items which need to be brought to the attention of your manager

- **Client Reference:** Patients NHS number/RiO Client ID and their name

- **Notes:** Enter the message you want to send

- Tap the **Notepad tick** icon (bottom right)

- To send the message, tap the **complete** icon (bottom right)

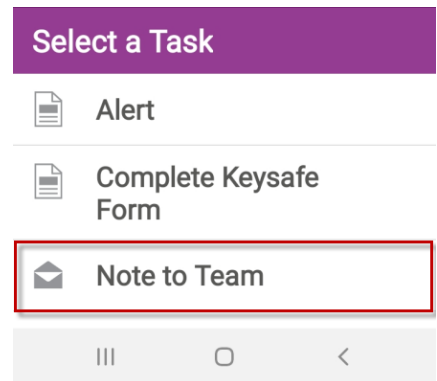- To delete the message, tap the d**elete** icon (top right)
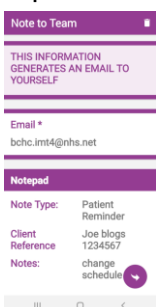
Note to Team from within a Visit

A Note to Team can only be sent if the visit is active; when the visit has been marked as 'Arrived' you will then see the task icon at the top right of the screen
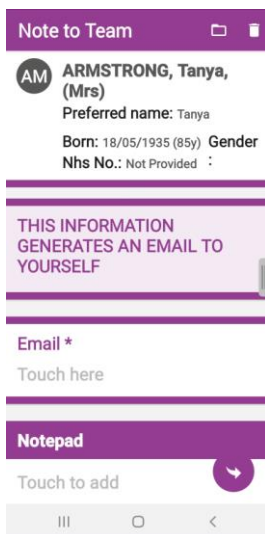
- Tap the **add** icon (bottom right)

The **Select a Task** screen will display

- Tap **Note to Team**

Select a Task

📄	Alert
📄	Complete Keysafe Form
✉	Note to Team

The **Note to Team** screen will display

Note to Team

AM **ARMSTRONG, Tanya, (Mrs)**
Preferred name: Tanya
Born: 18/05/1935 (85y) Gender
Nhs No.: Not Provided

THIS INFORMATION GENERATES AN EMAIL TO YOURSELF

Email *
Touch here

Notepad
Touch to add

This time, because the Note to Team was generated from an Active visit, the Patient's details will display at the top of the screen

- Tap **Email*** and select *your* **teams' email** from the displayed list
- Tap in the **NOTEPAD** section

The **Notepad** screen will display

- Select the required **Note Type**, **Client Reference** and enter the **message** you want to send

- To send the message, tap the **complete** icon (bottom right)

- To delete the message, tap the d**elete** icon (top right)

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