



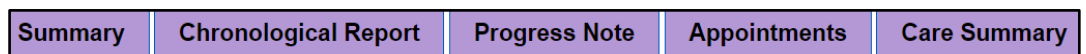
## Contents

Adding Further Rio Tabs .....	1
Maximising the Pane .....	2
Updating/Editing Client Details .....	3
Using the Client Overview .....	4
Closing the Overview .....	4

The Clinical Portal – Client’s View is undergoing a brand-new look that provides users access to key information on one summary page.

### Access the **Clinical Portal – Client’s View**

Current tabs are displayed



## Adding Further Rio Tabs

- Click

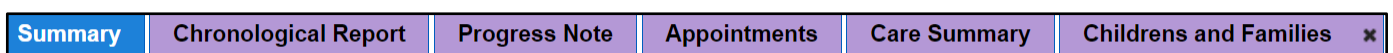
Additional tabs are displayed on the **Clinical Summary Selector**

- Click  **Childrens and Families Divisional** tab
- Click

**Clinical Summary Selector**

- Appointments**  
Past and Upcoming Appointment
- Chronological Report**  
Chronological Report
- Progress Note**  
Progress Note
- Childrens and Families**  
Childrens and Families
- Clinical Summary**  
Clinical Summary

The new tab will be displayed to the right of the current tabs





- Select Childrens and Families

Once selected, the tab colour changes to blue

This **C & F Divisional tab displays** more information relating to the Client within individual panes. These panes have vertical scroll bars (bottom right of pane)



## Maximising the Pane

Some panes will have an option to maximise

- Click

The whole pane displays

Client Family	
ClientID	Client Name (Relationship)
1000835	<a href="#">EDWARDS, Joseph</a> - Parent

- Click Close

The pane has now returned to its original view



## Updating/Editing Client Details

If the pane displays a hyperlink (underlined text) this will directly access the screen for the user to update/edit the information

Client Personal Contacts				
Rank	Type	Relation	Name	Main phone
1	Next of Kin	Father	SMITH John	0751845784587

- Click **Client Personal Contacts**

A new tab displays to the right of the Rio tabs (top left of screen)

## IMPORTANT - ALWAYS CHECK YOU HAVE THE CORRECT CLIENT'S RECORD BEFORE UPDATING/EDITING

Rank	Type	Relation	NHS Number	Family Name	Given Name	Address	Main phone	Email	Start Date	End Date	Correspondence
1	Next of Kin	Father		SMITH	John	10 Short Street	0751845784587		1 Nov 2013		<a href="#">Correspondence</a> <a href="#">Edit</a>
2	Friend or Relative (Has contact with the patient)	Next of kin		EDWARDS	Jenny	10 Short Street					<a href="#">Correspondence</a> <a href="#">Edit</a>

[Add New Contact](#)

- Click **Add New Contact** (bottom centre)

Complete the details as required

- Click **Save**
- Click **New Rio Tab X**

This will close the tab



## Using the Client Overview

Users can see all the information via the Overview button

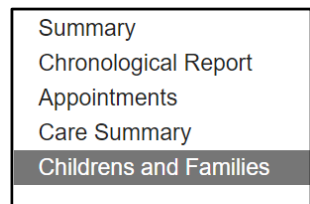


- Click **Overview**

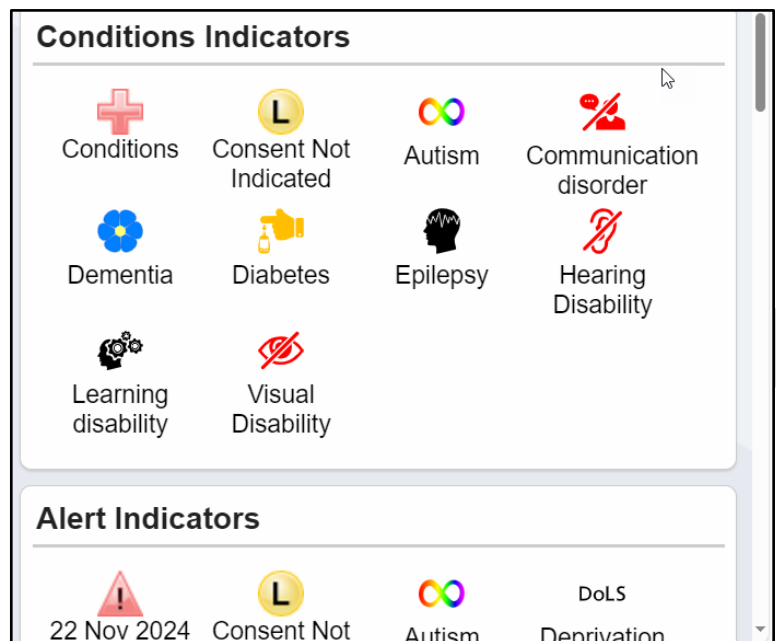
The **Client Overview** displays

- Click

Select the title of the pane you wish to view



The user can view all contents of each pane via the vertical scroll bar (right side of pane)



## Closing the Overview

- Click **Close**