



Management Staff Version

# Datix Event Reporting

## System Review

Risk Management's Event Reporting

System-

Intranet

# Datix EVENT (Incident) REPORTING SYSTEM

- Datix online reporting is to be used to report any event, excluding worker's comp. related events, that normally would have been reported through paper reports.



# Datix Event Reporting

The HOW and WHERE of reporting events and occurrences is changing April 1, 2014. Starting on this date staff will be asked to use the online reporting system – Datix – for reporting events that would normally be reported on paper.

Requirements relating to the WHO, WHAT, WHEN and WHY to report have not changed. Event reporting will now be accessed through the Marshall Health Intranet homepage.

The paper form should only be used when online Datix access is unavailable for extended lengths of time.



# System Access

- The Datix Event Reporting system can be accessed through the Marshall Health Homepage or by creating a shortcut icon on your desktop on your unit/department's computer. For staff, accessing and using the Datix system is as simple as one 'click'; managers will need to login using your assigned login (user) name and a password.





## Faculty & Staff

[Home](#) | [Faculty & Staff](#)

### Academic Resources

- [Academic Portal](#)
- [Academic Calendar](#)
- [MUSOM Question Bank](#)
- [MUSOM Curriculum Query](#)
- [Course Webpages](#)

- QUICK LINKS
- CME
- Policies
- Curriculum Committee
- New Innovations
- Personnel Advisory Committee
- Professional Development Program
- WebClock
- Cabell Clinics Event Reporting



Medical School Faculty & Staff Policies

- To file an event report go to the Marshall Health homepage and go to the Faculty/Staff drop-down and click on the Cabell Clinics Event Reporting link.

Staff level users will be taken to the Event Reporting Form seen below. Any field **noted by a red asterisk \*** is a required input that must be completed before submission of the report.

**My Dashboard | Actions | Contacts | Equipment | Medications | Admin | Logout**

**Events** ▾ **Concerns** ▾

**Datix**  
Deanna Parsons

**Event Reporting Form 1.1**  
CONFIDENTIAL  
Peer Review/QA/I Information Protected under WV Code 30-3-C-3 Do Not Duplicate

**People Affected**

- + Add a new event
- ☑ My reports
- ✍ Design a report
- 🔍 New search
- 📄 Saved queries
- 👤 Show

**Patient / Person Information** Clear Section

\* Type of Person Involved  ▾  
e.g. Patient, Employee, Visitor

\* Last Name

\* First Name

Show Additional Demographics?  ▾

\* Gender  ▾

Date of birth (MM/dd/yyyy)  📅

\* Was the person injured in the incident?  ▾

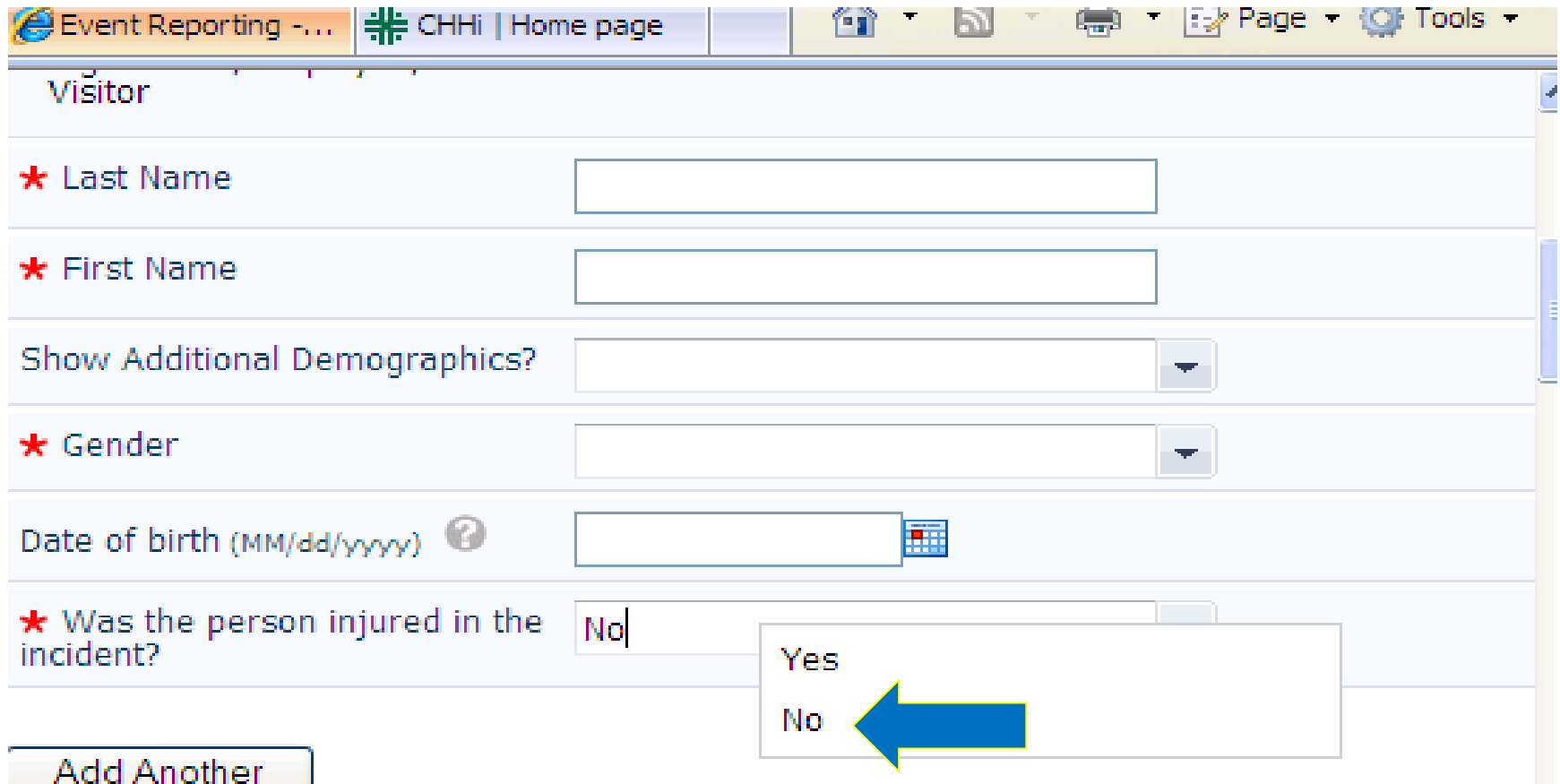
Add Another

**Reporter's Details**


Full name

presentation use in her position as CHH  
Director of Risk Management


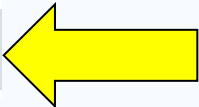
# Drop down boxes ease report completion:



The image shows a web browser window with the following elements:


- Browser tabs: "Event Reporting -...", "CHHi | Home page", "Page", and "Tools".
- Form title: "Visitor".
- Fields:
  - \* Last Name:
  - \* First Name:
  - Show Additional Demographics?:  (dropdown arrow)
  - \* Gender:  (dropdown arrow)
  - Date of birth (MM/dd/yyyy) :
  - \* Was the person injured in the incident?:  (dropdown menu open)
- Buttons: "Add Another" (bottom left).
- Dropdown menu for "Was the person injured in the incident?":
  - Yes
  - No (highlighted with a blue arrow)

Depending on the dropdown selection other windows may open requesting more information.

\* Was the person injured in the incident? Yes  

---




**Injury Details**

Injuries	Nature of Injury	Area of Injury	
	<input type="text"/>	<input type="text"/>	



Treatment received

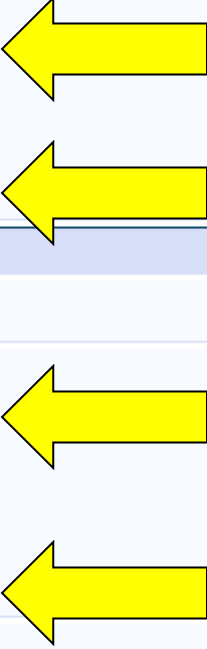


When you choose the Event Classification in the NATURE OF EVENT section, the screens will change to help guide you to provide the correct documentation.

Nature of the Event	
Classification of Event	Fall Related 
Event Sub Category	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div> 
Nature of Event	
Fall Related	
Patient considered high risk for fall?	
Risk assessment completed before fall?	
Was Falling Star protocol utilized?	
Patient's 1st Fall?	
Was fall witnessed?	
Was fall assisted?	
Seen by physician after fall?	
Call light in reach?	
Fall occur within 12 hours postoperative?	
Surface Condition	





Dropdowns with larger areas above indicate multi-select fields. By single clicking on your choice you can select as many options as you wish then to finish you double click your last selection.

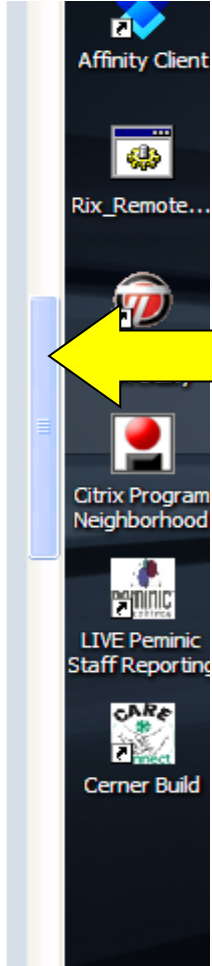
Event Location Information	
Department Reporting Event	<input type="text"/>
Department Location of Event	<input type="text"/>
Location (type)	<input type="text"/>
Other Department(s) Involved	<input type="text"/> 
	<input type="text"/>
Nature of the Event	
Classification of Event	<input type="text" value="Fall Related"/>
Event Sub Category	<input type="text"/> 
	<input type="text"/>
Nature of Event	<input type="text"/>



The image shows a software interface with several dropdown menus. Four yellow arrows point to specific dropdowns: the 'Other Department(s) Involved' dropdown, the second dropdown below it, the 'Event Sub Category' dropdown, and the dropdown below it. These are the multi-select fields mentioned in the text.

Use the right sided Scroll Bar to see all the report fields.

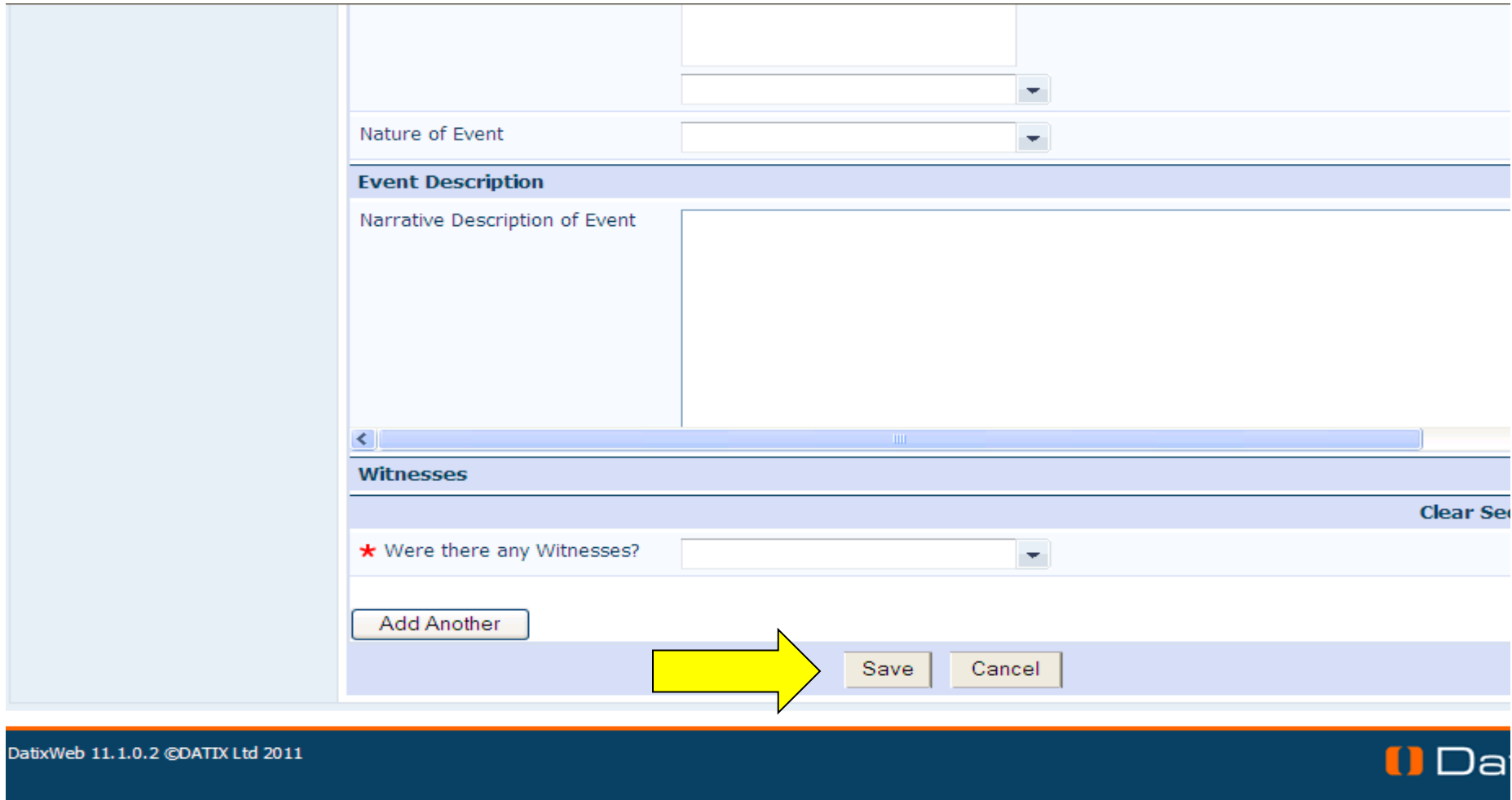
Event Location Information	
Department Reporting Event	<input type="text"/>
Department Location of Event	<input type="text"/>
Location (type)	<input type="text"/>
Other Department(s) Involved	<input type="text"/>  
	<input type="text"/>
Nature of the Event	
Classification of Event	Fall Related <input type="text"/>
Event Sub Category	<input type="text"/>  
	<input type="text"/>
Nature of Event	<input type="text"/>



- Affinity Client
- Rix\_Remote...
- Citrix Program Neighborhood
- LIVE Peminic Staff Reporting
- Cerner Build

Prepared by Deanna Parsons for  
presentation use in her position as CHH  
Director of Risk Management


Once you have completed the report left click on the Save at the bottom of the form to submit your report.



The screenshot shows a web form with the following sections:

- Nature of Event:** A dropdown menu.
- Event Description:** A section with a label "Narrative Description of Event" and a large text area.
- Witnesses:** A section with a label "Were there any Witnesses?" (marked with a red star) and a dropdown menu.
- Buttons:** "Add Another", "Save", and "Cancel" buttons are located at the bottom of the form.

A yellow arrow points to the "Save" button.

DatixWeb 11.1.0.2 ©DATIX Ltd 2011 

# Management Access

- Managers will be given specific access within the system to events, reports, and other functions with the system. Management will be given access and privileges including the ability to review and provide documentation and/or follow-up based on two criteria contained within the report:
  - Department Location- based on Location of event, Reporting Department, Other Department Involved
  - Being added as an Investigator on an event will also give you access to reports. Managers and Directors must notify RM in writing or by email of any access requests or changes.
- Managers can contact Deanna Parsons at [dparsons@chhi.org](mailto:dparsons@chhi.org) to schedule a one-on-one education following activation of their account. There will also be opportunity for more education per your request(s).
- Other Supervisors may be given access to system if desired and requested through Risk Management.

# Managers will need to login to access submitted reports

Datix: CHH Event Reporting Form - Windows Internet Explorer provided by Cabell Huntington Hospital

http://datix.chhi.org/datix/live/index.php

Datix: CHH Event Reporting Form

New Form | Login

Datix

### CHH Event Reporting Form

Completion of an Event Report within this system is not a substitute for medical record documentation. If an event occurs that relates to patient care, treatment, testing, etc., information concerning the event and the patient's status needs to be documented in the patient's medical record.

★	Indicates a mandatory field
?	Click for help with a particular field
▼	View and select from the list of available options for that field
Date format:	Enter in the format mm/dd/yyyy. Alternatively, click the  button to select the date from a calendar
Time format:	Enter in the format hh:mm (Military time - 24hr clock)

If you have any questions, change requests or require assistance with completing this form, [click here to e-mail your Datix System Manager](#).

**CONFIDENTIAL.** The information contained in this report may be privileged and/or protected by one or more of the following: Peer Review, QA/I (PMI), HIPAA, Attorney/Client, and/or Work Product.

#### Patient / Person Information

Clear Section

★ Type of Person Involved

e.g. Patient, Employee, Visitor

★ Last Name

★ First Name

Show Additional Demographics?

Done Trusted sites | Protected Mode: Off 125% 12:05 PM

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presentation use in her position as CHH  
Director of Risk Management

Those with 'Management' access will log onto Datix for the first time, using their assigned system login username and the password 'greenapple'.

Datix: Log in to Datix

New Form | Login | Datix

### Log in to Datix

Log in to Datix

User name

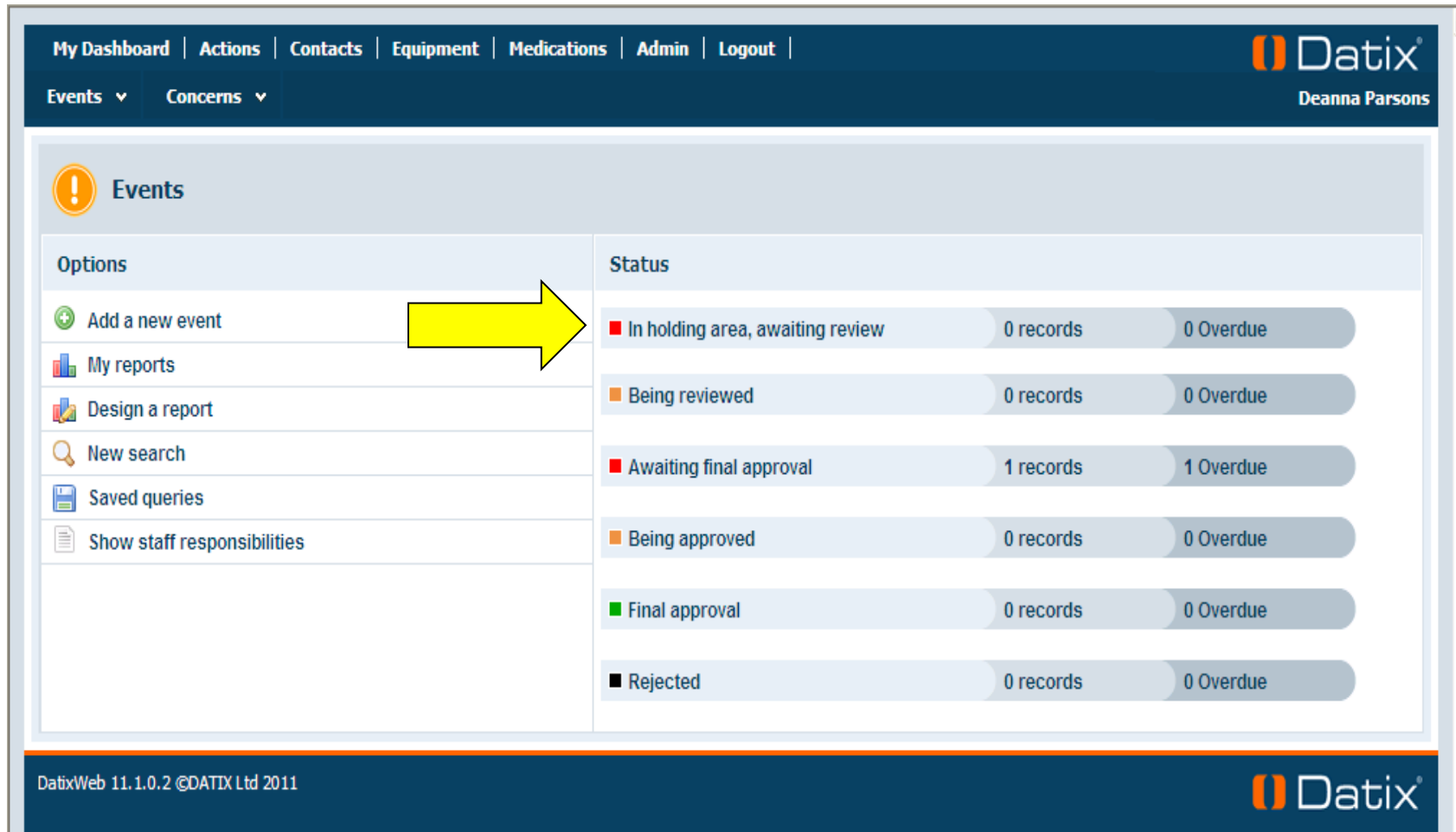
Password

Log in

DatixWeb 12.2.1 © Datix Ltd 2013

Datix

# Managers will then be taken to the Events module/screen at login



The screenshot displays the Datix web application interface. At the top, a navigation bar includes links for 'My Dashboard', 'Actions', 'Contacts', 'Equipment', 'Medications', 'Admin', and 'Logout'. The user's name, 'Deanna Parsons', is shown in the top right corner. Below the navigation bar, there are dropdown menus for 'Events' and 'Concerns'. The main content area is titled 'Events' and features a left-hand menu with options: 'Add a new event', 'My reports', 'Design a report', 'New search', 'Saved queries', and 'Show staff responsibilities'. A yellow arrow points to the 'Add a new event' option. To the right of the menu is a 'Status' section with a table of event statuses and their counts.

Status	Records	Overdue
In holding area, awaiting review	0 records	0 Overdue
Being reviewed	0 records	0 Overdue
Awaiting final approval	1 records	1 Overdue
Being approved	0 records	0 Overdue
Final approval	0 records	0 Overdue
Rejected	0 records	0 Overdue




A listing of reports will appear with patient name and other info. Double clicking on any of the event links (Name, Date of Event, etc.) will take you into the actual report.


The screenshot displays the Datix web application interface. At the top, there is a navigation bar with links for 'My Dashboard', 'Actions', 'Contacts', 'Equipment', 'Medications', 'Admin', and 'Logout'. The user's name, 'Deanna Parsons', is shown in the top right corner. Below the navigation bar, there are dropdown menus for 'Events' and 'Concerns'. The main content area is titled 'Events with status: Awaiting final approval' and indicates '1 record found. Displaying 1-1.' A sidebar on the left contains several options: '+ Add a new event', 'My reports', 'Design a report', 'New search', 'Saved queries', and 'Show staff responsibilities'. A yellow arrow points from the 'New search' option to the 'Name' column of the event table. The table has columns for 'ID', 'Name', 'Date of Event', 'Exact Location', 'Handler', 'Event Description', and 'Severity'. The first row contains the following data: ID 105, Name JAMES SIMON, Date of Event 10/04/2011, Exact Location Not Applicable, Handler DWEB, Event Description test trest 2 test 3, and Severity. Below the table, there is a 'Back' button and a 'Save the current search as a query.' button. The footer of the page shows 'DatixWeb 11.1.0.2 ©DATIX Ltd 2011' and the Datix logo.

My Dashboard | Actions | Contacts | Equipment | Medications | Admin | Logout | **Datix**  
Deanna Parsons

Events ▾ Concerns ▾

 **Events with status: Awaiting final approval**  
1 record found. Displaying 1-1.

Query: Choose

ID	Name	Date of Event	Exact Location	Handler	Event Description	Severity
 105	JAMES SIMON	10/04/2011	Not Applicable	DWEB	test trest 2 test 3	

Save the current search as a query.

Back

DatixWeb 11.1.0.2 ©DATIX Ltd 2011 **Datix**

# The report will open as seen below

File Edit View Favorites Tools Help

★ Favorites ☆ datix Events Search Listing 📌 Suggested Sites 📁 Get more Add-ons 🌐 Free Hotmail

Datix: CHH Event Review Form (incl. S...

My Dashboard | Actions | Contacts | Equipment | Medications | Admin | Logout | **Datix** Deanna Parsons

### CHH Event Review Form (incl. Sentinel Event section)

Completion of an Event Report within this system is not a substitute for medical record documentation. If an event occurs that relates to patient care, treatment, testing, etc., information concerning the event and the patient's status needs to be documented in the patient's medical record.

★	Indicates a mandatory field
?	Click for help with a particular field
▼	View and select from the list of available options for that field
Date format:	Enter in the format mm/dd/yyyy. Alternatively, click the 📅 button to select the date from a calendar
Time format:	Enter in the format hh:mm (Military time - 24hr clock)

If you have any questions, change requests or require assistance with completing this form, click here to e-mail your Datix System Manager.

**CONFIDENTIAL.** The information contained in this report may be privileged and/or protected by one or more of the following: Peer Review, QA/I (PMI), HIPAA, Attorney/Client, and/or Work Product.

**Event Record** ←

Event Record

People Involved

Notifications

Follow Up

Actions

Notes

Communication and feedback

Linked records

Documents

Potential Sentinel Event

Print

Show DIF 1 values

Audit trail

+ Add a new event

+ Generate from

☑ My reports

Event ID

Event Name

Reported date (MM/dd/yyyy)

Submitted time (hh:mm)

**Reporter's Details**

Full name

Email

Employee Number

**Event Details**

Date of Event (MM/dd/yyyy) ? 📅

Time of Event (hh:mm)

Time must be recorded using 24 hour format e.g. 8.30pm is 20:30

vbscript:if(CheckChange0){SendTo('http://datix.chhi. Trusted sites | Protected Mode: Off 100%

**The Event Record** page contains the info submitted by the reporter. Always click **'Save'** following review/change/additions.

Event Location Information	
Department Location of Event	PICU
Department Reporting Event	PICU
Location (type)	
Was another department involved?	Yes
Other Department Involved (1)	Pharmacy - Inpatient Pharmacy
Other Department Involved (2)	
Event Classification	
Would this event be considered a "near miss"?	
Event Category	Treatment Related
Event Sub Category	
Narrative	
Narrative Description of Event	<div style="background-color: black; width: 100%; height: 40px; margin-bottom: 5px;"></div> rescheduled.
Event Approval	
Current approval status	Final approval
* Approval status after save	Final approval
Opened date (MM/dd/yyyy)	
Assigned Owner	
Closed date (MM/dd/yyyy)	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

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presentation use in her position as CHH  
Director of Risk Management

Following your review and completion of any necessary follow-up, you will need to place the report in the 'Awaiting Final Approval' status. That notifies the system Administrator that report can be filed to 'Final Approval Status'. Once in the final approval status the report cannot be viewed/changed.

Datix: CHH Event Review Form (incl. Sentinel Event section) - Windows Internet Explorer provided by Cabell Huntington Hospital

http://datix.chhi.org/datix/live/index.php?action=incident&module=INC&fromsearch=1&recordid=2205

File Edit View Favorites Tools Help

http://www.brigha... Datix: CHH Even...

Report sent to FDA?

Report sent to Manufacturer?

Supplier

Service records held by

Date of manuf. (MM/dd/yyyy)

Last serviced (MM/dd/yyyy)

Date put in use (MM/dd/yyyy)

CE marking?

Outcome code

Description of defect

**Narrative**

Narrative Description of Event

**Event Approval**

Current approval status **In holding area, awaiting review**

★ Approval status after save **In holding area, awaiting review**

Opened date (MM/dd/yyyy)

Assigned Owner

Closed date (MM/dd/yyyy)

**In holding area, awaiting review** **Awaiting final approval**

Being reviewed

Awaiting final approval

Being approved

Final approval

Save Cancel

javascript:Query("#rep\_approved\_title").dropdownButton();

Trusted sites | Protected Mode: Off 100%

11:52 AM

The **'Department Manager Follow-Up'** section is where you need to document review/follow-up. Multiple users may document in this field. Minimal requirement for documentation is **'Reviewed'** and your initials.


If you have any questions, change requests or require assistance with completing this form, click here to e-mail your Datix System Manager.

**CONFIDENTIAL.** The information contained in this report may be privileged and/or protected by one or more of the following: Peer Review, QA/I (PMI), HIPAA, Attorney/Client, and/or Work Product.





Event Record	<b>Follow Up</b>
People Involved	Would this be considered a potential Sentinel Event? No
Notifications	Add Other Investigators / Reviewers
<b>Follow Up</b>	
Actions	
Notes	
Communication and feedback	
Linked records	
Documents	
Potential Sentinel Event	Department Manager Follow-Up
Print	Confidential Peer Review Information - This information is protected pursuant to Section 30-3C-1 et seq. of the West Virginia Code. QA/I and HIPAA protections also apply.
Show DIF1 values	
Audit trail	
+ Add a new event	Follow-Up Action
+ Generate from	
My reports	
Design a report	
New search	
Saved queries	
Show staff responsibilities	
Help	
	Chart Review Completed
	<b>Risk Management Notes/Comments</b>
	Risk Management Notes/Comments
	Confidential Peer Review Information - This information is protected pursuant to Section 30-3-C-3 et seq. of the West Virginia Code. Attorney/Client and/or Work Product privileges/protections also apply.



# Notifications link takes you to page noting all original submission emails.

 **CHH Event Review Form (incl. Sentinel Event section)**

Completion of an Event Report within this system is not a substitute for medical record documentation. If an event occurs that relates to patient care, treatment, testing, etc., information concerning the event and the patient's status needs to be documented in the patient's medical record.

	Indicates a mandatory field
	Click for help with a particular field
	View and select from the list of available options for that field
Date format:	Enter in the format mm/dd/yyyy. Alternatively, click the  button to select the date from a calendar
Time format:	Enter in the format hh:mm (Military time - 24hr clock)

If you have any questions, change requests or require assistance with completing this form, click here to e-mail your Datix System Manager.

**CONFIDENTIAL.** The information contained in this report may be privileged and/or protected by one or more of the following: Peer Review, QA/I (PMI), HIPAA, Attorney/Client, and/or Work Product.

- Event Record
- People Involved
- Notifications**
- Follow Up
- Actions
- Notes
- Communication and feedback
- Linked records
- Documents
- Potential Sentinel Event

Print

Notifications					
Recipient Name	Recipient E-mail	Date/Time	Contact ID	Telephone Number	Job Title
[REDACTED]					
[REDACTED]					Clinical
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Pharmacy

Save Cancel

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presentation use in her position as CHH  
Director of Risk Management

# The Follow-up link for your documentation.

CONFIDENTIAL. The information contained in this report may be privileged and/or protected by one or more of the following: Peer Review, QA/I (PMI), HIPAA, Attorney/Client, and/or Work Product.

Event Record  
**People Involved**  
Notifications  
**Follow Up**  
Actions  
Notes  
Communication and feedback  
Linked records  
Documents  
Potential Sentinel Event  
Print  
Show DIF1 values  
Audit trail  
+ Add a new event  
+ Generate from  
My reports  
Design a report  
New search  
Saved queries  
Show staff responsibilities  
Help  
List search results  
Clear the current search

**Follow Up**

Would this be considered a Potential Sentinel Event? No

Other Investigators / Reviewers

Department Manager Follow-Up

Confidential Peer Review Information - This information is protected pursuant to Section 30-3C-1 et seq. of the West Virginia Code. QA/I and HIPAA protections also apply.

Follow-Up Action

Chart Review Completed

**Risk Management Notes/Comments**

Risk Management Notes/Comments

Confidential Peer Review Information - This information is protected pursuant to Section 30-3-C-3 et seq. of the West Virginia Code. Attorney/Client and/or Work Product privileges/protections also apply.

Save Cancel

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# The **Communication and Feedback** link is for emails. Keep in mind the content is delivered by email.

The screenshot shows a web application interface with a left-hand navigation menu and a main content area. The navigation menu includes: Event Record, People Involved, Notifications, Follow Up, Actions, Notes, **Communication and feedback** (highlighted with a yellow arrow), Linked records, Documents, Potential Sentinel Event, Print, Show DIF1 values, Audit trail, Add a new event, Generate from, My reports, Design a report, New search, Saved queries, Show staff responsibilities, Help, List search results, and Clear the current search.

The main content area is titled "Communication and feedback" and contains the following sections:

- Recipients**: A section with a warning: "Important: Communication initiated in this section is sent via e-mail - do not include HIPAA protected or confidential information." It contains three sub-sections:
  - Staff and contacts attached**: A text input field with a red 'X' icon and a dropdown menu.
  - All users**: A text input field with a red 'X' icon and a dropdown menu. Below it, it says "Only users with e-mail addresses are shown."
  - Additional recipients**: A text input field with the instruction: "Enter e-mail addresses of other recipients not listed above. You can enter multiple addresses, separated by commas."
- Message**: A section for composing an email.
  - Subject**: "DATIXWeb feedback message"
  - Body of message**: "This is a feedback message from Deanna Parsons. Event form reference is W47. The feedback is: Please go to" (with a blue arrow icon below the text).
  - Buttons**: "Send message", "Save", and "Cancel".
  - Message history**: A table with columns: Date/Time, Sender, Recipient, Body of Message. The table is currently empty, showing "No messages".

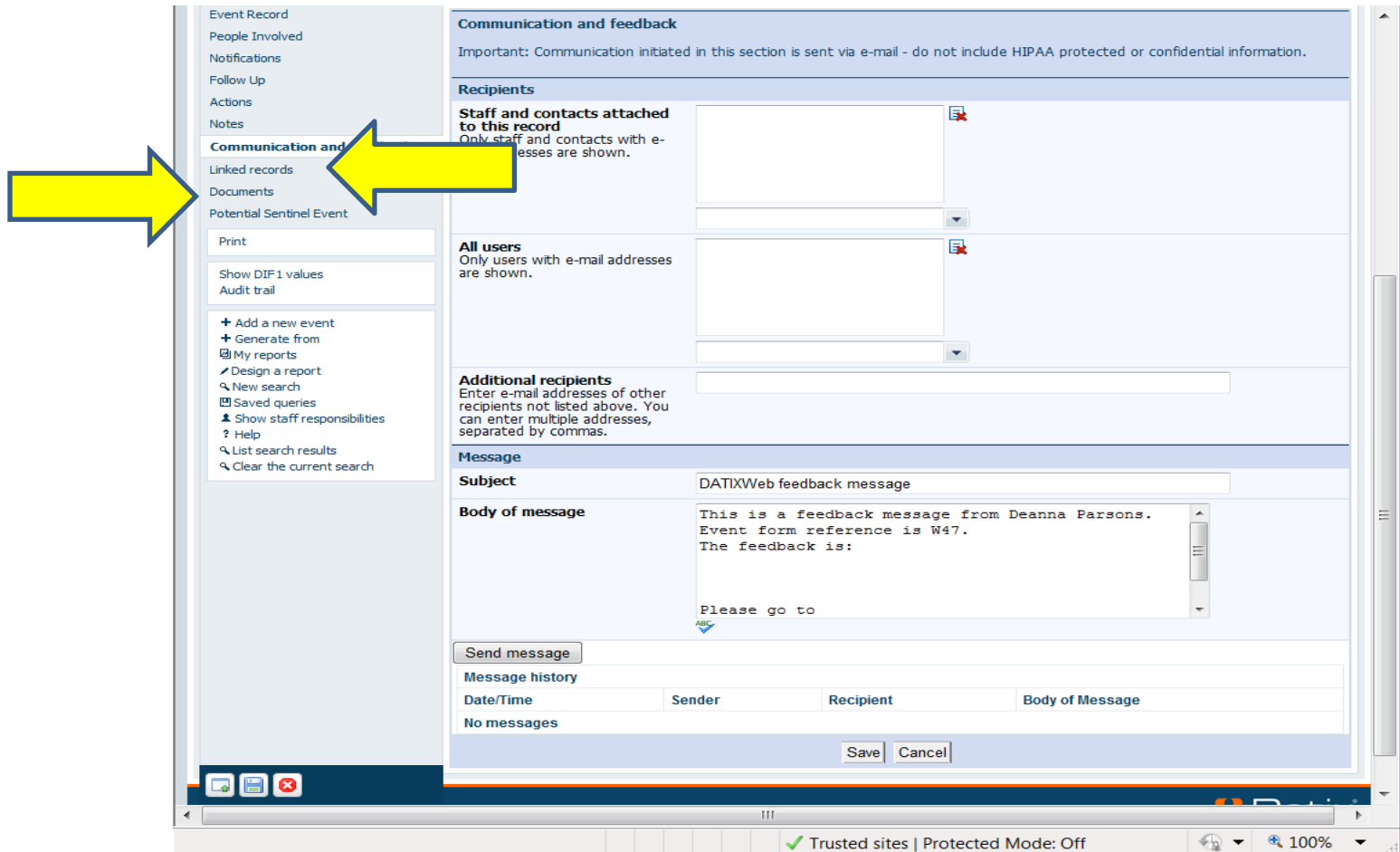
The browser's address bar at the bottom shows "Trusted sites | Protected Mode: Off" and a zoom level of "100%".

Prepared by Deanna Parsons for presentation use in her position as CHH Director of Risk Management

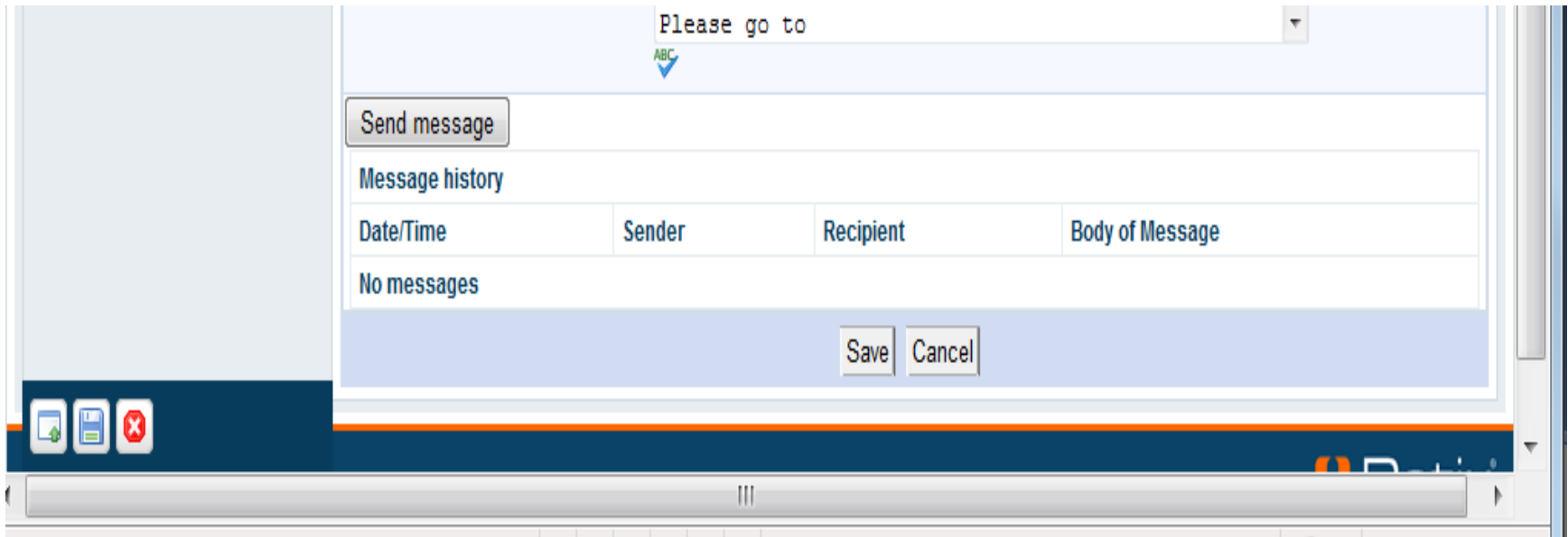


**Linked Records** link allows you to attach record to each other due to duplication, etc.

**Documents** link allows you to attach saved/scanned files from your desktop, i.e. medical record pages, scanned documents, etc.



**Always click 'Save' or 'Cancel' at bottom of page before exiting report or others will be blocked from report functions.**



Feel free to go in and look at the available options for **Search/Queries/Report** and we can revisit with training at a later date. There are several saved Queries and Reports that you may find useful.

**My Dashboard** | **Actions** | **Contacts** | **Equipment** | **Medications** | **Admin** | **Logout** | **Datix**  
Deanna Parsons

**Events** ▾ **Concerns** ▾

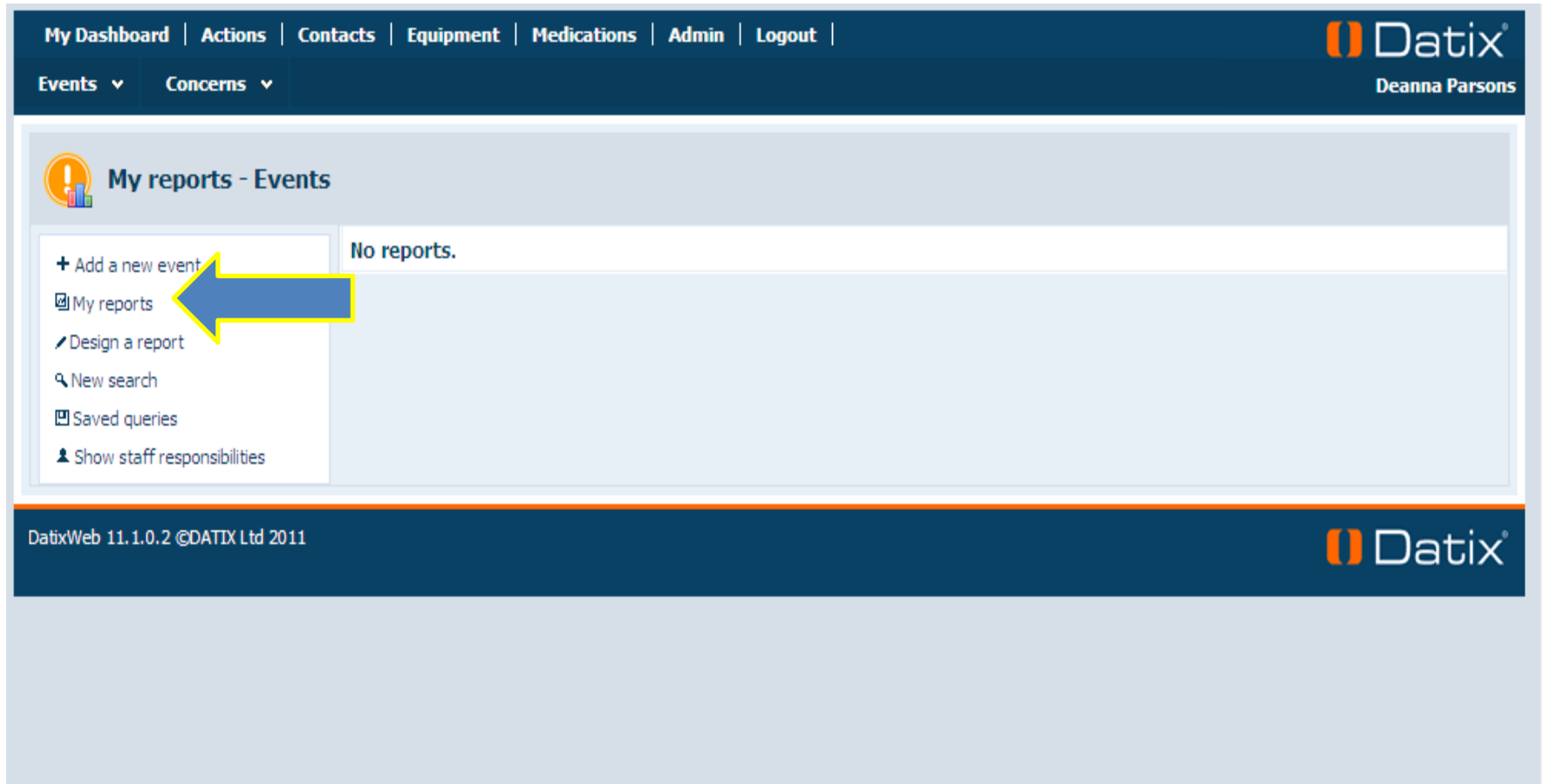
### Events

Options	Status
Add a new event	In holding area, awaiting review 0 records 0 Overdue
My reports	Being reviewed 0 records 0 Overdue
Design a report	Awaiting final approval 1 records 1 Overdue
New search	Being approved 0 records 0 Overdue
Saved queries	Final approval 0 records 0 Overdue
Show staff responsibilities	Rejected 0 records 0 Overdue

DatixWeb 11.1.0.2 ©DATIX Ltd 2011 **Datix**

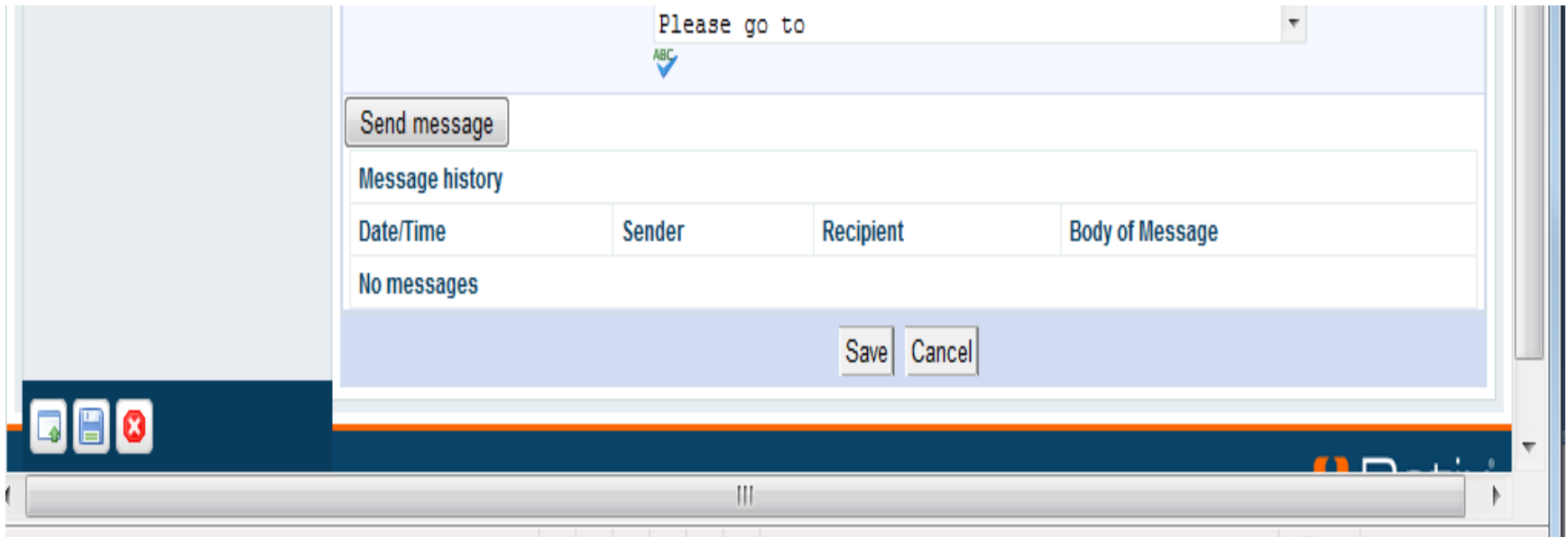
presentation use in her position as CHH  
Director of Risk Management

When clicking on the my reports link on the left hand side of the Events screen you will be taken to the reports/queries section where you will see your reports. If you have a need for a more specific report please contact Deanna Parsons at CHH ext. 2315.



The screenshot displays the Datix web application interface. At the top, a dark blue navigation bar contains links for 'My Dashboard', 'Actions', 'Contacts', 'Equipment', 'Medications', 'Admin', and 'Logout'. The user's name, 'Deanna Parsons', is displayed in the top right corner. Below the navigation bar, the main content area is titled 'My reports - Events'. On the left side of this area, there is a vertical menu with several options: '+ Add a new event', 'My reports', 'Design a report', 'New search', 'Saved queries', and 'Show staff responsibilities'. A blue arrow points to the 'My reports' option. The main content area to the right of the menu is currently empty, displaying the text 'No reports.' at the top. At the bottom of the interface, a dark blue footer bar contains the version information 'DatixWeb 11.1.0.2 ©DATIX Ltd 2011' on the left and the Datix logo on the right.

**Always click 'Save' or 'Cancel' at bottom of page before exiting the report or others will be blocked from report functions.**



# Search Screen


Follow Up  
Potential Sentinel Event

- + Add a new event
- My reports
- Design a report
- New search
- Saved queries
- Show staff responsibilities
- Help
- List search results
- Clear the current search

**Event Record**

Event ID

Event Name

Reported date (MM/dd/yyyy)  

Submitted time (hh:mm)



**Reporter's Details**

Full name

Email


Employee Number

**Event Details**


Date of Event (MM/dd/yyyy)   


Time of Event (hh:mm)


Time must be recorded using 24 hour format e.g. 8.30pm is 20:30


Disclosed to patient/family?  

**Event Location Information**


Department Location of Event  


Department Reporting Event  


Location (type)  

Was another department involved?  

**Event Classification**

Would this event be considered a "near miss"?  

Event Category  

Event Sub Category  

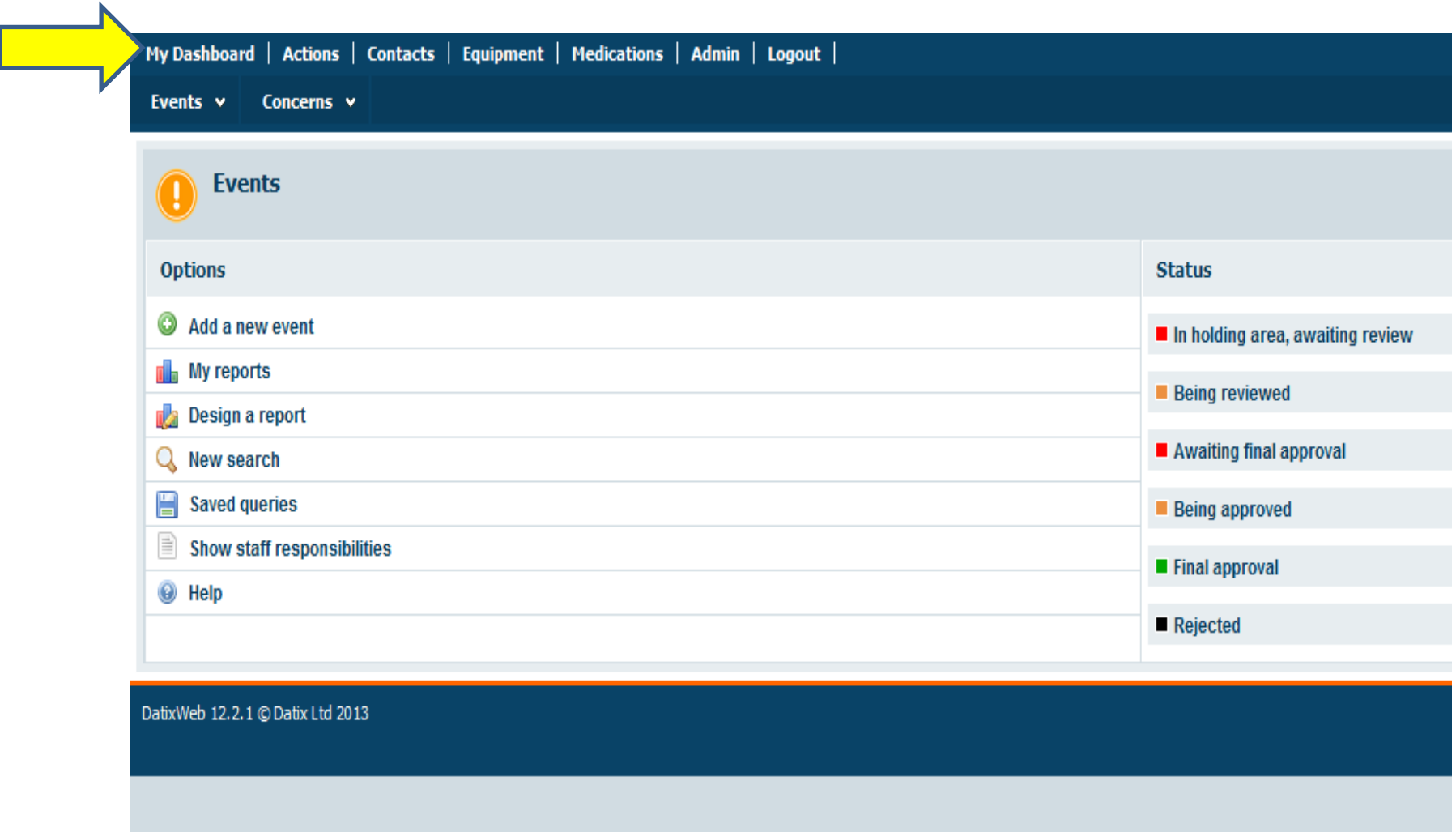
**Narrative**

Narrative Description of Event

Trusted sites | Protected Mode: Off 100%

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presentation use in her position as CHH  
Director of Risk Management

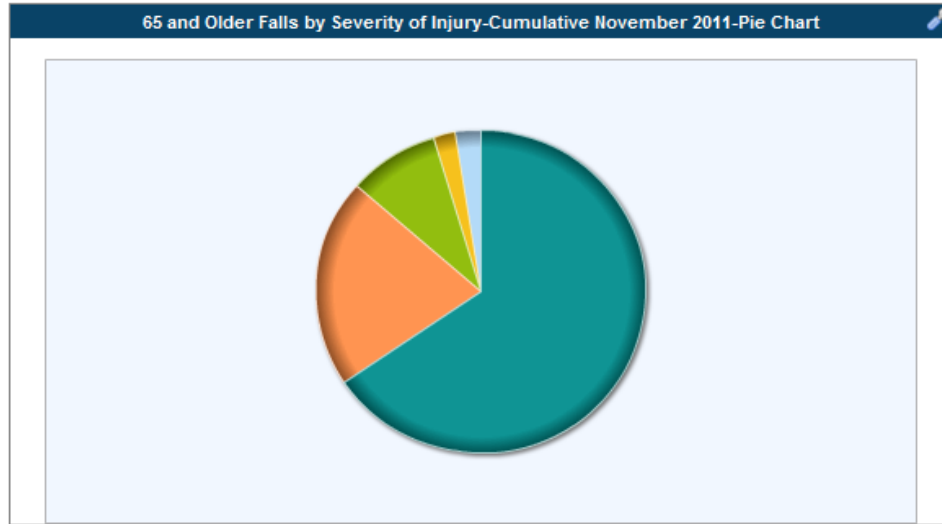
# Dashboard Charts



The screenshot shows a web dashboard interface. At the top, a dark blue navigation bar contains the following links: My Dashboard, Actions, Contacts, Equipment, Medications, Admin, and Logout. Below this, a secondary navigation bar includes 'Events' and 'Concerns' with dropdown arrows. A yellow arrow points to the 'My Dashboard' link. The main content area is titled 'Events' and features a table with two columns: 'Options' and 'Status'. The 'Options' column lists various actions like 'Add a new event', 'My reports', 'Design a report', 'New search', 'Saved queries', 'Show staff responsibilities', and 'Help'. The 'Status' column lists event statuses with corresponding color-coded squares: 'In holding area, awaiting review' (red), 'Being reviewed' (orange), 'Awaiting final approval' (red), 'Being approved' (orange), 'Final approval' (green), and 'Rejected' (black). At the bottom of the dashboard, a footer bar displays 'DatixWeb 12.2.1 © Datix Ltd 2013'.

Options	Status
Add a new event	In holding area, awaiting review
My reports	Being reviewed
Design a report	Awaiting final approval
New search	Being approved
Saved queries	Final approval
Show staff responsibilities	Rejected
Help	

# Examples of Dashboard Charts



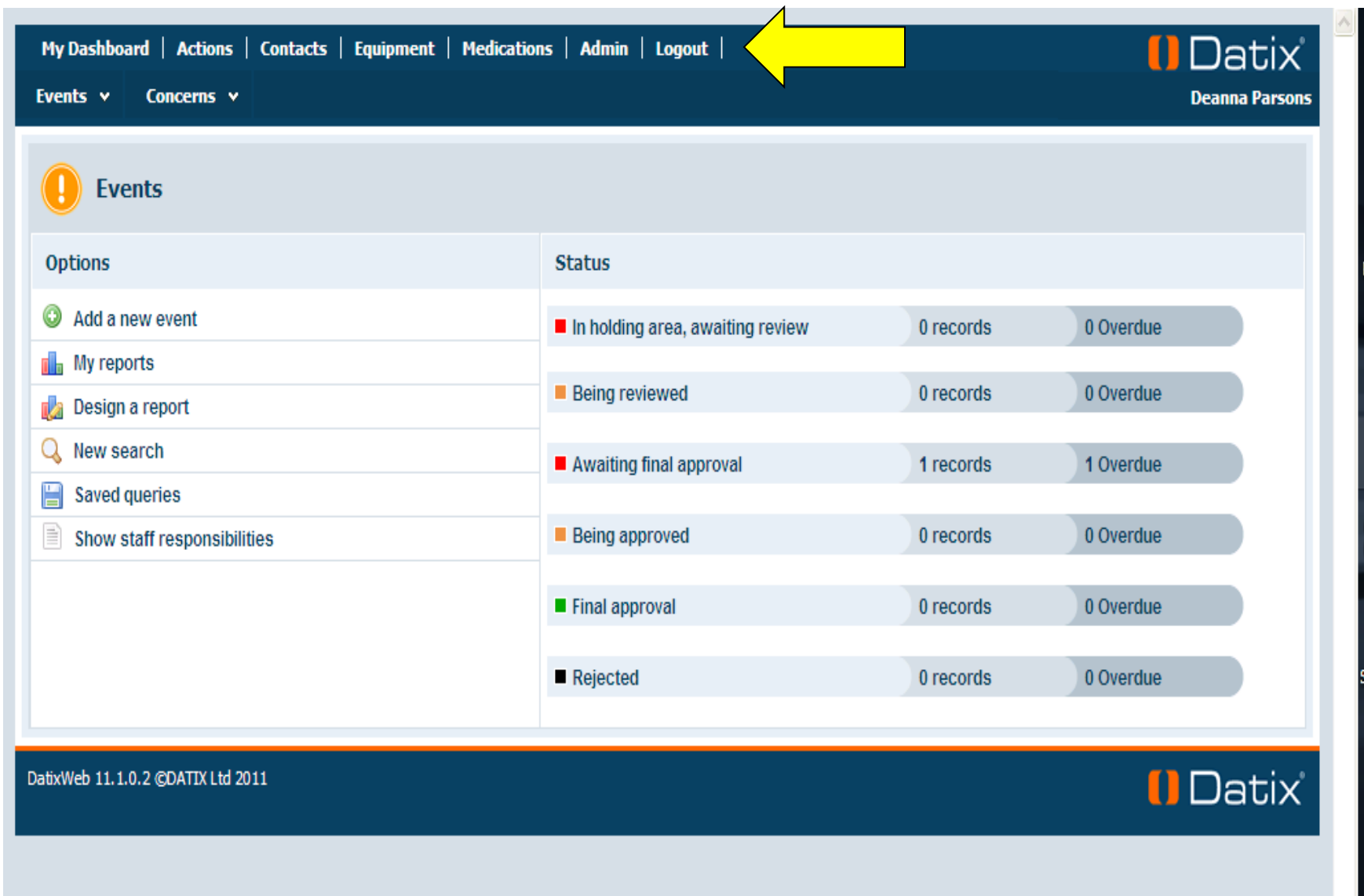
Cumulative-November 2011-Patient Fall Related Events by Day of Week

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
	7	3	13	6	4	9	8	50
	20	32	30	27	25	30	34	198
	12	5	10	9	8	3	5	52
	3	0	0	2	1	2	1	9
	15	22	19	22	28	24	24	154
	2	5	3	5	3	1	1	20
	0	0	1	0	0	0	1	2
	3	0	2	2	3	2	2	14
	12	8	2	4	16	10	10	62
	4	0	2	4	3	1	0	14
	15	8	7	7	13	8	5	63
	0	0	0	1	0	0	0	1
	1	1	3	1	2	0	0	8
	0	0	0	3	0	2	0	5
	0	2	0	0	0	0	0	2
	0	0	1	0	0	0	0	1

Prepared by Deanna Parsons for  
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# Click on the 'Logout' button to EXIT the Datix system.



The screenshot shows the Datix system interface. At the top, there is a dark blue navigation bar with the following menu items: My Dashboard, Actions, Contacts, Equipment, Medications, Admin, and Logout. A yellow arrow points to the 'Logout' button. To the right of the navigation bar is the Datix logo and the name 'Deanna Parsons'. Below the navigation bar, there are two dropdown menus: 'Events' and 'Concerns'. The main content area is titled 'Events' and contains a table with two columns: 'Options' and 'Status'. The 'Options' column lists various actions like 'Add a new event', 'My reports', 'Design a report', 'New search', 'Saved queries', and 'Show staff responsibilities'. The 'Status' column shows a list of event statuses with their respective record counts and overdue counts.

Options	Status
Add a new event	In holding area, awaiting review 0 records 0 Overdue
My reports	Being reviewed 0 records 0 Overdue
Design a report	Awaiting final approval 1 records 1 Overdue
New search	Being approved 0 records 0 Overdue
Saved queries	Final approval 0 records 0 Overdue
Show staff responsibilities	Rejected 0 records 0 Overdue

DatixWeb 11.1.0.2 ©DATIX Ltd 2011

Datix

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# QUESTIONS?

**Please call Deanna Parsons at CHH ext. 2315.**

Individual trainings can be  
arranged per request.