

Fiona Stanley User Guide

Current Date and Time (points to Collected Date and Collected Time)

Patient Details are typed in here (points to First Name, Last Name, Patient Sticker)

Staff that entered the item into storage (points to Logged by Sims Officer)

Where the item will be placed (points to Storage Location)

Adds item to the database (points to Add Property button)

Insert Item Details Here (points to Description text area)

Form Fields:

- Collected Date: 29-06-2016
- Collected Time: 20:13
- Work Order #: []
- Property Bag Number: []
- First Name: []
- Last Name: []
- Patient Sticker: []
- Description: [Insert Item Details Here]
- Logged by Sims Officer: -Please Select One-
- Storage Location: -Please Select One-
- Add Property

To add an item, the patients' details must be entered first, then the item description, followed by which staff member is receiving the property and finally where the property will be stored. Once all the details have been filled out clicking the "Add Property" button will put the item into the database which can be seen from the table (Note: Date and Time are automatically added when the button is clicked).

Property		Archive						
First Name	Last Name	Bag Number	Collection Date	Work Order #	Description	Collected By	Logged By	Storage Location
James	Bond	sfsdf34f	2016-06-29	f4463fwe444	Gun	Admin Team	Patient Property	Patient Trust-Mon...
Bruce	Wayne	32r2d32	2016-06-29	df4f42	Robin	Admin Team	Patient Property	Patient Trust-Tue...
John	Matthews	ckas8j3j	2016-06-29	9d0fsuu	Pen	Red Team	Patient Property	Patient Trust-Thur...
Albert	Hoffman	hsahkd73	2016-06-29	a7d8s6dg76	Lil bits of paper	Blue team	Patient Property	Patient Trust-Friday

When an item is selected from the table, all the item information/clients details will fill their corresponding text boxes.

Property | Archive

First Name	Last Name	Bag Number	Collection Date	Work Order #	Description	Collected By	Logged By	Storage Location
James	Bond	sfsdf34f	2016-06-29	f4463fwe444	Gun	Admin Team	Patient Property	Patient Trust-Mon...
Bruce	Wayne	32r2d32	2016-06-29	df4f42	Robin	Admin Team	Patient Property	Patient Trust-Tue...
John	Matthews	ckas8j3j	2016-06-29	9d0fsuu	Pen	Red Team	Patient Property	Patient Trust-Thur...

Form Fields (Populated):

- Collected Date: 2016-06-29
- Collected Time: 21:54
- Work Order #: df4f42
- Property Bag Number: 32r2d32
- First Name: Bruce
- Last Name: Wayne
- Patient Sticker: shj64533
- Description: Robin
- Logged by Sims Officer: Admin Team
- Storage Location: Patient Trust-Tuesday
- Add Property

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To remove property out of storage, click on the item from the list and fill out the details in the second form (Note: checking the 'Owner' for 'Property Returned To' will automatically fill the text box for 'Returned To').

Who the property is being returned to

Name of the person collecting the property and their ID

Staff that returned the item

Removes item from the property table and archives it

The form is titled "Patient Trust Returned". It contains the following fields and controls:

- Property Returned To:** Two radio buttons labeled "Owner" and "Next of KIN".
- Returned To:** A text input field.
- I.D. Number:** A text input field.
- Date Returned:** A date input field showing "29-06-2016".
- Time Returned:** A time input field showing "23:50".
- Returned By:** A dropdown menu currently showing "-Please Select One-".
- Work Order#:** A text input field showing "df4f42".
- Remove Property:** A button at the bottom right.

Clicking the "Remove Property" button will remove the item from the property table and places it in the archive table, which can be reached by clicking on the archives tab.

Property Archive									
First Name	Last Name	Collection Date	Work Order#	Description	Collected By	Logged By	Returned By	Returned To	Returned Date
Matthew	Pearce	2016-06-29	123456	Laptop	Gold Team	Patient Property	Gold Team	Jert	2016-06-29
Walter	OBrian	2016-06-29	987389	Car keys	Gold Team	Patient Property	Blue team	Jerry Springer	2016-06-29

To search for an item or owner type in their name/ item description in the search text box.

Anything matching what has been entered will be displayed in the table (Note: Search includes archived items).

The search interface includes a search bar with a "Search" button and a "Clear Search" button. Below the search bar, there are tabs for "Property" and "Archive". The table below shows the search results for the term "Robin".

First Name	Last Name	Bag Number	Collection Date	Work Order #	Description	Collected By	Logged By	Storage Location
Bruce	Wayne	32r2d32	2016-06-29	df4f42	Robin	Admin Team	Patient Property	Patient Trust-Tue...

To clear the search results click on the "Clear Search" button, this will redisplay all the current items in storage.