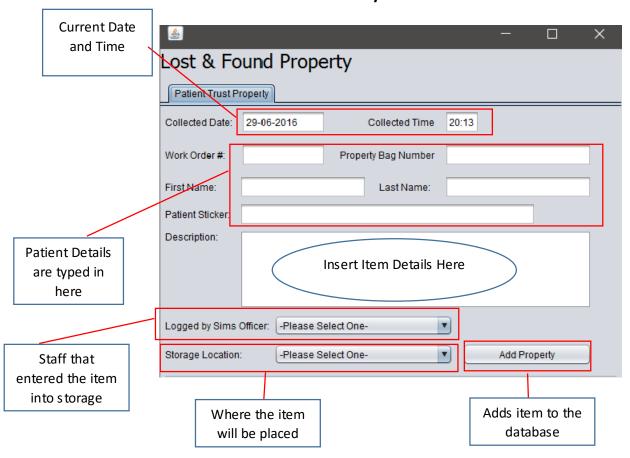
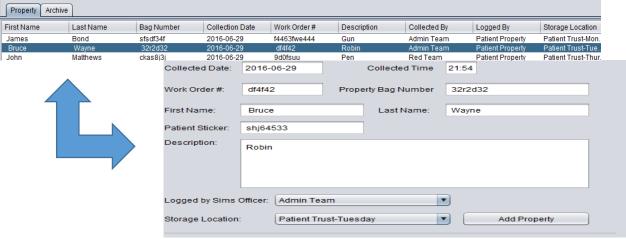
Fiona Stanley User Guide



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).

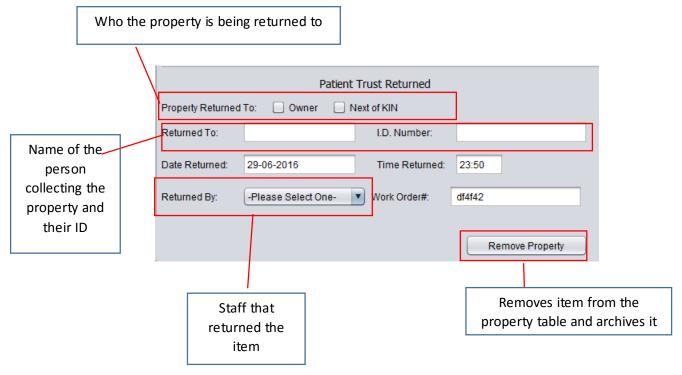


When an item is selected from the table, all the item information/clients details will fill their corresponding text boxes.

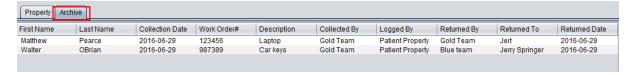


Fiona Stanley User Guide

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').



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.



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





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