Free and Open Source software to store the electronic medical record
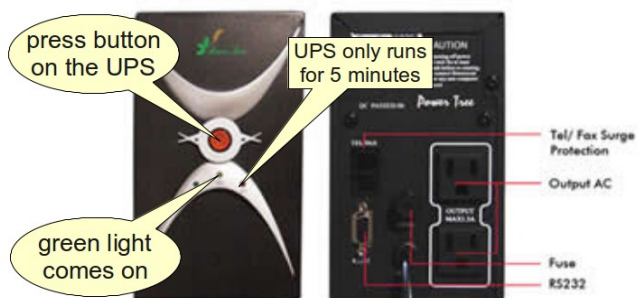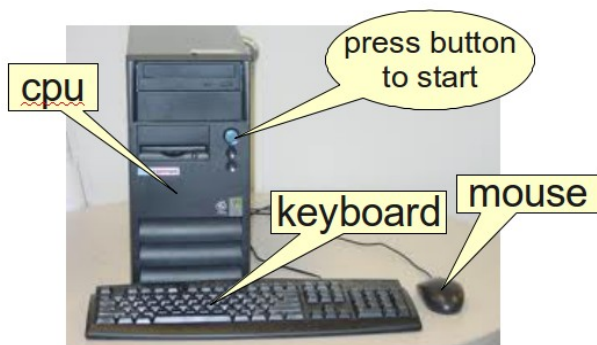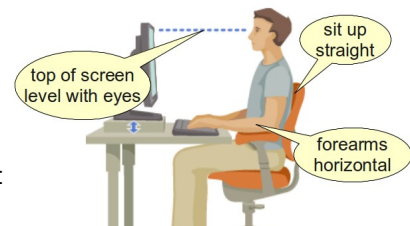
How to use the computer

The workstation is a normal PC computer. You can use it for everything a PC can do like writing letters or sending e-mails. For these tasks it stores files on the hard disk inside the CPU (Central Processing Unit). Some workstations have a DVD writer for downloading data and for doing backups of your work on the PC. You are responsible for the data on your PC and should do your own backups. If you share this computer with other staff, arrange with them to store their files in different locations so that yours will not get deleted by accident. **The patient database is not stored on this computer.** You only log on to it on the hospital server connected by a network cable. You don't need to backup the patient database – this will be done by the network manager.

Each computer has a battery that covers short breaks called a UPS (Uninterruptible Power Supply). But it only gives you a few minutes current, for example a short break until the hospital generator starts. It also has a voltage stabiliser that protects the CPU and the network line from small voltage fluctuations. It is best to have a surge protector as well.

Sit properly

If you use the computer for more than a short time, it is good practice to sit straight, with your eyes level with the top of the screen, your forearms horizontal and your feet flat on the floor. This way you will get much fewer aches and pains in the neck, shoulders and wrists.
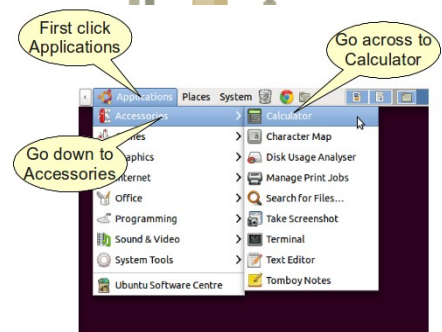

Switching on the CPU

The operating system that runs your PC is Ubuntu, a popular version of **LINUX** that is easy to use and comes with many programs ready to start. LINUX has major benefits over other operating systems. It runs much faster and never gets viruses. Surprisingly this excellent operating system and its apps like the Libre Office Suite, are available completely free of charge. Although it does most things automatically for you like connecting to a network or installing a printer, you can also get help from the Ubuntu community on the Internet if you need it.

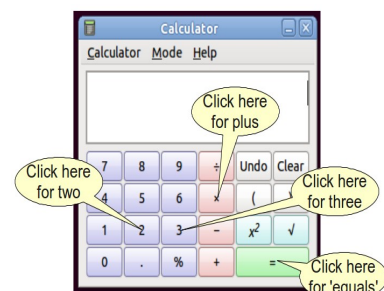The program menus are shown at the top of the screen.
Applications has a small set of the programs available for day-to-day work on the PC, *Places* shows the files or documents stored on this PC and *System* allows you to configure this machine or add new features. To change operating system functions you will need the system password – consult your network administrator. The new version of Ubuntu has two different appearances; we only show the classic one.
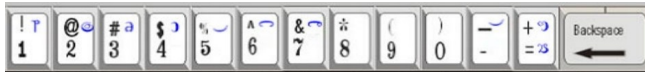
Using the mouse

The calculator is a simple app that teaches you how to work with different programs on the desktop. It also helps you to practise using the mouse. It is therefore the best program to start off with, if you are not familiar with using a computer.

To open the calculator, choose **Applications** by clicking on the left mouse button in the bar at the top of the screen, then choose **Accessories** and then go across to **Calculator**. Click, by pressing the left mouse button. Use a short press, press quickly and let go.
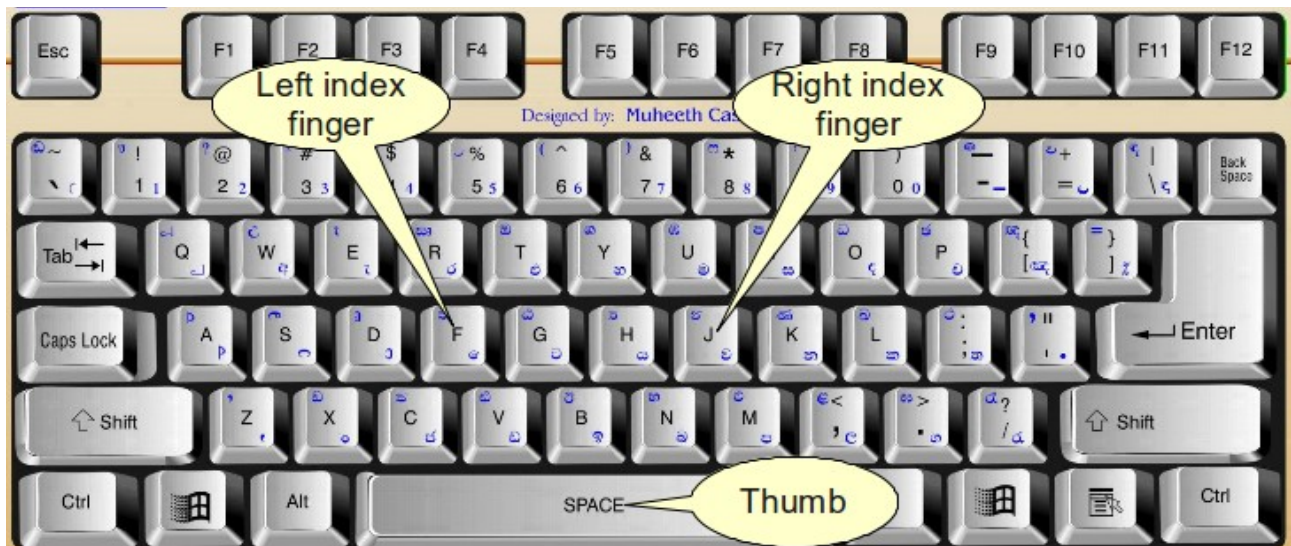
Using the Keyboard

When you can use the mouse, do the same calculations with the top row of the keyboard. Use '/' for divide and '*' for multiply. The '+' is on the same key as the '=' sign. No problem, just press 'Shift' then type the key – the choice will be shifted to the top character. If your keyboard has a numeric pad on the right, this is perfect for doing calculations.

Typing letters

To open the text processor choose **Applications**, then go down to **Office** then across to **Writer**. The first letter to type is 'F' with the index finger of the left hand. Press the space bar with either thumb.

Type 'F' followed by a space for the whole line. The 'J' is typed with the right hand. Both these two letters have a small bump on the key so you can feel that you are in the right place. The letters to practise are:

f space (f f f f f f f f f f f f f f f f f f f f f f f f f)
j space (j j j j j j j j j j)
asdf space (asdf asdf asdf asdf asdf)
;lkj space (;lkj ;lkj ;lkkj ;lkj ;lkj)
dad lad had gas
asdfgf space (asdfgf asdfgf asdfgf asdfgf)
;lkjhj space (;lkjhj ;lkjhj ;lkjhj ;lkjhj)
upper row of letters
lower row of letters
the quick brown fox jumps over the lazy dog

It is also possible to type in languages that don't use the Roman alphabet (Sinhala, Tamil etc.). The network manager can install these apps for you.

There is a nice app for Ubuntu called 'Tux Type' that helps you to learn typing: