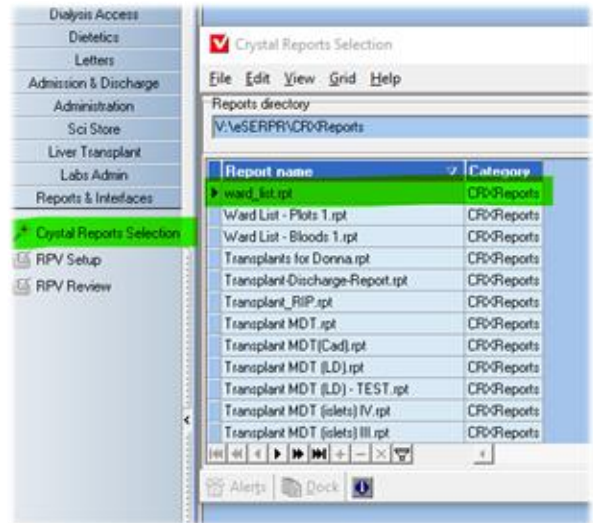


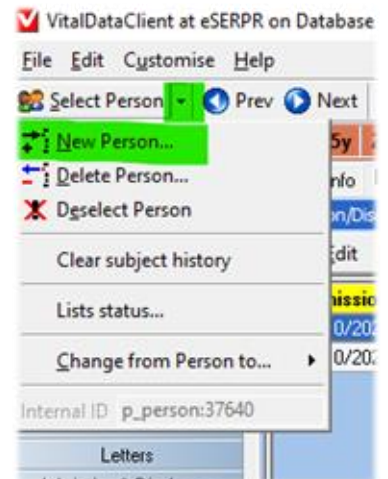
## Access the Ward List

1. Log in to VitalData
2. Click on **Crystal Reports Selection** (under Reports & Interfaces)
3. Select the relevant Ward List



## Add a temporary patient

1. From the main VitalData page, go to the drop-down menu arrow next to 'Select Person', click on **New Person**
2. Enter patient details
3. Click on **OK** to confirm



## Edit patient notes

1. From the main VitalData page, go to **Admission & Discharge** forms
2. Search for the patient, select patient and click **OK** to confirm
3. Edit the relevant fields

