

Quick Reference Guide

Updating Plan on the Dashboard



1

Select the preferred area from the top right-hand side of the screen using the drop-down arrow. Click on the desired option.

All UEC ▼

2

Select **Patient List** from the top of the screen and select the desired dashboard (**UEC Dashboard** for ED Areas and **SDEC Dashboard** for SDEC areas) from the **Profile** on the right side.

Profile: ▼

3

Double click on the patient's corresponding **Plan** column.
Select **Preferred Specialty** and select **Save**.



Note: If a bed has been requested via the DTA process (see separate QRG), the **Plan** column automatically reflects this. However, a bed is not automatically requested if the **Plan** column is updated first.