

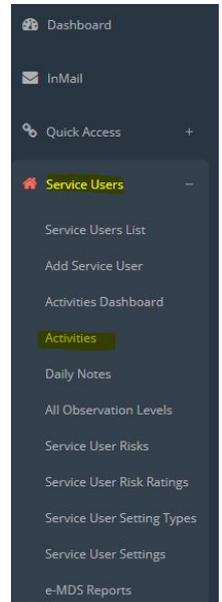
Patients' Activities

You can create activities for the patients in 3 different ways.

For these 3 ways, please go to this area:

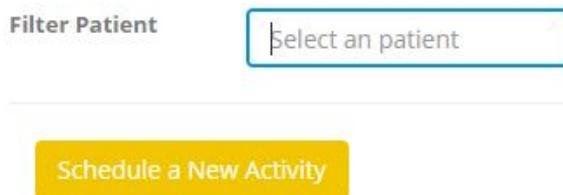
Step 1) Go to 'service users' and click 'activities' to show the calendar for all the patients.

Step 2) Then you have to choose a patient and put their name.



1. Schedule new activities from the calendar

Step 1) Select 'schedule a new activity' and you can choose different activity types (e.g. art, drama, walks, gym, cooking,...)

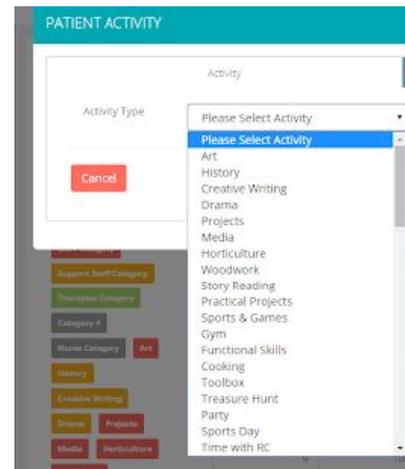


Step 2) Select the start day and time, as well as, end day and time. Choose an activity leader and the location of the activity taking place. Choose if that activity is a group activity or not and if they need support with the activity.

Step 3) After that, note if you want this activity to be shadowed (someone watching them doing the activity), supported (someone helping them), or unescorted (no one needs to help them or watch them).

Step 4) If you wish to repeat this activity, tick 'repeat activity' at the bottom of the page. Select when you want it to be repeated (daily, weekly, monthly,...)

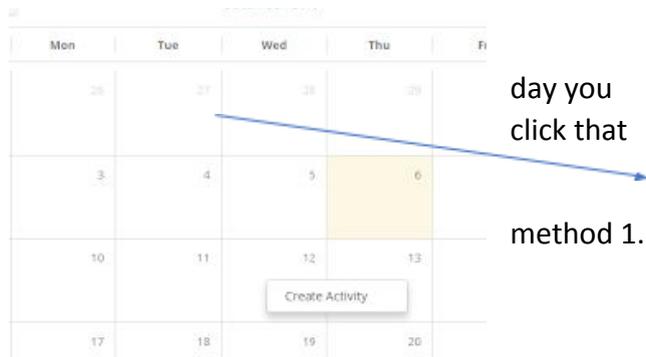
Step 5) Pick a day for it to start and choose when you want the repetition to end (never, or after-and then write down how many occurrences you want it to repeat for. Then press 'save and exit'.



2. Click on calendar and create

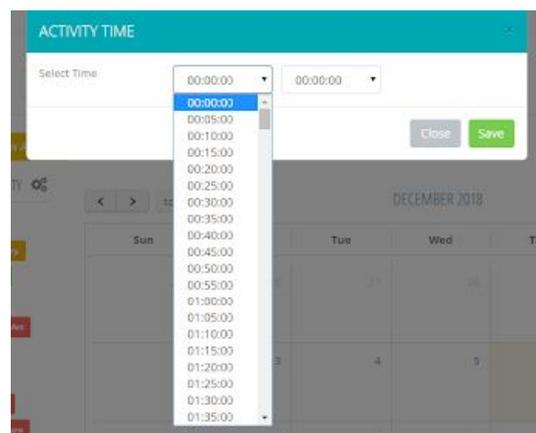
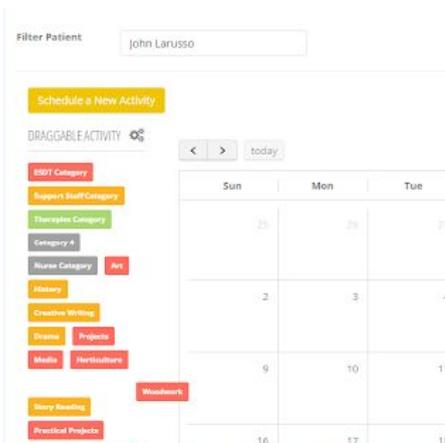
Step 1) On the calendar, choose the day you want the activity to happen on and day. Then click 'Create activity'.

Step 2) Repeat steps 2, 3, 4 and 5 on

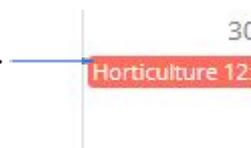


3. Drag and drop activity

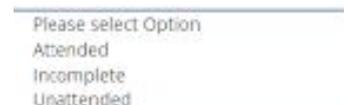
Step 1) On the left side of the screen, there is a list of different activities. Choose an activity and drag the activity to the date you want it to happen on. Then it will ask you to select a time, then click 'save'.



Step 2) You can then edit the activity by clicking on it.



Step 3) Here you can update the status as 'attended', 'unattended' or 'incomplete'

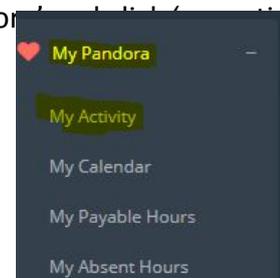


Step 4) Attended Patients

You can access the activities area from different places:

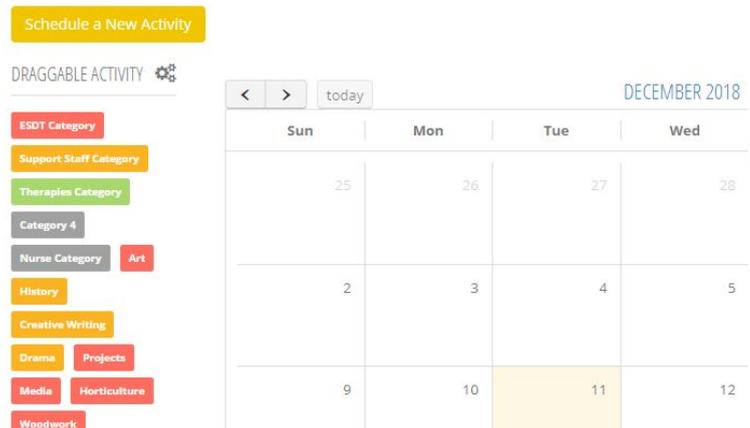
1. My Pandora

Step 1) On the left side of the screen, scroll down to 'my pandora' and click on 'activity'

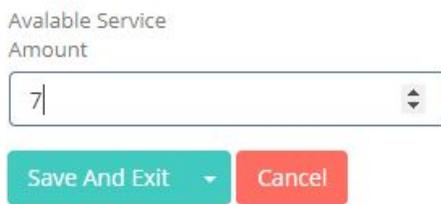


Step 2) Then you can either click 'schedule a new activity' or drag the activity and drop it on the day you want it to happen.

Step 3) If you press 'schedule new activity' you will then have to set an activity type, the time, the employee,...



Step 4) When activities are created, people who create them can put a limit of people. This means that anyone can join the activity, up to that number of people (e.g. max of 7 people – only up to 7 people can join this activity. Later you can write down the service users who attended the activity).



2. Patients' profile

Step 1) Go to 'service users' and select 'service users list' to access the service user's profile

Step 2) Choose a service user so then you can add an activity to him/her and press the blue box on the right side of the screen.

Step 3) Scroll down to 'activities schedule' and a calendar will appear on your screen.

On this method there is a 'join activity' button. So, if you want to add a service user to a particular activity you can, by pressing the 'join activity' box, as long as there is still space available.

