

Workspace Management and Workgroups

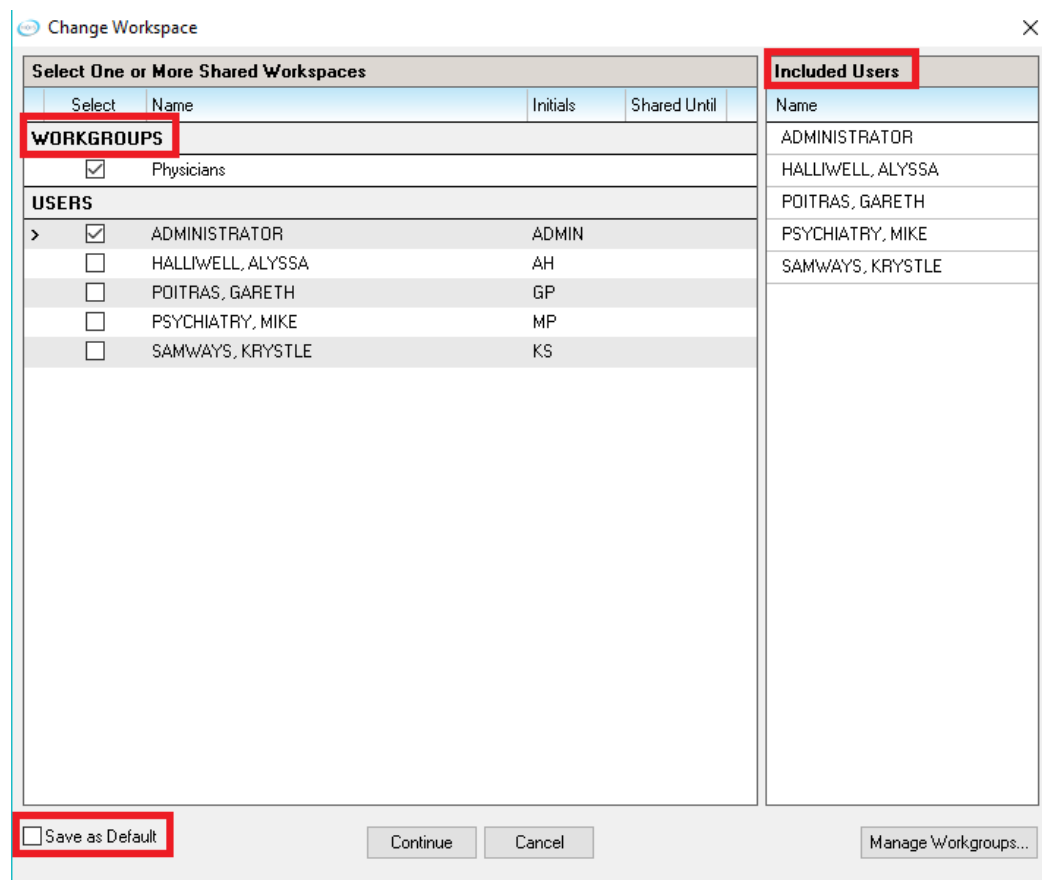
Workgroups allow you to create and view blended Workspaces so that you can easily share results, tasks and messages between a specific group of users.

In order to view the Workgroup, you need to navigate to your Workspace and select 'Change W/S':



In this window, you will see the Workgroups you belong to as well as your Workspace (and any Workspaces that other users have shared with you).

To view the Workgroup's results, check off the Workgroup (Physicians). You can also choose to select 'Save as Default' in the bottom left-hand corner of this window so that both your own Workspace, and the Workgroup, are automatically opened each time you navigate to the Workspace. The column on the right-hand side also shows you the users that are included in the Workgroup for quick reference.



Once you choose to view both your own Workspace and the Workgroup, you will notice the Workspace banner changes color:



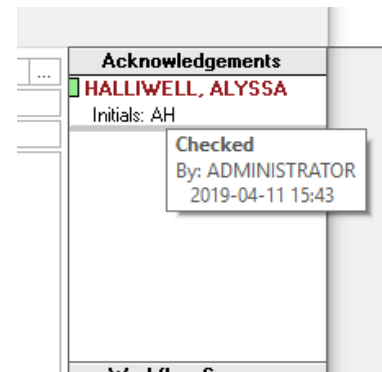
This acts as a quick visual reference so that you know you are viewing more than just your own Workspace.

Once you navigate to the basket folders for results (Measures, Imaging, Consults, etc.) you will be able to see who the original assignee is for each result:

Acknowledge - Measures											Blended Workspace Including You						
Refresh		Change W/S		Open Chart		Create Task		Create Message		Reassign Items		Copy Items		Print		Close Window	
Search For:											Showing Records: Not Checked		Since:				
RA	T	Patient	Age	Collected	Test Name	Value	Units	Flag	Status	IR	Assignee	Check					
>	1555	A	NECOLONCA, JOANN	69	10.01.01	GFR SERPL-VRATE	90				AH	<input type="checkbox"/>	-				
	1550	A	GIRL, BABY	4	14.12.25	1M APGAR SCORE	9				GP	<input type="checkbox"/>	-				
	1550	A	GIRL, BABY	4	14.12.25	5M APGAR SCORE	9				GP	<input type="checkbox"/>	-				
	1550	A	GIRL, BABY	4	14.12.25	WEIGHT	3.230	Kg			GP	<input type="checkbox"/>	-				
	1550	A	GIRL, BABY	4	14.12.26	ABO+RH GP BLD NB	A pos				GP	<input type="checkbox"/>	-				
	1550	A	GIRL, BABY	4	14.12.26	DAT IGG-SP REAG RBC QL	0				GP	<input type="checkbox"/>	-				
	1550	A	GIRL, BABY	4	14.12.31	WEIGHT	3.150	Kg			GP	<input type="checkbox"/>	-				
	1550	A	GIRL, BABY	4	15.01.05	WEIGHT	3.30	Kg			GP	<input type="checkbox"/>	-				
	1550	A	GIRL, BABY	4	15.01.07	WEIGHT	3.30	Kg			GP	<input type="checkbox"/>	-				
	1550	A	PN, FEMALE	37	14.06.11						GP	<input type="checkbox"/>	-				
	1550	A	PN, FEMALE	37	14.06.11	ABO+RH GP BLD	0 Neg				GP	<input type="checkbox"/>	-				
	1550	A	PN, FEMALE	37	14.06.11	HCT FR BLD AUTO	0.38	%			GP	<input type="checkbox"/>	-				
	1550	A	PN, FEMALE	37	14.06.11	HGB BLD-MCNC	132	g/L	L		GP	<input type="checkbox"/>	-				

This column lists the initials of the user. If you hover your mouse over the initials, it will also tell you the full name of that user (should you have multiple users in the clinic with the same initials).

Once you check off this result, it will be marked as checked/acknowledged for all users. For example, if the result is assigned to Dr. Shepherd, but Dr. Grey checks it off in the Workgroup, it will no longer show in Dr. Shepherd's own personal Workspace to Acknowledge (although the record will show in his 'Checked' results filter should he wish to see which user checked it). It will list the person who checked the result in the 'Acknowledgements' window on the bottom right:



Assignee
GP
GP
GP
*

Hint - If you see a * in the Assignee column, it means this result was sent to multiple users who are included in the Workgroup. Again, once one user checks off this result, it will be 'checked' for all users.