

## Avoiding Errors in Use of Action Buttons

Errors are commonly made when entering journal or physician interactions by overwriting the previous entry. This can be avoided by paying attention to the action option selected.

The SYMBOLS/ACTIONS within Clinical Trac are defined as follows:

- VIEW (Magnifying Symbol): Allows you to **review** an existing record
- ADD (Plus Symbol): Allows you to **create** a new record
- EDIT (Pencil Symbol): Allows you to **modify** an existing record



When you want to create a new journal or physician interaction, from the **OUTER left-side** menu, you need to select **“ADD”**:

— Student Daily Journal Profile Report

School	Student Name	Student Rank	Student Record	Account Created	Action	[247] Ac
SJVCR	Adam Baldwin	Senior	1743520115	01/15/2017		Stud PEF

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Then at the **inner** menu, you need to again select **“ADD”**:

Adam Baldwin - Student Journal History Report

Student	Response	Hospital	Journal Date	Date Created	Action
Adam Baldwin	YES	03-Initech Community Hospital	01/26/2017	01/28/2017	
Adam Baldwin	NONE	03-Initech Community Hospital	01/10/2017	01/22/2017	Add
Adam Baldwin	YES	03-Initech Community Hospital	01/05/2017	01/22/2017	

Once you have done this, you’ll see a blank form into which you can put an entry. As long as you see a **blank form** and the **“Save”** button at the bottom, you will be able to type a new entry and have it save correctly.

Adam Baldwin - Respiratory Care Student Journal Entry

Journal Date:  \* Required

Student Journal Entry:

School Response:

Save & Continue Save & Exit Cancel

The most common error comes from selecting **“edit”** when you want to add a new record. This causes you to overwrite a previous entry. And it’s also important WHERE you choose the action item— you need to select **ADD** from the **outer menu** when you want to put in a new entry.

If you select **VIEW** from the **outer** menu then there will be no **“Save”** button, so you can type a whole entry, but then you can’t save it.