



# STB 67 Paper Based System – Backdate / Defer on Adastra

**NAME:** \_\_\_\_\_ (PLEASE PRINT CLEARLY)

**DATE OF BRIEFING:** \_\_\_\_\_

**BRIEFED BY:** \_\_\_\_\_

**STB 67: Paper Based System – Backdate / Defer on Adastra**

The purpose of this Service-Training Brief is to assist us in the service we provide to our customers.

The Training Team/Co-ordinator is responsible for delivering this brief to staff. Please sign the front page of the brief, this will then be kept in your training file and the information recorded on Badger systems. The brief content pages may be kept for reference as required.

The information contained in this brief supersedes all previous communications, manuals or procedures.

| STB 67 – Paper Based System – Backdate / Defer on Adastra         | Signed |
|---|--------|
| I have received a face to face briefing                           |        |
| I fully understand the briefing and will implement this training. |        |
| I have discussed any queries.                                     |        |

| STB                 | Date |
|---------------------|------|
| Added to Rotamaster |      |

**VERSION CONTROL**

| DATE       | CHANGE               | CHANGED BY |
|------------|----------------------|------------|
| 17/06/14   | Original Version     | CY         |
| 14/12/2015 | Reviewed- No changes | CY         |
| 18/07/2018 | Reviewed             | SBi        |

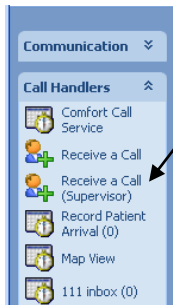
**Introduction**

There will be situations when we have to revert to a paper based system to enter case details. Once normal service has resumed the information on the call sheets will have to be entered on to the Adastra system.

When entering the information the cases have to be back dated to keep the records accurate.

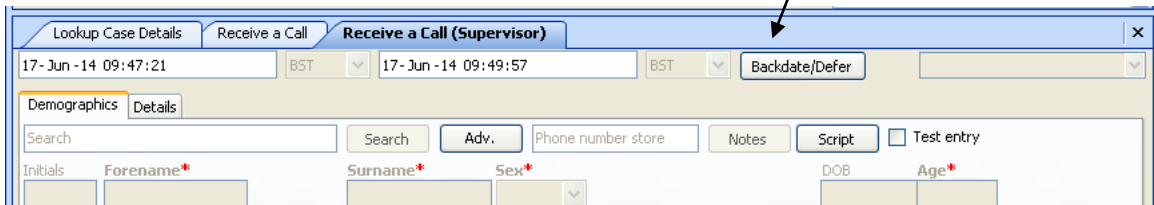
How to do this is explained in the next section.

**Back Dating**

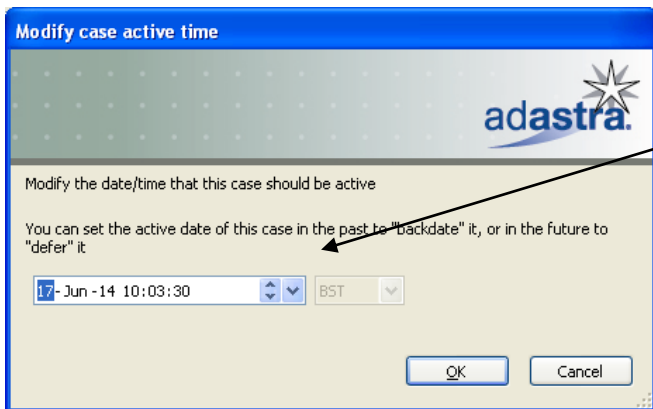


**Step 1:**  
Click on Receive a Call (Supervisor)

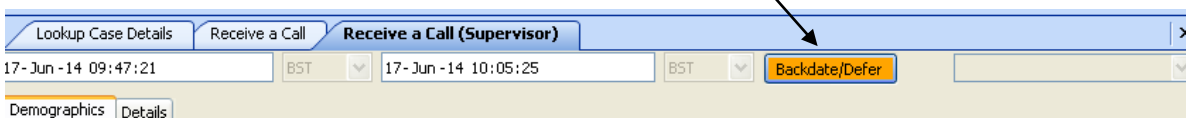
**Step 2:**  
Click on Backdate/Defer



**Step 3:**  
Enter the correct date and time. Click on Ok



The Backdate button will now be highlighted in orange.



You can now continue to enter the Patient demographics and call details.