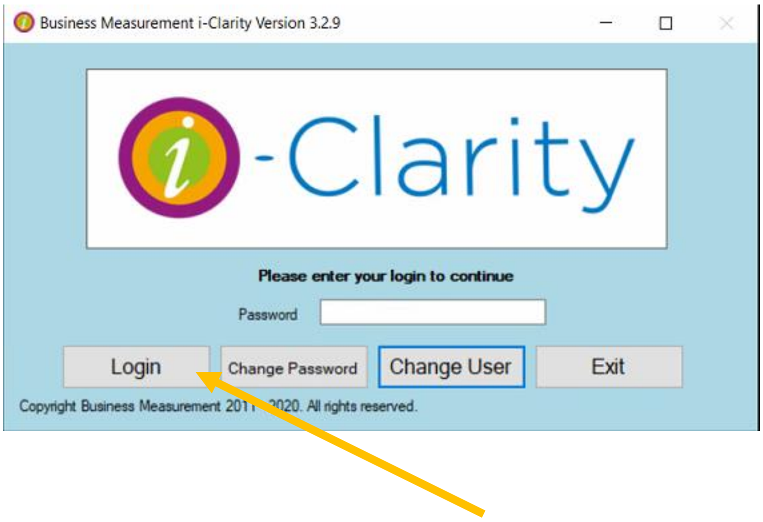
Introduction to i-Clarity

i-Clarity Version 3.2.9

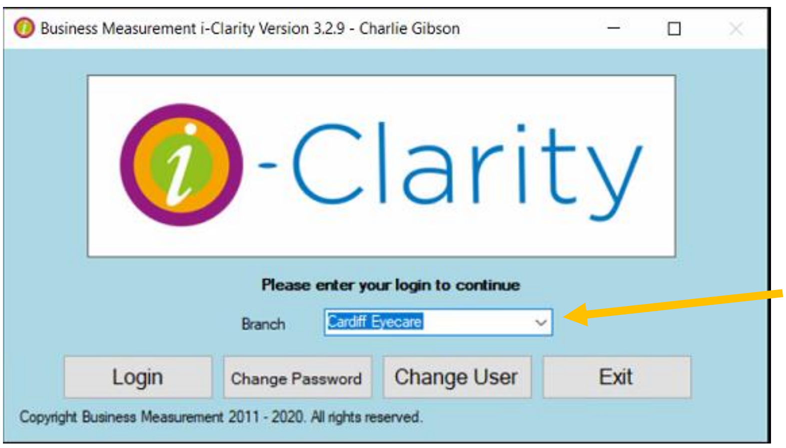
Logging in to i-Clarity

To open i-Clarity double click on the i-Clarity icon on the desktop.

This will open the log in screen.



Enter your i-Clarity password the either click the ‘login’ button or press enter on the keyboard.



This will then display the branch this computer is located at in the box.

If you want to change the branch you are logging into then click on the drop-down arrow next to the branch name and select the branch you would like to login to.

Every i-Clarity system will have a minimum of 3 branches. One will be your practice name, this will be your live database. Another branch will be called Archive, this will store the patient records of inactive patients e.g. deceased, moved away. The third branch is a Training branch, you can use this branch to practice any processes without effecting any live data.

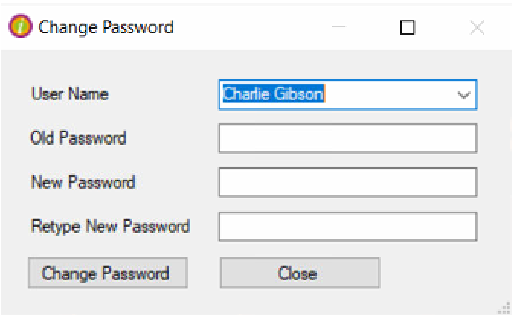
Once the branch you want to log in to is displayed then either click the ‘login’ button again or press enter on the keyboard.

Logon Screen Features

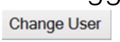
Change Password

If you click on the 

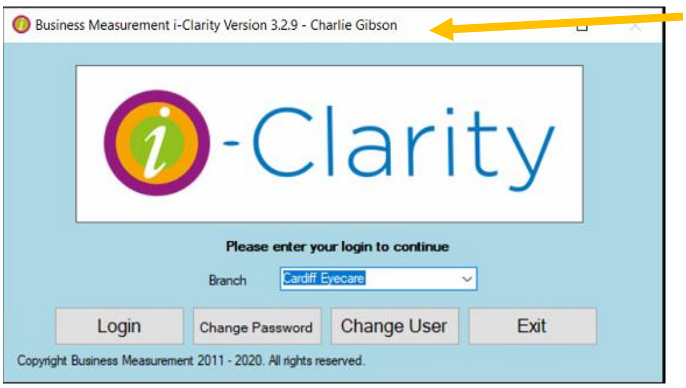
button then you get a dialog box where you can select your username from the drop down box and you then put in your existing password along with a new password to replace it (Passwords have to be at least 3 characters long and are case sensitive). If you have forgotten your old password, then contact your manager who will change your password for you on the Users tab in Maintenance.



Change Users

If somebody logs into i-Clarity and then logs back out, then the system will remember who logged in last, if another user wants to login then they will have to click on the 

button and then they can put in their password to login.



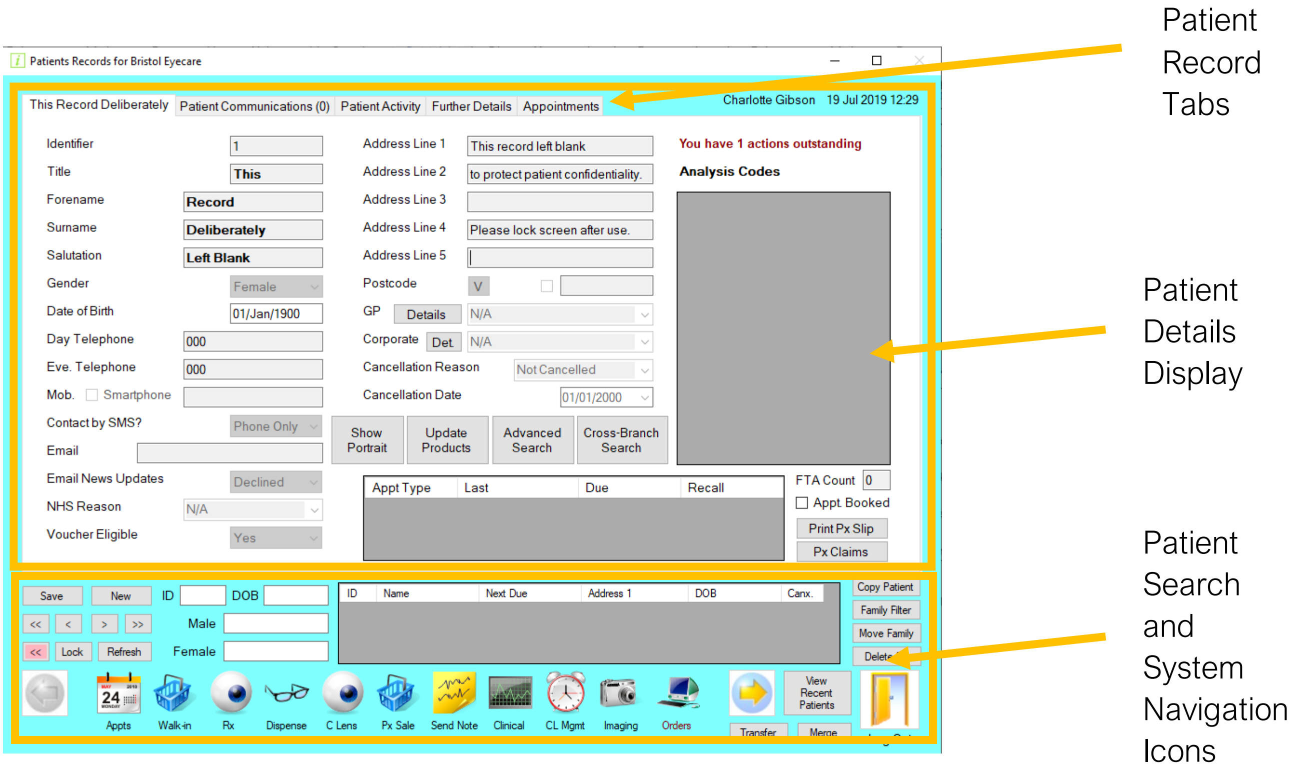
i-Clarity stores who was logged in last. If you click the 'Exit' button to fully close i-Clarity then the information of the last users will be reset. When you open i-Clarity again from the icon, you just type in your password and login as no previous login user will be stored.

The main screen

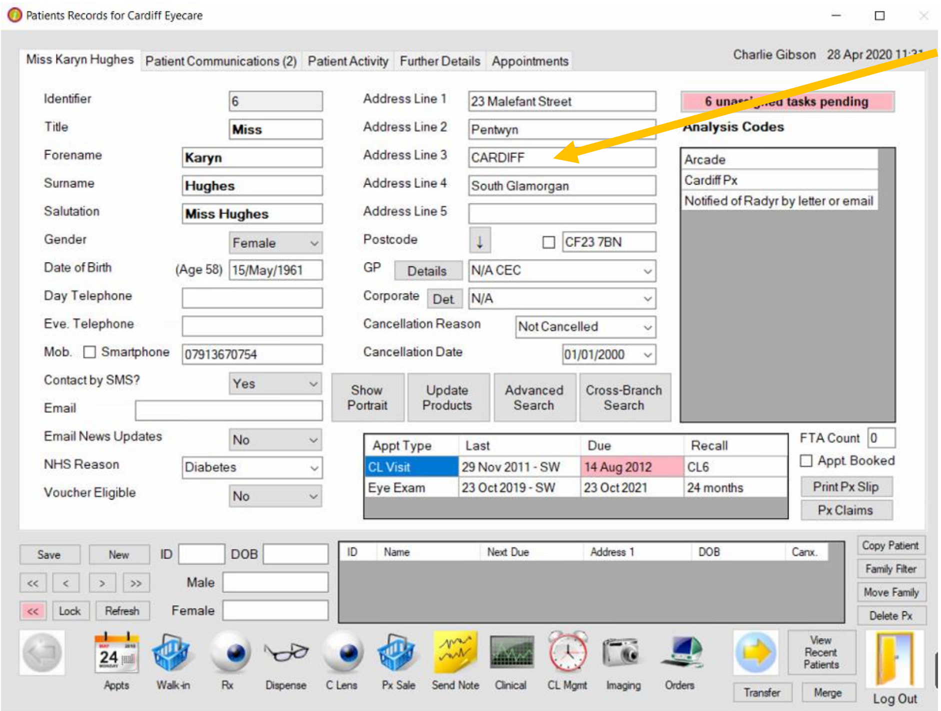
When you first log into i-Clarity you will land on a blank patient record.

The top section of this screen is where the patient details will be displayed, with the front page displaying the information you will need straight away when opening a record and then further information being displayed on pages behind that. These pages can be accessed by clicking on the tabs across the top of the screen.

The bottom section of the screen is where the patient search fields are located, along with the system navigation buttons.

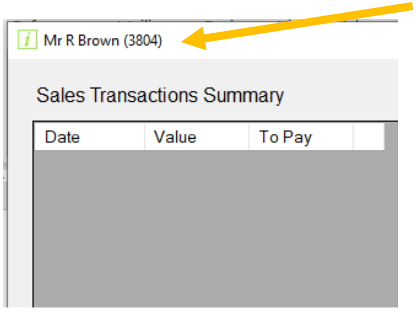


i-Clarity is designed to work around a single active patient record. Once you have an active patient record you can take that patient record into the different areas of the system such as point of sale, clinical records or dispensing by clicking on the navigation icons along the bottom of the screen.



A patient record is classed as active when the patient details are displayed in the top section of the main form.

You can check which patient is active when you are not of the main form because the patents name will be displayed at the top of the screen.



There are three ways to make a patient record active and bring up their details in the top section of the screen.

1. By creating a new patient record
2. By using the search facilities to bring up and existing patients' details
3. By selection the patient from a list or from an i-Clarity area like the appointment diary.