

*This is a prompt sheet – for more detailed instructions on using the List & Codes Maintenance section of RiskMan refer to the **List & Codes Maintenance Guide** accessed via the **HELP -> REFERENCE GUIDES** menu and the **List & Codes Maintenance Descriptions Guide** which can be downloaded from the **HELP -> WHAT'S NEW** page under the documents tab*

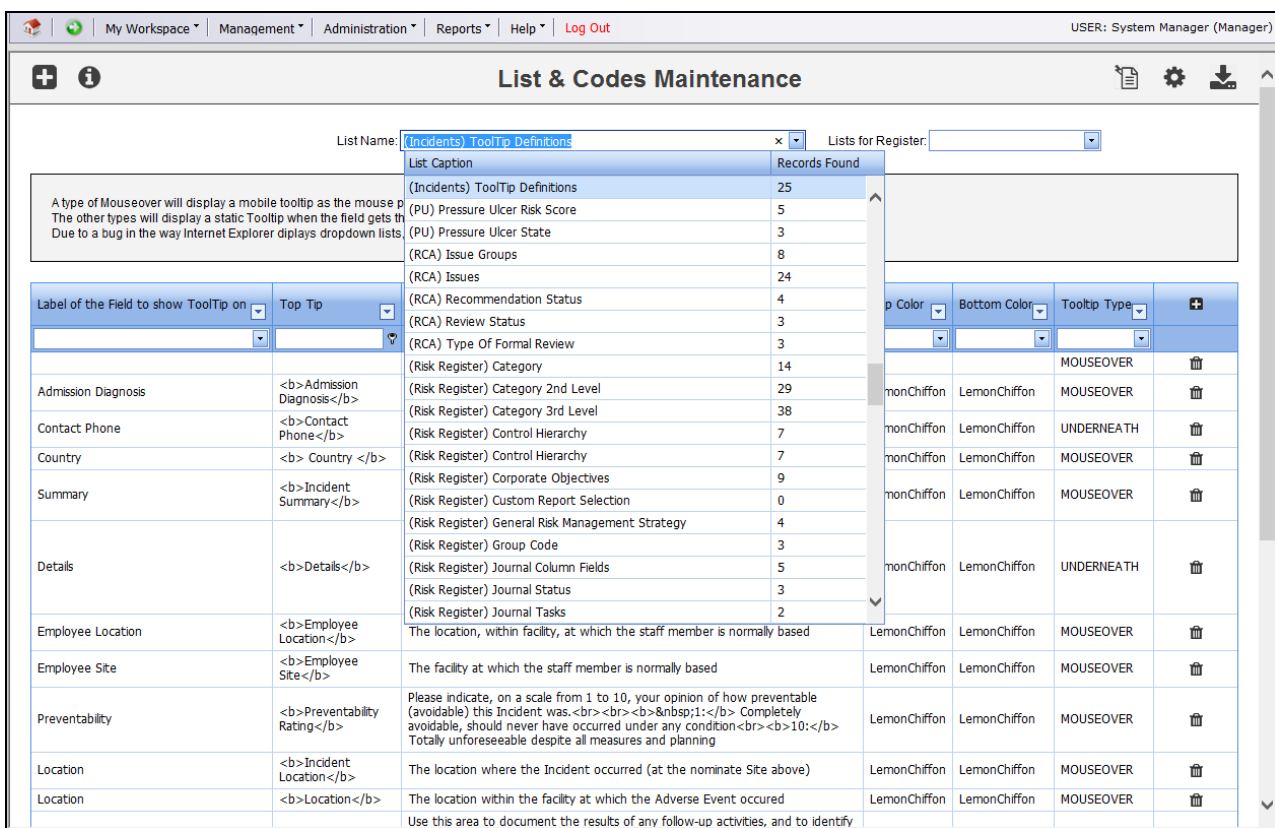
INTRODUCTION

The following handout describes how to create tool tips against fields on your Incident and Feedback Entry forms. Tool Tips provide additional information pertaining to specific fields on the Incident & Feedback Entry forms which aid users with entering or reviewing these notifications.

Tool Tips are accessed by selecting **ADMINISTRATION -> LIST & CODES MAINTENANCE** menu option

INCIDENT TOOL TIPS

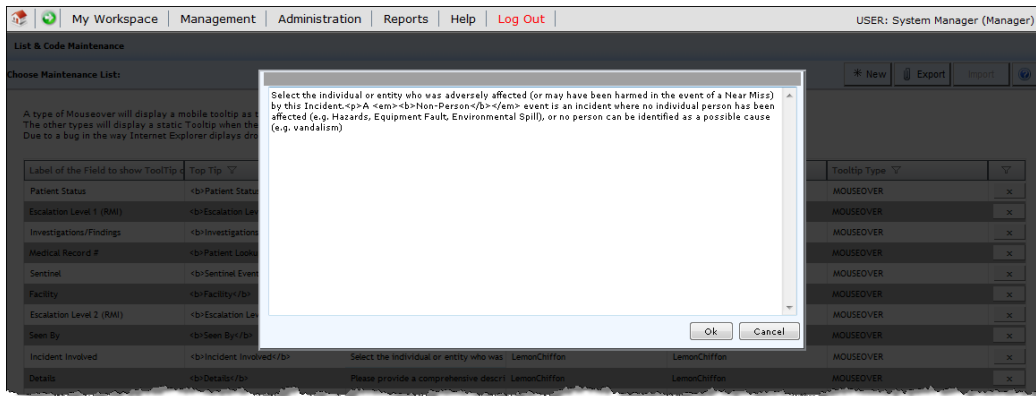
Incident Tool Tips are accessed by selecting **“Tool Tip definitions”** from the **Choose Maintenance List**



List Caption	Records Found	Top Tip	ToolTip Type
(Incidents) ToolTip Definitions	25		
(PU) Pressure Ulcer Risk Score	5		
(PU) Pressure Ulcer State	3		
(RCA) Issue Groups	8		
(RCA) Issues	24		
(RCA) Recommendation Status	4		
(RCA) Review Status	3		
(RCA) Type Of Formal Review	3		
(Risk Register) Category	14		MOUSEOVER
(Risk Register) Category 2nd Level	29		MOUSEOVER
(Risk Register) Category 3rd Level	38		MOUSEOVER
(Risk Register) Control Hierarchy	7		UNDERNEATH
(Risk Register) Control Hierarchy	7		MOUSEOVER
(Risk Register) Corporate Objectives	9		MOUSEOVER
(Risk Register) Custom Report Selection	0		MOUSEOVER
(Risk Register) General Risk Management Strategy	4		
(Risk Register) Group Code	3		
(Risk Register) Journal Column Fields	5		UNDERNEATH
(Risk Register) Journal Status	3		
(Risk Register) Journal Tasks	2		
The location, within facility, at which the staff member is normally based			MOUSEOVER
The facility at which the staff member is normally based			MOUSEOVER
Please indicate, on a scale from 1 to 10, your opinion of how preventable (avoidable) this Incident was. 1: Completely avoidable, should never have occurred under any condition 10: Totally unforeseeable despite all measures and planning			MOUSEOVER
The location where the Incident occurred (at the nominate Site above)			MOUSEOVER
The location within the facility at which the Adverse Event occurred			MOUSEOVER
Use this area to document the results of any follow-up activities, and to identify			

To create a new tool tip press **New** or **CTRL+SHIFT+N**. Fill in the details as described below

- **Label of the field to show Tooltip:** Select the label of the field or button from the drop down list that you wish to associate the tool tip with.
- **Top Tip:** Optional: Enter the description you want to display in the Top Tip eg. the name of the field - Notification Type (see examples at the bottom of the page). **Suggestion:** Double click this field and a pop-up editable box will display. Enter your text and press **OK** to save the entered information (see example below)



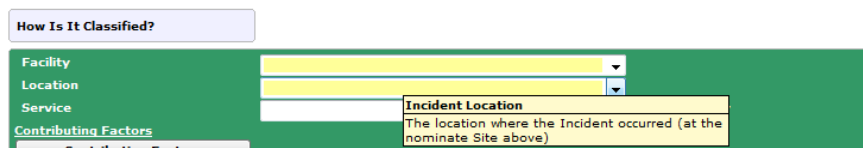
Note: If you wish to format your text in the top tip eg. Italicise, bold, underline, line breaks, centre, then HTML code is required - see examples on the following pages. For any additional formatting contact RiskMan support: support@riskman.net.au

- **Top Color:** If a top tip is entered then select a colour for this tip from the drop down list of colours
- **Bottom Tip:** Optional - Enter the description for this tool tip.
Suggestion: Double click this field and a pop-up editable box will display. Enter your text and press **OK** to save the entered information (see example above)

Note: If you wish to format your text in the bottom tip eg. Italicise, bold, underline, line breaks, centre, then HTML code is required - see examples on the following pages. For any additional formatting contact RiskMan support: support@riskman.net.au

- **Bottom Color:** If a bottom tip is entered then select a colour for this tip from the drop down list of colours
- **Tool Tip Type:** There are 4 types of tool tips that you can create. It is advisable to use the MOUSEOVER option in all cases. Refer to the examples below which show each tool tip type

Example of MOUSEOVER



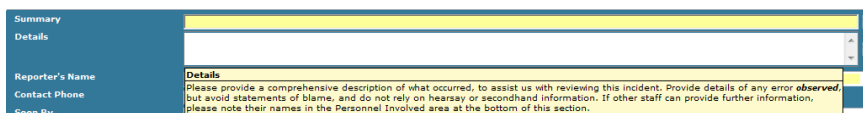
Example: TOPRIGHT



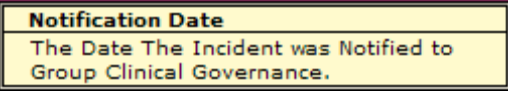
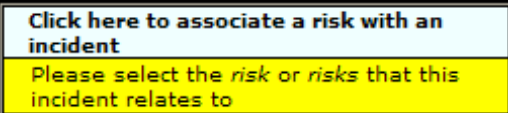
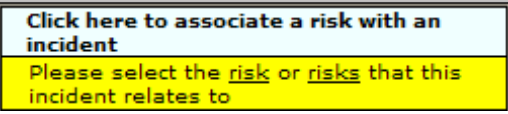
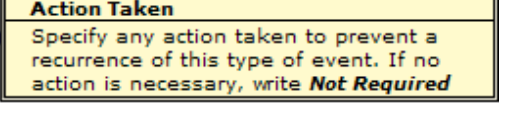
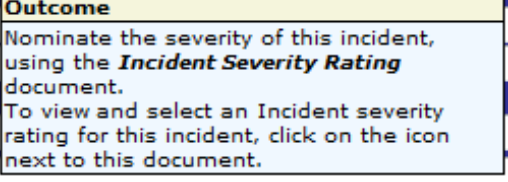
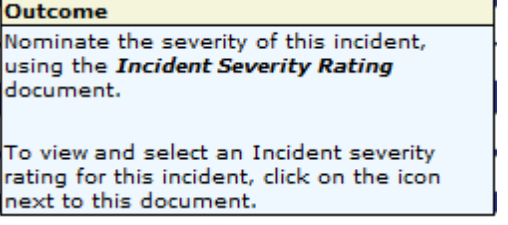
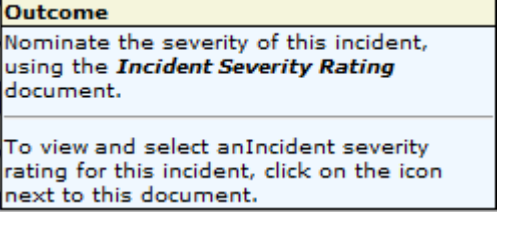
Example: LOWERRIGHT



Example: UNDERNEATH



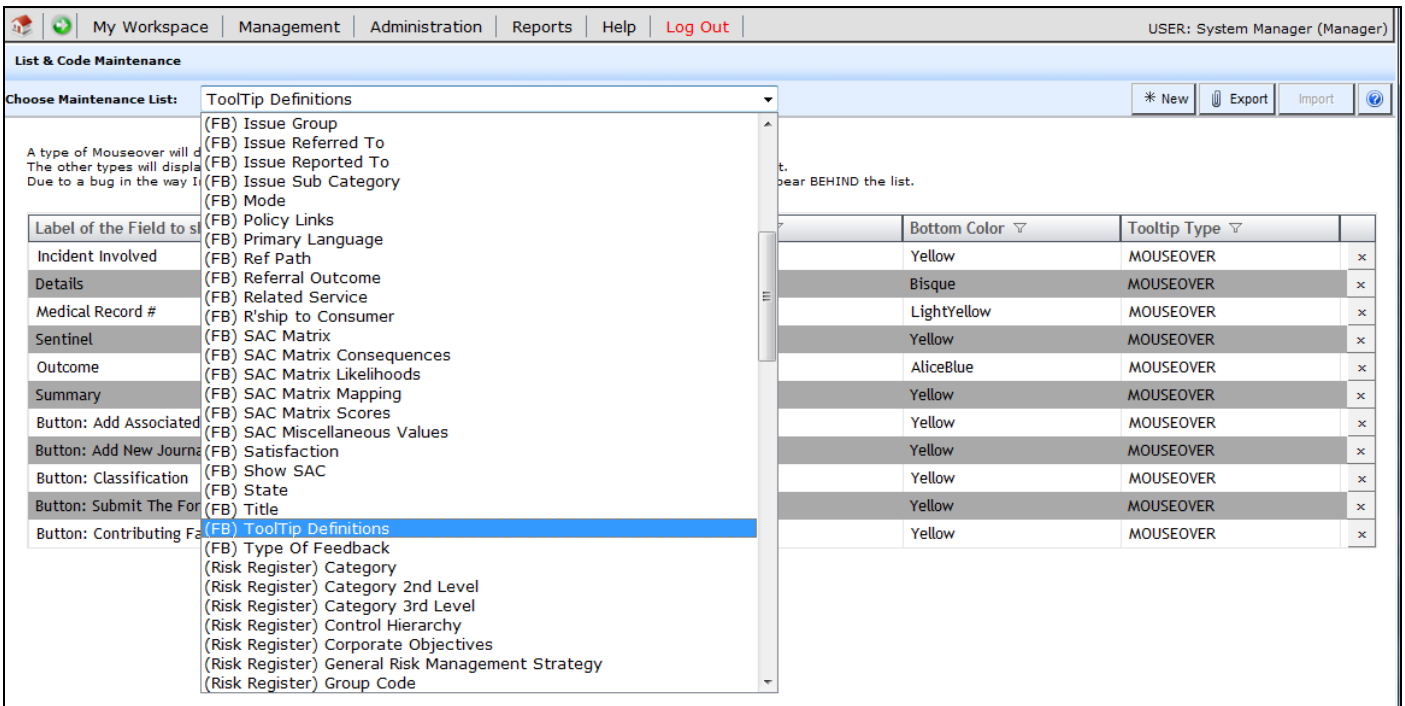
TOOL TIP EXAMPLES – USING HTML CODE

Tag	Example using the Tags	Sample tool tip
Bold 	Notification Date	
Italics 	risk or risks	
Underline <u>	<u>risk</u> or <u>risks</u>	
Bold/Italic 	Not Required	
Line break 	Nominate the severity of this incident, using the Incident Severity Rating document. To view and select an Incident severity rating for this incident, click on the icon next to this document.	
Paragraph Break with line of space <p>	Nominate the severity of this incident, using the Incident Severity Rating document. <p>To view and select an Incident severity rating for this incident, click on the icon next to this document.	
Horizontal Rule <hr>	Nominate the severity of this incident, using the Incident Severity Rating document. <hr>To view and select an Incident severity rating for this incident, click on the icon next to this document.	

Tag	Example using the Tags	Sample tool tip
<p>Bullet points</p> <p></p> <p></p>	<p>Minimal: No harm, injury, loss or increased care.</p> <p>Minor:Injury, harm or loss sustained requiring increased care, observations.</p> <p>.....</p> <p>..... a significant event.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>INCIDENT OUTCOME</p> <hr/> <p>Please specify the immediate outcome of the incident....</p> <ul style="list-style-type: none"> ● Minimal: No harm, injury, loss or increased care. ● Minor:Injury, harm or loss sustained requiring increased care, observations. ● Moderate: Injury, harm or loss sustained resulting in increased length of stay and/or additional medical intervention. ● Major: Injury sustained resulting in disfigurement, permanent harm, surgical intervention or event constituting physical assault. ● Serious:Life threatening or fatal events and all events constituting a significant event. </div>
<p>Number points</p> <p></p> <p></p>	<p>Minimal: No harm, injury, loss or increased care.</p> <p>Minor:Injury, harm or loss sustained requiring increased care, observations.</p> <p>.....</p> <p>.....a significant event.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>INCIDENT OUTCOME</p> <hr/> <p>Please specify the immediate outcome of the incident....</p> <ol style="list-style-type: none"> 1. Minimal: No harm, injury, loss or increased care. 2. Minor:Injury, harm or loss sustained requiring increased care, observations. 3. Moderate: Injury, harm or loss sustained resulting in increased length of stay and/or additional medical intervention. 4. Major: Injury sustained resulting in disfigurement, permanent harm, surgical intervention or event constituting physical assault. 5. Serious:Life threatening or fatal events and all events constituting a significant event. </div>

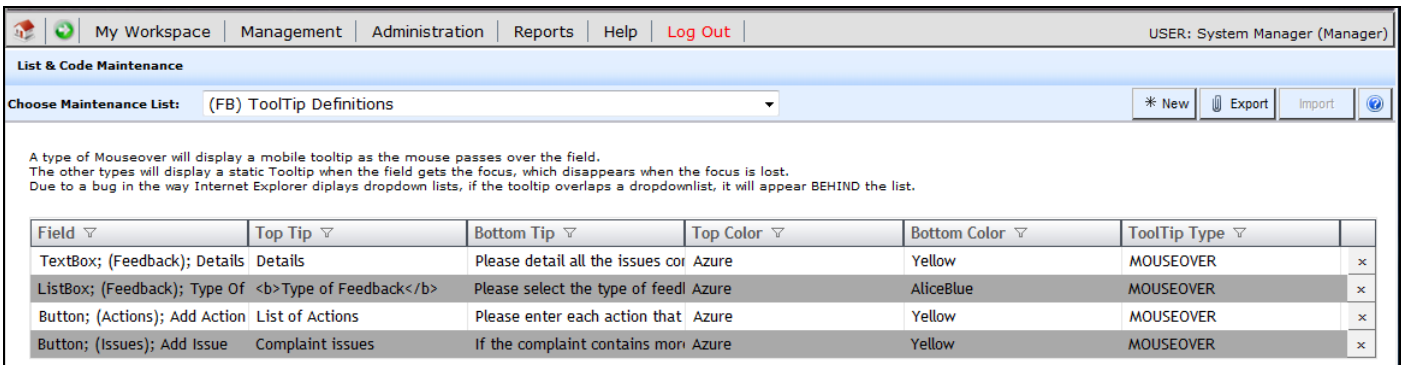
FEEDBACK TOOL TIPS

Feedback Tool Tips are accessed by selecting “(FB) Tool Tip definitions” from the **Choose Maintenance List**



The screenshot shows the 'List & Code Maintenance' window. The 'Choose Maintenance List' dropdown is open, showing a list of options. '(FB) ToolTip Definitions' is highlighted. The main table below shows the configuration for this tool tip.

Field	Top Tip	Bottom Tip	Top Color	Bottom Color	ToolTip Type	
TextBox; (Feedback); Details	Details	Please detail all the issues cor	Azure	Yellow	MOUSEOVER	x
ListBox; (Feedback); Type Of	Type of Feedback	Please select the type of feed	Azure	AliceBlue	MOUSEOVER	x
Button; (Actions); Add Action	List of Actions	Please enter each action that	Azure	Yellow	MOUSEOVER	x
Button; (Issues); Add Issue	Complaint issues	If the complaint contains mor	Azure	Yellow	MOUSEOVER	x



The screenshot shows the 'List & Code Maintenance' window with '(FB) ToolTip Definitions' selected in the 'Choose Maintenance List' dropdown. The main table below shows the configuration for this tool tip.

Field	Top Tip	Bottom Tip	Top Color	Bottom Color	ToolTip Type	
TextBox; (Feedback); Details	Details	Please detail all the issues cor	Azure	Yellow	MOUSEOVER	x
ListBox; (Feedback); Type Of	Type of Feedback	Please select the type of feed	Azure	AliceBlue	MOUSEOVER	x
Button; (Actions); Add Action	List of Actions	Please enter each action that	Azure	Yellow	MOUSEOVER	x
Button; (Issues); Add Issue	Complaint issues	If the complaint contains mor	Azure	Yellow	MOUSEOVER	x

To create a new tool tip press **New** or **CTRL+SHIFT+N**. Fill in the details as described below

- **Field:** Most of the labels under the **Field** column will display
 - The type of field first eg. ListBox, TextBox, Button
 - The location of the field
 - (Feedback) - on the main feedback form
 - *Note: Some of these fields will be those found in the Complainant and Consumer sections*
 - (Issues) – fields on the pop-up issues window
 - (Actions) – fields on the pop-up actions window
 - (Complainant) – fields in the Complainant section
 - (Consumer) – fields in the Consumer section
 - (Journals) – fields in the Journal pop-up window
 - (Contact) – not used – the Complainant and Consumer sections are used instead
 - The label of the field.
- Select the label of the field or button from the drop down list that you wish to associate the tool tip with.
- Follow the steps outlined in the “**Incident Tool Tips**” section to create your tool tips