

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**

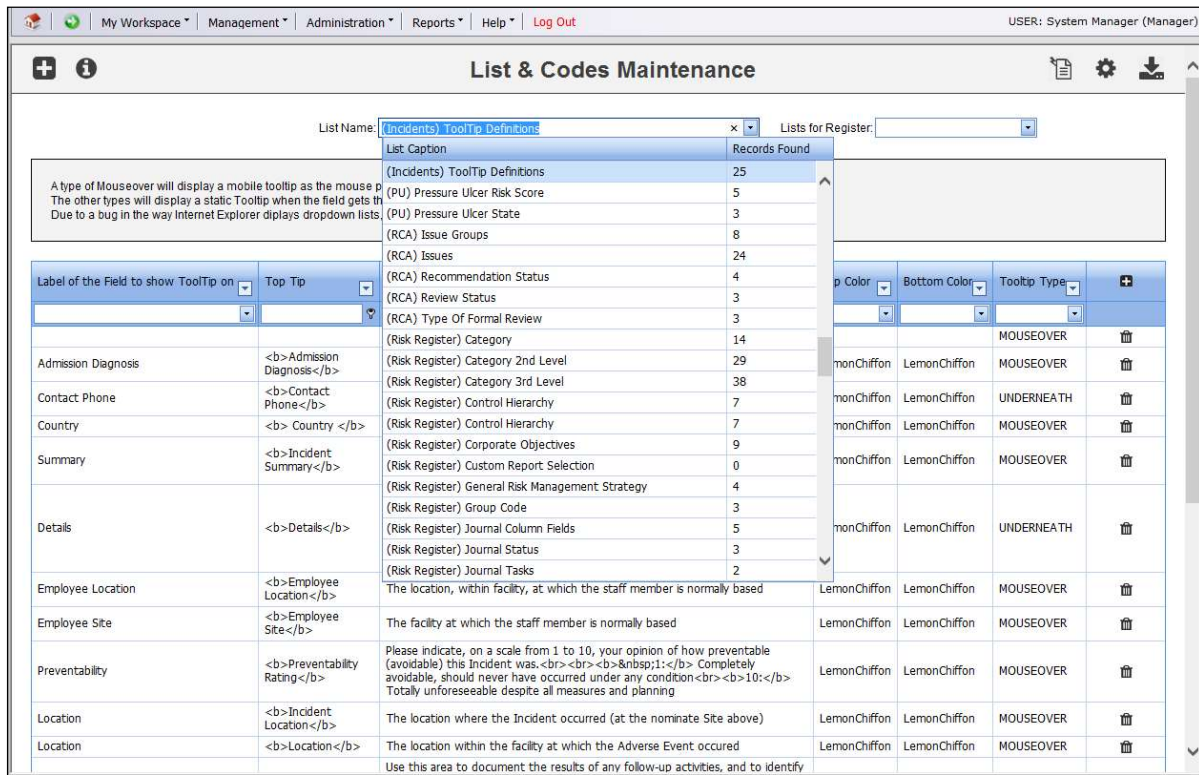
**INTRODUCTION**

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**



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)



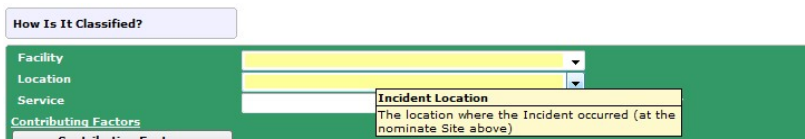
**Note:** If you wish to format your text in the top tip eg. Italicise, bold, underline, line breaks, centre, then HTML code is required - see examples on the following pages. For any additional formatting contact RiskMan support: <https://hub.rldatix.com/SupportHUB/s/>

- **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: <https://hub.rldatix.com/SupportHUB/s/>

- **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**



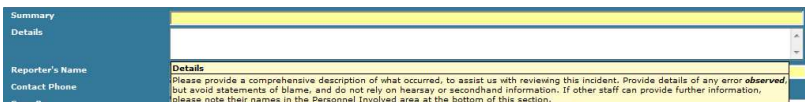
**Example: TOPRIGHT**



**Example: LOWERRIGHT**



**Example: UNDERNEATH**



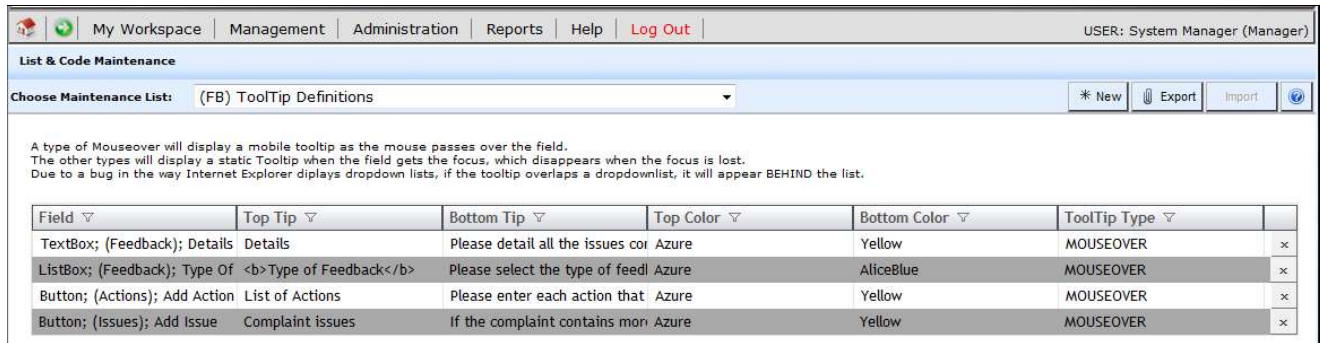
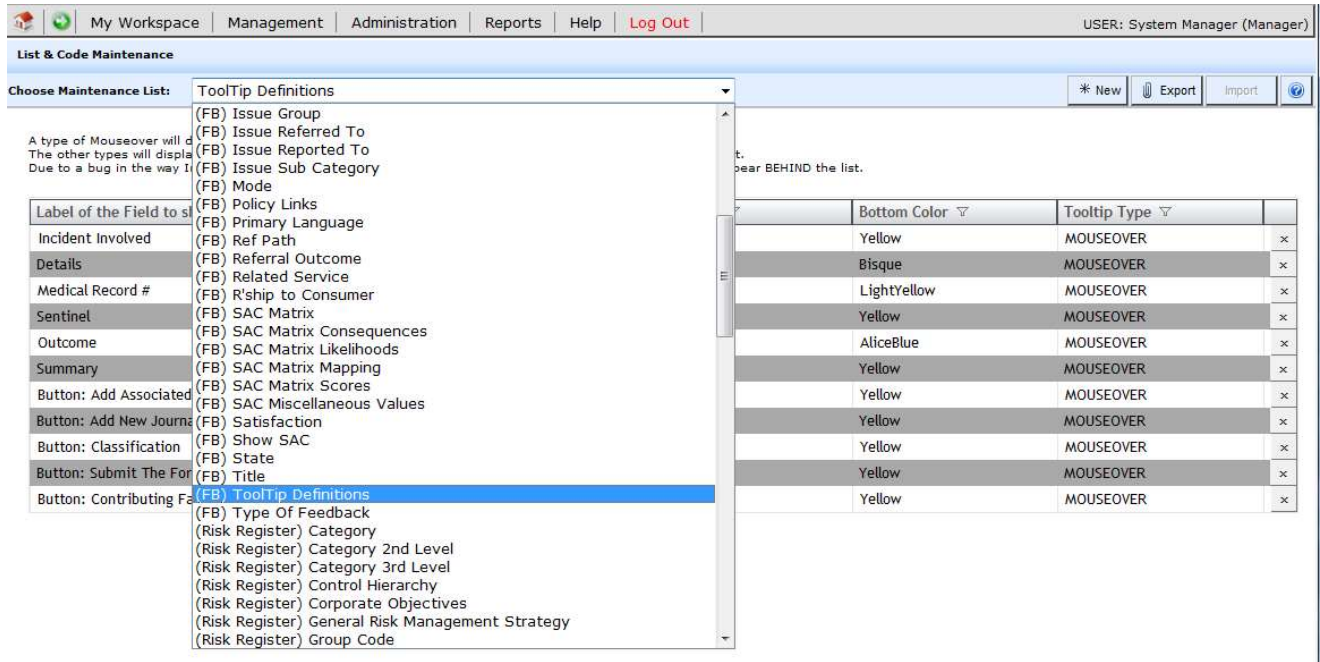
**TOOL TIP EXAMPLES – USING HTML CODE**

Tag	Example using the Tags	Sample tool tip
Bold <b>	<b>Notification Date</b>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Notification Date</b></p> <p>The Date The Incident was Notified to Group Clinical Governance.</p> </div>
Italics <em>	<em>risk</em> or <em>risks</em>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Click here to associate a risk with an incident</b></p> <p>Please select the <i>risk</i> or <i>risks</i> that this incident relates to</p> </div>
Underline <u>	<u>risk</u> or <u>risks</u>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Click here to associate a risk with an incident</b></p> <p>Please select the <u>risk</u> or <u>risks</u> that this incident relates to</p> </div>
Bold/Italic <b><em>	<b><em>Not Required</em></b>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Action Taken</b></p> <p>Specify any action taken to prevent a recurrence of this type of event. If no action is necessary, write <b>Not Required</b></p> </div>
Line break  	Nominate the severity of this incident, using the <b><em>Incident Severity Rating</em></b> document.  To view and select an Incident severity rating for this incident, click on the icon next to this document.	<div style="border: 1px solid black; padding: 5px;"> <p><b>Outcome</b></p> <p>Nominate the severity of this incident, using the <b>Incident Severity Rating</b> document.</p> <p>To view and select an Incident severity rating for this incident, click on the icon next to this document.</p> </div>
Paragraph Break with line of space <p>	Nominate the severity of this incident, using the <b><em>Incident Severity Rating</em></b> document. <p>To view and select an Incident severity rating for this incident, click on the icon next to this document.	<div style="border: 1px solid black; padding: 5px;"> <p><b>Outcome</b></p> <p>Nominate the severity of this incident, using the <b>Incident Severity Rating</b> document.</p> <p>To view and select an Incident severity rating for this incident, click on the icon next to this document.</p> </div>
Horizontal Rule <hr>	Nominate the severity of this incident, using the <b><em>Incident Severity Rating</em></b> document. <hr>To view and select an Incident severity rating for this incident, click on the icon next to this document.	<div style="border: 1px solid black; padding: 5px;"> <p><b>Outcome</b></p> <p>Nominate the severity of this incident, using the <b>Incident Severity Rating</b> document.</p> <p>To view and select an Incident severity rating for this incident, click on the icon next to this document.</p> </div>

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

**FEEDBACK TOOL TIPS**

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



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