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

. 0		List & Codes Mainter	ance			J	* *	5
	List Name:	(incidents) ToolTp Definitions	× • Lists	for Register:		•		
		List Caption	Records Found					
		(Incidents) ToolTip Definitions	25					1
A type of Mouseover will display a mobile	e tooltip as the mouse p	(PU) Pressure Ulcer Risk Score	5	^				
The other types will display a static Tool Due to a bug in the way Internet Explorer			3	-				
		(RCA) Issue Groups	8	-				
		(RCA) Issues	24					
abel of the Field to show ToolTip on	Top Tip	(RCA) Recommendation Status	4	p Color 👻	Bottom Color	Tooltip Type		
		(RCA) Review Status	3			TOOLD TYPE	i	
	8	(RCA) Type Of Formal Review	3					l
		(Risk Register) Category	14			MOUSEOVER	節	1
dmission Diagnosis	Admission	(Risk Register) Category 2nd Level	29	monChiffon	LemonChiffon	MOUSEOVER	m	
	Diagnosis	(Risk Register) Category 3rd Level	38					-
ontact Phone	Contact Phone	(Risk Register) Control Hierarchy	7	monChiffon	LemonChiffon	UNDERNEATH	⑪	
ountry	 Country 	(Risk Register) Control Hierarchy	7	monChiffon	LemonChiffon	MOUSEOVER	Ŵ	
	Incident	(Risk Register) Corporate Objectives	9					1
ummary	Summary	(Risk Register) Custom Report Selection	0	monChiffon	LemonChiffon	MOUSEOVER	節	
		(Risk Register) General Risk Management Strategy	4	-				-
		(Risk Register) Group Code	3					
etails	Details	(Risk Register) Journal Column Fields	5	monChiffon	LemonChiffon	UNDERNEATH	節	
		(Risk Register) Journal Status	3					
	1 - 1	(Risk Register) Journal Tasks	2	~				-
mployee Location	Employee Location	The location, within facility, at which the staff member is no	rmally based	LemonChiffon	LemonChiffon	MOUSEOVER	節	
mployee Site	Employee Site	The facility at which the staff member is normally based		LemonChiffon	LemonChiffon	MOUSEOVER	面	
reventability	Preventability Rating	Please indicate, on a scale from 1 to 10, your opinion of hov (avoidable) this Incident was. br> cbr> kohspi:1 avoidable, should never have occurred under any condition Totally unforeseeable despite all measures and planning	Completely	LemonChiffon	LemonChiffon	MOUSEOVER	面	
ocation	Incident Location	The location where the Incident occurred (at the nominate	Site above)	LemonChiffon	LemonChiffon	MOUSEOVER	Ŵ	
ocation	Location	The location within the facility at which the Adverse Event	occured	LemonChiffon	LemonChiffon	MOUSEOVER	節	
		Use this area to document the results of any follow-up activ	ities and to identify					1

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)*

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RISKMAN TOOL TIPS CHEAT SHEET

🤹 🔍 My Workspace	Management	Administration Reports Help Log Out		USER: System Manager (Manager)
List & Code Maintenance				
Choose Maintenance List:	Î			* New 🖞 Export Tribon 🕢
A type of Mouseover will display a The other types will display a stat Due to a bug in the way Internet E	ic Tooltip when the	Select the individual or entity who was adversely affected (or ma by this IncidentA Hon-Berson/b> event is affected (e.g. Hazards, Equipment Fault, Environmental Spill), or (e.g. vandalism)	an incident where no individual person has been	^
Label of the Field to show ToulTip	n e Top Tip 17			Toultin Type T
Patient Status	Patient Statu			MOUSEOVER ×
Escalation Level 1 (RMI)	(b) Escalation Lev			MOUSEOVER x
Investigations/Pindings	 b) Investigations			MOUSEOVER
Medical Record #	Pat/ent Looku			MOUSEOVER ***
Sentinel	Sentinel Event			MOUSEOVER x
Facility	(b) Facility (/b)			MOUSEOVER x
Escalation Level 2 (RMI)	Escalation Lev			MOUSEOVER x
Sear By	 doi Seen By///bi		Ok Cance	MOUSEDVER ×
Incident Involved	Incident involv	ed:/b> Select the individual or entity who was LamonChiff	an LemanChiffon	MOUSEOVER x
Details		Please provide a comprehensive deport. LemonChiff	n LanarChiltan	

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

How Is It Classified?	
Facility	-
Location	-
Service	Incident Location
Contributing Factors	The location where the Incident occurred (at the nominate Site above)

Example: TOPRIGHT

Example of MOUSEOVER

How Is It Classified?		
Facility	-	
Location		Incident Location
Service	•	The location where the Incident occurred (at the nominate Site above)

Example: LOWERRIGHT



Example: UNDERNEATH

Summary		_		2
Details		×	8	2
Reporter's Name	Details Please provide a comprehensive description of what occurred, to assist us with reviewing this incident. Provide details of any error ebserved ,			
Contact Phone Seen By	viease provice a comprehensive description or what occurred, to assist us with reviewing this incloant. Provide details or any error osserved , but avoid statements of blame, and do not rely on hearsay or secondhand information. If other staff can provide further information, please note their names in the Personnel Involved area at the bottom of this section.			

TOOL TIP EXAMPLES - USING HTML CODE

Тад	Example using the Tags	Sample tool tip
Bold 	Notification Date	Notification Date The Date The Incident was Notified to Group Clinical Governance.
Italics 	risk or risks	Click here to associate a risk with an incident Please select the <i>risk</i> or <i>risks</i> that this incident relates to
Underline <u></u>	<u><u>risk</u></u> or <u><u>risks</u></u>	Click here to associate a risk with an incident Please select the <u>risk</u> or <u>risks</u> that this incident relates to
Bold/Italic 	Not Required	Action Taken Specify any action taken to prevent a recurrence of this type of event. If no action is necessary, write Not Required
Line break	Nominate the severity of this incident, using the <i>Incident Severity</i> <i>Rating</i> document. To view and select an Incident severity rating for this incident, click on the icon next to this document.	Outcome 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	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.	Outcome 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.
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.	Outcome Nominate the severity of this incident, using the Incident Severity Rating document. To view and select anIncident severity rating for this incident, click on the icon next to this document.

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RISKMAN TOOL TIPS CHEAT SHEET

Тад	Example using the Tags	Sample tool tip
Bullet points 	 Minimal: No harm, injury, loss or increased care. Minor:Injury, harm or loss sustained requiring increased care, observations. 	INCIDENT OUTCOME Please specify the immediate outcome of the incident • 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.
Number points 	 Minimal: No harm, injury, loss or increased care. Minor:Injury, harm or loss sustained requiring increased care, observations. a significant event. 	INCIDENT OUTCOME Please specify the immediate outcome of the incident 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.

FEEDBACK TOOL TIPS

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

List & Code Maintenance					
oose Maintenance List:	ToolTip Definitions			* New DExport Impo	ort 🧕
A type of Mouseover will d The other types will displa Due to a bug in the way I	(FB) Issue Group (FB) Issue Referred To (FB) Issue Reported To (FB) Issue Sub Category (FB) Mode	t. pear BEH	IND the list.		
Label of the Field to sl	(FB) Policy Links (FB) Primary Language		Bottom Color V	Tooltip Type 🖓	
Incident Involved	(FB) Ref Path		Yellow	MOUSEOVER	×
Details	(FB) Referral Outcome	1	Bisque	MOUSEOVER	×
Medical Record #	(FB) Related Service (FB) R'ship to Consumer		LightYellow	MOUSEOVER	×
Sentinel	(FB) SAC Matrix		Yellow	MOUSEOVER	×
Outcome	(FB) SAC Matrix Consequences (FB) SAC Matrix Likelihoods		AliceBlue	MOUSEOVER	×
Summary	(FB) SAC Matrix Mapping		Yellow	MOUSEOVER	×
Button: Add Associated	(FB) SAC Matrix Scores (FB) SAC Miscellaneous Values		Yellow	MOUSEOVER	×
Button: Add New Journa			Yellow	MOUSEOVER	×
Button: Classification	(FB) Show SAC		Yellow	MOUSEOVER	×
Button: Submit The For	(FB) State (FB) Title		Yellow	MOUSEOVER	×
Button: Contributing Fa	(FB) ToolTip Definitions		Yellow	MOUSEOVER	×
	(FB) Type Of Feedback (Risk Register) Category (Risk Register) Category 2nd Level (Risk Register) Category 3rd Level (Risk Register) Control Hierarchy (Risk Register) Corporate Objectives (Risk Register) General Risk Management Strategy (Risk Register) Group Code	-			

st & Code Maintenance							
oose Maintenance List: (FB)	ToolTip Definitions		•]		* New	Export	Import
The other types will display a sta	atic Tooltin when the field gets t	the focus, which disappears when t	no focus is lost				
Due to a bug in the way Internel	t Explorer diplays dropdown lists	s, if the tooltip overlaps a dropdow	nlist, it will appear BEHI				
				ND the list. Bottom Color ▽	ToolTip T	ype ⊽	
Due to a bug in the way Internel	t Explorer diplays dropdown lists Top Tip ♡	s, if the tooltip overlaps a dropdow	nlist, it will appear BEHII Top Color		ToolTip Ty MOUSEOV		
Due to a bug in the way Internel Field 꼬	t Explorer diplays dropdown lists Top Tip 꼬 Details	s, if the tooltip overlaps a dropdow Bottom Tip ♡	nlist, it will appear BEHII Top Color 꼬 Azure	Bottom Color ⊽		ER	
Due to a bug in the way Internel Field ♡ TextBox; (Feedback); Details	Explorer diplays dropdown lists Top Tip 호 Details Type of Feedback	s, if the tooltip overlaps a dropdow Bottom Tip ♡ Please detail all the issues cor	nlist, it will appear BEHI Top Color Azure Azure	Bottom Color ⊽ Yellow	MOUSEOV	er Er	-

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
 - \circ 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