

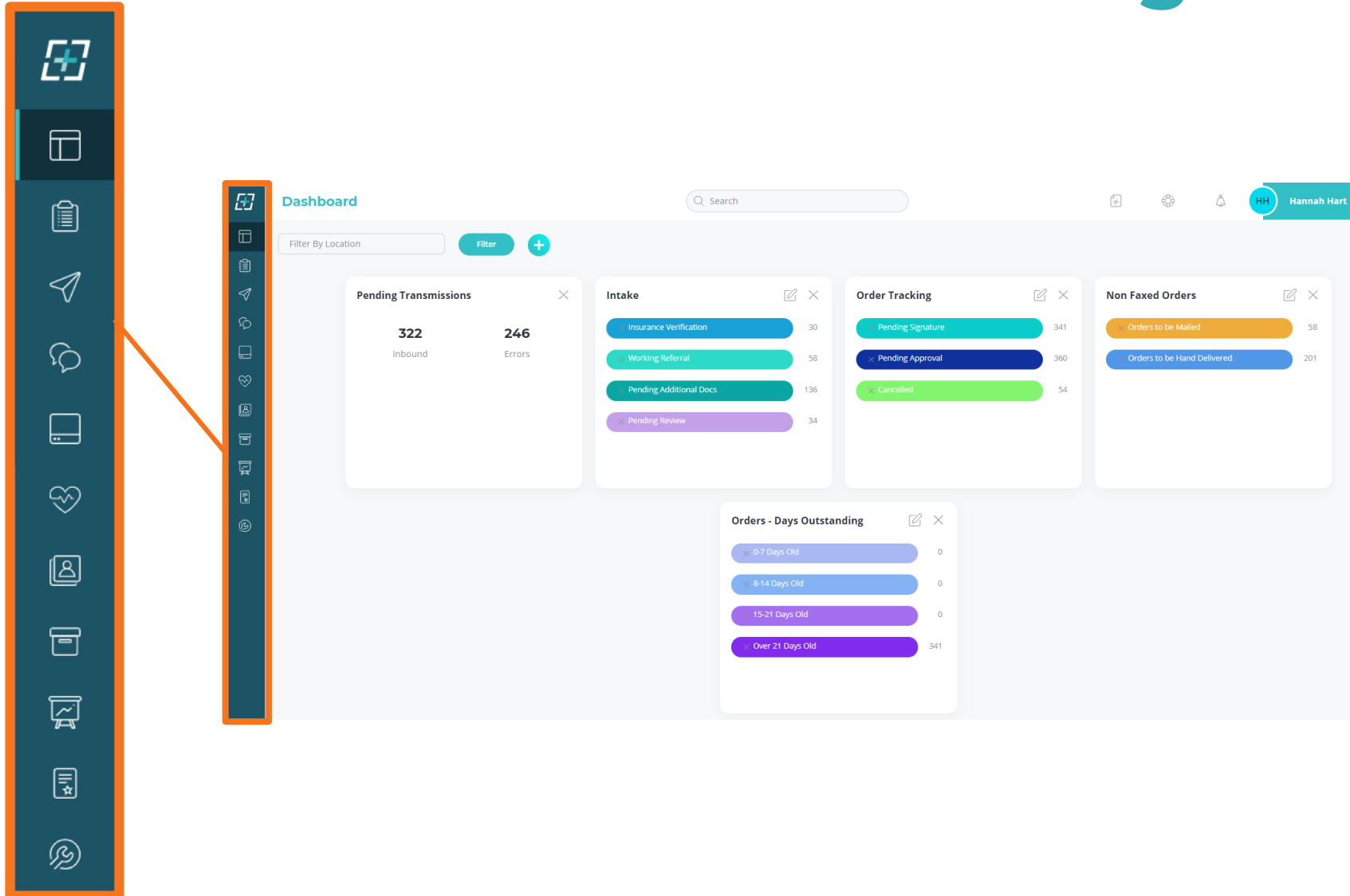


NEW FORCURA DESIGN OVERVIEW | MAY 2019

A woman with long, wavy hair is smiling and looking at a smartphone in her hand. She is in a meeting room with other people in the background. The image has a blue tint.

DASHBOARD

Dashboard: Navigation Panel



Navigate to pages in Forcura by selecting the associated icon on the navigation panel on the left.

Hovering over each icon will display the name of the page.

Dashboard: Top Panel



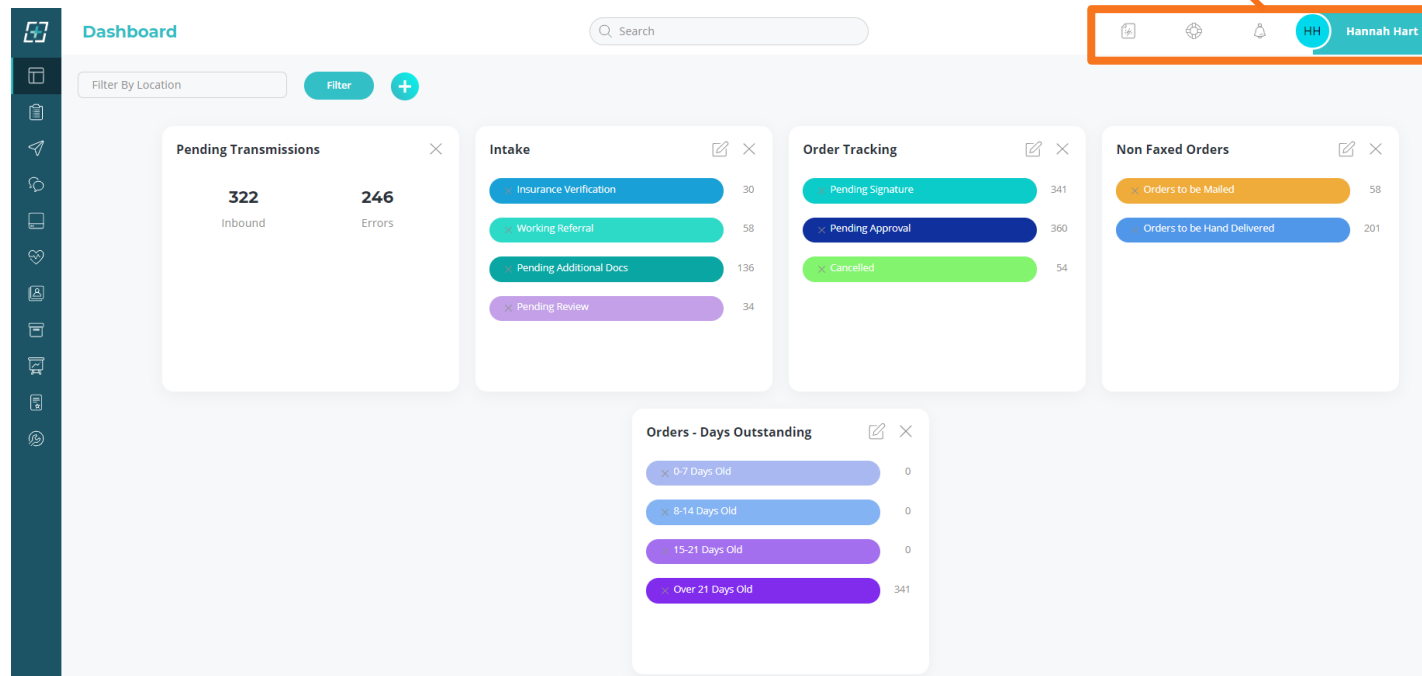
From the top panel users can access:

Quick Send

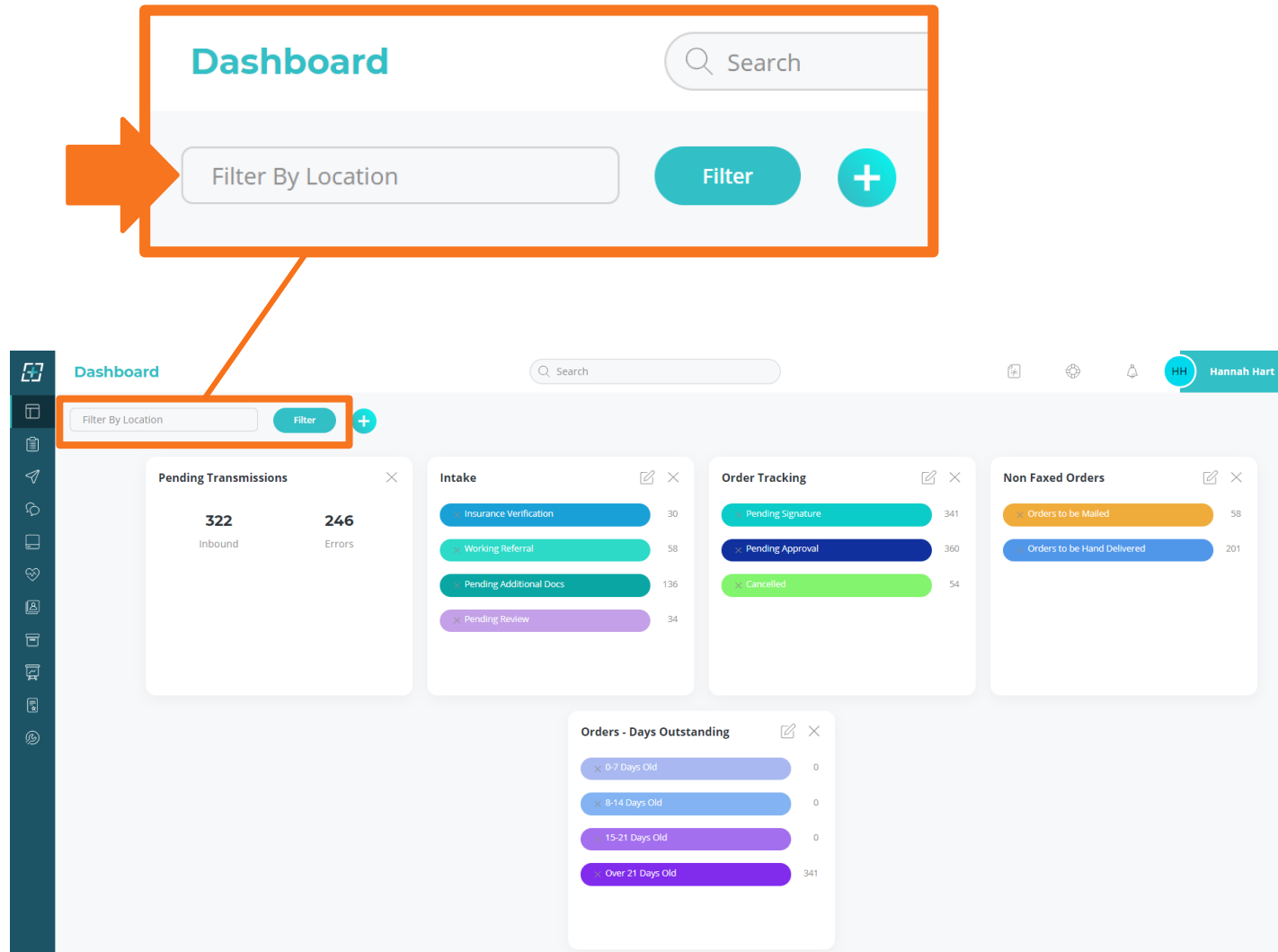
Help Center

Notifications

Profile Settings



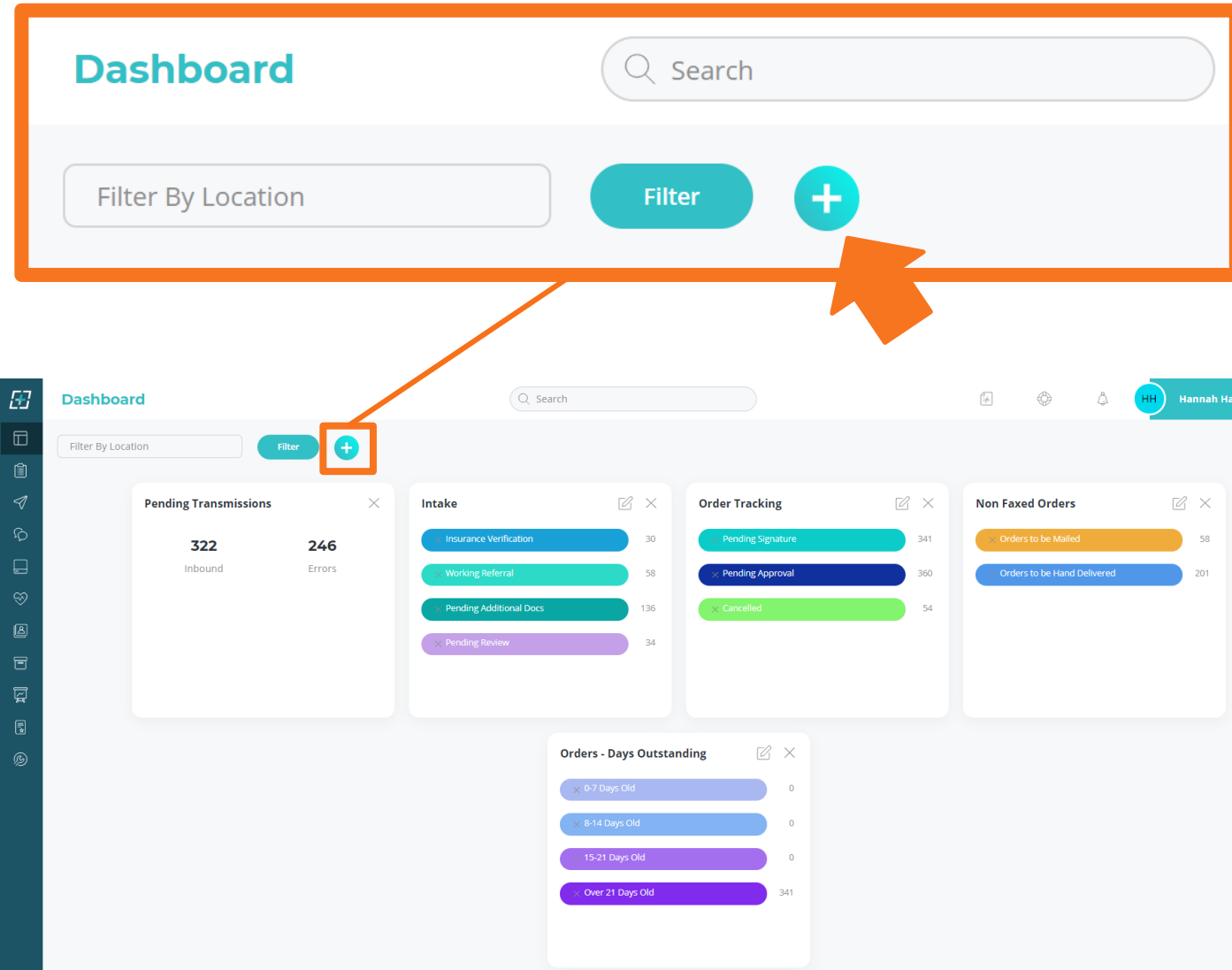
Dashboard: Filter by Location



Filter the dashboard by location to display only documents associated with desired security groups or branches.

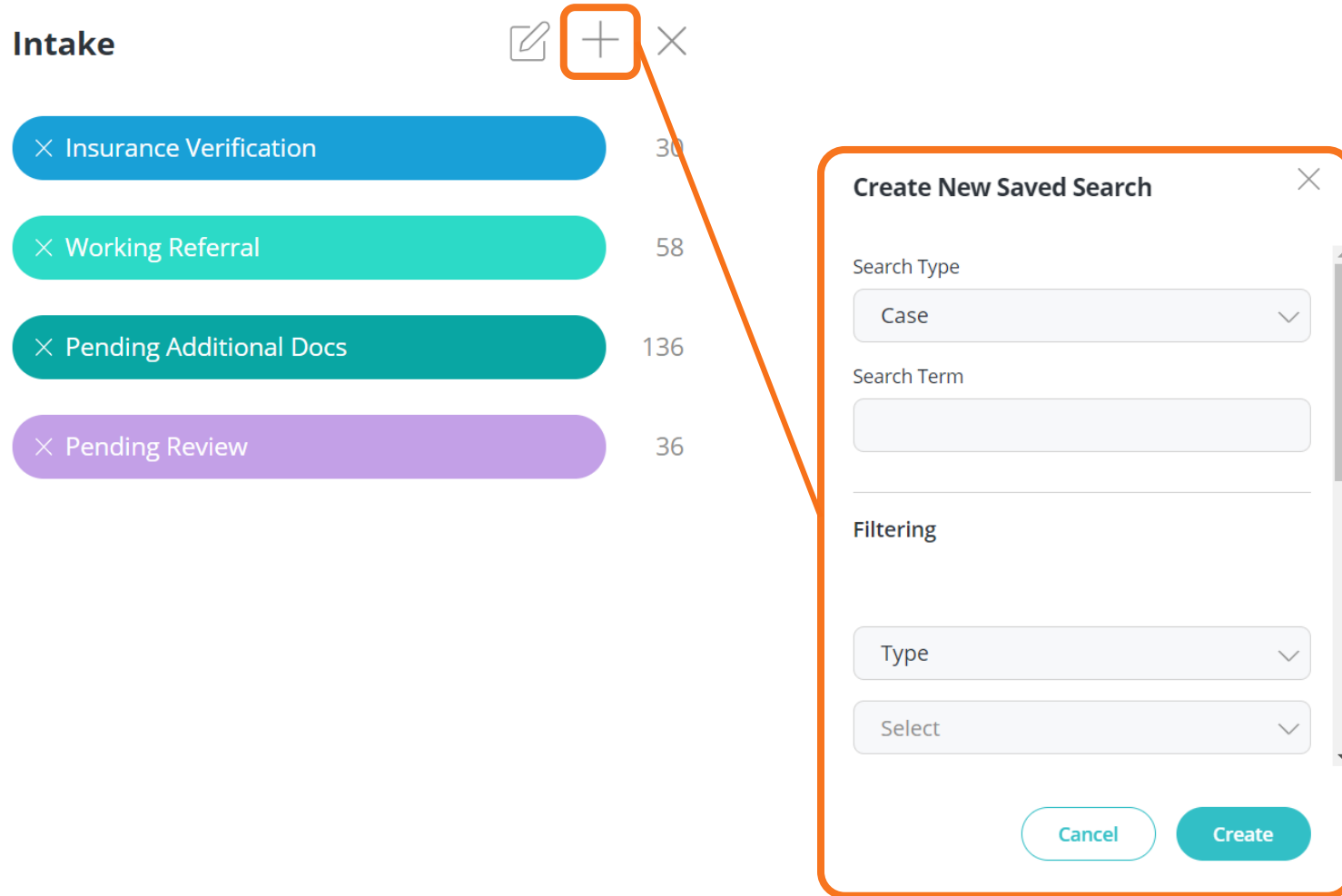
*** If you do not see this feature, it has not been enabled for your agency.**

Dashboard: Add New Card



Add a new card to the dashboard by selecting the plus icon.

Dashboard: Add New Search



**Add a new search
to any card by
selecting the plus
icon.**

In the ‘Create New Saved Search’ window fill in the desired fields and select ‘Create’.

A woman with long, wavy hair is smiling and looking towards the right. She is holding a smartphone in her left hand. In the background, there are other people sitting at a table, and a water bottle is visible on the table. The entire image has a blue tint.

CASES

Cases Page: View Cases

Select the Cases Icon (clipboard) from the navigation panel to view the Cases page.

To view a case full-screen, select the eye icon at the end of the row.

Cases

Search



HH

Hannah Hart



Name

Type

Status

Patient

Directory

Created

Last Upda... ▾

Branch



Doe, John

Referral

Pending Review

Doe, John

Smith, Mary

04/03/2019

04/03/2019

NYC



Doe, John

Referral

Pending Review

Doe, John

Smith, Mary

04/03/2019

04/03/2019

NYC



Doe, John

Referral

Pending Review

Doe, John

Smith, Mary

04/03/2019

04/03/2019

NYC



Cases Page: Quick View



Cases can now be quickly accessed using the Quick View feature.

To see the Quick View Panel click anywhere within the case row (shaded orange below).

Cases

Search

HH Hannah Hart

<input type="checkbox"/>	Name	Type	Status	Patient	Directory	Created	Last Upda...	Branch	
<input checked="" type="checkbox"/>	Doe, John	Referral	Pending Review	Doe, John	Smith, Mary	04/03/2019	04/03/2019	NYC	 

PATIENT REFERRAL FORM

PATIENT INFO

Patient Name: _____ SSN: _____

Date of Birth: _____ Address: _____

Phone: _____ City, State, ZIP: _____

Contact Name: _____ Last Vaccine Date: _____

Contact Number: _____ Referral Date: _____

Physician: _____ Insurance: _____

DIAGNOSIS / MEDICAL CONDITION

Edit John Doe Referral

Case Name *

John Doe Referral

Type *

Referral

Status *

Pending Signature

Security Group *

Default Group (All Users) (D...

Patient

Doe, John

Episode




Save

Cases Page: More Options

Select the 'More Options' icon to:
Archive
Print/Download
Resend
Quick Send








- Archive
- Print/Download
- Resend
- Quick Send

Cases



HH

Hannah Hart

<input type="checkbox"/>	Name	Type	Status	Patient	Directory	Created	Last Upda... ▾	Branch	
<input type="checkbox"/>	Doe, John	Referral	Pending Review	Doe, John	Smith, Mary	04/03/2019	04/03/2019	NYC	 
<input type="checkbox"/>	Doe, John	Referral	Pending Review	Doe, John	Smith, Mary	04/03/2019	04/03/2019	NYC	 
<input type="checkbox"/>	Doe, John	Referral	Pending Review	Doe, John	Smith, Mary	04/03/2019	04/03/2019	NYC	 

Cases Page: Bulk Features

To access bulk features, select the cases you wish to process and then select the desired icon at the top of the Cases page.

Cases

Archive




Add/
Remove
Tags

Print/
Download

Assign/
Unassign
Users







Update
Status









Resend



HH Hannah Hart

2 selected



<input type="checkbox"/>	Name	Type	Status	Patient	Directory	Created	Last Upda... 	Branch	
<input checked="" type="checkbox"/>	Doe, John	Referral	Pending Review	Doe, John	Smith, Mary	04/03/2019	04/03/2019	NYC	 
<input type="checkbox"/>	Doe, John	Referral	Pending Review	Doe, John	Smith, Mary	04/03/2019	04/03/2019	NYC	 
<input checked="" type="checkbox"/>	Doe, John	Referral	Pending Review	Doe, John	Smith, Mary	04/03/2019	04/03/2019	NYC	 

Cases Page: Sort and Filter

The screenshot displays the 'Cases' page interface. At the top left, it shows 'Cases 2661 results'. A search bar with the placeholder 'Search' is located next to it. On the right side of the header, there are icons for a document, a location pin, and a notification bell with a '1' indicator. The user's profile 'HH Hannah Hart' is shown in a blue circle. Below the header, there is a filtering section with two dropdown menus labeled 'Type' and 'Select', and a blue 'Filter' button. A table of cases is visible below this section, with columns: Name, Type ^, Status, Patient, Directory ^, Created, Last Updated, and Branch. An orange arrow labeled 'Sort' points down to the 'Directory ^' column header. On the far right, there is a toggle icon (a circle with a horizontal line and a dot) which is highlighted by an orange box. A callout box points to this toggle with the text 'Set Default Filter' and 'Set Default Sort'.

To filter by document type, patient/directory name, date, branch, etc. use the filtering options at the top of the cases page and select 'Filter'.

To sort, click header of each column.

Default sorts and filters can be applied by using the toggle on the right.

Cases: Case Panel

The screenshot shows a web application interface for a 'TEST FAX' form. The main content area displays the Forcura logo and the text 'TEST FAX Please Disregard'. On the left, there is a thumbnail view of the form pages, labeled '1 of 2' and '2 of 2'. On the right, a panel titled 'Edit Test Case' is open, outlined in orange. This panel contains several form fields: 'Case Name' (text input with value 'Test Case'), 'Type' (dropdown menu with value 'DOCUMENTATION'), 'Status' (dropdown menu with value 'Pending Review'), 'Security Group' (dropdown menu with value 'All Users (All Users)'), 'Patient' (dropdown menu with value 'Doe, John' and a plus icon), 'Episode' (dropdown menu with value 'Select'), and 'Directory' (dropdown menu with value 'Justin, Doctor' and a plus icon). At the bottom of the panel is a 'Save' button. The top of the application shows a navigation bar with icons for search, zoom, and page navigation, and a menu with options like 'Insert', 'Forms', 'Annotate', and 'Page'.

Page: 1 of 2

Automatic Zoom

Insert | Forms | Annotate | Page

1 of 2

2 of 2

forcura

TEST FAX

Please Disregard

Edit Test Case

Case Name *

Test Case

Type *

DOCUMENTATION

Status *

Pending Review

Security Group *

All Users (All Users)

Patient

Doe, John

Episode

Select

Directory

Justin, Doctor

Assigned Users

Save

The case panel now appears on the right side of the screen.

It will no longer need to be 'pinned' open.

Cases: Navigating Case Panel

The screenshot displays the Forcura 'TEST FAX' interface. The main content area features the Forcura logo and the text 'TEST FAX Please Disregard'. A sidebar on the right contains a form titled 'Edit Test Case' with fields for Case Name, Type, Status, Security Group, Patient, Episode, and Directory. A callout box highlights the top of this sidebar, showing three icons: a pencil (Edit), a clock (Activity), and a document (Audit Log). A legend on the right side of the image maps these icons to their functions: Edit, Activity, Quick Send, Close out of case, and Audit Log.

Quick Send

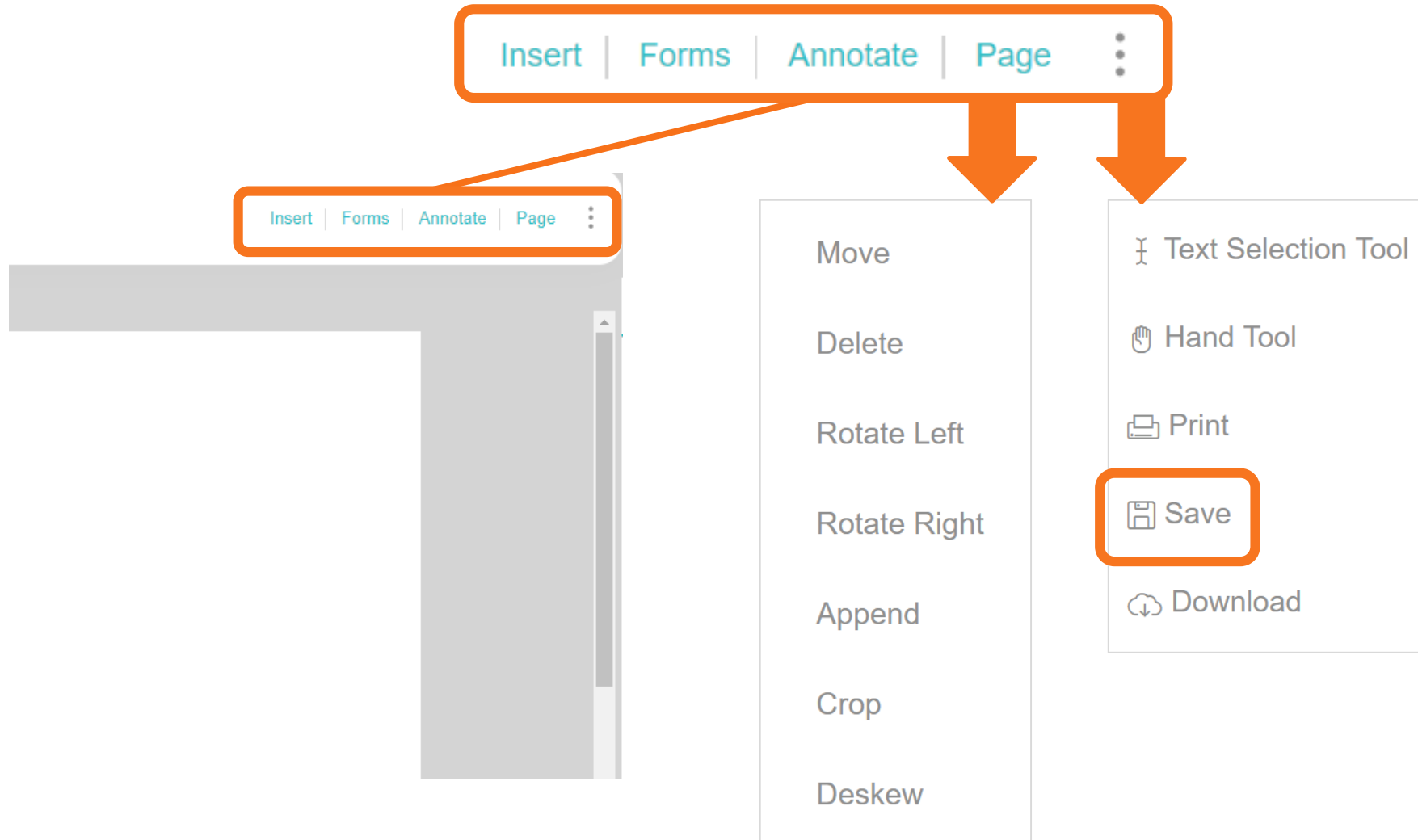
Close out of case

Edit

Activity

Audit Log

Cases: Manage Pages



Managing pages will now be completed from the PDF viewer.

Make sure to 'Save' all changes from the more options menu.

A woman with long, wavy hair is smiling and looking towards the right. She is holding a smartphone in her left hand. The background is blurred, showing other people in a social setting. The entire image is overlaid with a semi-transparent blue filter. The word "TRANSMISSIONS" is written in a bold, white, sans-serif font across the middle of the image. Below the text, there is a short white horizontal line.

TRANSMISSIONS



Transmissions: Transmissions Page

Select the Transmissions Icon (paper airplane) from the navigation panel to view the Transmissions page.

Transmissions 2108 results

Search



HH

Hannah Hart

Fax ▾

Sender Name ▾



Enter Value


Filter

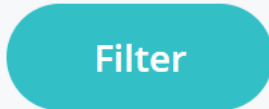
<input type="checkbox"/>	Sender	Recipient	Subject	Created	Last Updated ▾	Transmitted	Type/Status		
<input type="checkbox"/>	5555555555	Forcura	(1 Page) Inbound Fax	04/26/2019	04/29/2019	04/26/2019			
<input type="checkbox"/>	Hospice Agency	Forcura	(2 Pages) Referral	04/21/2019	04/28/2019	04/21/2019			

Transmissions: Delivery Type

Specify the transmission delivery type you wish to view by clicking the arrow next to 'Fax'.

Transmissions  

Fax 

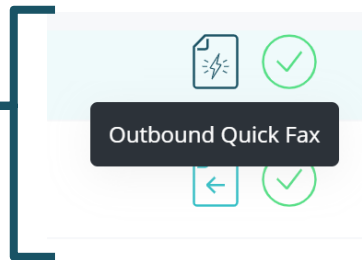
Sender Name 

- Fax
- Mail
- Courier

Transmissions: Transmission Type & Status

The transmission type and status icons have changed as seen here.

Hover over the icon to display a descriptor.











Transmissions 2108 results








Search

HH Hannah Hart

Fax

Sender Name Enter Value Filter

<input type="checkbox"/>	Sender	Recipient	Subject	Created	Last Updated	Transmitted	Type/Status	
<input type="checkbox"/>	5555555555	Forcura	(1 Page) Inbound Fax	04/26/2019	04/29/2019	04/26/2019	 	 
<input type="checkbox"/>	Hospice Agency	Forcura	(2 Pages) Referral	04/21/2019	04/28/2019	04/21/2019	 	 

Successful	
Error	
Queued	
Inbound	
Outbound	
Outbound Batch	
Quick Send	

Transmissions: View Transmissions

To view a transmission full-screen, select the eye icon at the end of the row.

Transmissions 2108 results

HH

Hannah Hart

Fax ▾

Sender Name ▾

Enter Value

Filter

<input type="checkbox"/>	Sender	Recipient	Subject	Created	Last Updated ▾	Transmitted	Type/Status	
<input type="checkbox"/>	5555555555	Forcura	(1 Page) Inbound Fax	04/26/2019	04/29/2019	04/26/2019		
<input type="checkbox"/>	Hospice Agency	Forcura	(2 Pages) Referral	04/21/2019	04/28/2019	04/21/2019		

Transmissions: Quick View

Transmissions can now be quickly accessed using the Transmission Quick View feature.

To see the Quick View Panel click anywhere within the transmission row (shaded orange below).

Transmissions 2108 results

Fax ▾

Sender Name ▾ Enter Value **Filter**

<input type="checkbox"/>	Sender	Recipient	Subject	Created	Last Updated ▾	Transmitted	Type/Status	
<input type="checkbox"/>	5555555555	Forcura	(1 Page) Inbound Fax	04/26/2019	04/29/2019	04/26/2019		

PATIENT REFERRAL FORM

PATIENT INFO

Patient Name: _____ SSN: _____
Date of Birth: _____ CM CF Address: _____
Phone: _____ City, State, ZIP: _____
Contact Name: _____ Last Vaccine Date: _____
Contact Number: _____ Referral Date: _____
Physician: _____ Insurance: _____

DIAGNOSIS / MEDICAL CONDITION

Edit John Doe Referral

Case Name *
John Doe Referral

Type *
Referral ▾

Status *
Pending Signature ▾

Security Group *
Default Group (All Users) (D... ▾

Patient
Doe, John ▾ (+)

Episode

Save

Transmissions: More Options

Select the 'More Options' icon to:

Archive
Download
Quick Send
Save to Drive

If Applicable:
Archive to Patient
Resend

Archive
Download
Quick Send
Save To Drive

Transmissions 2108 results

Search



Fax ▾

Sender Name ▾

Enter Value

Filter



Sender

Recipient

Subject

Created

Last Updated ▾

Transmitted

Type/Status



5555555555

Forcura

(1 Page) Inbound Fax

04/26/2019

04/29/2019

04/26/2019



Transmissions Page: Bulk Features

To access bulk features, select the transmissions you wish to process and then select the desired icon at the top of the cases page.

Print/Download

Add/Remove Tags

Assign/Unassign Users

Update Status

Archive

Save to Drive

Resend

Fax ▾

2 selected

Icons: [Folder], [Star], [Printer], [User], [List], [Drive], [Refresh]

HH Hannah Hart

<input type="checkbox"/>	Sender	Recipient	Subject	Created	Last Upd... ▾	Transmitted	Type/Status	
<input checked="" type="checkbox"/>	5555555555	Forcura	(1 Page) Inbound Fax	04/26/2019	04/29/2019	04/26/2019		
<input checked="" type="checkbox"/>	Hospice Agency	Forcura	(2 Pages) Referral	04/21/2019	04/28/2019	04/21/2019		

Transmissions Page: Sort and Filter

The screenshot shows the 'Transmissions' page with 2102 results. At the top, there is a search bar and a user profile for Hannah Hart. Below the search bar, there is a filter section with a 'Fax' dropdown and a 'Filter' button. A large orange arrow labeled 'Sort' points to the 'Created' column header. On the right side, there is a toggle icon for default settings. The table headers are: Sender, Recipient, Subject, Created, Last Updated, Transmitted, and Type/Status.

Transmissions 2102 results

Search

Fax ▾

Sender Name ▾ Enter Value Filter

Sender Recipient Subject Created ^ Last Updated Transmitted Type/Status

Sort

Set Default Filter

Set Default Sort

To filter by sender, recipient, date, etc. use the filtering options at the top of the transmissions page and select 'Filter'.

To sort, click the arrow next to each column.

Default sorts and filters can be applied by using the toggle on the right.

A woman with long, wavy hair is smiling and looking at a smartphone in her hand. She is in a meeting room with other people in the background. The image has a blue tint.

SECURE MESSAGING

Secure Messaging: Web

Secure Messaging

Search

For a better experience, enabling desktop notifications is recommended.

GROUPS (5)

- Medical Records Team Convo
- Windy & Hannah
- Merima & Hannah
- Lunch
- Intake Team Convo**

PATIENTS (1)

- Patient Hancock, John: Akridge,...

Intake Team Convo
2

Today

Hannah Hart 4/29/2019 11:23am
Download Referral Form
Team please download the new referral form attached above. Thanks!

Secure Messaging in the web will remain the same in look and functionality.

+ ! Message Intake Team Convo

A woman with long, wavy hair is smiling and looking towards the right. She is holding a smartphone in her left hand. The background is blurred, showing other people in a meeting setting. The entire image has a blue color overlay.

DRIVE



Drive: Accessing Drive

Select the Drive Icon from the navigation panel to access Drive.

The screenshot shows the Drive interface with a search bar at the top containing the text "Search". Below the search bar, there are tabs for "My Drive", "My Referrals", and "My Wounds". The "My Drive" tab is selected. Under "My Drive", there is a "Shared Folders" section. Below this, there are four preview cards for documents:

- Test**: A photograph of a wound with a green border. Metadata: Name: 01-21-19 10:23:08AM, Area: 30cm, Length: 30cm (Head-to-Toe), Width: 10cm (Side-to-Side), Depth: 1.25cm, Timestamp: 1/21/19, 10:24 AM. A red "1" badge is in the top right corner.
- Verbal Order Blank.pdf**: A document preview. Metadata: 8/28/2018, 11:43:01 AM. A red "1" badge is in the top right corner.
- Boston**: A document preview. Metadata: 8/24/2018, 2:34:40 PM. A red "1" badge is in the top right corner.
- Atlanta**: A document preview. Metadata: 8/24/2018, 2:34:35 PM. A red "1" badge is in the top right corner.

On the left side of the interface, there is a navigation panel with several icons. The Drive icon (a square with a cross inside) is highlighted with an orange box and a red arrow pointing to the "My Drive" tab in the Drive interface.

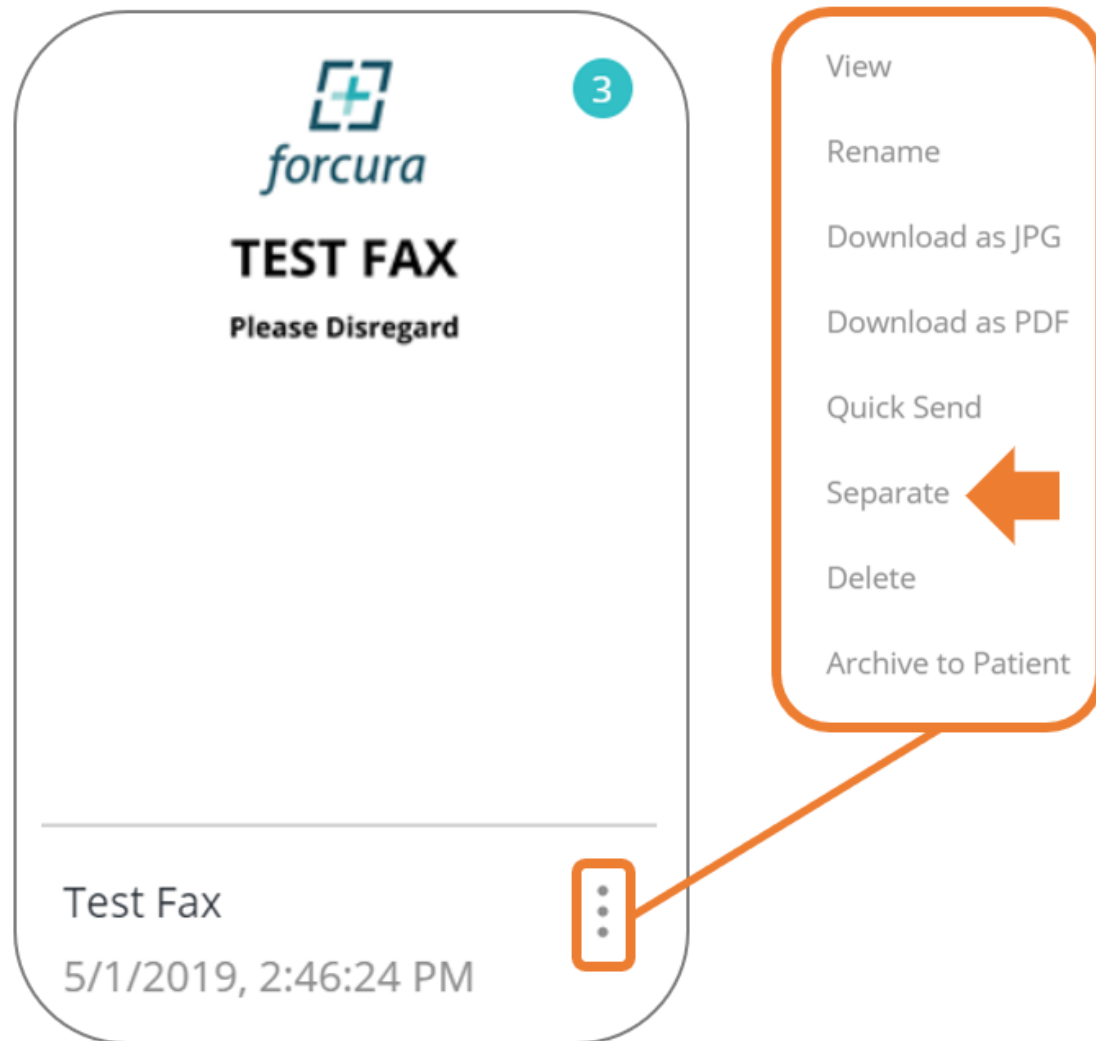
Drive: Getting Documents into Drive

Drag & Drop a document in the teal upload square or Click to Browse

Direct Connect functionality will remain the same.

The screenshot displays the 'My Drive' interface. At the top, there's a 'My Drive' header with a plus icon. Below it, a navigation bar includes 'My Drive' (highlighted in teal), 'My Referrals', and 'My Wounds' (with a document icon and a '1' badge). Under 'My Drive', there's a 'Shared Folders' section. A large teal upload area is centered, featuring a cloud icon with an upward arrow, the text 'Drag to Upload PDF', 'or', and a teal 'Browse' button. An orange arrow points from the text 'Direct Connect functionality will remain the same.' to this upload area. To the right, a list of documents is shown. The first document is 'Verbal Order Blank.pdf' with a timestamp of '8/28/2018, 11:43:01 AM'. The second document is 'Boston' with a timestamp of '8/24/2018, 2:34:40 PM'. Both documents have a '1' badge in the top right corner. The 'Verbal Order Blank.pdf' document is expanded, showing a form with fields for 'Physician', 'Patient', 'Order Date', 'Order Type', 'Order Description', 'Nurse', 'Gait', 'Supplies', and 'Signature'. The 'Boston' document is also expanded, showing a form with fields for 'Patient Name and Identification', 'Date of Encounter', 'Medical condition', 'Clinical Service', 'Nursing', 'Physical Therapy', 'My clinical findings support the need for the above services BECAUSE:', 'Physical Therapy Services', 'Patient is homebound BECAUSE:', and 'Physician to certify home care in the community'.

Drive: Managing Documents



The icons previously displayed below each document can now be accessed by selecting the more options icon.

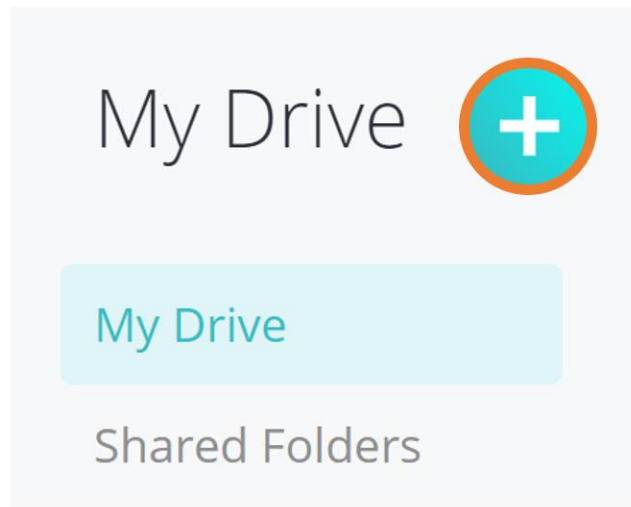
Drive: Bulk Features

The screenshot shows the Google Drive interface. At the top, a selection bar is highlighted with an orange border, containing the text "3 selected" and three icons: a right arrow (Move), a double arrow (Combine), and a trash can (Delete). Lines connect these icons to labels "Move", "Combine", and "Delete" above them. Below the selection bar, there are tabs for "My Drive", "My Referrals", and "My Wounds". The "My Drive" tab is active. Under "Shared Folders", there are three document thumbnails. The first thumbnail is a light blue box with a cloud upload icon and the text "Drag to Upload PDF" and "Browse". The second thumbnail is a document titled "Verbal Order Blank.pdf" with a teal outline and a teal circle with the number "1" in the top right corner. The third thumbnail is a document titled "Boston" with a teal outline and a teal circle with the number "1" in the top right corner. Both document thumbnails have a three-dot menu icon in the bottom right corner.

Select the documents you wish to process by clicking anywhere on the document thumbnail. When selected, a teal outline will appear around the document.

In the top left corner of Drive, the bulk options will be displayed.

Drive: Locating and Creating Folders



Personal folders will appear at the top of My Drive.

Shared Folders can be viewed by selecting 'Shared Folders' on the left side panel.

Create New Folder



Folder Name



Cancel

Create

To create a new folder, select the teal Plus Icon at the top.

Then in the 'Create New Folder' window, enter a folder name and select Create.

A photograph of a woman with long, wavy brown hair, smiling and looking towards the right. She is wearing a light-colored button-down shirt. The background is blurred, showing other people at a conference or meeting. The entire image has a blue color overlay.

PATIENTS

Patients: Patient Page

Select the Patient Icon (heart) from the navigation panel to view patients.



Patients 367 results

First Name

Filter

+




<input type="checkbox"/>	Name ^	External Ref ID	Status	City	Created	Last Updated	
<input type="checkbox"/>	Doe, John	123456	Current	Atlanta	12/05/2012	04/03/2019	
<input type="checkbox"/>	Smith, Jane	135790	Current	Seattle	07/24/2017	04/29/2019	

Patients: View Patient Chart

Locate the desired patient by utilizing the sorting and filtering options.

Select the Patient Chart icon (folder) to view all cases archived to the patient.

Patients 367 results








HH Hannah Hart

First Name

Enter Value

Filter

+




<input type="checkbox"/>	Name ^	External Ref ID	Status	City	Created	Last Updated	
<input type="checkbox"/>	Doe, John	123456	Current	Atlanta	12/05/2012	04/03/2019	<div></div>
<input type="checkbox"/>	Smith, Jane	135790	Current	Seattle	07/24/2017	04/29/2019	<div></div>

Patients: View/Edit Patient Information

To view or edit patient information, click anywhere within the patient row (shaded orange below).

Make changes as needed within the Patient Preview panel and click 'Save'.

Patients 367 results








HH Hannah Hart


First Name ▾

Filter

+

<input type="checkbox"/>	Name ▾	External Ref ID	Status	City	Created	Last Updated	
<input type="checkbox"/>	Doe, John	123456	Current	Atlanta	12/05/2012	04/03/2019	 
<input type="checkbox"/>	Smith, Jane	135790	Current	Seattle	07/24/2017	04/29/2019	 





Edit John Doe

Patient Status

Current ▾

Security Group

All Users (All Users) ×

Prefix

First Name *

John

Middle Name


Last Name *

Doe

Suffix

Gender

Date of Birth

 Save

Patients: Add New Patient

Patients 367 results

Search

First Name



Enter Value

Filter



New Patient



Patient Status

Select Patient Status



Security Group

Select Security Groups

Prefix

First Name *

Middle Name

Last Name *

Suffix

Gender

Select

Date of Birth

MM/DD/YYYY

External Reference Id *

Address

Street Address

Address 2

Apt, Suite, Bldg, et

City

State

Select

Country

United States

Zip

Phone

(123) 555-5555

Mobile

(123) 555-5555

Fax

(123) 555-5555

Email

Cancel

Create




**Select the teal Plus Icon
at the top of the
Patients page to add a
new patient.**


**Complete the required
fields in the 'New
Patient' window and
select 'Create'.**





Patients: Archive Patient

Select the More Options menu at the end of the patient row.

Select 'Archive'.

Patients 367 results    **HH** Hannah Hart

First Name **Filter** 

<input type="checkbox"/>	Name ^	External Ref ID	Status	City	Created	Last Updated	
<input type="checkbox"/>	Doe, John	123456	Current	Atlanta	12/05/2012	04/03/2019	 
<input type="checkbox"/>	Smith, Jane	135790	Current	Seattle	07/24/2017	04/29/2019	 

Archive

A woman with long, wavy hair is smiling and looking towards the right. She is holding a smartphone in her left hand. The background is blurred, showing other people in a meeting or office setting. The entire image has a blue color overlay.

DIRECTORIES

Directory: Directory Page

Select the Directory Icon from the navigation panel to view directories.



Directory 159 results

HH Hannah Hart

First Name

Enter Value

Filter

<input type="checkbox"/>	Name	NPI	External Ref ID	City	Directory Type	Delivery Type	Created	Last Updated	
<input type="checkbox"/>	Doe, John	123456789	111111	St. Paul	Physician	Fax	11/19/2016	04/19/2019	
<input type="checkbox"/>	Hospital ABC	135791357	22222	Columbus	Facility	Mail	01/07/2018	12/06/2018	

Directory: View/Edit Information

To view or edit directory information, click anywhere within the directory row (shaded orange below).

Make changes as needed within the Directory Preview panel and click 'Save'.


Directory 159 results

Search

First Name Enter Value

<input type="checkbox"/>	Name ^	NPI	External Ref ID	City	Directory Type	Delivery Type	Created	Last Updated	
<input type="checkbox"/>	Doe, John	123456789	11111	St. Paul	Physician	Fax	11/19/2016	04/19/2019	⋮
<input type="checkbox"/>	Hospital ABC	135791357	22222	Columbus	Facility	Mail	01/07/2018	12/06/2018	⋮

✕



Directory Type *


Company *

Default Delivery Type

Prefix


First Name

Middle Name



Directory: Add New Directory

Directory 159 results

First Name 

New Directory

Directory Type * Company Delivery Type

Prefix First Name * Middle Name Last Name * Suffix

External Reference Id * NPI * Address Address 2

City State Country Zip

Mobile (123) 555-5555 Fax Email

Select the teal Plus Icon at the top of the Directory page to add a new directory.

Complete the needed fields in the 'New Directory' window and select 'Create'.

Directory: Archive Directory

Select the More Options menu at the end of the directory row.

Select 'Archive'.

Directory159 results

Search

14

HH

Hannah Hart

First Name

Enter Value

Filter

+

<div><input type="checkbox"/></div> <div>Name ^</div>	NPI	External Ref ID	City	Directory Type	Delivery Type	Created	Last Updated	Archive
<div><input type="checkbox"/></div> <div>Doe, John</div>	123456789	111111	St. Paul	Physician	Fax	11/19/2016	04/19/2019	<div><div></div></div>
<div><input type="checkbox"/></div> <div>Hospital ABC</div>	135791357	22222	Columbus	Facility	Mail	01/07/2018	12/06/2018	<div><div></div></div>

A photograph of a woman with long, wavy brown hair, smiling and looking towards the right. She is wearing a light-colored button-down shirt. The background is blurred, showing other people in a meeting setting. A blue color overlay is applied to the entire image. The word "ARCHIVE" is written in white, bold, sans-serif capital letters across the middle of the image, with a white horizontal line underneath it.

ARCHIVE




Archive: Archive Page

Select the Archive Icon (file box) from the navigation panel to view the Archive.



Archive 389 results

Search






HH Hannah Hart

Cases ▾

Type ▾

Select ▾

Filter

<input type="checkbox"/>	Name ^	Type	Patient	Directory	Last Updated	Branch	
<input type="checkbox"/>	Doe Arm	Wound Image	Doe, Jane	Hospital ABC	10/31/2018	CMH	 ⋮
<input type="checkbox"/>	Smith Lab	Labs	Smith, Mary	Hamilton, Alex	03/09/2019	BHP	 ⋮

Archive: Transmission Archive





Locate the Transmission Archive by navigating to the Archive page and selecting 'Fax' from the dropdown.

Unarchive or download a transmission using the More Options menu at the end of the row.

Cases
Fax
Mail
Courier

Fax

Sender Name
Enter Value
Filter

<input type="checkbox"/>	Sender	Recipient	Subject	Last Upd... ▼	Archive Date	Type/Status	
<input type="checkbox"/>	8005551111	Dr. Jones	(1 page) Referral	04/28/19	04/29/19	 	 

Unarchive
Download

A photograph of a woman with long, wavy brown hair, smiling and looking towards the right. She is wearing a light-colored button-down shirt. The background is blurred, showing other people in a meeting setting. A blue color overlay is applied to the entire image. The word "REPORTS" is written in white, bold, sans-serif capital letters across the middle of the image, with a white horizontal line underneath it.

REPORTS

Reports

My Reports

Search

Standard Reports

- Fax Transmission Report**
Provides a list of all inbound and outbound fax transmissions for a given date range.
- Fax Aging Report**
Displays faxes sent out and returned and ages date from start to completion.
- User Activity Report**
Displays all activities by a user or group of users within your account.
- Transmitted Orders Pending Report**
Displays all documents that have been transmitted and are in Pending Signature status with aging from last sent date.
- HCHB Orders Check In Report**
Displays all HCHB Orders Check-Ins.
- Duplicate Order Number Report**
Displays all cases with a duplicate Order Number as of current date, or as of a selected date.

Admin Level Reports

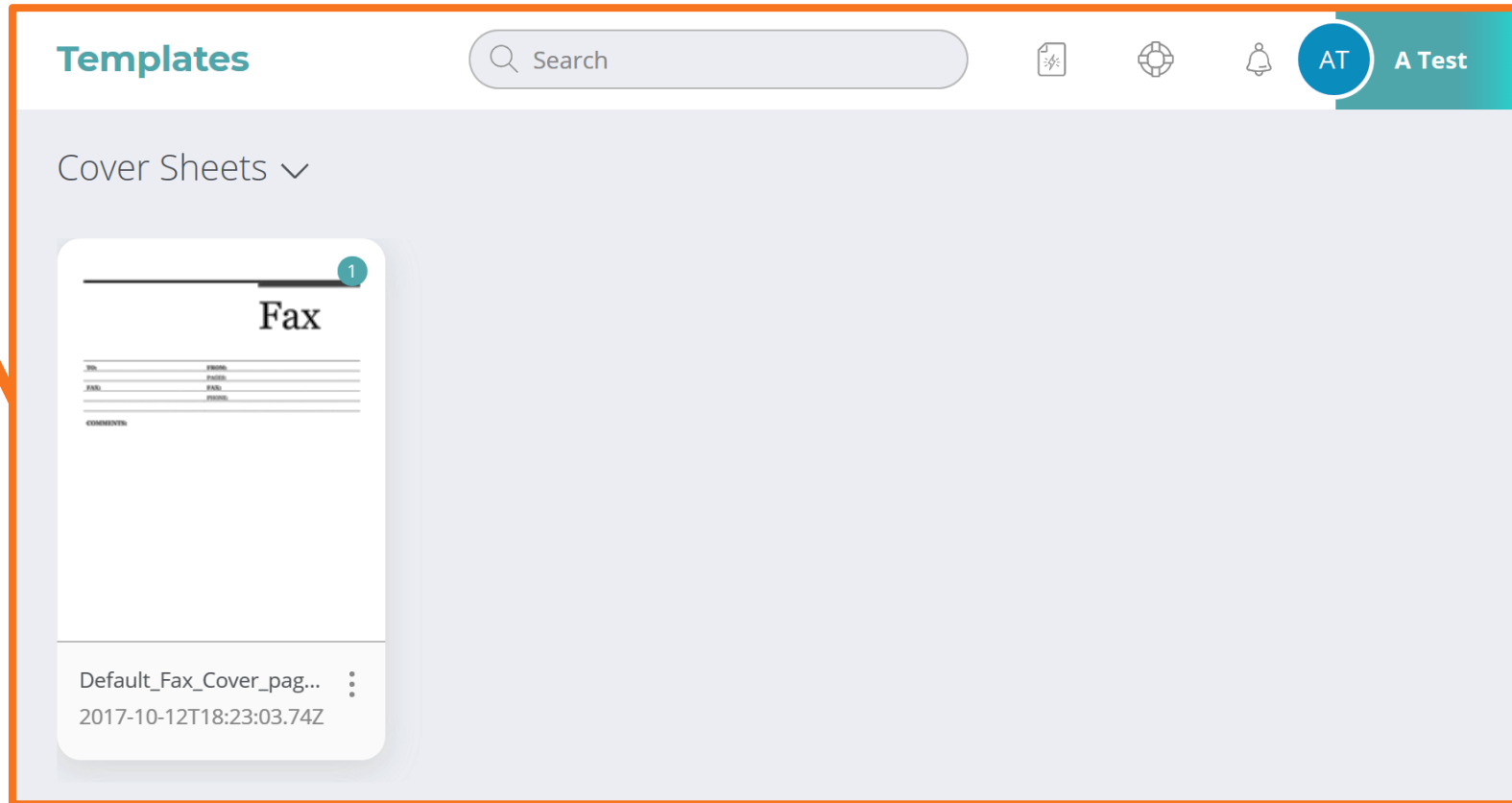
- Document Tracking Report**
Report the time it takes for a document to reach a specific phase.
- User Outstanding Workflow Report**
Displays outstanding documents assigned to a user or group of users as of current date.
- User Login Report**
Displays a list of users and their last login times.
- Directory Turnaround Time Report**
Displays turnaround time for documents transmitted to a directory. Turnaround time will be based on time between transmitted in Pending Signature and when the document is returned and moved to Pending Approval status.

Reports will remain the same in look and functionality.

A photograph of a woman with long, wavy brown hair, smiling and looking towards the right. She is wearing a light-colored button-down shirt. The background is blurred, showing other people in a meeting setting. A semi-transparent blue overlay covers the entire image. The word 'TEMPLATES' is written in large, white, bold, sans-serif capital letters across the middle of the image. Below the text is a short white horizontal line.

TEMPLATES

Templates: Templates Page



**Select the
Templates
Icon from the
navigation
panel to view
available
templates.**

Templates: Accessing Cover Sheets & Forms

Templates

Search

Cover Sheets 

Cover Sheets

Forms

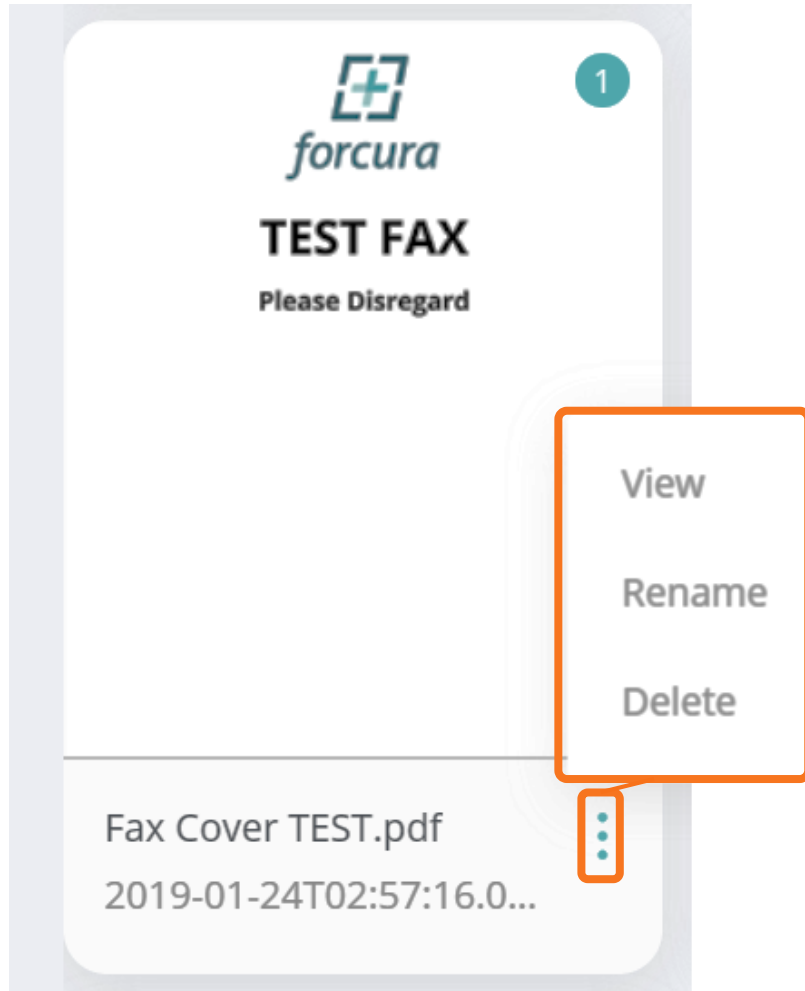
1

ax

TO: FROM:
PAGE:
FAX: FAX:
PHONE:
COMMENTS:

**Toggle
between Cover
Sheets and
Forms using
the dropdown
arrow.**

Templates: Managing Templates

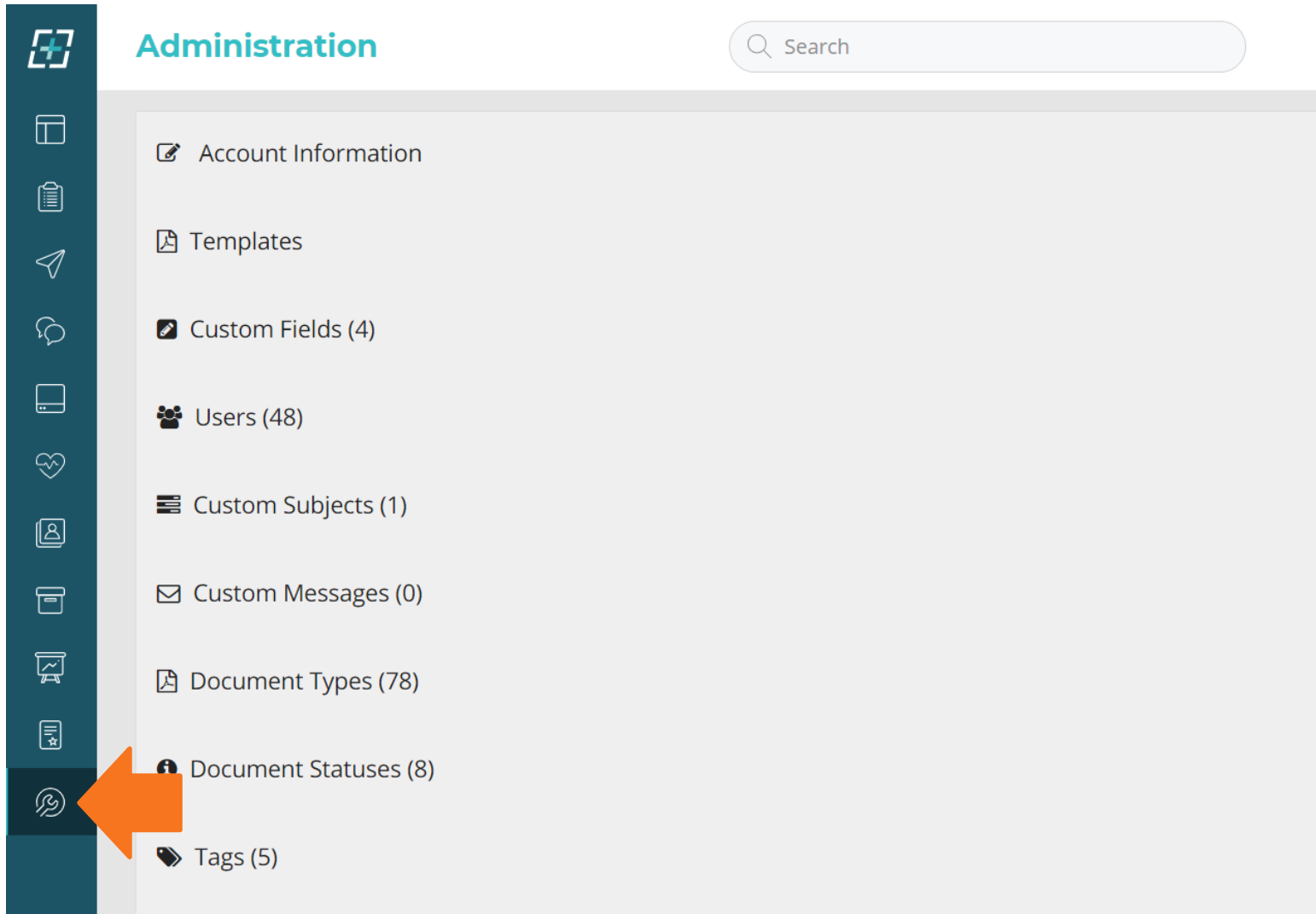


The icons previously displayed below each template can now be accessed by selecting the more options icon.

A woman with long, wavy brown hair is smiling and looking down at a smartphone in her hands. She is wearing a light-colored button-down shirt. The background is blurred, showing other people in a social setting. The entire image is covered with a semi-transparent blue overlay. The text 'SITE ADMINISTRATION' is written in a bold, white, sans-serif font across the middle of the image. A short white horizontal line is positioned below the text, starting from the left edge of the text.

SITE ADMINISTRATION

Site Administration



**Site Administration
will remain the
same in look and
functionality.**

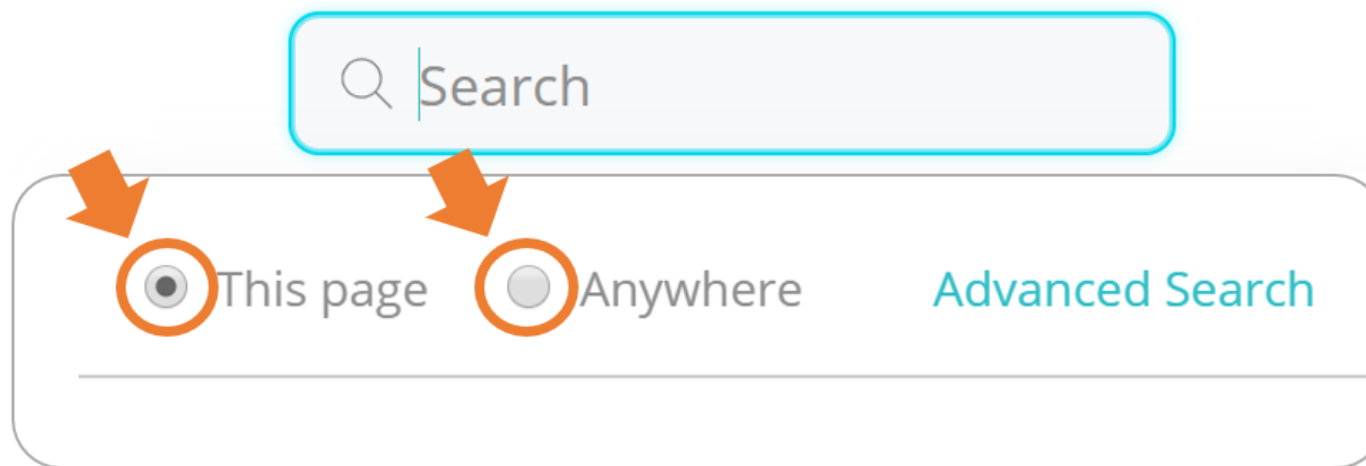
A woman with long, wavy hair is smiling and looking at a smartphone in her hand. She is in a meeting room with other people in the background. The image has a blue tint.

SEARCHING

Searching: General Search

Enter a search term in the Search Box located at the top of each page, then specify whether you wish to search the current page or if you wish to search anywhere within Forcura.

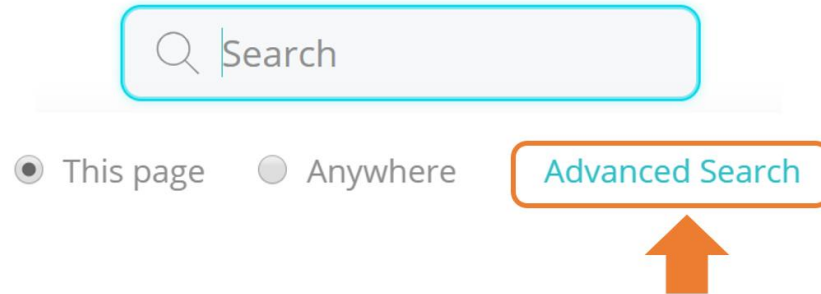
Click 'Enter' on the keyboard to trigger the search.



The image shows a search interface. At the top is a light blue rounded rectangle containing a magnifying glass icon and the text "Search". Below this is a white rounded rectangle containing two radio buttons. The first radio button is selected (indicated by a black dot) and is labeled "This page". The second radio button is unselected and is labeled "Anywhere". To the right of these radio buttons is a link labeled "Advanced Search" in blue text. Two orange arrows point to the "This page" and "Anywhere" radio buttons respectively.

To clear the search, delete the search term and click 'Enter' on the keyboard.

Searching: Advanced Search



From the search box, click ‘Advanced Search’. In the ‘Advanced Search’ box, fill-in desired search fields and select ‘Search’ at the bottom.

If filtering, you must click ‘Filter’ to apply each.

The image shows the 'Advanced Search' modal. It has a title bar with a close button (X). The form contains the following elements:

- Search Type:** A dropdown menu.
- Search Term:** A text input field.
- Filters:** Two dropdown menus followed by a teal button labeled 'Filter'. An orange arrow points to this 'Filter' button.
- Sort:** A dropdown menu followed by two radio buttons: 'Ascending' (selected) and 'Descending'.
- Buttons:** At the bottom right, there are two buttons: 'Cancel' and 'Search'.

A woman with long, wavy brown hair is smiling and looking towards the right. She is wearing a light-colored button-down shirt. The background is a blurred office setting with other people. The entire image has a blue color overlay.

QUICK SEND

Quick Send



Quick Send [Close]

Subject
Test Fax

Message
Please call and advise if you received this text fax successfully.

Send From
Forcura

Send To
Jefferson, Thomas x 000112222 x

Cover Page
Detroit (1 pag... v

Attachment
Test Fax Blan... v

Preview

Fax

forcura
TEST FAX
Please Disregard

Cancel Send

Quick Send, previously Quick Fax, can now be completed from multiple pages across Forcura.

Select the Quick Send icon and complete the fields within the Quick Send window, making sure to select the attachment you wish to transmit. Please note any attachment you wish to send must be stored in Drive.