AOS Data Entry Quick Reference Guide

Guide to icons and buttons within episodes

AROC	The AROC logo links back to the AOS homepage. Located at the top left hand side of the screen.
(help icon)	This is a help button and appears on the left hand side of all data items within a patient episode. Click on the icon to view a pop-up defining the item. To remove the pop-up click on the icon again.
(red, blue, orange triangles)	These are the error markers that appear to the left hand side of data items that contain invalid entries. Click on the icon to view a pop-up defining the error. To remove the pop-up click on the icon again. Error markers will disappear once corrections have been made and saved in the episode. Red triangle – Data item is causing an error, it is missing or conflicts with other entered items. Blue triangle – Flagged as a warning, item seems unusual and should be crosschecked. Orange triangle – Data item has a date conflict with another episode for this patient. ***Note:*** this icon also appears in the patient search screen.
Item Required	Indicates that an entry is required into the field.
Save and Continue →	Allows users to save entries within a tab and continue to next available tab. Located at the top and bottom of each episode tab.
← Save and Go Back	Allows users to save entries within a tab and move back to the previous tab. Located at the top and end of every episode tab.
⤓ Audit Episode	Users can skip ahead to the "Audit Episode" tab at any time during data entry by clicking this button. Located at the end of every episode tab.
✎ Edit Patient	Users can edit a patient whilst in an episode by clicking on this button. Once edits are complete the user will be returned to the episode they were in. Located next to "Patient Identifier" at the top of the episode screen.
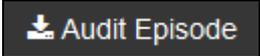
Shortcuts

Move between data items	Using the Tab key on the keyboard
Scroll drop-down lists	Using the up or down arrow keys on the keyboard OR Typing in the first letter/digit of the item required e.g. 16 for impairment codes 16.1 -3, or Q for QLD
Save entries in a tab	Click on current episode tab to save entries without moving to another tab.
Select a check box	Using the space bar or enter key on the keyboard

Useful links

Data collection forms	http://ahsri.uow.edu.au/aroc/forms/index.html
Data dictionary	https://apps.ahsri.uow.edu.au/confluence/display/AD/AROC+Data+Dictionaries
AOS user manual	https://apps.ahsri.uow.edu.au/confluence/display/AD/Data+Entry
AROC Impairment codes	http://ahsri.uow.edu.au/aroc/forms/index.html
List of health funds	http://ahsri.uow.edu.au/aroc/forms/index.html
Phases of amputee care	http://ahsri.uow.edu.au/aroc/forms/index.html
Lodge support ticket	From within AOS, select from the help menu

AOS Log In

Click on **Data Entry** from the Data Tab

Select Facility or ward from list (all facilities associated with the account will be visible)

Search for patient using Patient Identifier or discharge date

Patient exists? — NO

ENTER:
- Patient Identifier
- Date of Birth
- Is Date of Birth Esitmated
- Gender
- Indigenous Status
- Ethnicity (NZ only)
- First Name
- Family Name

YES

Add New patient

New episode?

NO

YES

Edit Episode

Add Episode

Select Pathway

Click on Episode

Enter data for patients episode as per data collection form for relevant pathway

Review details in **Audit tab**

Create another record?

NO

Corrections required? — YES

Make corrections

YES

NO

Log off AOS