



## Welcome to Nightingale

*User Guide: Overview and process documents*

This sample documentation represents a WIP (work in process) revision, not a finalized version.

It contains work notes from both the writer and SMEs.

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Welcome to Nightingale: Introduction and logon steps

## **Preface**

### **Purpose and scope**

This document provides an introduction to the Nightingale® home healthcare system, as well as procedures to operate the software. This document is intended to expand as features in the Nightingale software are developed and new procedures become available.

### **Audience**

This document is intended for readers who use the Nightingale software or manage a home healthcare organization that uses the Nightingale system.

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Welcome to Nightingale: Introduction and logon steps

## Welcome to Nightingale: Introduction and logon steps

Welcome to the Nightingale® home healthcare system. Nightingale enables a healthcare organization to manage every facet of its environment, including clinical, administrative, and financial operations.

Nightingale provides a powerful electronic environment to perform data processing and record keeping, replacing the mountain of forms and paperwork used in manual, paper-based offices. The system contains a robust Report engine that provides your organization with the information it needs to provide services, ensure compliance, and submit clean claims for reimbursement.

Nightingale is a web-based application. This means that the application does not reside on your local computer; it resides at the software provider's website, and you access the application through a web browser and internet connection. You must use Microsoft® Internet Explorer web browser to operate the Nightingale application.

Because Nightingale is a web application, you must access it through a host application called Citrix®. Citrix provides a connection between your computer and the Nightingale software provider. Therefore, connecting to Nightingale over the internet is a two-step process: 1) logging onto the Citrix host and 2) logging onto the Nightingale application. Each of these steps is fully explained in the following pages.

This Introductory guide explains how to logon to Nightingale and provides a description of the application's interface.

---

*Nightingale is a web server application. It does not reside on your local computer.*

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## Accessing Nightingale

### Accessing Nightingale

Connecting to Nightingale involves two separate procedures: 1) logging onto the Citrix host and 2) logging onto the Nightingale application.

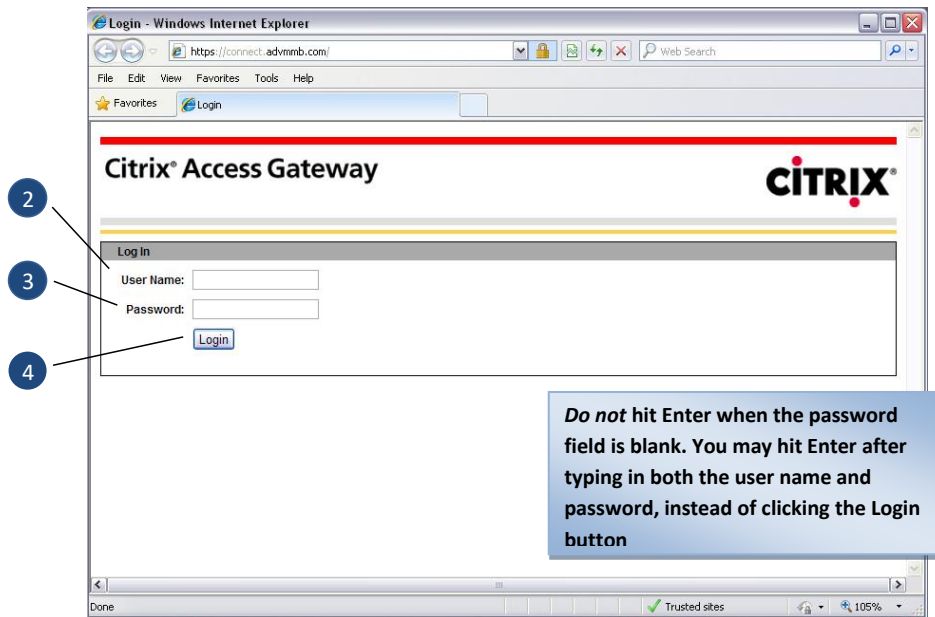
#### Logging onto the Citrix host

1. On your desktop (main computer screen), double click on the Nightingale icon to launch the logon procedure.

The Internet Explorer browser starts and opens to the Citrix logon screen.

2. Click in the **User Name** field and type your Citrix user name.
3. Click in the **Password** field and type your Citrix password.
4. Click Login.

The Citrix Web Interface screen appears

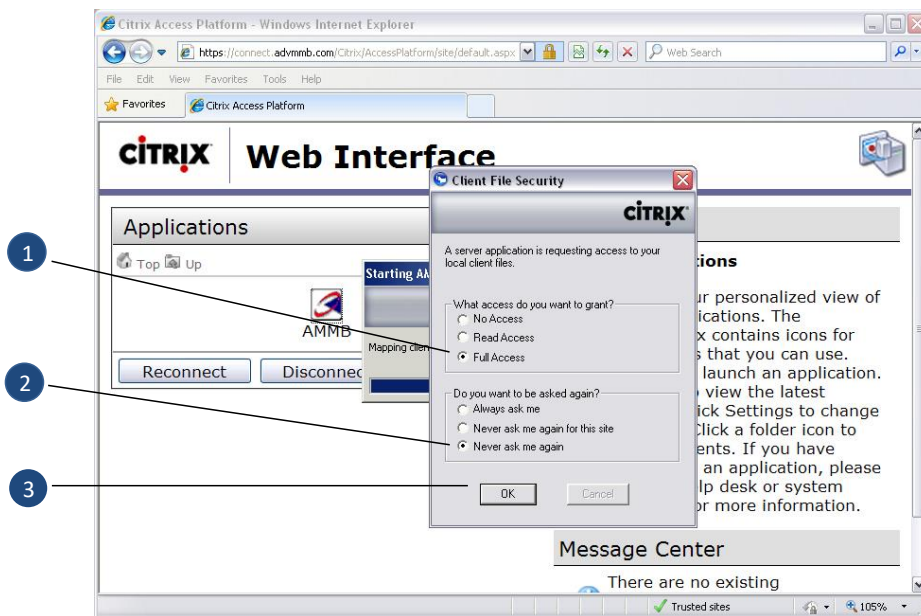


## Accessing Nightingale

The first time you access Nightingale, a Citrix security dialog box appears.

1. Click the **Full Access** radio button.
2. Click the **Never ask me again for this site** radio button.
3. Click **OK**.

Because you clicked the **Never ask me again for this site** radio button, you will not see this dialog box during subsequent logons.



Accessing Nightingale

## Logging onto the Nightingale application

The Citrix Web Interface screen appears and allows you to begin the Nightingale logon process.

1. Click once on the AMMB icon.





## Accessing Nightingale

A new web browser window opens displaying the Nightingale login page, which is communicating with the software provider's network. Once the Citrix connection is active you may minimize or close the Citrix logon page or let it remain open in the background.

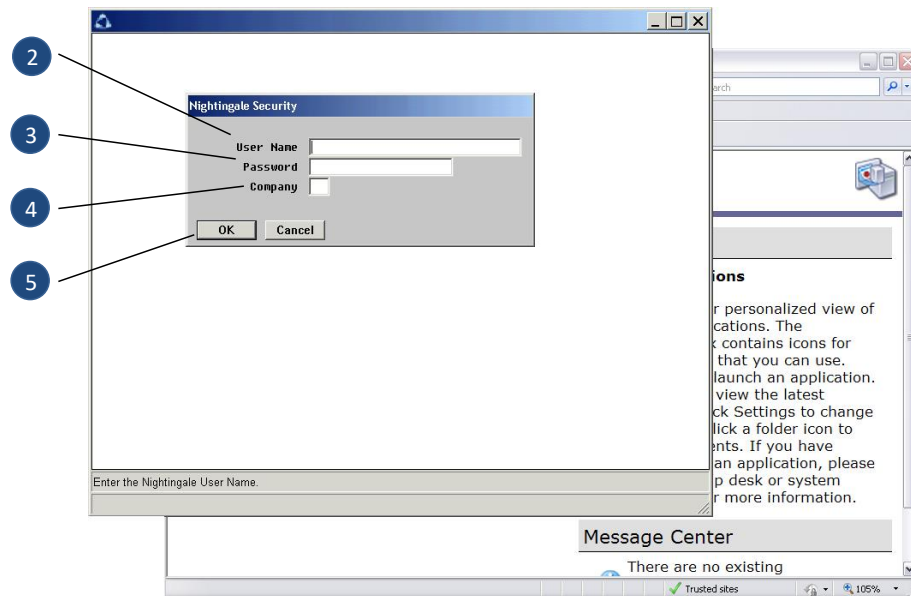
2. Click in the **User Name** field and type your Nightingale user name.



Nightingale automatically converts all characters to upper case.

3. Click in the **Password** field and type your Nightingale password.
4. Click in the **Company** field and type your organization's two letter company code.
5. Click OK.

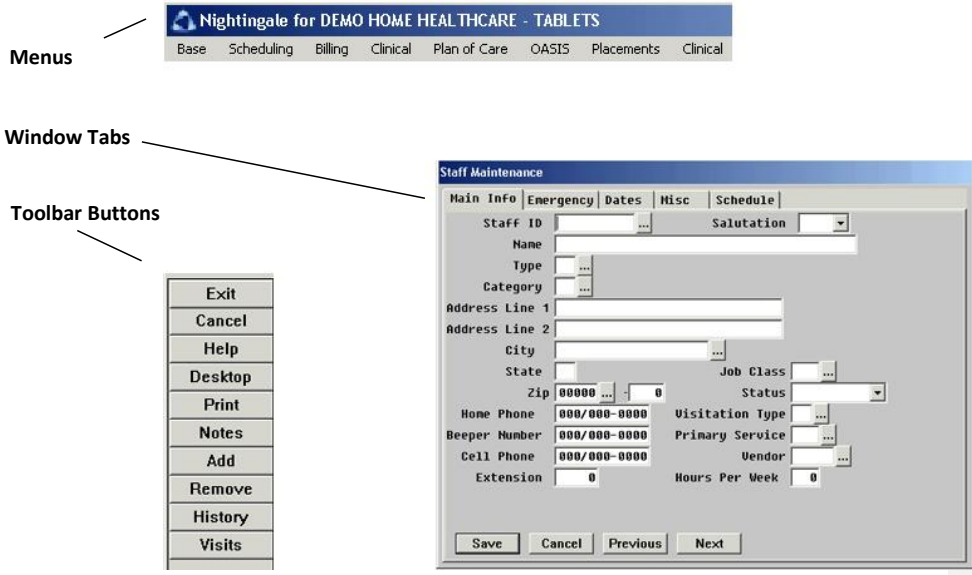
The Nightingale application appears in the browser window (see page 7).



## Working with Nightingale

The Nightingale interface includes menus, window tabs that contain data fields, and Toolbar buttons. To use Nightingale successfully, you must become familiar with the application interface and learn how to perform a few simple tasks that are used repeatedly within the the Nightingale workflow.

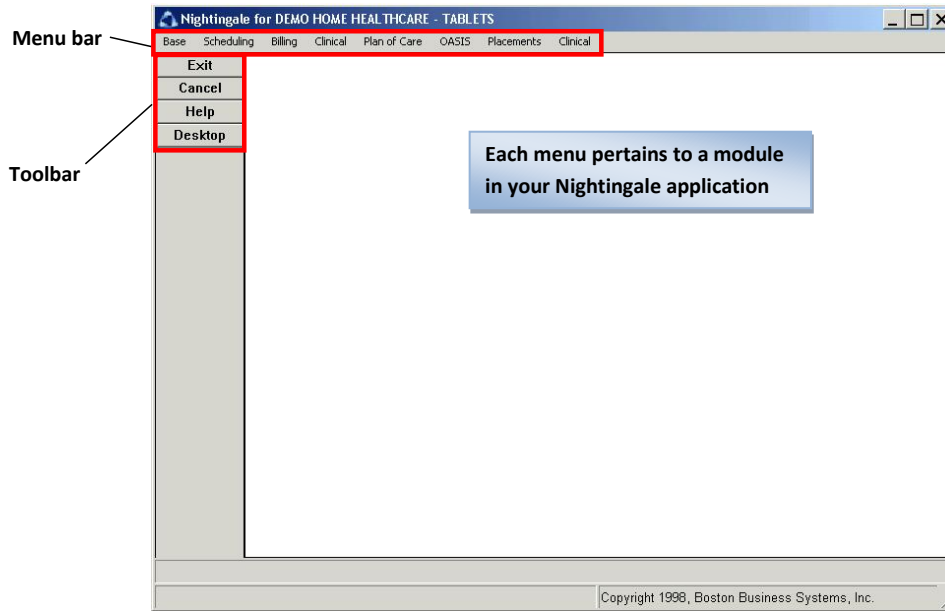
*The Nightingale interface includes menu options, window tabs, and toolbar buttons*



## Working with Nightingale

When Nightingale first starts up the menu bar contains all the modules that are configured for your application and four Toolbar buttons (**Exit**, **Cancel**, **Help**, and **Desktop**).

*The initial Nightingale window*



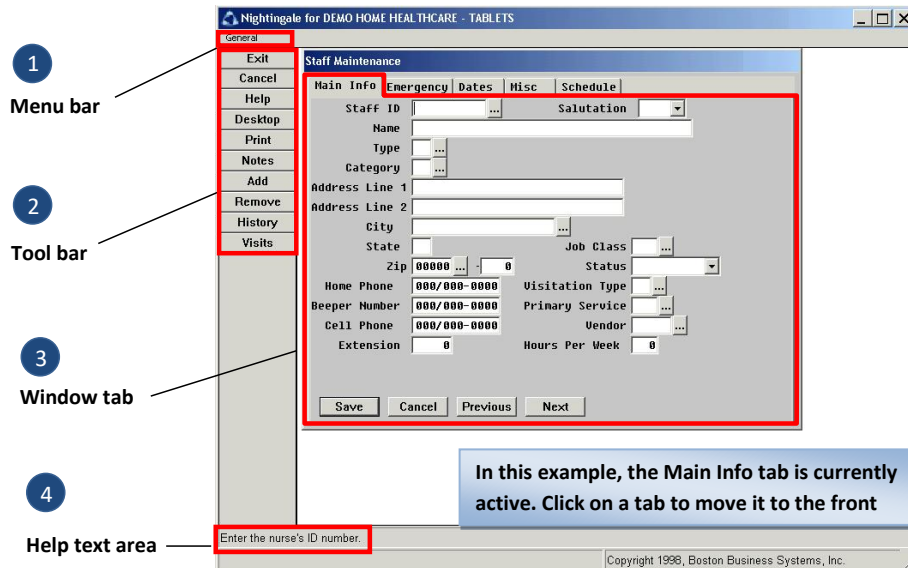
## Working with Nightingale

After you choose a menu option, however, Nightingale's appearance changes:

1. The menu bar displays only a General menu.
2. The toolbar displays additional buttons corresponding to the option you selected.
3. A window with one or more tabs appears. Each tab displays data fields that allow you to perform the menu option that you have chosen. The window tabs organize the data fields that the selected option requires and guide you through its workflow. You click on a tab to access it. Inactive tabs remain accessible behind the active tab.
4. Help text appears, providing instructions for the currently active option. The help text corresponds to the data field that is active in the currently selected tab.

In Nightingale, choosing a menu option begins a workflow that lets you complete a task. A description of how a user enters data to operate the Nightingale software appears below.

*Nightingale after you select a menu option*

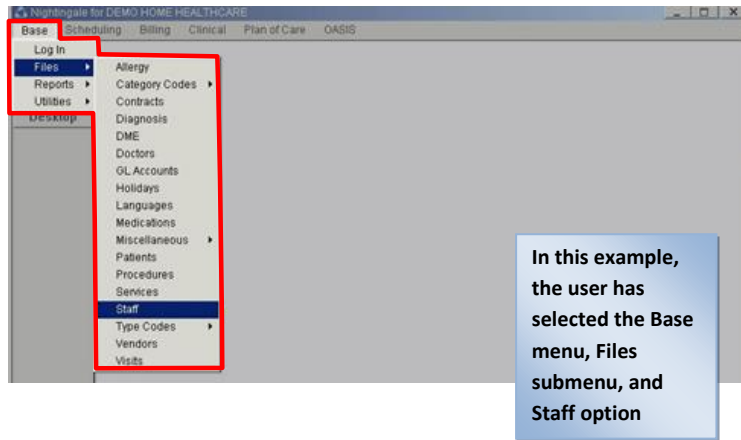


Working with Nightingale

## Menu options

Each Nightingale module provides a menu, which allows you to perform functions within that module. When you select a menu option, you initiate a workflow that allows you to complete a desired task, such as entering patient data or generating a report. Click on a menu to see its options.

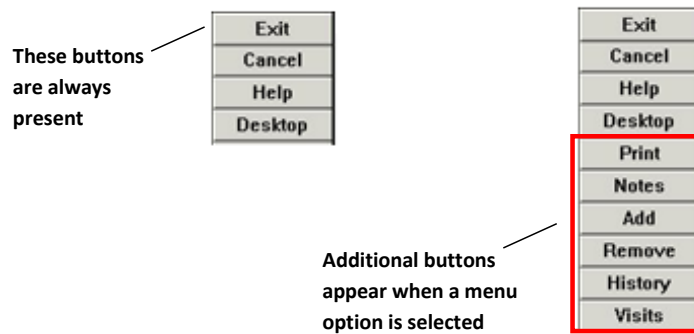
*Selecting menus and submenus*



## Using the Toolbar

The Nightingale Toolbar contains buttons that allow you to perform certain actions. The Toolbar contains four basic buttons that are always present and additional buttons that appear when a Menu option has been selected.

*The Toolbar*



The basic Toolbar buttons include the following:

- **Exit** closes the current menu option
- **Cancel** closes the current action without closing the current option
- **Help** opens a context-sensitive Help window
- **Desktop** opens a popup menu of the Nightingale Desktop Utilities, described on page 11.

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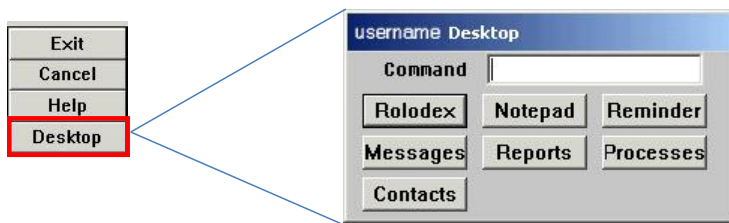
*When you select a menu option, additional buttons which correspond to it appear in the toolbar.*

---

## Nightingale Desktop Utilities

The Nightingale Desktop consists of six utilities that provide personal data management functions from your workstation. These utilities include personal organization tools, communications tools, and Nightingale function initializers.

*The Desktop functions*



Click the Desktop button in the toolbar to open the Desktop utilities palette, and click on a button on the palette to start that utility. When you start a Desktop utility, the Nightingale toolbar displays the additional buttons that the utility requires. The Cancel button on the toolbar closes an active utility, and Exit closes the Desktop palette. Each desktop utility is described below.

### **Rolodex**

The Rolodex Desktop utility is an online organizer that stores contact information for a user. The Rolodex utility resembles a conventional tabletop contact file, except its contents are stored on your workstation in an editable text window.

### **Notepad**

The Notepad Desktop utility is a text editor that allows you to store notes electronically. The entries you save in the Notepad remain there until you delete them.

### **Reminder**

The Reminder Desktop utility allows you to set reminders that will appear in the Nightingale main window.

### **Messages**

The Messages Desktop utility is a mail system that allows Nightingale users to communicate with each other at various workstations.

### **Reports**

The Reports Desktop utility stores reports that Nightingale generated. The Reports utility allows you to save and quickly access reports for future reference.

### **Processes**

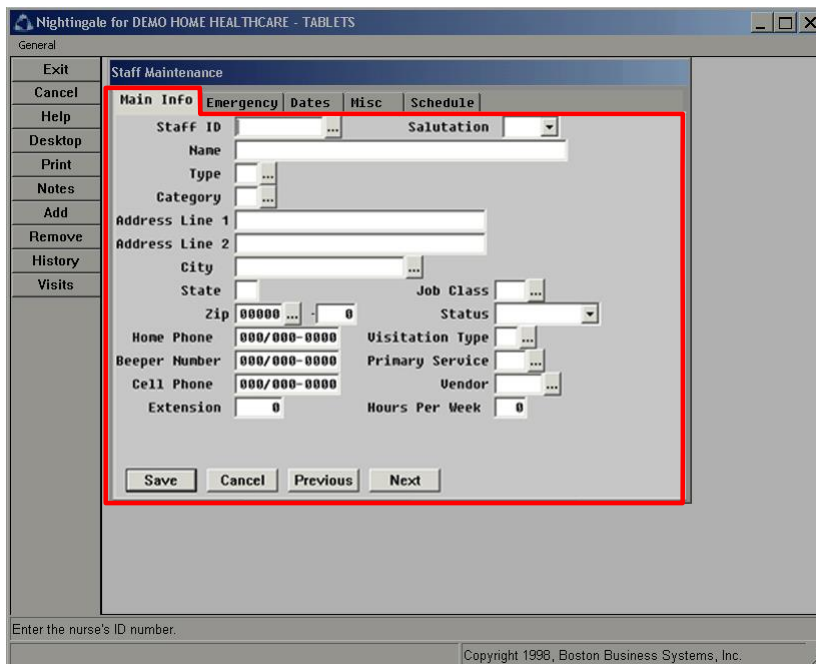
The Processes Desktop utility allows you to schedule user or maintenance functions in Nightingale.

Working with Nightingale

## Tabs

When you select a menu option, a tabbed dialog box appears so that you can begin the workflow to perform the menu option you chose. Tabs organize all the data fields that are necessary for the menu option you have chosen, and most options have multiple tabs, as shown in the image below. Click on a tab to see its contents. Inactive tabs are visible behind the active tab.

*Example: the Main Info tab is active for the Staff Maintenance option*



The screenshot shows a window titled "Nightingale for DEMO HOME HEALTHCARE - TABLETS". Inside, there is a "Staff Maintenance" dialog box with a "General" tab selected. The "Main Info" sub-tab is active and highlighted with a red border. It contains various data entry fields: Staff ID, Name, Type, Category, Address Line 1, Address Line 2, City, State, Zip, Home Phone, Beeper Number, Cell Phone, Extension, Salutation, Job Class, Status, Visitation Type, Primary Service, Vendor, and Hours Per Week. At the bottom of the dialog are "Save", "Cancel", "Previous", and "Next" buttons. A status bar at the bottom of the window reads "Enter the nurse's ID number." and "Copyright 1996, Boston Business Systems, Inc."

Tabs contain several types of data fields that you must use to perform Nightingale options, each of which is described on the following pages.

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*The mouse pointer and tab key also allow you to select fields, but it is more productive to use the Enter key on your keyboard to traverse data fields in the Nightingale software.*

---



## Entering data

When you select a menu option, a window opens displaying one or more tabs. These tabs contain data fields, which allow you to find and enter the data that is required to perform the menu option that you chose. You must understand how to enter data into several types of fields to work successfully in Nightingale. You must also remember to confirm data fields by hitting the Enter key and clicking the **Save** button.

You use the following components to enter data into Nightingale:

- Drop-down lists
- Text fields
- Ellipsis fields

Use the Enter key to traverse each data field in sequence. The Enter key is the preferred method of entering data into fields in the Nightingale software because it allows you to enter data and traverse the software without taking your hands off of the keyboard.

### Entering data in Nightingale

Staff Maintenance - 116 BLONDELL, ALICE

Main Info | Emergency | Dates | Misc | Schedule

Staff ID: 116 Salutation: Mr

Name: BLONDELL, ALICE

Type: ...

Category: ...

Address Line 1: ...

Address Line 2: ...

City: ...

State: ...

Zip: 00000 ...

Home Phone: 555/200-0000

Beeper Number: 555/300-0000

Cell Phone: 555/400-0000

Extension: 0

Job Class: ...

Status: Active

Visitation Type: SN ...

Primary Service: S/N ...

Vendor: ...

Hours Per Week: 0

Buttons: Save, Cancel, Previous, Next

Drop-down list

Text field

Ellipsis field

Visit Type Selections - by Code

Code	Description
2U	NURSING-REGULAR-2ND VISIT
6T	NURSING-S/M OVER 60 DAYS
CL	CLINICAL CONSULTATION
CH	COMPANION
FU	FIRST S/M VISIT - SUMMIT ELDER
HH	HOME HEALTH AIDE
HM	HOMEMAKER
NB	NON-BILLABLE VISIT
OT	OCCUPATIONAL THERAPY
PC	PERSONAL CARE ATTENDENT
PT	PHYSICAL THERAPY
SN	SKILLED NURSING
ST	SPEECH THERAPY
SW	MEDICAL SOCIAL WORKER

Use the Enter key to move the cursor to each field in sequence

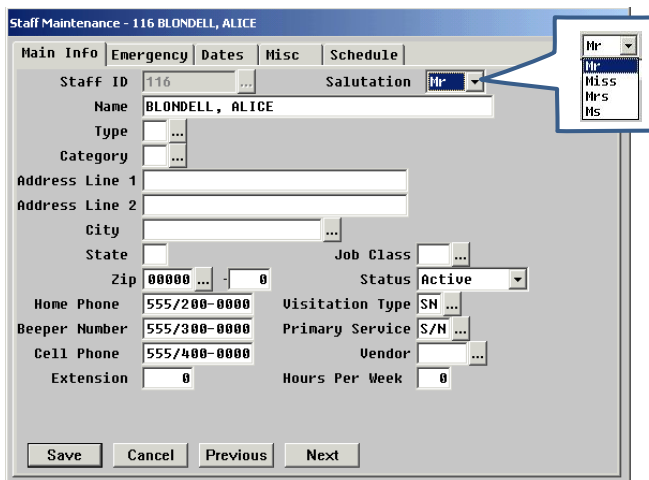
Nightingale also provides keyboard shortcuts to help you enter data quickly and easily. See the documentation for a specific menu option to find the shortcuts that apply.

### Drop-down lists

A Drop-down list displays all possible entries for a field. Click on an arrow to see a Drop-down list; click on an item to choose it.

When you select a Drop-down list via the Enter key, the first item in the list is selected by default. Use the Up and Down arrow keys to select a different item, and then hit Enter to confirm the item and move the cursor to the next field.

*Click in a Drop-down list or use the Enter key to access it*



## Working with Nightingale

### Text fields

Text fields allow you to enter data into the Nightingale software. Hit Enter to complete a data entry inside a field and to traverse to the next field in the workflow.

Commented [SK1]: Need a DB that has a date entry for item 4

Commented [A2]: Base> Files> Medications.

1 Street

2 Zip Code 00000

3 Phone 000/000-0000

Hit ENTER after typing into each text field



Remember to press the Enter key after entering or changing data in each field or your data will not be saved.

The Nightingale software displays user prompts to ensure that users enter data correctly.

1. *Alpha/numeric fields*: accept both digits and letters, such as an address.
2. *Decimal fields*: accept only digits, such as a Zip code.
3. *Formatted fields*: accept data only in a defined format, such as a ten-digit phone number.
4. *Date fields*: accept dates in the format DD MM YYYY. You can enter the entire date with or without slashes, or you can use a date field shortcut.

Date field shortcuts:

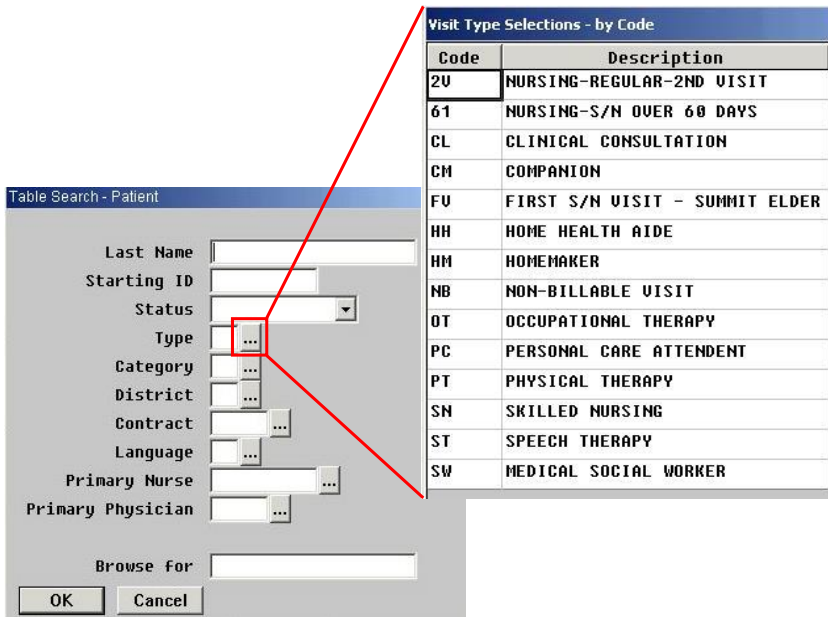
- Type three digits and hit Enter. Nightingale assumes you entered D MM for the current year.  
<1> <0> <3> <Enter> = 1/03/2012  
<1> <2> <3> <Enter> = 1/23/2012
- Type four digits and hit Enter. Nightingale assumes you entered DD MM for the current year.  
<1> <1> <2> <3> <Enter> = 11/23/2012

You always may enter an entire date, but once you are a proficient Nightingale user you may prefer to use a three or four-digit shortcut to enter dates.

### Ellipsis fields

Ellipsis fields allow you to search for data entries. In an ellipsis field, you may type the data directly or click the Ellipsis button to open a dialog box that helps you locate the data.

When an ellipsis field has only a few possible entries, the Ellipsis button opens a dialog box displaying them, as shown for the **Type** field in the example below.



## Working with Nightingale

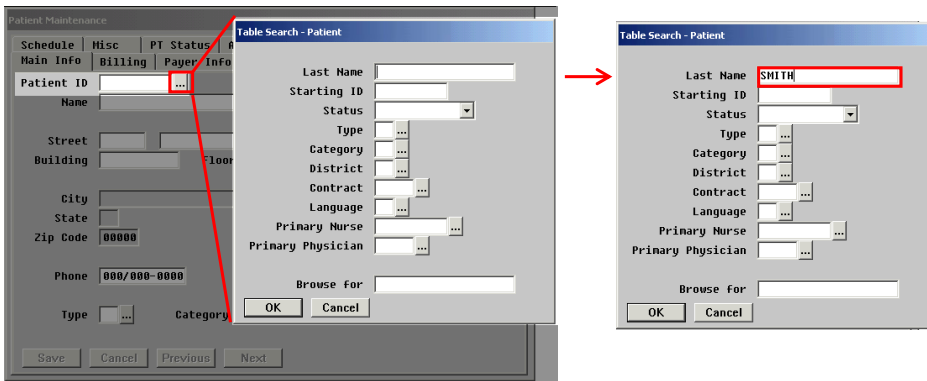
### Lookup function

If an ellipsis field has many possible entries, the Ellipsis button opens a dialog box that allows you to search for data. Consider the Patient Maintenance option as an example to illustrate the lookup function:

If an ellipsis field has many possible entries, the Ellipsis button opens a dialog box that allows you to search for data, as shown below.

In the example below, the ellipsis button opens a dialog box with many fields that allow you to search for data that is associated with a Patient ID, such as the patient's last name, primary nurse, or primary physician.

In the Table Search-Patient dialog, enter at least a portion of the patient's last name and click **OK**.



Nightingale displays a list of all patient names that begin with the letters you entered.

Patient ID	Name	Phone	Status	Cont
2444	SMITH, OLIVIA	999/555-2314	Referral	***
850	SHIUIORGE, JEANNE	555/385-4958	Discharged	1
2301	SHOMAT, BARBARA	555/381-1360	Hospitalized	1
816	SHOMPTON, HAROLD	555/365-2353	Recertified	1
1878	SMORPO, LENA	555/385-7598	Admission	TH
789	SMORPO, ERNEST	555/329-2307	Admission	TH
2294	SNARKS, NATAN	555/379-1367	Admission	1
2053	SNEHMB, MARION, T	555/300-0000	Discharged	1
2442	SNOY, MARGARET, G	555/312-5696	Admission	1
941	SODSTINE, LOUISE	555/335-4779	Discharged	1
2313	STIRKOL, BASYA	555/355-4502	Recertified	1
KS01	SULLIAN, KEN, R	508/883-8883		
2267	SULLIVAN, ANDREA	809/955-6767	Referral	***
002	SULLIVAN, GILLY	978/628-8995		
2318	SULLIVAN, JACK	617/771-1222	Admission	1
001	SULLY, KENTHETEN	000-0000		

Working with Nightingale

Find the correct patient name in the selection list and double-click on it.

Patient ID	Name	Phone	Status	Cont
2444	SMITH, OLIVIA	999/555-2314	Referral	***
850	SHIVORGE, JEANNE	555/385-4958	Discharged	1
2301	SHOAT, BARBARA	555/381-1360	Hospitalized	1
816	SHOUPTON, HAROLD	555/365-2353	Recertified	1
1078	SHORPO, LENA	555/385-7598	Admission	TH
789	SHORPO, ERNEST	555/329-2307	Admission	TH
2294	SHAKHS, NATAN	555/379-1367	Admission	1
2053	SHEMB, MARION, T	555/300-0000	Discharged	1
2442	SNOY, MARGARET, G	555/312-5696	Admission	1
941	SODSTINE, LOUISE	555/335-4779	Discharged	1
2313	STIRKOL, BASYA	555/355-4502	Recertified	1
KS01	SULLIAN, KEN, R	508/883-8883		
2267	SULLIVAN, ANDREA	009/955-6767	Referral	***
002	SULLIVAN, GILLY	978/628-8995		
2318	SULLIVAN, JACK	617/771-1222	Admission	1
001	SULLY, KENTHETEM	000-0000		

Nightingale populates the Patient ID field for you and loads the patient file which you may edit.

Pat: 2444 SMITH, OLIVIA      Referral 02/04/11    Cont: \*\*\*

Schedule	Misc	PT Status	Authorization	Therapy Author	Eligibility
Main Info	Billing	Payer Info	Emergency	Medical	Medicaid Medicare

Patient ID: 2444

Name: SMITH, OLIVIA

Street: 1 MAIN ST

Building:      Floor:      Apt:     

City: NORTH ANDOVER

State: MA

Zip Code: 01845

Phone: 999/555-2314

Type:      Category:     

Save    Cancel    Previous    Next

Working with Nightingale

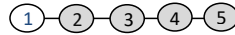
## Running reports

One of Nightingale's most powerful features is the ability to run customizable reports. For example, you can run reports to retrieve information on patients, staff, doctors, billing data, and so on. Although you may run many kinds of reports, you use the same general steps to create all of them:

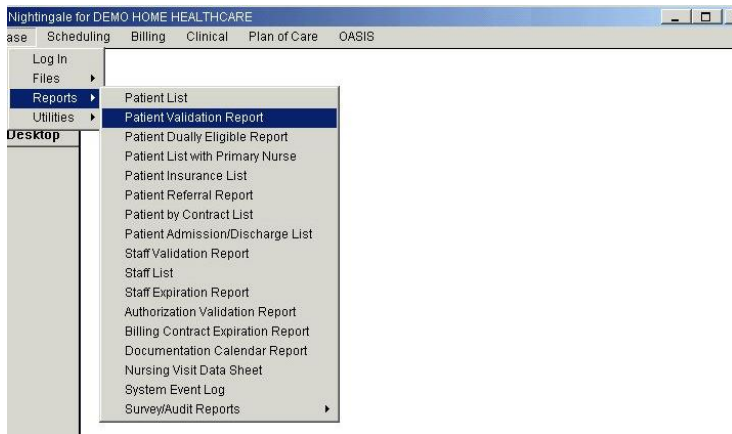
1. Choose the report that you wish to run from the Base menu.
2. Enter criteria for the report.
3. Specify the destination for the report: screen display or text file.
4. Navigate the report.
5. Print the report.

## Working with Nightingale

### Step 1. Choose a Report option from the Base menu.



Base > Reports > Patient Validation Report

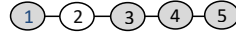


This example depicts the Patient Validation Report, but the same general process described here is used to run any report from the Reports menu.

The Criteria dialog box appears so that you can customize the report contents.

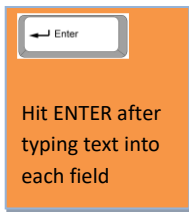


## Step 2. Enter the report criteria



Nightingale allows you to customize the report that you generate by entering data into the fields of the Criteria dialog box. The parameters in this dialog box vary depending on the report being generated.

The Criteria dialog box for the Patient Validation Report is shown below:



1. **Patient Range** and **thru**: You may enter a range of patient IDs to include in the report, or leave these fields blank to include all patients in the report. Click in each field and type a patient ID, or use the ellipsis button in each field to search for an ID. To get a report for one specific patient, enter the same patient ID in both **Patient Range** fields.
2. **Testing Date** pre-populates with today's date
3. **Contract**: Enter the contract code or leave this field blank to include all contracts in the report. Click on the ellipsis button to search for specific contract information.
4. **Active/Inactive**: Click in the drop-down list to specify whether the report will contain active patients, inactive patients, or all patients.
5. **Status**: Click in the drop-down list to specify the status of the patients that will be included in the report (for example, **Hospitalized**, **Released**, etc). Leave this field blank to include all statuses.
6. **Primary Sort**: Click in the drop-down list to specify the primary sort method.
7. **Secondary Sort**: Click in the drop-down list to specify the secondary sort method to further refine your report data. Leave this field blank to specify only a primary sort method.
8. **Page Break**: Choose **Yes** to specify a page break before each patient's data is printed
9. Click **OK** to accept the values and close the dialog box.

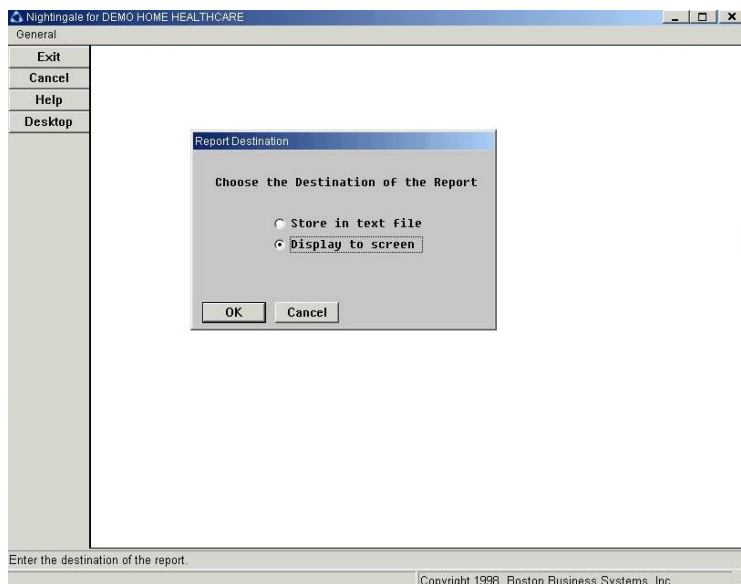
## Working with Nightingale

### Step 3. Choose the report destination

1 2 3 4 5

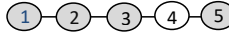
In the dialog box that appears, click on the radio button to choose the report destination and then click **OK**.

- When you choose **Store in text file**, Nightingale prompts you to specify a save location. This function is only available to administrators.
- When you choose **Display to screen**, Nightingale retrieves the information that you requested and displays the report as shown in the next step.



You may view a report online, search for selected data in the report, and print a hardcopy.

### Step 4. Navigate the report



Each page of the report contains more information than your computer screen can display at one time. Therefore, you can use your keyboard as well as Nightingale's Toolbar buttons to scroll through the report. Nightingale also provides a search feature that allows you to find specific information in a report.

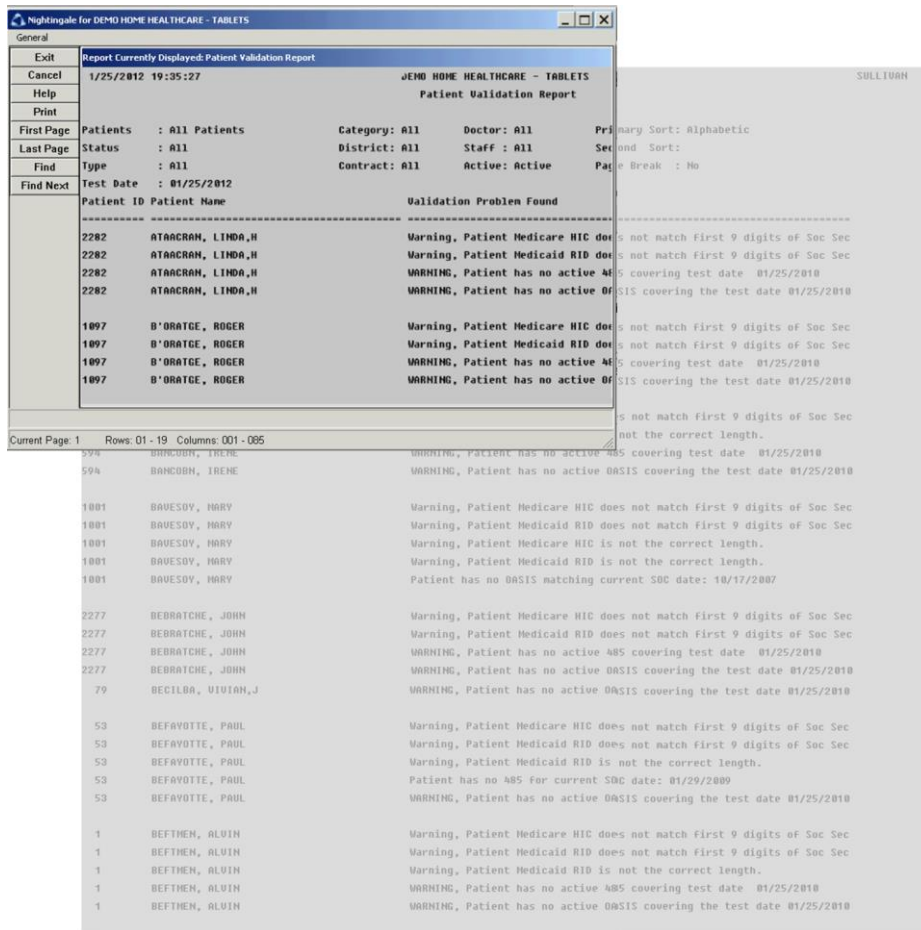
Patient ID	Patient Name	Validation Problem Found
2282	ATAACRAN, LINDA,H	Warning, Patient Medicare HIC doe
2282	ATAACRAN, LINDA,H	Warning, Patient Medicaid RID doe
2282	ATAACRAN, LINDA,H	WARNING, Patient has no active 48
2282	ATAACRAN, LINDA,H	WARNING, Patient has no active 0A
1097	B'ORATGE, ROGER	Warning, Patient Medicare HIC doe
1097	B'ORATGE, ROGER	Warning, Patient Medicaid RID doe
1097	B'ORATGE, ROGER	WARNING, Patient has no active 48
1097	B'ORATGE, ROGER	WARNING, Patient has no active 0A

Nightingale displays the page, rows, and columns currently showing for the report on your screen

Working with Nightingale

**What is a Report page?**

A “page” refers to a hardcopy page of the report, which contains up to 50 lines of text. Your computer screen, on the other hand, typically displays 18 lines or so at a time. When the report first appears on your screen it displays the top, left portion of the first page. Use Nightingale’s navigation options to see other areas of the report as described below.



## Working with Nightingale

### Scrolling through a report with the keyboard

Initially, Nightingale displays the top, left portion of the first page of the report. Since a report page is larger than your screen can display, you cannot see an entire report page at once. Use your keyboard to scroll to other sections of the report.



- Use the Page Up and Page Down keys on your keyboard to jump to *other pages* of the report in sequence.
- Use the four arrow keys on your keyboard to scroll through the *current page* of the report.

1/25/2012 19:35:27

Patients : All Patients  
Status : All  
Type : All  
Test Date : 01/25/2012

Patient ID	Patient Name
2282	ATAACRAN, LINDA,H
2282	ATAACRAN, LINDA,H
2282	ATAACRAN, LINDA,H
2282	ATAACRAN, LINDA,H
1897	B'ORATGE, ROGER
1897	B'ORATGE, ROGER
1897	B'ORATGE, ROGER
1897	B'ORATGE, ROGER
594	BANCORN, IRENE
594	BANCORN, IRENE
594	BANCORN, IRENE
594	BANCORN, IRENE
1001	BAVESOV, HARY
1001	BAVESOV, HARY
1001	BAVESOV, HARY
1001	BAVESOV, HARY
1001	BAVESOV, HARY
2277	BEBRATCHE, JOHN
2277	BEBRATCHE, JOHN
	JOHN
	JOHN
	VIOLIAN,J
	J. PAUL
	J. PAUL
	J. PAUL
	J. PAUL
	J. PAUL
1	BEFTHEN, ALVIN
1	BEFTHEN, ALVIN
1	BEFTHEN, ALVIN
1	BEFTHEN, ALVIN
1	BEFTHEN, ALVIN

Report Currently Displayed: Patient Validation Report  
DEMO HOME HEALTHCARE - TABLETS SULLIVAN  
Patient Validation Report

Exit  
Cancel  
Help  
Print  
First Page  
Last Page  
Find  
Find Next

Doctor: All Primary Sort: Alphabetic  
Staff: All Second Sort:  
Active: Active Page Break : No

Validation Problem Found

Warning, Patient Medicare HIC does not match first 9 digits of Soc Sec  
Warning, Patient Medicaid RID does not match first 9 digits of Soc Sec  
WARNING, Patient has no active A85 covering test date 01/25/2010  
WARNING, Patient has no active OASIS covering the test date 01/25/2010

Warning, Patient Medicare HIC does not match first 9 digits of Soc Sec  
Warning, Patient Medicaid RID does not match first 9 digits of Soc Sec  
WARNING, Patient has no active A85 covering test date 01/25/2010  
WARNING, Patient has no active OASIS covering the test date 01/25/2010

Warning, Patient Medicare HIC does not match first 9 digits of Soc Sec  
Warning, Patient Medicaid RID does not match first 9 digits of Soc Sec  
Warning, Patient Medicare HIC is not the correct length.  
Warning, Patient Medicaid RID is not the correct length.  
Patient has no OASIS matching current SOC date: 10/17/2007

Warning, Patient Medicare HIC does not match first 9 digits of Soc Sec  
Warning, Patient Medicaid RID does not match first 9 digits of Soc Sec  
WARNING, Patient has no active A85 covering test date 01/25/2010  
WARNING, Patient has no active OASIS covering the test date 01/25/2010  
WARNING, Patient has no active OASIS covering the test date 01/25/2010

Warning, Patient Medicare HIC does not match first 9 digits of Soc Sec  
Warning, Patient Medicaid RID does not match first 9 digits of Soc Sec  
Warning, Patient Medicaid RID is not the correct length.  
Patient has no A85 For current SOC date: 01/29/2009  
WARNING, Patient has no active OASIS covering the test date 01/25/2010

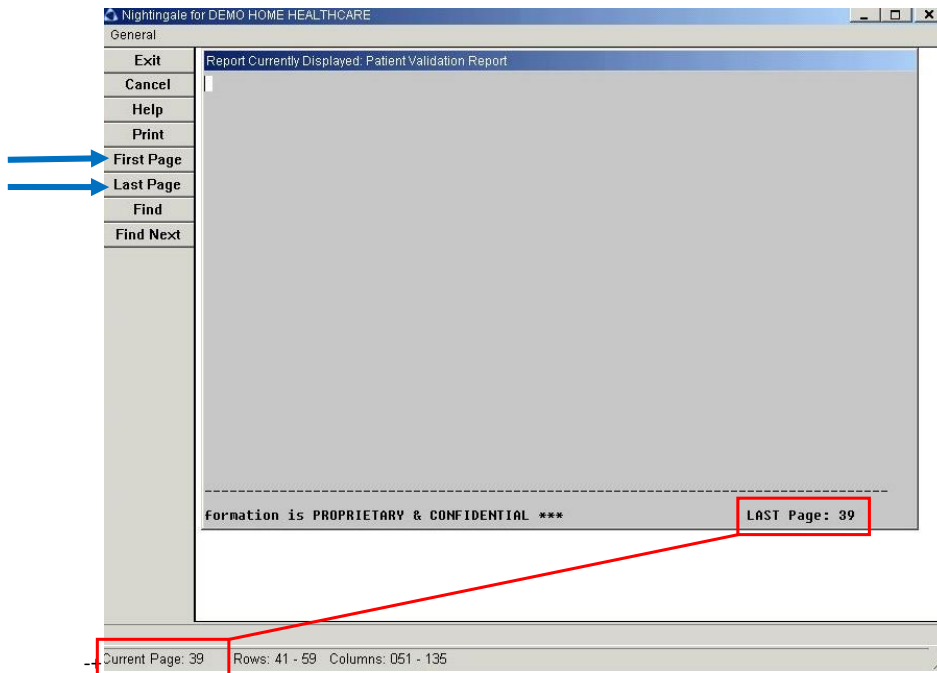
Warning, Patient Medicare HIC does not match first 9 digits of Soc Sec  
Warning, Patient Medicaid RID does not match first 9 digits of Soc Sec  
Warning, Patient Medicaid RID is not the correct length.  
WARNING, Patient has no active A85 covering test date 01/25/2010  
WARNING, Patient has no active OASIS covering the test date 01/25/2010

Current Page: 1 Rows: 01 - 19 Columns: 051 - 135

## Working with Nightingale

### *Report navigation with the toolbar: First Page and Last Page buttons*

Nightingale provides toolbar buttons to add more navigation features for viewing reports. Click on the **First Page** button or **Last Page** button in the toolbar to jump to each of those pages.



Remember! Pages correspond to the printed sheets of the report.

To see the total number of pages in a report, click on the **LAST PAGE** button to jump to the last page of the report. Once you are on the last page, look at the Current Page display at the bottom of the Nightingale application window. You also may use the Right and Down Arrow keys on your keyboard to scroll to the bottom, right area of the page to see the last page number.

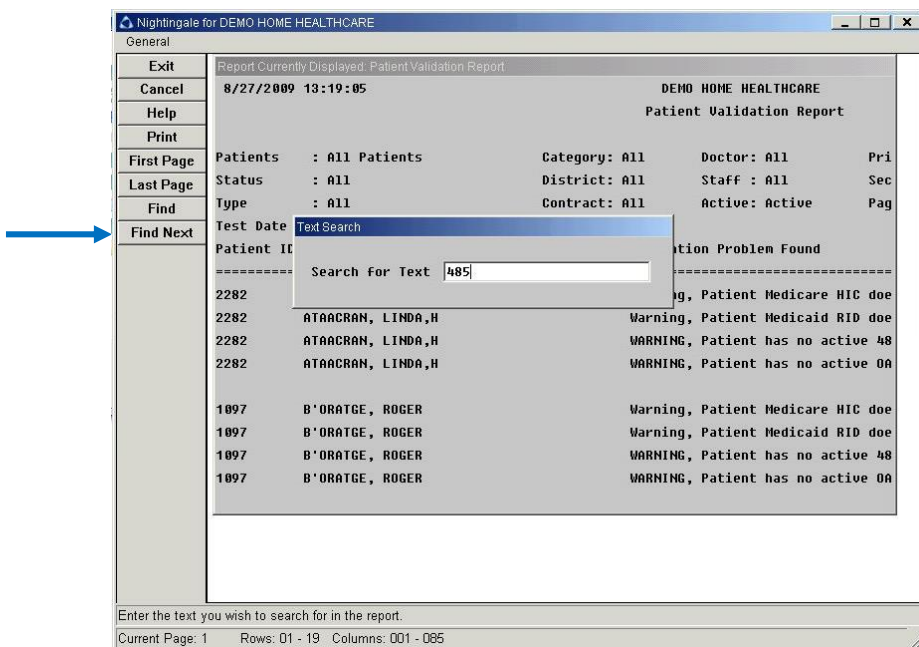
## Working with Nightingale

### Searching within a report: Find and Find Next toolbar buttons

You can search for specific data in a report by using the **Find** and **Find Next** buttons in the toolbar.

1. Click on the **Find** button in the toolbar to open the Text Search box.
2. Type the text that you wish to search for in the report.

For example, if you wanted to find any patients in the report who were missing their 485 form, you could search for the text "485".



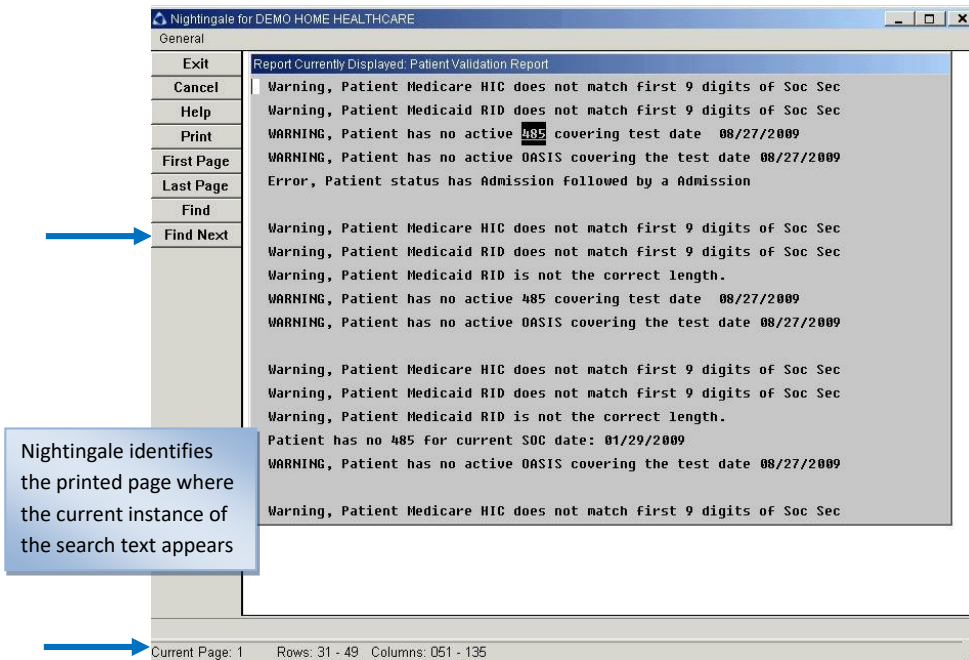
3. Hit Enter on your keyboard.

Nightingale highlights the first occurrence of your search text in the report.

## Working with Nightingale

4. Click the **Find Next** button in the toolbar to find the next instance of the search text.

Once Nightingale has found an instance of the search text in the report, you may use the navigation devices to scroll through the report (for example, the Arrow Keys on the keyboard), and your search will remain active. Click the **Find Next** button to resume searching.



5. If Nightingale cannot find any new instances of the search text in the report, a message appears stating, **"Search text could not be located."** Click **OK** in the message box to close it.

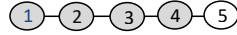


Before beginning a new search, click on the **First Page** toolbar button. To search an entire report, you must begin on page 1.

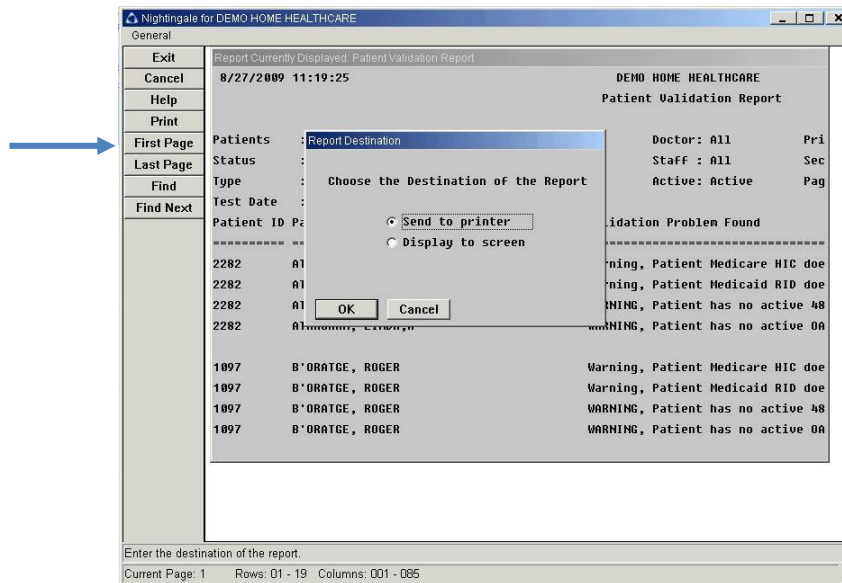


## Working with Nightingale

### Step 5. Print the report



1. Click the **Print** button on the toolbar to send an open report to the printer.



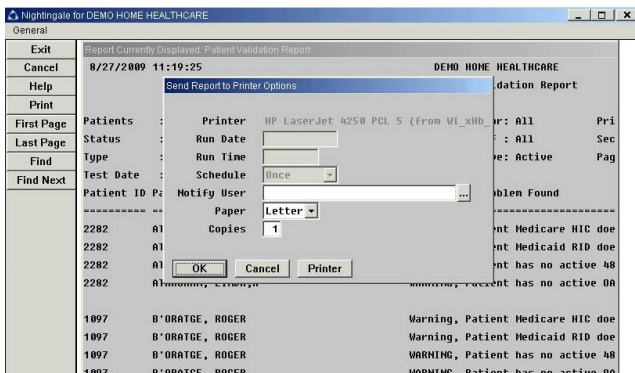
2. Click on the **Send to printer** radio button.
3. Click **OK**.

## Working with Nightingale

- The Printer Options dialog box appears, identifying the default printer along with the print options that you can select.

You may enter a name in the **Notify User** field to direct Nightingale to send an email to a member of your organization when the report finishes printing. Click in the field and type a name, or click the ellipsis button to open a roster of available names.

- Click in the **Paper** list box to specify **Letter** or **Legal** size.
- Click in the **Copies** field and type a number to print multiple copies of the report.
- Click the **Printer** button to open the Print Setup dialog box, which allows you to select a different printer and select other, local printer settings.
- Click the **OK** button to close the **Printer Options** dialog box.



Working with Nightingale

5. In the dialog box that appears, click the **Print Current Page Only** check box to activate it, or specify a range of pages to print from the report. To specify a page range, click in each of the **Page Range** fields and type a page number. Leave the default range to print the entire report.
6. Click **OK** to send the report to the printer.

