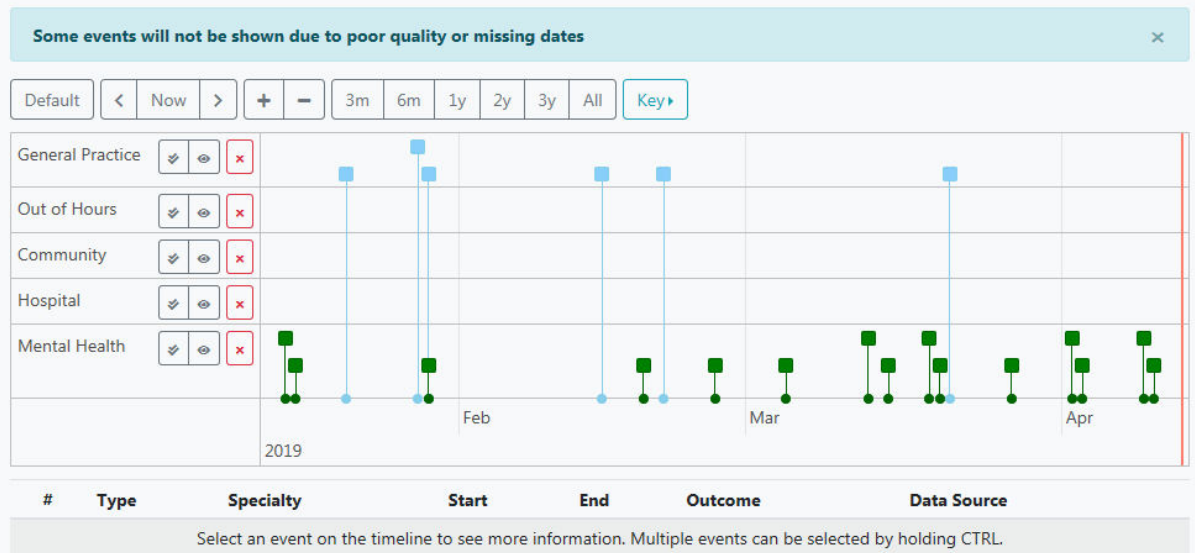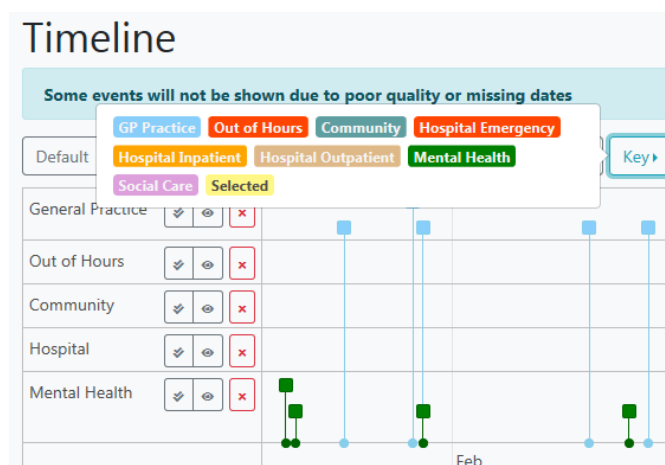# Quick Reference Guide – Timeline

The Timeline

The 'Timeline' shows a graphical view of this patient's journey over time. Each square represents a past or future encounter with a service.

- When clicking on the timeline tab the default view will show the latest encounter and 3 months prior to this (the latest encounter could be in the future)
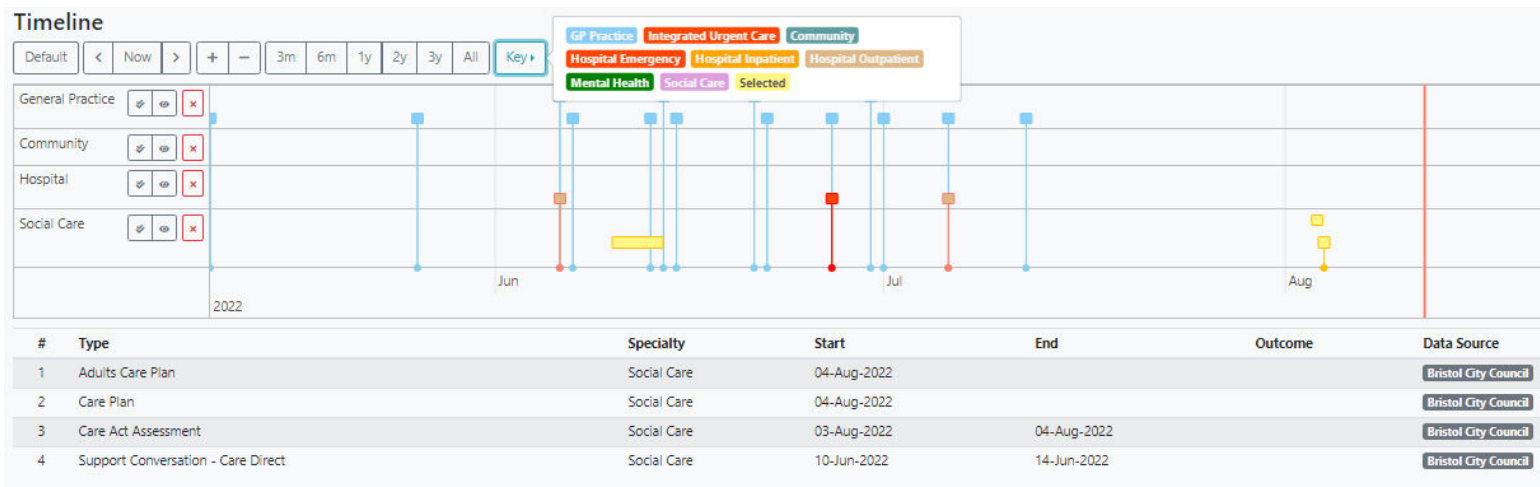- Select **Default** in the top right hand corner, to return to this view at anytime.
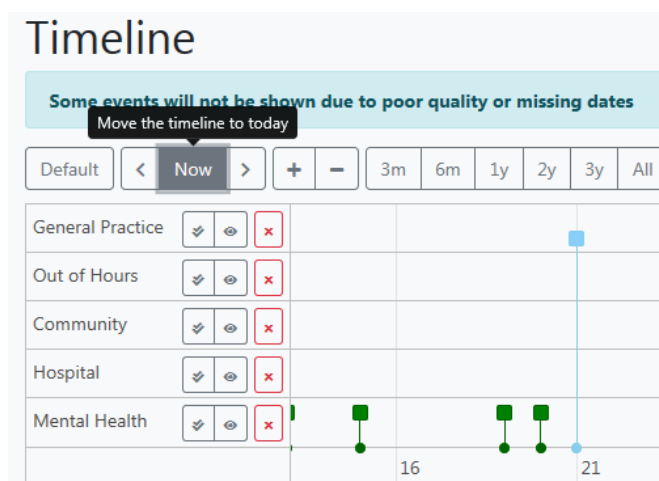

- Click on **Key** to view the key to all colour categories which can be shown on the timeline.

- You will also see a list of different categories of encounters on the left hand side
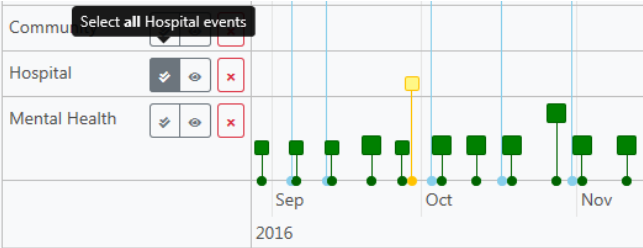

#	Type	Specialty	Start	End	Outcome	Data Source
1	Adults Care Plan	Social Care	04-Aug-2022			Bristol City Council
2	Care Plan	Social Care	04-Aug-2022			Bristol City Council
3	Care Act Assessment	Social Care	03-Aug-2022	04-Aug-2022		Bristol City Council
4	Support Conversation - Care Direct	Social Care	10-Jun-2022	14-Jun-2022		Bristol City Council

- If you select one of the squares, it will be highlighted yellow and will show further information below, including the **Speciality, Start** and **End date** and the **Outcome**

- You can move forwards and backwards through the timeline using the arrow, if you select **Now** it will take you back to todays date
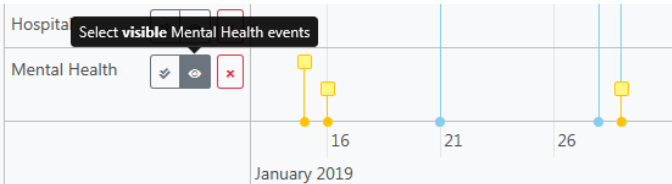

- You can resize the view by selecting the buttons at the top of the timeline –
  - ✚ the plus sign will zoom your view in, to see a more specific timeframe
  - ➖ the minus sign will zoon your view out, to see a higher level
  - **3m, 6m** = 3 or 6 months
  - **1y, 2y, 3y** = 1, 2 or 3 years
 - **All** = a view of all events the person has

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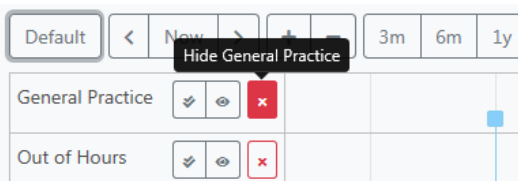- If you select this icon ✅ then it will select all encounters for that category, and they will be listed below the timeline

- If you select this icon 👁 then it will select all encounters for that category that are visible in the timeframe you are currently viewing (e.g. 3 months, 1 year). The encounters will be listed below the timeline
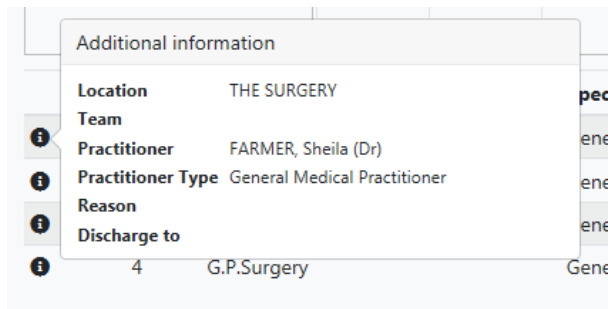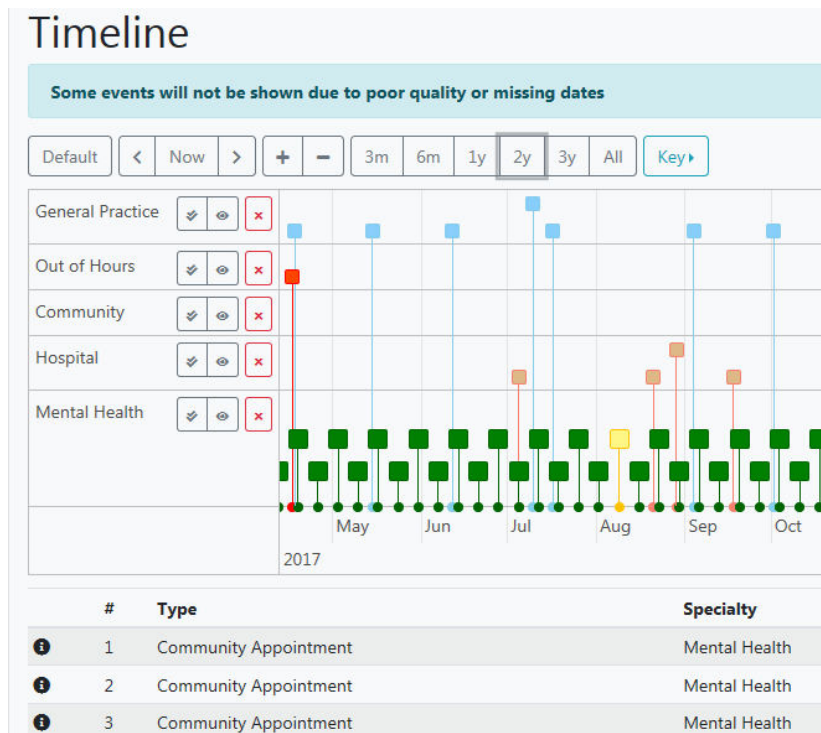

- If you would like to hide a category, you can do so by selecting this button ✖
- Once a category is hidden, you can get it to display again by selecting the Default button

- If you select the ℹ button next to each of the events listed below the timeline, it will expand to show further information if available.

- When on an expanded view (e.g. a 1 year view) a series of events close in date will appear as a bigger square, when you select this the events that are included in this timeframe will be listed below the timeline

- As you zoom in on specific timeframes, any larger squares will then change into several smaller squares

- If you click anywhere on the timeline and move your mouse, the timeline will move left and right.

- You can also zoom in and out using the scroll wheel on your mouse

NOTE:

Please use in conjunction with the encounters windowlet on the Person Summary screen. Some events are not shown due to missing or imprecise admission dates.

You must have a modern browser* to view this timeline.

For more information & support contact your local IT Helpdesk

* Modern browsers include Edge; Internet Explorer 11; Mozilla Firefox; Google Chrome; Safari and Safari mobile

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