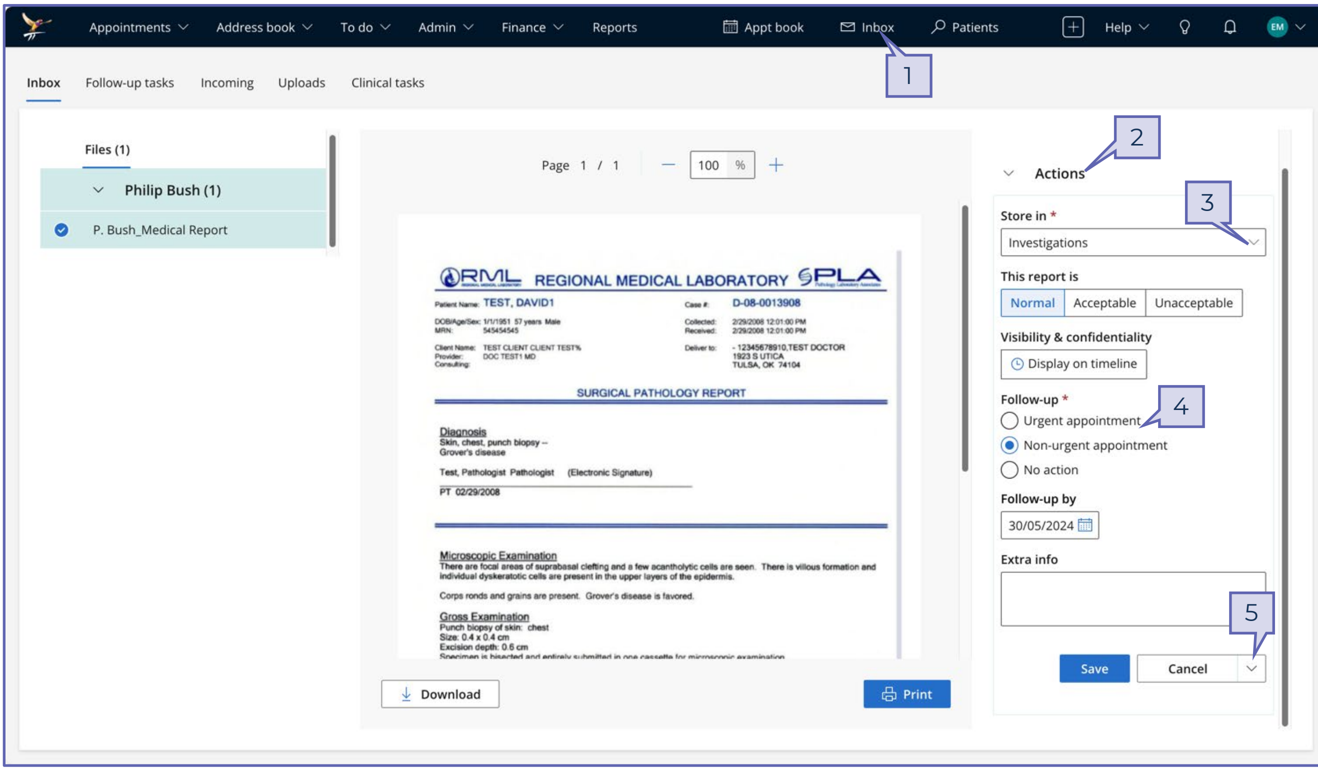
Manage Incoming Results

Manage results in the inbox



1. From the menu, click **Inbox**.
2. To edit the file details, go to **Details** > **Edit**.
3. Selecting a location to store the file will prompt additional fields.
4. Selecting **Urgent appointment** or **Non-urgent appointment** will create a task in the **Follow-up tasks** list.
5. To delete the file, click on the drop-down arrow next to Cancel > **Delete**.

Add results to the clinical record

1. Open the Patient's clinical record. In the Patient tree, select **Investigations**.
2. Click the **+** icon next to **Reports**. The **New investigation report** screen will appear.
3. Add the file and complete the form.
4. You can attach a link if the report contains images that have been uploaded online.
5. Click **Save**.