Customising the Results inbox

Last Modified on 17/01/2025 2:03 pm AEDT

Zedmed allows you to change the functions performed by the **Action** buttons in the Results Inbox to match your practice's workflow and roles. This guide explains what buttons can be changed and the steps required to perform those changes.

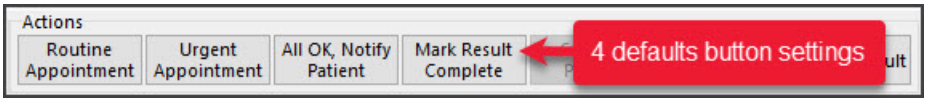
PDF Quick Reference: Custom Speed Buttons.pdf

Buttons that can be edited

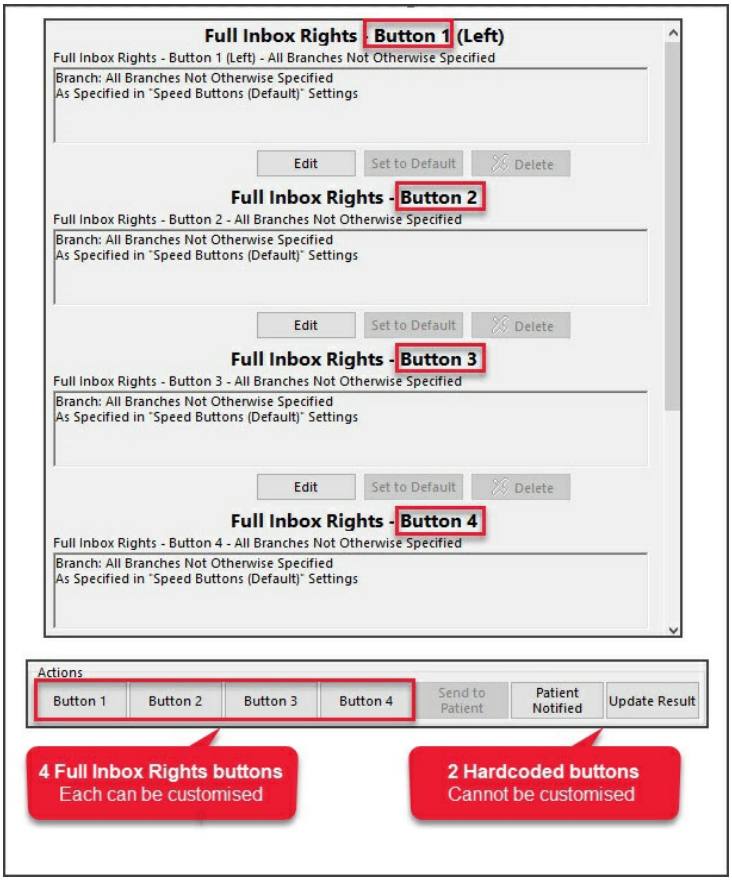
The Results Inbox has two views, one seen by staff with **Full Rights** and another seen by staff with **Limited Rights.** Each of these views has different sets of buttons called **Speed Buttons**, some of which can be customised.

Full Inbox Rights

Users with Full Inbox Rights to the Results Inbox see a row of 7 Speed Buttons, and the first 4 buttons can be customised. The image below shows the default view.



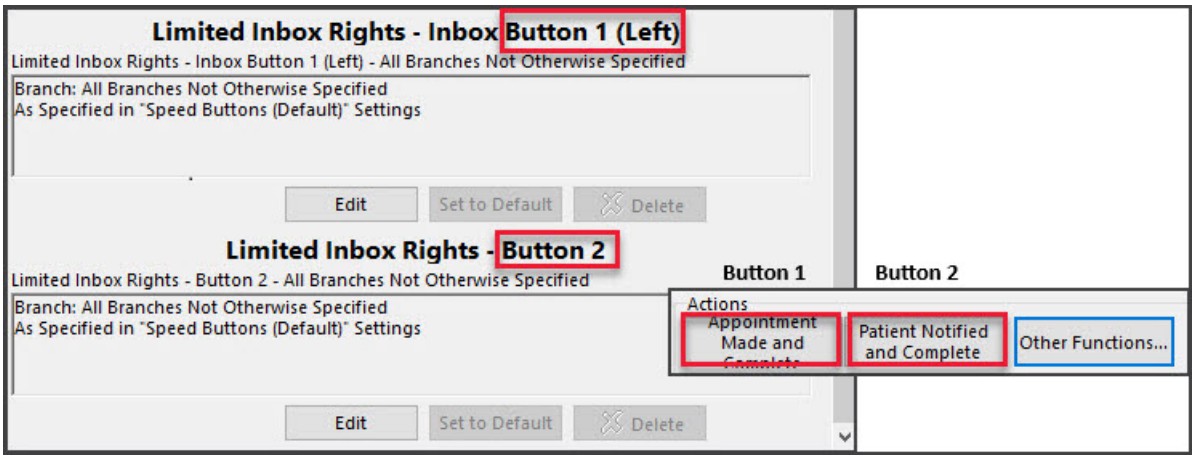
When you use the **Edit** feature, shown below, the **4 Edit** Buttons fields correspond to the first **4 Actions** buttons. The other 3 buttons are hard-coded and cannot be customised. However, the Update Result button can have the Sent to and Default action changed as explained in the next section.



Limited Inbox Rights

Staff with a limited level of access will only see 3 buttons, and first 2 buttons can be customised. Limited Inbox access is commonly used for staff who scan letters, attach patients etc.

When you use the button **Edit** feature, shown below, the last **2 Edit** Buttons fields correspond to the first **2 Actions** buttons.



How to edit buttons

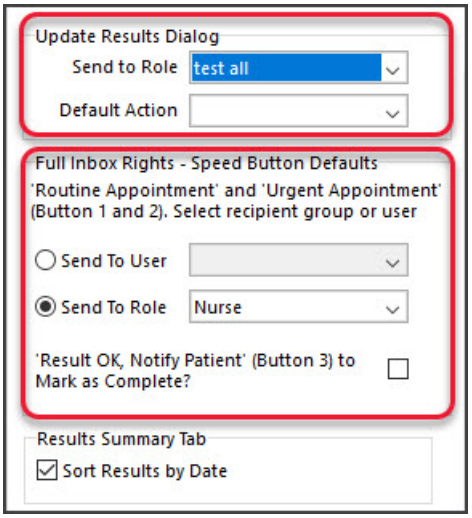
Zedmed allows you to make minor changes to some defaults and perform customisations of specific buttons.

To open the Results settings:

1. From **Clinical Records,** select **Tools > Global Options.**
2. Select the **Results** tab, then the **Results** tab again.

Update an existing button

The **Update Result** button and the first 2 default buttons, **Routine Appointment** and **Urgent Appointment**, can have some specific settings changed using the left pane in the Results editor.



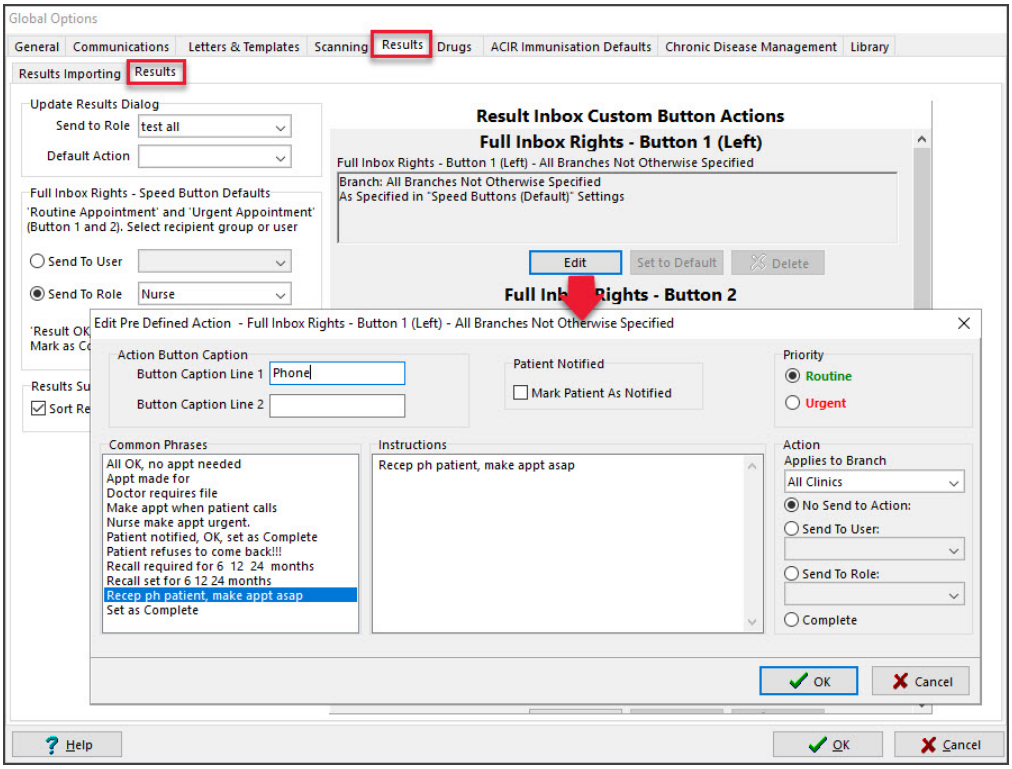
Customise a button

As shown in the section above, some Speed Buttons can be renamed and given new functionality.

To customise a button:

1. Select **Edit** on the Speed Button you want to customise.

   The **Edit Pre-Defined Action** screen will open.
2. Use the fields provided to change the functionality.
3. Select **OK** to save and exit.
4. Test the button to confirm it works as intended.


Global Options
General
Communications
Letters & Templates
Scanning
Results
Drugs
ACIR Immunisation Defaults
Chronic Disease Management
Library
Results Importing
Results
Update Results Dialog
Send to Role
test all
Default Action
Full Inbox Rights - Speed Button Defaults
'Routine Appointment' and 'Urgent Appointment' (Button 1 and 2). Select recipient group or user
Send To User
Send To Role
Nurse
Result Inbox Custom Button Actions
Full Inbox Rights - Button 1 (Left)
Full Inbox Rights - Button 1 (Left) - All Branches Not Otherwise Specified
Branch: All Branches Not Otherwise Specified
As Specified in "Speed Buttons (Default)" Settings
Edit
Set to Default
Delete
Full Inbox Rights - Button 2
Edit Pre Defined Action - Full Inbox Rights - Button 1 (Left) - All Branches Not Otherwise Specified
Action Button Caption
Button Caption Line 1
Phone
Button Caption Line 2
Patient Notified
Mark Patient As Notified
Priority
Routine
Urgent
Common Phrases
All OK, no appt needed
Appt made for
Doctor requires file
Make appt when patient calls
Nurse make appt urgent.
Patient notified, OK, set as Complete
Patient refuses to come back!!!
Recall required for 6 12 24 months
Recall set for 6 12 24 months
Recep ph patient, make appt asap
Set as Complete
Instructions
Recep ph patient, make appt asap
Action
Applies to Branch
All Clinics
No Send to Action:
Send To User:
Send To Role:
Complete
OK
Cancel
Help
OK
Cancel