

## RUNNING AN EXISTING CHALKBOARD

Go ahead and run your chalkboard by doing the following:

1. Load the Data Entry module by clicking on **Modules** → **Data Entry**
2. Click on “Chalkboards”. You will see the list of available reports. To run only this particular Chalkboard, make sure **NO HOSP RESPONSE** is the only name with a ✓ by it. You can ‘check’ or ‘uncheck’ reports by simply clicking on it.
3. If you do not see the Chalkboard you are looking for, use ‘Select’ to add/delete a chalkboard. After doing this, you still must make sure that the one you want has a ✓ by it.
4. Run the chalkboard by clicking on **Actions** → **Run Chalkboards** or by clicking on the **Run Chalkboards** button at the top of the screen. (shown below)



Run Chalkboards button.

Your chalkboard will look like this...

Trauma Band #	Name	Med Rec #	Arrival Date	Hosp Resp	Act. Date	Act. Time	Record Complete
123459	TRAUMA, TERRY E	48394378	01/01/2006	*BL	*BL	*BL	N
212277	KENT, CLARK	4545-22	01/01/2006	*BL	*BL	*BL	N
123456	JONES, MISTER	43343-5	04/10/2008	*BL	*BL	*BL	N
123452	DOE, JOHN I	839383-2	04/10/2008	*BL	*BL	*BL	N
666666	TEST, JANE	877/88-3	04/10/2008	*BL	*BL	*BL	N
126457	WALLY, WALLY	999613-8	04/10/2008	*BL	*BL	*BL	
1237378	JONES, MARY	84938943	06/19/2008	*BL	*BL	*BL	
127646	TEST, DONNY	RR78338	06/19/2008	*BL	*BL	*BL	
1222343	HURT, BAD	R9999	06/19/2008	*BL	*BL	*BL	
126675	LANE, LOIS	124545-5	06/19/2008	*BL	*BL	*BL	

5. Double click on the first record you wish to edit and it will take you to the data entry screen. After completing your entries, run your edit check again.
6. Repeat Steps 3 & 4 after completing each record. There is no need to exit out of the record you’re in; you can also run chalkboards from the data entry window.
7. As you complete your edits, those records will fall off the report. New records being entered from now on will be caught in the edit check process.