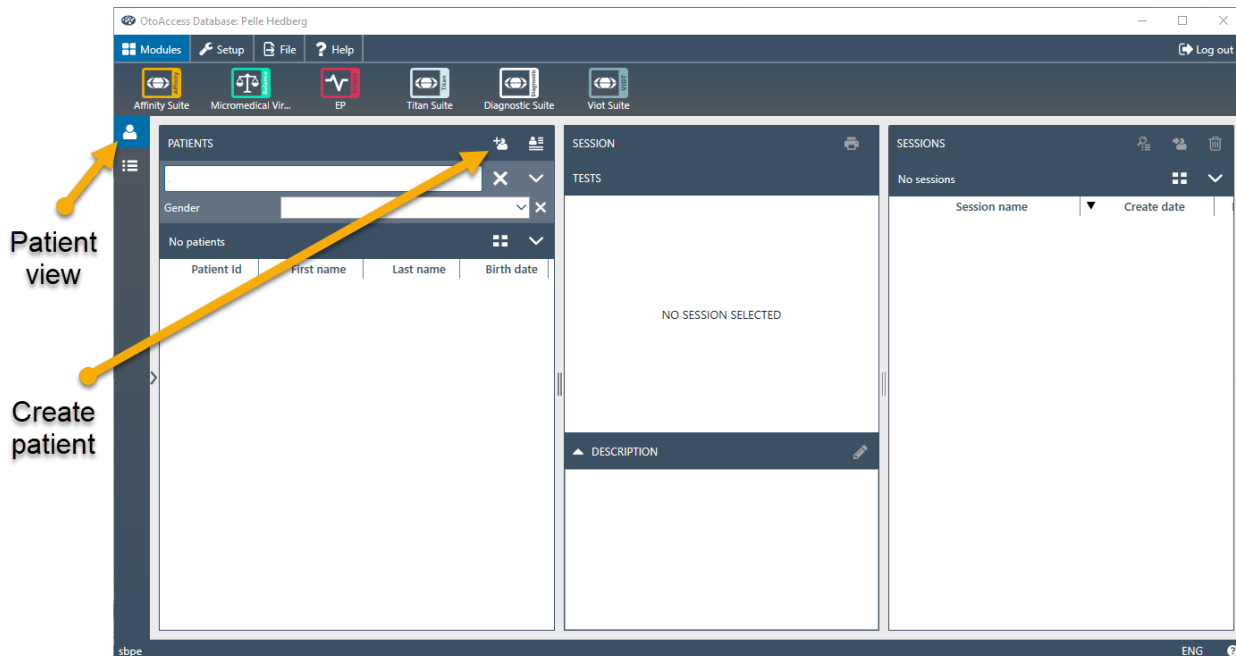




# Quick Guide


## Create/delete/edit patient


### Create Patient



1. Choose patient view.
2. Click the create patient icon .
3. Fill out patient information, note that fields marked with an arrow are mandatory. The unmarked fields and the remark field are optional.

Date can be filled out manually or by clicking the calendar button .

By clicking the plus icon  you can add a photo to the profile.



4. When done press the save button .
5. The patient has now been created.



## Available patient fields

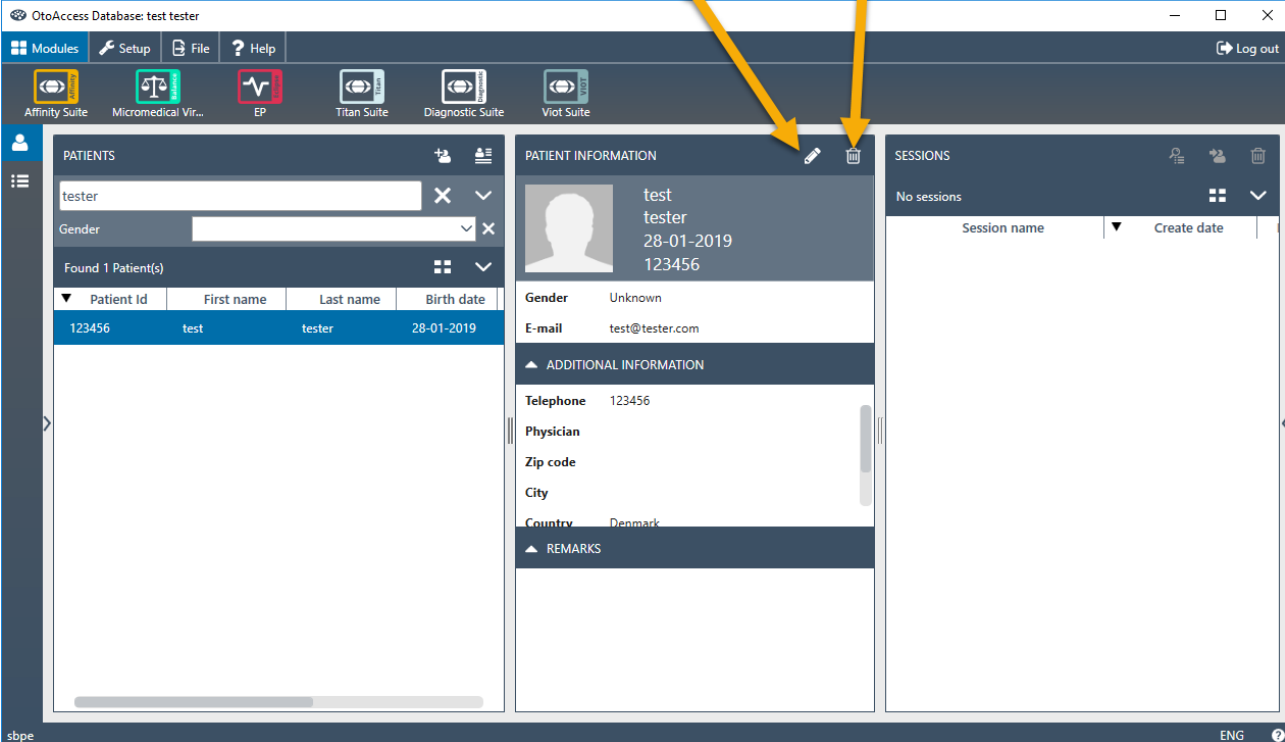
In the OtoAccess® Database administration tool you can set up what fields you want to make available, set as mandatory or even set up custom fields.

## Delete/edit patient

Simply select the patient and choose delete  or edit  in the patient view.

When you choose delete you are prompted before deletion.

Edit patient      Delete patient



The screenshot displays the OtoAccess Database administration tool interface. The main window is titled "OtoAccess Database: test tester". The interface is divided into several sections:

- PATIENTS:** A search bar containing "tester" and a dropdown menu for "Gender". Below this, it states "Found 1 Patient(s)" and displays a table with the following data:

Patient Id	First name	Last name	Birth date
123456	test	tester	28-01-2019
- PATIENT INFORMATION:** A detailed view for the selected patient, showing fields such as "test", "tester", "28-01-2019", "123456", "Gender: Unknown", and "E-mail: test@tester.com". It also includes sections for "ADDITIONAL INFORMATION" (Telephone: 123456, Physician, Zip code, City, Country: Denmark) and "REMARKS".
- SESSIONS:** A section titled "No sessions" with a table for "Session name" and "Create date".

Two orange arrows point from the text "Edit patient" and "Delete patient" to the pencil and trash icons, respectively, located in the top right corner of the "PATIENT INFORMATION" section.

