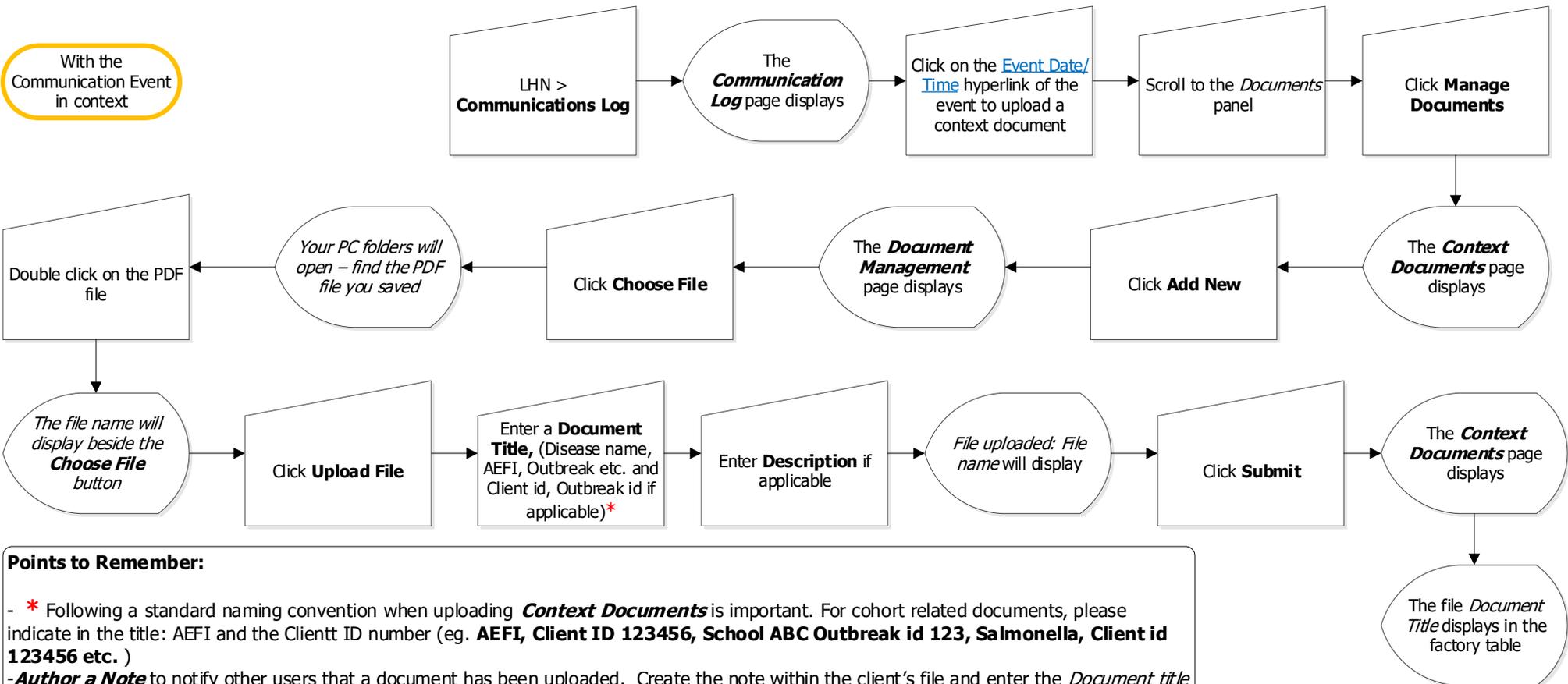Ensure you are using a corporately managed device
Prework:
- Scan the document
- Save as PDF document
- Ensure the document is no more than 5MB
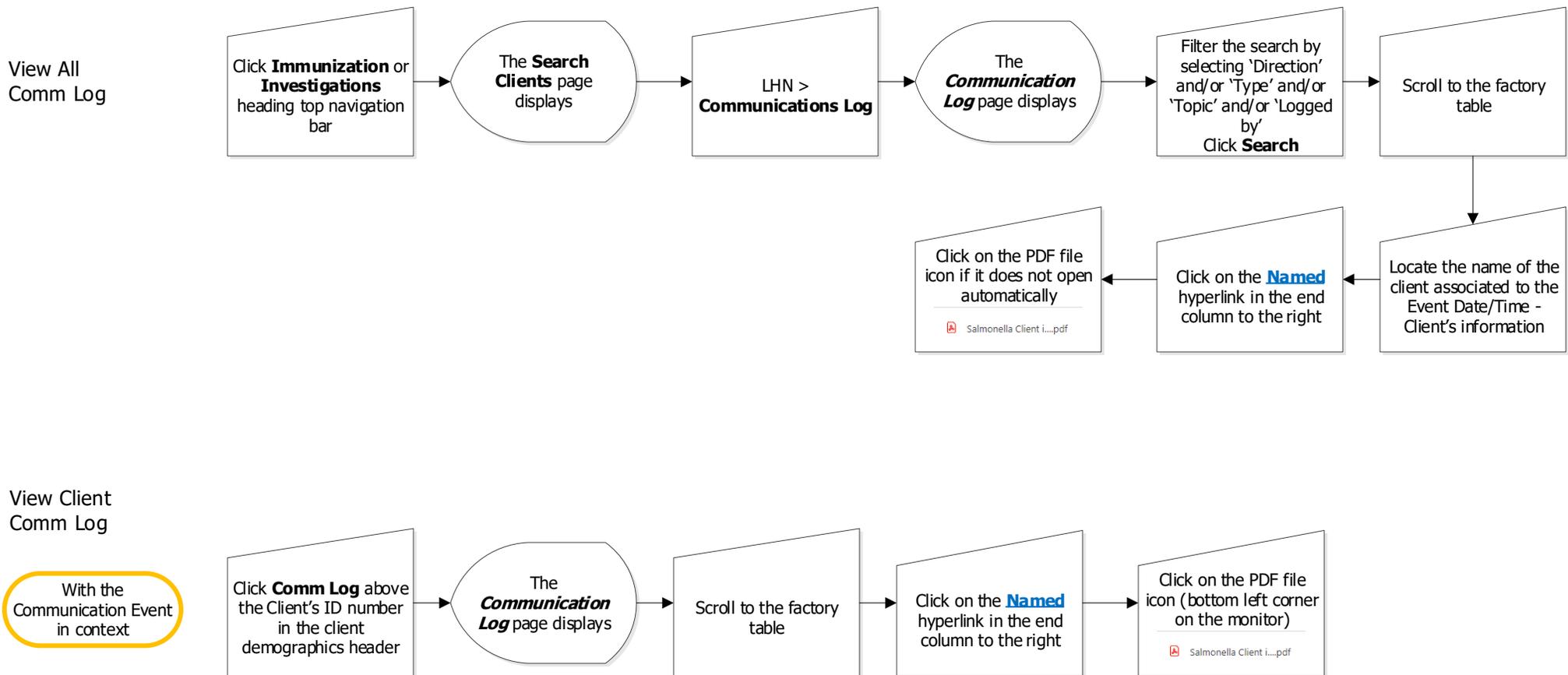
With the Communication Event in context

→ LHN > **Communications Log**

→ The **Communication Log** page displays

→ Click on the Event Date/Time hyperlink of the event to upload a context document

→ Scroll to the *Documents* panel

→ Click **Manage Documents**

→ The **Context Documents** page displays

← Click **Add New**

← The **Document Management** page displays

← Click **Choose File**

← *Your PC folders will open – find the PDF file you saved*

← Double click on the PDF file

→ *The file name will display beside the* **Choose File** *button*

→ Click **Upload File**

→ Enter a **Document Title,** (Disease name, AEFI, Outbreak etc. and Client id, Outbreak id if applicable)*

→ Enter **Description** if applicable

→ *File uploaded: File name will display*

→ Click **Submit**

→ The **Context Documents** page displays

→ The file *Document Title* displays in the factory table

Points to Remember:

- * Following a standard naming convention when uploading **Context Documents** is important. For cohort related documents, please indicate in the title: AEFI and the Clientt ID number (eg. **AEFI, Client ID 123456, School ABC Outbreak id 123, Salmonella, Client id 123456 etc.**)
-**Author a Note** to notify other users that a document has been uploaded. Create the note within the client's file and enter the *Document title* in the **Subject Line**
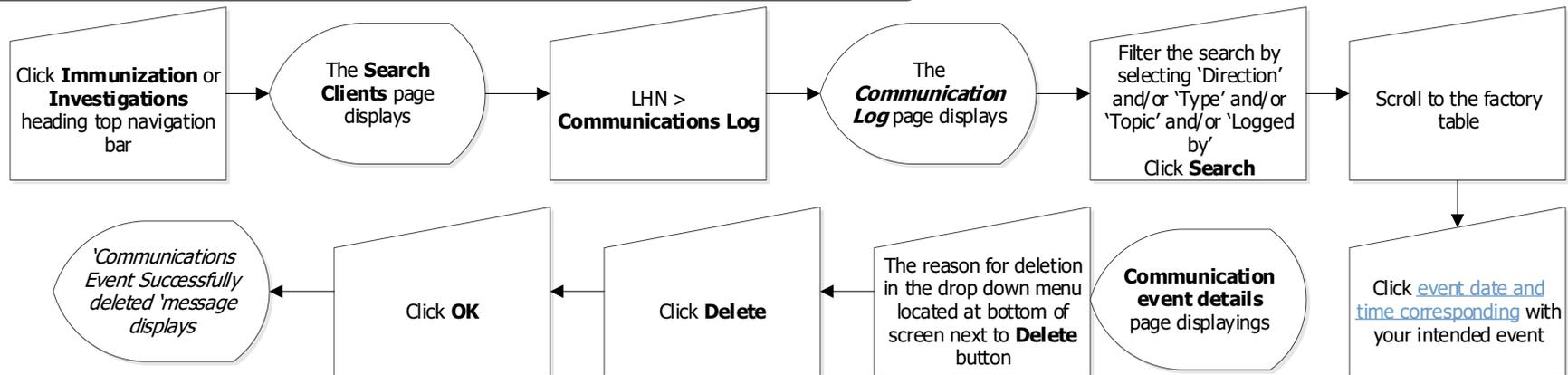
Shared health
Soins communs
Manitoba

NOTE: If you are logged in under the *Manitoba* Organization, all *Communication Logs* for the RHAs will display in the factory table. If you select a specific RHA under the *Jurisdictional Organization,* only the Communication Logs for that specific RHA will display. You can also select *Logged By* as a filter when searching for a Communication Log, if you know the name of the user that created the event.

View All Comm Log

Click **Immunization** or **Investigations** heading top navigation bar → The **Search Clients** page displays → LHN > **Communications Log** → The *Communication Log* page displays → Filter the search by selecting 'Direction' and/or 'Type' and/or 'Topic' and/or 'Logged by' Click **Search** → Scroll to the factory table

Click on the PDF file icon if it does not open automatically

📄 Salmonella Client i....pdf

← Click on the **Named** hyperlink in the end column to the right ← Locate the name of the client associated to the Event Date/Time - Client's information

View Client Comm Log

With the Communication Event in context → Click **Comm Log** above the Client's ID number in the client demographics header → The *Communication Log* page displays → Scroll to the factory table → Click on the **Named** hyperlink in the end column to the right → Click on the PDF file icon (bottom left corner on the monitor)

📄 Salmonella Client i....pdf

Shared **health**
Soins communs
Manitoba

NOTE: If you are logged in under the *Manitoba* Organization, all *Communication Logs* for the RHAs will display in the factory table. If you select a specific RHA under the *Jurisdictional Organization,* only the Communication Logs for that specific RHA will display. You can also select *Logged By* as a filter when searching for a Communication Log, if you know the name of the user that created the event.

Delete entire Communication Log Event

Click **Immunization** or **Investigations** heading top navigation bar → The **Search Clients** page displays → LHN > **Communications Log** → The ***Communication Log*** page displays → Filter the search by selecting 'Direction' and/or 'Type' and/or 'Topic' and/or 'Logged by' Click **Search** → Scroll to the factory table

→ Click event date and time corresponding with your intended event

→ **Communication event details** page displayings → The reason for deletion in the drop down menu located at bottom of screen next to **Delete** button → Click **Delete** → Click **OK** → 'Communications Event Successfully deleted 'message displays

Delete Context document

With the intended client in context

Click **Comm Log** above the Client's ID number in the client demographics header → The ***Communication Log*** page displays → LHN> Document Management > **Context Documents** → Click event date and time corresponding with your intended event → **Communication event details** page displays → Click **Manage Documents**

→ **Context Documents** page displays → Select the check box beside the document(s) to be deleted → Click **Delete** → Click **OK** → 'Remove the selected item(s)?' message displays

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