

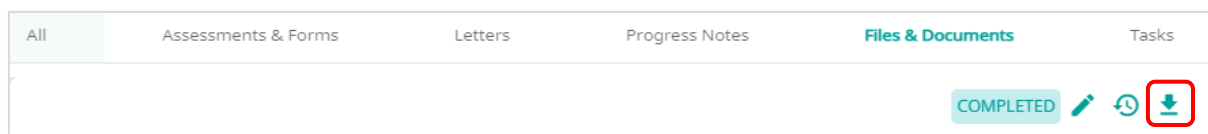


Transferring migrated data to the appropriate form

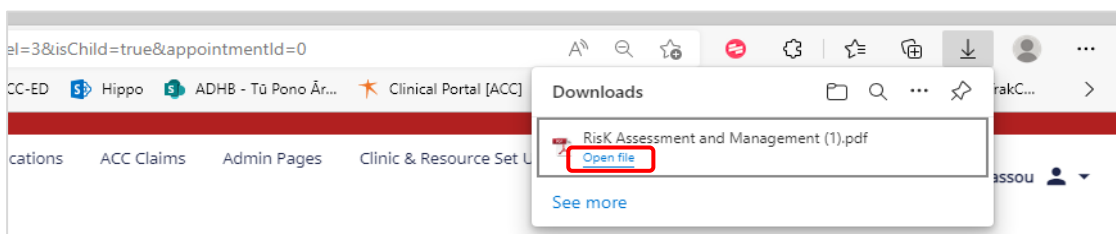
All documents and files will be migrated from Jade to MyWai and will be organised under the appropriate document categories when accessing Clinical Records for a specific service. These categories in MyWai include: **Assessments & Forms, Letters, Progress Notes, Files & Documents, and Tasks.**


If a document is not displayed under the correct category, then that document will have been uploaded to the **Files & Documents** category, so please follow these steps to add the content of the file into the correct place:

1. Navigate to the **Service** workspace and select the **Clinical Records** tab.
2. Click on **Files & Documents** to find the file you need, then select **Download** as shown below.:



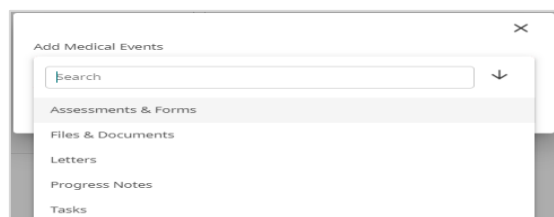
3. A prompt appears at the top of the screen, as shown below – click **Open File** to display the document.



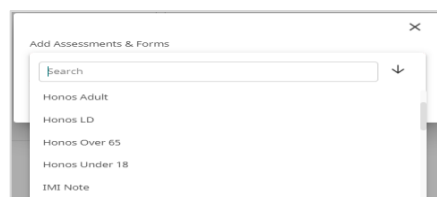
4. The opened document is displayed in a separate tab. 



5. Select the text you need, then use **Ctrl+C** to copy it (copy text from a **word** document or **pdf** file).
6. Click the **MyWai** tab, where the **Clinical Records** section will be displayed. Click the Add button, then select the appropriate record category to be created, and click **Save**.



7. Select the appropriate record template from the dropdown list and click **Save**.



8. The file displays ready for content to be added. Select the first required field and use **Ctrl+V** to paste the copied text into that field.
9. Repeat the steps for copying and pasting until the clinical record is complete, then click **Submit**.