Using your iPad to keep track of cases in clinic

Receiving and renaming the file:

1. I will email you a copy of a PDF file named Clinic Data Entry Form
2. Open the email message on your iPad
3. When you click on the attachment it will automatically open the file.
4. Click on the right hand corner and select "Open in PDF Expert" [note – the file will be saved with an auto-generated name. You will need to rename the file in PDF expert]
5. Now open the PDF Expert app. You should see a list of documents. Click the "Edit" button in the upper right hand corner. Click on the file, then click on the box with the outgoing arrow symbol – this will give you the option to rename the file.

When you are ready to use the file in clinic you should:

1. Go to the list of files in the PDF Expert app (The app may open the file you most recently loaded, and you may need to touch the back button to see the list.)
2. Touch the "edit" button, select the file, and then touch "copy" in the toolbar.
3. Then follow the steps above to rename the file using the clinic and date (example – if I am seeing patients on June 3 at UNC Peds, I would name the file "UNC peds June 3
4. Be sure to click the "done" button after you have renamed the file.
5. Now you can open the file by clicking on it and you are ready to enter data.
6. When you have finished entering data, you can just close the form by touching the square on the right of the ipad.
7. When you are done for the day you can email the form to yourself.
   a. Click the top of the screen so that the toolbar appears.
   b. Click the box with the outgoing arrow and select "Send by Email"
   c. When given the choice, select "Document"
   d. Type in your own email address and touch the "Send" button.
8. You should now be able to view and save the file on your home computer. You can use the information you collected to complete your Logook.