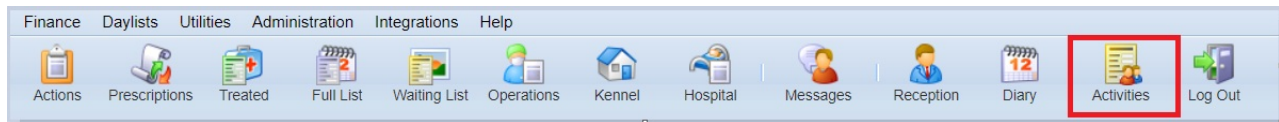# Clipper

23/10/2024 4:14 pm BST

The Activities window is a floating window which will show you a list of latest activities occurring in the system.

This page documents the Clipper Panel.

Details

The Clipper allows users to add patients to a 'to do' list or a holding file. When you get very busy in practice and are unable to action tasks immediately, you can create a 'to do' list, to action them later.

Note: The Clipper is user-specific, meaning you will only see patient's you have added to the Clipper.

You can either add a patient to the Clipper, or add a patient with a note, to remind yourself why they are on the Clipper.

Viewing the Clipper

1. Select the '**Activities**' button on the main menu bar.

2. The floating window will display.

3. Select the '**Clipper**' panel.

4. A list of patients who have been added to the clipper will display.

5. Double-click a patient to load the selected client and patient.
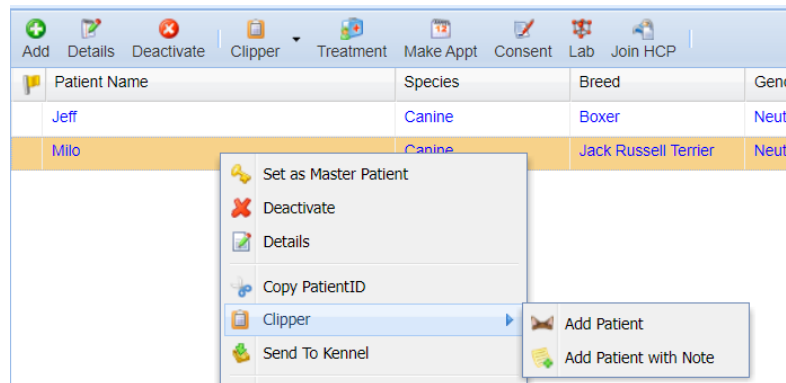
Add a patient to the Clipper

From Reception

1. Select and Search for a Patient

2. Right-click the patient and select '**Clipper**', then Add Patient or Add Patient with Note.

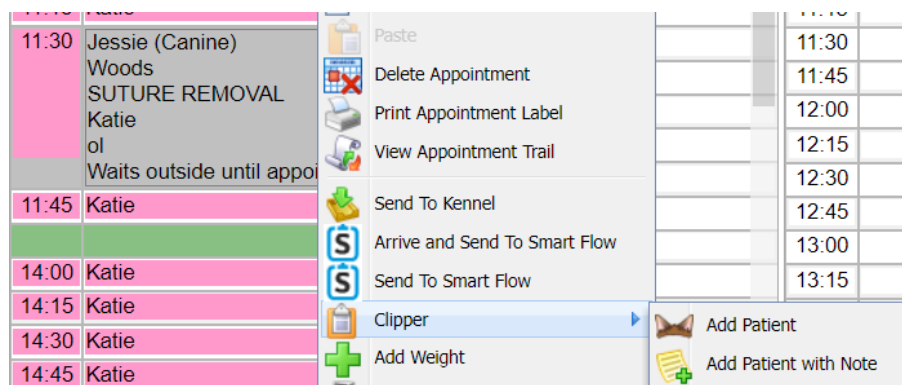3. The patient will be added to Clipper.

or:

1. Select and search for a patient

2. Click once on the patient name

3. Above the Patient Name, there is a **Clipper** icon. Either select ' Add Patient' or 'Add Patient with Note'

From Diary

1. Right-click an appointment and select '**Clipper**', then Add Patient or Add Patient with Note

If the user selects 'Add Patient', this will immediately add them to the Clipper, and a pop up will appear on the lower right-hand side of the screen confirming this.

If the user selects 'Add Patient with Note', this action will open the Clipper on screen whereby you can free type the note. To save the note, press enter on your keyboard. If you need to edit the note, click back inside the box where you can overwrite, add additional text or fully remove, and press enter to save the changes. If you want to remove a patient from the Clipper, select the delete button.

The most recent notes will appear at the bottom of the list, with older entries at the top

Note - all Clipper patient notes have a 150-character limit. There is also a tool tip available at the top right-hand corner of the clipper board, which highlights instructions on how to use this feature.