

## How to Work Offline and Download Patients

If you will need to work offline; you must set up your device for offline use. It is recommended that you download patients that are your own so that you always have access to them. It is also recommended that if you are visiting postnatal patients that you download them before going to visit for the same reason. If you have no internet connection then you will be unable to search for women if you have not downloaded them prior.

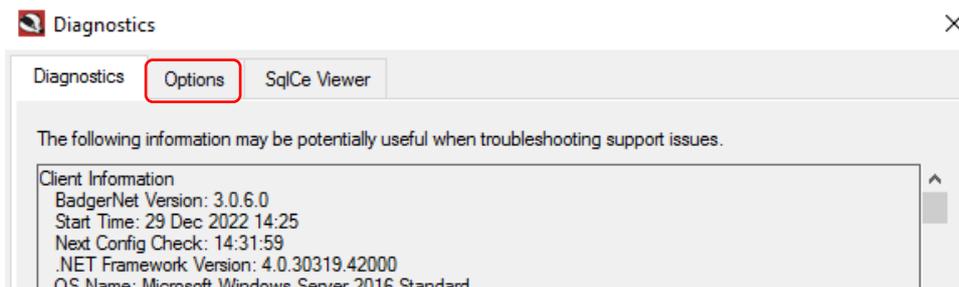
## Preparing for Use in Offline Mode

Offline mode is available on all computers/laptops with the relevant BadgerNet application installed. However, the offline menu will not be visible unless a change is made to your workstation. This is done by clicking on the icon of two computers in the lower right corner of the system start page while pressing the control key on the keyboard.

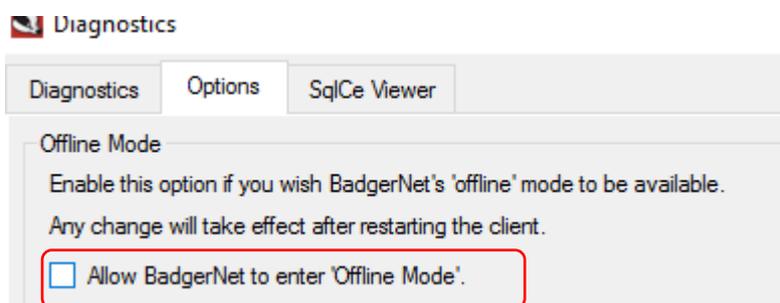


A form will then appear called the '**About form**'. Then follow the steps below:

1. This form has a tab at the top called '**Options**'. Click onto this and a new screen will load.



3. At the bottom of this menu page is a box called allow BadgerNet to enter '**Offline Mode**'. Put a check in this box and click close.



From this point forward, every time BadgerNet is opened on the workstation indicated and you log in, the offline menu will be present. In order to access the system in offline mode, it is necessary that the login details and relevant patient records are stored onto the device/laptop. Therefore, you must make sure that you download women prior to seeing them when you have an internet connection.

## Adding yourself as a user for Offline Use

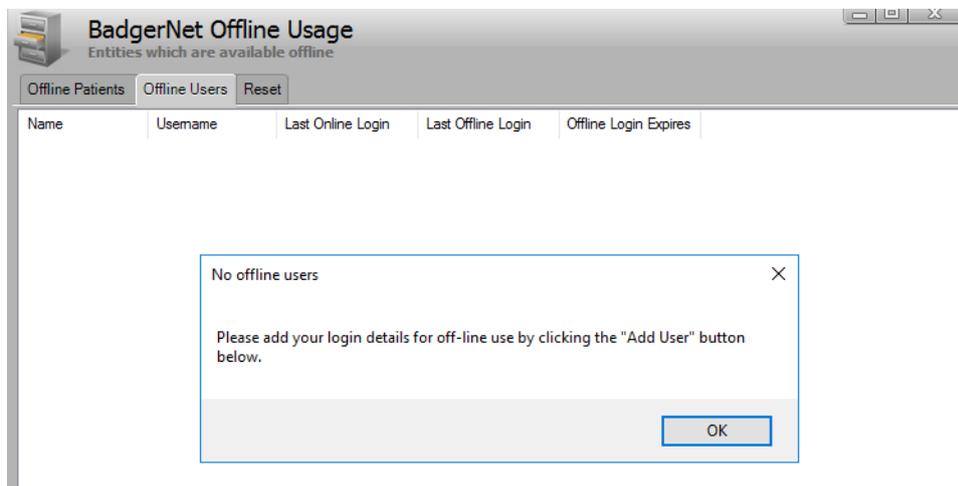
1. When you have done the above, restart BadgerNet
2. Log in again and you will now have a new menu option – the **“offline menu”**



### Offline Usage

■ Access off-line menu...

3. Click into the **“offline menu”** and you will see this message.



4. Select **“OK”** and then select **“Add User”**



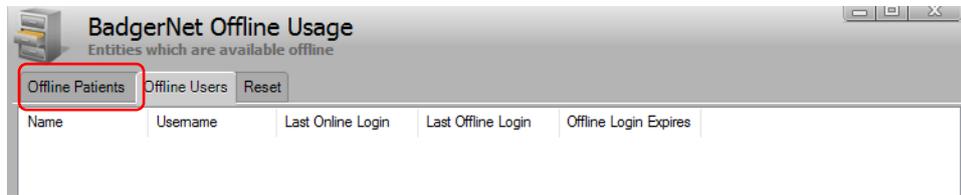
5. Sign in with your computer username and password, you will then be added as an off-line user for that device/computer.
6. You should then see your log in name on the **“Offline Users”** menu.
7. You will not be able to use other laptops for offline unless you have added yourself to that device.

## Downloading Patients for Offline Use

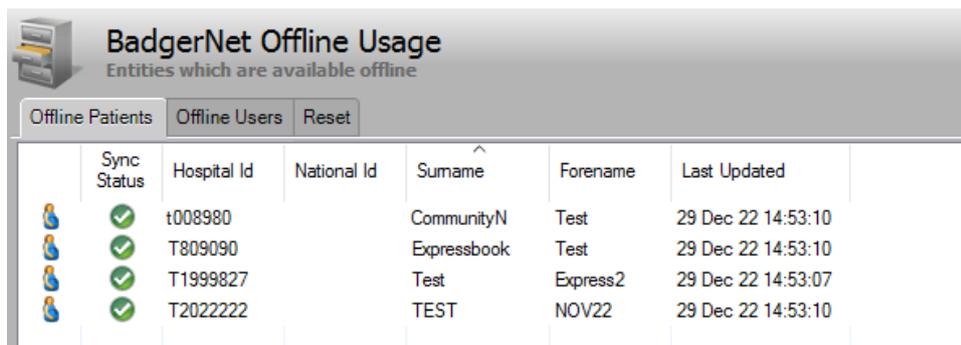
When you are within the offline menu, relevant patients may need to be added to the offline storage.

To do this:

1. Select the **'offline patients'** tab at the top of the menu.



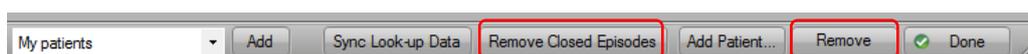
2. To add a patient, simply click on **'Add Patient'** This will then bring up the standard patient selection window which is used in BadgerNet online. At this stage, you should identify the patient you are interested in by searching via NHS number and then click on **'select this patient episode'**.
3. This process should be repeated until you have added all relevant patients needed for offline use to the offline menu. You will then see all these women come into your offline menu.



4. Alternately, you can import all patients for which you are the named midwife or lead clinician by clicking on the **"add my patients"** button. However, this will only work if you have completed the care plan within the women's record to say that you are their midwife.



5. You can also add your **"Team"** women by going into that menu and selecting the team which you belong to. However, again, this will rely on all women to be assigned via a care plan to that midwife in your team.
6. The remaining buttons at the bottom of the menu allow for patients to be removed from the offline menu, either by selecting individual records or requesting that all episodes which have closed within their care location be removed from their list.



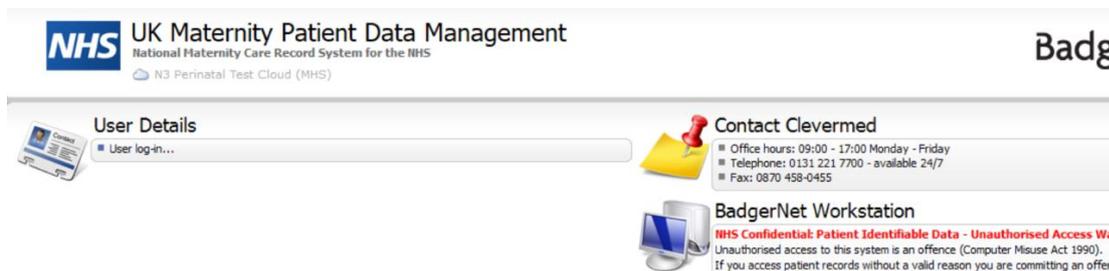
7. If you have a very large offline user list, it may impact speed and performance of your device when using BadgerNet. Therefore, it is important to remove women who you will no longer be in contact with or closed episodes regularly.

## Offline Usage

If you are aware that you may not have internet connection whilst using BadgerNet (for example at a home visit) you should use BadgerNet in offline mode. In order to use this menu, you have to have no internet connection. You can see when BadgerNet has no internet connection as a cross will appear above the computer screens in the bottom right corner. You may also see the word “OFFLINE” at the bottom of screen.



- You will notice when you are offline that the menu is very simplified and you are unable to see many options.



- As long as you have followed the steps above, you will be able to access your offline menu with the women you have downloaded. If you have not done the above steps, you will not be able to access any records unless you can hotspot off your mobile device or go back to the base/unit. **(Please see the separate user guide on how to hotspot)**

## Accessing Records Offline

1. As long as you have downloaded the women, you will see them within the list you created above. You can then double click into a record and see it as normal.
2. In offline mode, any field with a lookup such as a care location or user name will not be available for entry. These fields must be entered in online mode.
3. Patients can be selected and accessed from the offline menu only when the system is offline. When accessing the system online, users will not be able to access the patient record from this menu and must continue to access patient records through the ‘**select and existing patient**’ link.
4. In offline mode, clicking on the patient banner will not allow access to the patient selection window. Additional patients may be accessed by returning to the system start page and

clicking on the offline menu once again.

5. The green tick next to a woman's name means that the patient record corresponds with what was held with the online record at the date of the last update (data in the final column).

		t008980	CommunityN	Test	29 Dec 22 14:53:10
		T809090	Expressbook	Test	29 Dec 22 14:53:10
		T1999827	Test	Express2	29 Dec 22 14:53:07
		T2022222	TEST	NOV22	29 Dec 22 14:53:10

6. Whilst you are online, all of your offline patient records will continue to update regularly with no action needed from you.
7. If you make changes to a woman's record in offline mode, a red exclamation mark will be present.

		T1999827	Test	Express2	29 Dec 22 15:13:53
		T889900	TEST2	Preg	17 Nov 22 15:16:09

### Reverting to Online Use (After Working Offline)

Once you have finished working offline, you should close BadgerNet. It will then need to be re-opened once access to the internet is re-established. When it is re-opened, you can verify that you are online by the computer icons in the right-hand corner no longer flashing as well as the system start page now being fully populated with fields such as the ability to select existing patients.

BadgerNet will automatically synchronise any changes made in offline mode once the user accesses the system online. If you would like to verify that the changes have been uploaded to the system, you can access the offline menu and verify the sync status (Green tick means all data is uploaded, red exclamation means outstanding items).

#### Important things to note

**\*\*\*Please note – if you create any referrals offline, you must access the record when you are back online and send these. You are able to create these referrals offline but they will not be sent until you send them when you are back online\*\*\***

**\*\*SFH plots will not populate onto the GROW chart when working in offline mode. You must ensure you view the chart and estimate where the plot is. If you are concerned that you need to refer the woman, still do this as in guidelines. When you are back online, your SFH measurement will automatically plot. You can go back into the record and view the chart at this point\*\*\***

If you require any further support or training please email [Nuth.badgernetmaternitysupport@nhs.net](mailto:Nuth.badgernetmaternitysupport@nhs.net)