

# Quick Start



**FAQs** [www.ardens.org.uk/faq](http://www.ardens.org.uk/faq)  
**Help + Support** [www.ardens.org.uk/contact](http://www.ardens.org.uk/contact)  
**Training Videos** [www.ardens.org.uk/training](http://www.ardens.org.uk/training)

**Telephone Consultation** Click **Telephone Icon** under patients name

**Triage Consultation** Click **Doctors Bag Icon** under patients name

**Chronic Disease** Click **Disease Icon** under patients name or go to autoconsultations > ardens

**Procedures** Go to autoconsultations > ardens Procedures  
Or press F12 & add to your favourites [www.ardens.org.uk/faq/#f12](http://www.ardens.org.uk/faq/#f12)

**Referrals** Click **Orange Arrow Icon** under patient name (Ardens Pro only)

**Med3 & Letters** On most templates but add to your F12 favourites too (see link below)

**Death Documentation** Press F12 & add to your favourites [www.ardens.org.uk/faq/#f12](http://www.ardens.org.uk/faq/#f12)

**Nurses & HCAs** Go to autoconsultations > ardens Nurses + HCAs **or** Imms + Injections  
Press F12 & add favourites for easy access [www.ardens.org.uk/faq/#f12](http://www.ardens.org.uk/faq/#f12)

**Receptionists** Add the '**Receptionist**' template to your receptionists toolbar for easy access

**Meetings** Go to Reporting > Clinical Reporting > Ardens Ltd > Meetings  
Run required report and then right click > show patients  
Click 'EOL' or 'Safeguarding' icon under patients name to record meeting

**Reports**

Best Practice	Go to Clinical Reporting > Ardens > Best Practice
Contracts	Go to Clinical Reporting > Ardens > Contracts
QOF Income	Go to Clinical Reporting > Ardens > QOF + ES Income

See [www.ardens.org.uk/qof-health-check](http://www.ardens.org.uk/qof-health-check) for further details