

# CATALOGUE BUNDLE


The Catalogue Bundle has been designed to only display finalised documents including CSP1 (including provider and client copies), Options Guidance, OT Assessment and Safeguarding Information. The functionality works like a menu with listings of all Swift forms which are relevant to a particular client.

The Catalogue Bundle can only be viewed via the print option within the Frontdesk Module of Swift.

## To Run the Catalogue Bundle



Access **Frontdesk** via the Launch Pad and find the relevant client.

- Click on .
- The Report Options screen will be displayed with a list of the reports available from this Swift screen.
- Click on the Catalogue Bundle in the report output name within the summary list.



- Click on  (The Catalogue Bundle will display on screen).

**Bundles Front End**  
 Navigate Display

**Catalogue of Documents  
(Finalised only)**

**Person's Details:** Mr Client Test (274483) 01670 622450 Northumberland Care Trust County Hall, Morpeth, Northumberland, NE61 2EF

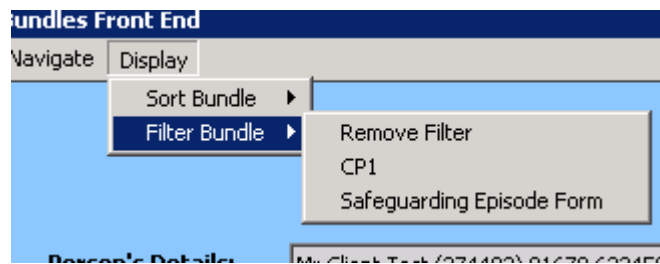
**Key Responsibility:** Pdi Bedlington Morpeth 01670 536400 - KEY TEAM

**Invoked for:** *Not relevant for this Bundle type*

Safeguarding Episode Form (Safeguarding Referral Form Update) [episode 578], Oct 04 2012	Read
CP1 (Update to CP1 (Not Review)), Oct 01 2012	Read
CP1 (Update to CP1 (Not Review)), Sep 28 2012	Read
Safeguarding Episode Form (Safeguarding Referral Form Update) [episode 578], Sep 28 2012	Read
Safeguarding Episode Form (Safeguarding Referral) [episode 578], Sep 24 2012	Read
Safeguarding Episode Form (Safeguarding Referral Form Update) [episode 577], Sep 01 2012	Read
Safeguarding Episode Form (Safeguarding Referral) [episode 577], Aug 28 2012	Read

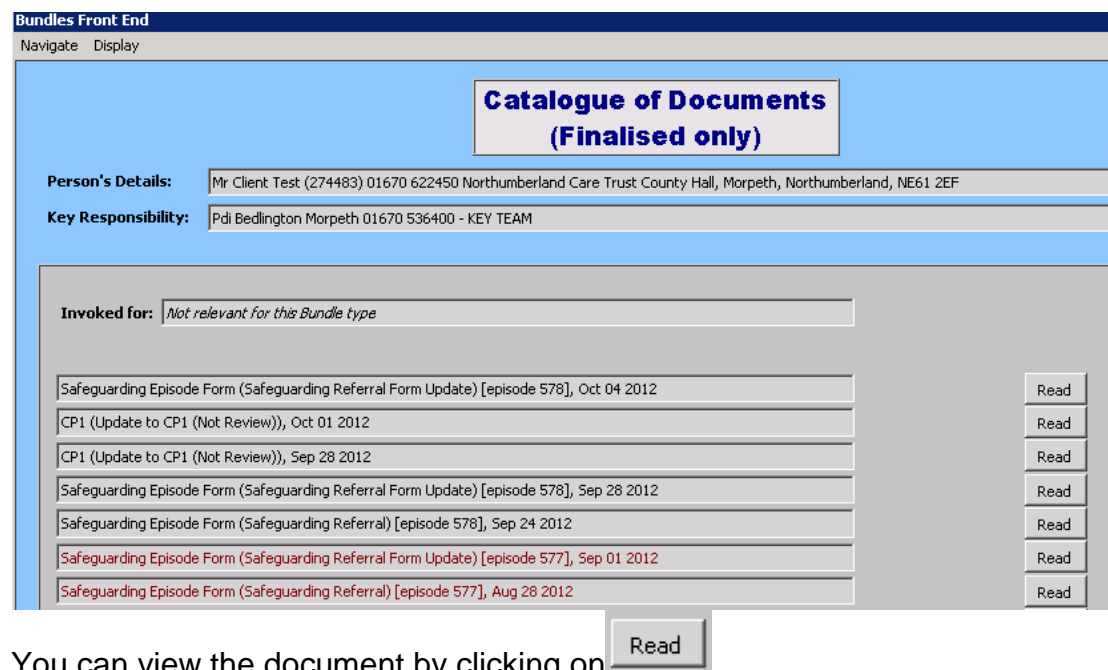
If there are more than 16 finalised documents then the scroller bar at the right-hand side becomes active and you can scroll down to view any other information.

The Display option will allow you to filter different document types.



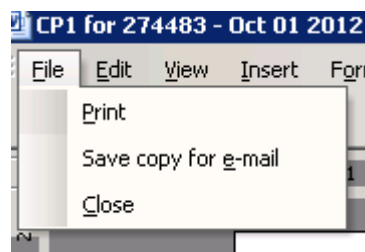
**NB** Safeguarding Information displayed in red indicates that episode is closed to any Safeguarding Procedures.

## View Finalised Documents




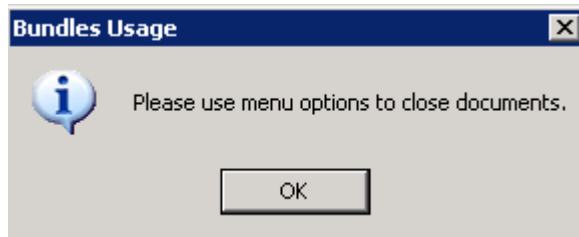
You can view the document by clicking on .

To print or email the document you must use the File and Exit menu see below.

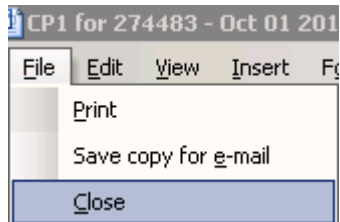


## Exit out of Form

If you try using  at the top right-hand side then you will see the following error message.



To close the document you must use the File and Exit menu as below.




Once you close the form you will then be returned to the Catalogue Bundle.

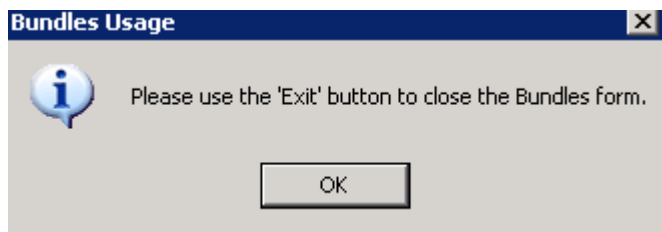
## Closing the Catalogue Bundle

To exit out of the Catalogue Bundle, then you will need to select



which is at the bottom of the form.

If you try using  at the top right-hand side then you will see the following error message.



You will need to click on  then close the Bundle correctly.