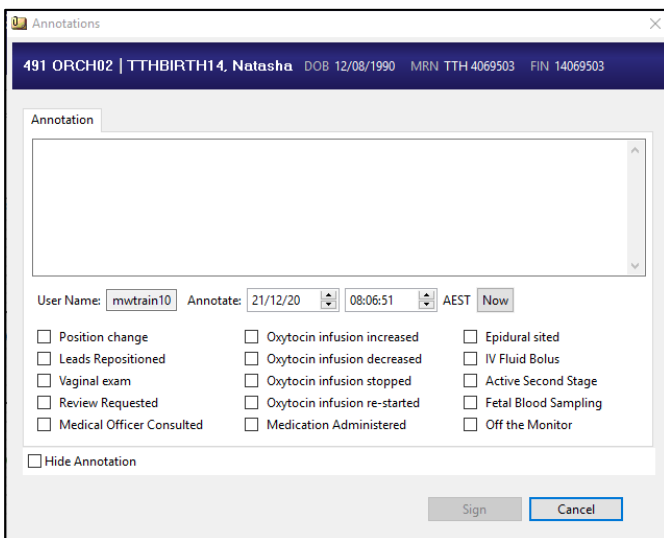


Adding an Annotation

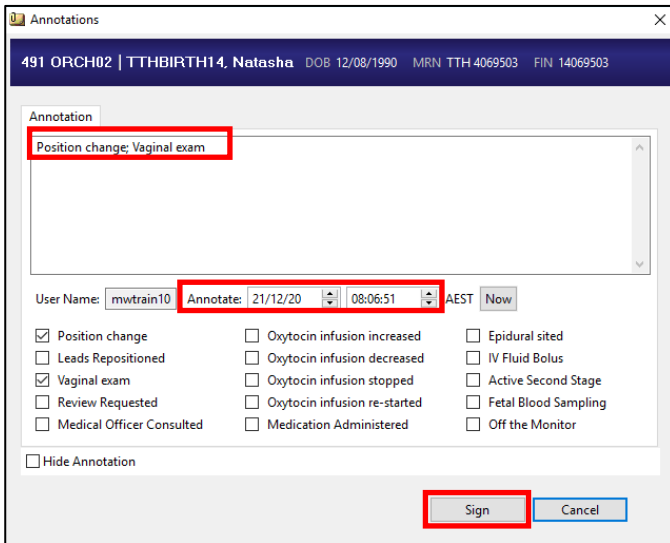
- To add an *Annotation*, double click on the *Chart Scale* where you want to annotate.



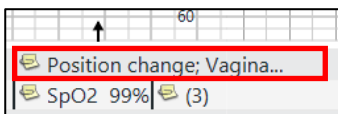
- The *Annotations window* will display. The clinician can quickly pick one or more annotation notes from the pre-defined list available or free text short comments into the comment box.



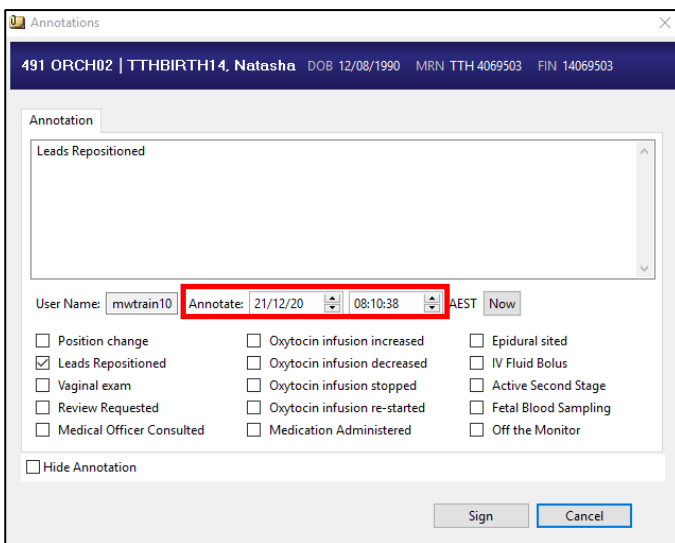
- Once the *annotations* are complete, check date and time of annotation and click *Sign* to add it to the trace.



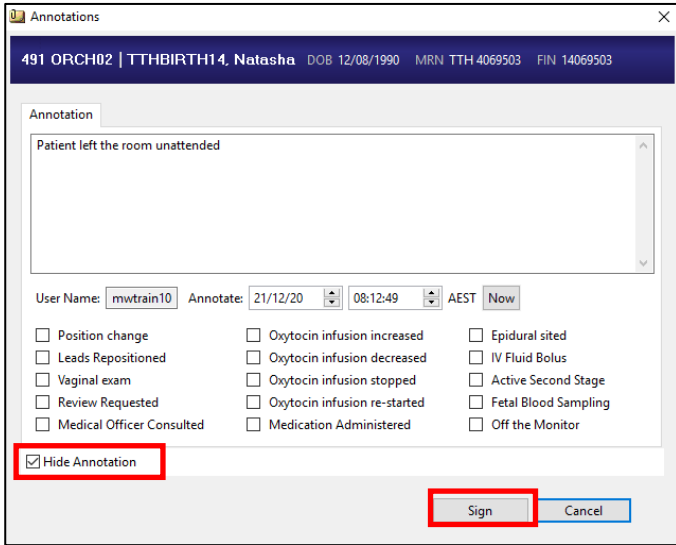
- Any *annotations* added will display on the CTG trace (in the swim lane) as a file folder icon. Hovering over the *file folder* will display text. More than one annotation will have a number in a bracket.



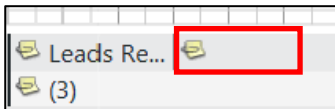
- If the *annotation* is made after the clinical intervention the clock can be turned back.



- To hide *annotation* from the view on CTG trace, click *Hide Annotation* box at the bottom of the *Annotations window* and click *Sign*.

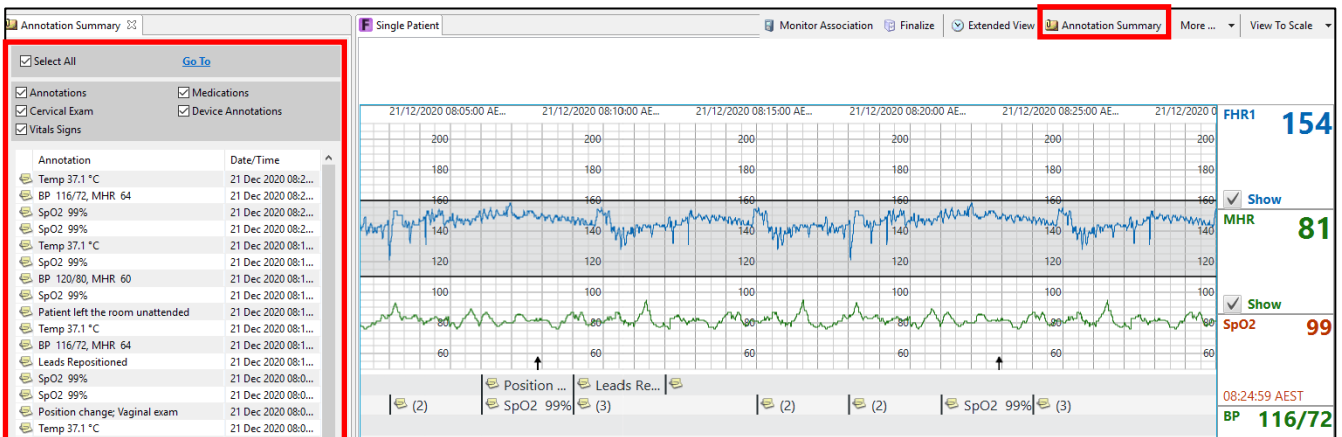


7. The *Annotation icon* still displays and can be viewed by hovering mouse over icon; however, no text is visible next to the icon. Text is also accessible in the *Annotation Summary*.



Annotation Summary

1. To view the *Annotation Summary*, click on the *Annotations Summary* tab on the toolbar. The *Annotations Summary* window will open displaying all the *annotations* on the current trace.



2. *Deselect* those not required to filter search for *annotations* on the *CTG trace*.

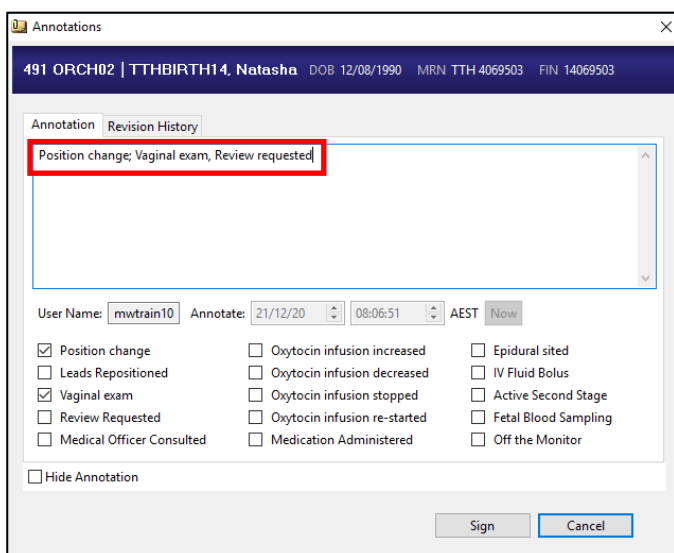


FetaLink Annotations

3. To search for a specific *annotation* in the *Annotation Summary*, double click on the summary required. *Extended View* will display to the exact spot on the CTG trace where the *annotation* was made.

Modify an Annotation

1. Double click on the *Annotation folder* on the CTG trace that you want to modify.
2. The *Annotations window* will open. Free text in annotations window or select one of the pre-defined annotation quick picks.
3. Click *Sign*.



NOTE: You can only modify your own annotations, and this will be viewable in the *Revision History tab*.