

# Quick Start



Help + Support  
Training Guides + Videos  
Ardens Academy

[www.ardens.org.uk/contact](http://www.ardens.org.uk/contact)  
<https://support-s1.ardens.org.uk/support/home>  
<https://www.ardens.org.uk/academy/>

**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 Auto-Consultation > ardens CONDITIONS (organised by system)

**Procedures**

Go to Auto-Consultations > ardens PROCEDURES  
Or press F12 & add to your favourites

**Referrals**

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

**Med3 & Letters**

On most templates but add to your F12 favourites too

**Death Documentation**

Press F12 & add to your favourites

**Nurses & HCAs**

Go to Auto-Consultation > ardens Nurses + HCAs **and** Imms + Injections  
Press F12 & add favourites for easy access

**Reception/Admin**

Add the **Reception and Admin** template to your toolbar for easy access

**Meetings**

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

**Reports**

**Contracts** - Go to Clinical Reporting > Ardens Ltd > Contracts (organised by folder CQRS/Local Contracts/QOF etc)  
**Vaccinations** – Go to Clinical Reporting > Ardens Ltd > Vaccinations  
**Condition Management** – Go to Ardens Ltd > Conditions (organised by system)