

## How to Access Contraception or Emergency Contraception Supply Templates

Following the recent launch of the Emergency Contraception Service, we have improved the way templates for recording medicine supply are accessed. These templates can now be easily located after saving the patient registration.

### Steps to Access Templates

#### 1. Complete Patient Registration

Use the dedicated registration template from the left hand side bar in the services page. Enter all required details for the patient and click **Save**.

#### 2. Confirmation Message

After saving, a confirmation message will appear indicating that the record has been successfully saved.

#### 3. Locate Service Links

In the confirmation message, you will now see **dedicated service links** displayed prominently. These links provide direct access to:

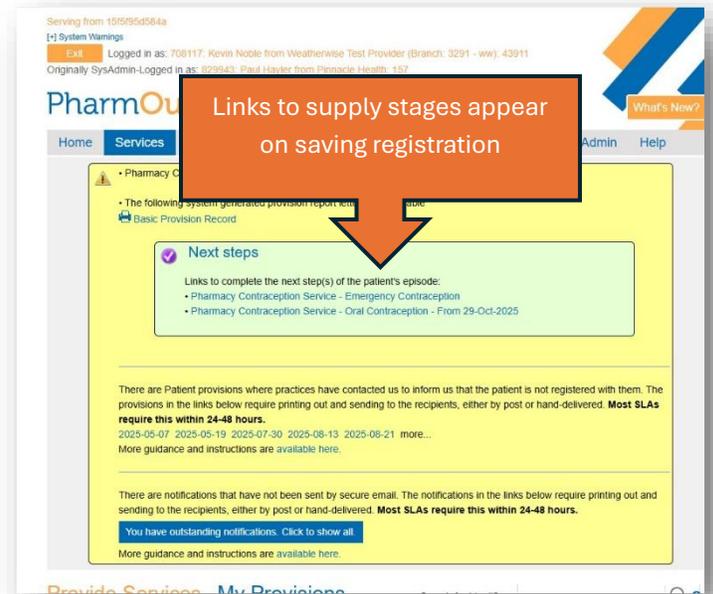
- **Contraception Supply Template**
- **Emergency Contraception Supply Template**

#### 4. Select the Appropriate Template

Click the relevant link to open the template and proceed with recording the supply details.

#### 5. Action If the user moves past this screen

The links can be retrieved from the saved registration record. From the recent records list on the main services page,



reopen the saved registration. The next steps links can be found at the top of the saved registration stage

**Note:** These improvements were made based on user feedback to ensure the links are more visible and easier to access.

