

# Adding Standard Comments to AudBase

## Short Comments

*Limited to approximately 60 characters*

- From either the Home Window or Subject List, select “File” from the top toolbar
- Click “Preferences”
- In the Preferences window, \*Entry Formats\* will be highlighted in left window, select “Modify Entry Lists” on the right side of the window
- Double click “Audio\_CommentsShort” to modify that list
- In this window, you can click and drag any item you do not wish to have to the trashcan in the lower right corner
- To add an item, select “Add Item”
- Type in new item you wish to add
- Click “Ok”
- Add as many items as you wish, once complete select “Update”
- Click “Finished”
- Click “Close” in main Preference window

## Extended Comments

- Log in as Administrator
- From either the Home Window or Subject List, select “File” from the top toolbar
- Click “Preferences”
- Select “Audiology (Admin only) from left window
- Click “Modify Extended Comments” button from right window
- Click “Modify List of Comments”
  - o This will allow you to define the name of your extended comment
- Click “Add Item” and name your comment
- Click “OK”
- Create as many different comment names as you wish
  - o You may also select/highlight a created comment name by clicking on it, then select “Add Child Item” from the bottom
    - This will add a sub comment selection, for example, you can create a comment name of “OAE Results”, next you can highlight that name and create “Child Items” of “Pass” and “Refer”
    - Once a “Child Item” has been created, you will see a “+” next to the main title indicating that there are other items included for that category
- Once you have created all the comment names that you wish, click “Update”
- You should now see your created comment names in the left window, select one by clicking on it
- In the right window, type the text information you would like associated with that named comment
- After all information is entered, select “Update Comments”
- Click “Finished”
- Click “Close” in main Preference window

## Adding Comments to AudBase Report

- Once in patient record, select the “Notes” tab
- To add Short Comment,
  - o Click the shadow box “Standard Comment List”
  - o Your added short comments should now appear, simply click on them to add them to the notes field below
- To add Extended Comments,
  - o Click the shadow box “Standard Comment List”
  - o Select “Add Extended Comments”
    - Navigate to the extended comment you wish to add and click on it, you can preview the comment in the right window
    - Click “Select Comment”
- You can also free type or edit any comments in the notes box