



# **User Guide**

# IMMUNIZATIONS

# View and Record Consent

- Viewing Consent Directives for a Client
- Recording Consent while Administering Immunization
- Recording Consent for TB Skin Test



# **Revision History**

#### **Document History**

Date	Version	Author	Changes / Comments
August 18, 2014	0.1	Josie Salvail	Initial Draft
January 20, 2015	V1.0	Tracy Forbes	Removed date from footer
January 28, 2015	V1.1	Tracy Forbes	Updates from Policies Documentation of Consent Refusal and Do Not Use Functionality from Dr. Shauna Hudson





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## A. Introduction

Panorama's Consent Management component is designed to manage consent for services that can be applied to a client, such as an Immunization. This guide explains the steps to document Informed consent as part of the immunization administration process and the steps to record consent for TB Skin Test.

- Assumptions: The user has successfully logged into Panorama. The user has the appropriate security permissions to perform the assigned tasks.
- **Pre-requisites:** The user has successfully logged into Panorama. User is in the Immunization module (tab). Client is in context. User has obtained informed consent for the client.

Related User Guides: Panorama Administer Immunizations User Guide

Menu Access: To view Consent Directives for a client, select Client > Consent Directives > Immunization Service from the left navigation.





## B. Steps to view and record consent

#### 1.0 Viewing Consent Directives for a client

Pre-requisites: The user has successfully logged into Panorama. User is in the Immunization module (tab). Client is in context.

1 Select Client > Consent Directives > Immunization Services from the left navigation.

Maintain Consent for Immunizations screen displays.

Maintain Conse	nt for Immunizations			?≞
				ACTIVE
Client ID: 393	Name(First,Middle,Last)/Gender: Ellie E JS-Elephant / Female	Health Card No: -	Date of Birth / Age: 2010 Jul 23 / 4 yrs 0 mos	
Phone Number: (306)-222-2233(Primary home)	Jurisdiction Info: Saskatchewan,Saskatoon RHA	Additional ID Type / Additional ID: Provincial health service provider identifier / -		
Serving Client	√ Contain	s Data	¢۲	ide Details
Working with: Ellie JS-Ele	ephant			

2 Scroll to the **Client Directives** section to view the status of consent directives for the client listed in the table.





**NOTE:** The following values for the Directives Type filter in the Directives Summary Table determine what is displayed: Show Relevant -Directives that are related to the agents in the "Current Consent Status by Immunizing Agent" section. Show Active/Draft -Directives that are in confirmed status and their [Effective To] dates are greater than or equal to the current day, or Directives that are in

'Draft' status. **Show All** – Display all Directives.

**TIP:** The following columns in the Directives Summary Table are sortable:

- Directive Status
- Client Instruction
- Effective From-To

Clien	t Directives						<b>☆</b> Hide Detail
Creat	te New Client	Directive:					
Statu	IS:	Draft OConfirm	ned 💽				
Instru	uction:	Grant ‡	# of Doses:	* Re	eason:		A V
							/
							(100 characters)
Cons By:	ent Given		\$		]	* Effective From Date:	2014 / 08 / 18
Form	of	(				Effective To	yyyy mm dd
Cons		Implied \$				Date:	yyyy mm dd
Cons To:	ent Given	<ul> <li>Not Specified</li> </ul>					
10:		Last Name, First N	Jame				
Com	ments:	0					
Com	ments:						
						se this drop-list to view elevant or Active/Draf	Apply
					S Select ID(s) I	elect [Show All] menu item to ink to view and update Direc	o display al past directives to table tive(s) detailed content information
Row	Actions: C	onfirm Discard	Expire Now			Directive Ty	pes: Show All \$
	Directive Sta Directive ID	atus Client Instr Applied To	Give	sent Given By n How sent Given To	Comment(s)	Relevant Document(s)	Effective From Effective To
	Confirmed 3470	Grant For Tetanus	(T) Verb	ral mother al se Betty		Add New Document	From: 2014 Aug 18 12:16 PM To:
	Confirmed 3469	Grant For Polio (IF	V) Verb	ral mother al se Betty		Add New Document	From: 2014 Aug 18 12:16 PM To:
	Confirmed 3468	Grant For Pertuss	s (aP) Verb	ral mother al e Betty		Add New Document	From: 2014 Aug 18 12:16 PM To:
	Confirmed 3467	Grant For Diphthe	ria (D) Verb	ral mother al		Add New Document	From: 2014 Aug 18 12:16 PM To:

A **Directive Status** of **Confirmed** indicates that consent has been confirmed for the particular antigen. Click on the **Directive Id** to see the details of the consent directive, or click on the Relevant Document hyperlink if the consent form was scanned and attached to the client file.

Alternatively, select the particular immunizing agent(s) that you are interested in and click **Add.** This will display the client's consent readiness for the selected agents. The consent directive has been completed for the client if **Consent Readiness** is marked as **Yes**.

			unizing Agent					
Row	Actions: ap		\$ Add					
	Agent	Antigens					Consent Readiness	
☑	DTaP-IPV- Hib	Diphtheria (D)	Haemophilus influenzae type b (Hib)	✓ Pertussis (aP)	☑ Polio (IPV)	✓ Tetanus (T)	Yes	
☑	MMR	Measles (M)	🗹 Mumps (Mu) 🗹 Rubella (R)				Yes	
		All (selects a	Il Antigens in the system)					





#### 2.0 Recording consent while administering Immunization

Pre-requisites:	The user has successfully logged into Panorama. User is in the
	Immunization module (tab). Client is in context.
Assumption:	For the screenshots below, consent has been obtained "In person"
	for the client in context.

1 With the client in context, from the left-hand navigation, select **Record & Update Imms**.

Client Immunization View/Add screen displays.

lient Immuniza	tion View/Add			? ≞
				ACTIVE
Client ID: 393	Name(First,Middle,Last)/Gender: Ellie E JS-Elephant / Female	Health Card No: -	Date of Birth / Age: 2010 Jul 23 / 4 yrs 0 mos	
Phone Number: (306)-222-2233(Primary home)	Jurisdiction Info: Saskatchewan,Saskatoon RHA	Additional ID Type / Additional ID: Provincial health service provider identifier / -		
		Wait Queue	\$	Add to WQ

2 In the **Client Immunization Profile** section, select the **Immunizing Agents** from the drop-list provided and select an administration date. Double-click on the date field to enter the default date. Default date is today's date (current date).

lient Immunizatio		v to enter the default date:				☆ Hide Immuniz	
Immunizing Agent						yyyy mm	dd
Rot-1	\$	2014/08/18					
Pneu-C-13	\$	2014/08/18					
DTaP-IPV-Hib	\$	2014/08/18					
	\$						
		as been overridden. ot meet local schedule.					
	Add Prov	der Recorded Add Non-Pro	ovider Recorde	d Add Historic	al Details Add H	Historical & Save	Clear
		Special Considerations	Adverse Ev	Pents Deferrals	Consent	lergies Profile	Report

3 Click Consent.



**TIP**: Any vaccines that have been selected with the date will default here in the Current Consent Status by Immunizing Agent section for up to 4 agents. To add agents to the list, select the agent name from the dropdown list and click Add.

**TIP:** If the Client wishes to refuse all immunizations, selecting the **All** checkbox in the Current Consent Status by Immunizing Agent section, causes **All Antigens** in the system to be selected and a Refuse directive (and Refuse Reason) can then be applied. A Refuse Reason is mandatory in order to apply a Refuse Directive.

4

Refusing <u>all</u> immunizations will not exclude individuals from the vaccine forecaster and future vaccines will appear in the Immunization Forecast.

In the <u>rare instance</u> that a client <u>insists</u> they do not want to receive any reminders for any vaccine(s) in the future (e.g. philosophic objection), an Exemption ("Refusal") can be documented in Special Considerations. This will ensure the vaccine forecaster no longer forecasts the refused vaccine(s).

#### Maintain Consent for Immunizations screen displays.

Phone Number: (306)-222-2233(Primary	Jurisdiction Info: Saskatchewan,Saskatoon RHA	Additional ID Type / Additional ID: Provincial health service provider identifier / -	1105	
Client ID: 393	Name(First,Middle,Last)/Gender: Ellie E JS-Elephant / Female	Health Card No: -	Date of Birth / Age: 2010 Jul 23 / 4 yrs 0 mos	

Scroll to the **Current Consent Status by Immunizing Agent** section. By default, all of the agents and antigen s will be selected.

Curr	ent Consen	t Status by Imn	nunizing Agent					<b>☆</b> Hide	Details
Row	Actions: a	)	\$ Add						
	Agent	Antigens					Conse Readi		
۷	DTaP-IPV- Hib	Diphtheria (D)	<ul> <li>Haemophilus influenzae type b (Hib)</li> </ul>	✓ Pertussis (aP)	✓ Polio (IPV)	✓ Tetanus (T)	No		
۷	Pneu-C-13	Pneumonia	(Pneu-C-u)				No		
	Rot-1	Rot-1					No		
		All (selects a	all Antigens in the system)						
Clier	t Directives	;						☆ Hide	Details
Crea	te New Client	Directive:							
Statu		Draft OCo	nfirmed 💽						
Instr	uction:	Grant	+ # of Doses: * Rea	son:					- A
	sent Given		\$		* Effective	From 2014	/ 08	100 chara	
By:			•		Date:	уууу	mm	dd	
Form Cons	n of sent:	Implied \$			Effective Date:		//	/ dd	
Cons To:	sent Given	Not Specified				уууу		uu	
10.		Last Name, Fi	irst Name						
Com	ments:								
						,			
							(20	000 chara	cters)
								Α	pply

Update the relevant fields in the **Client Directives** section as required.

5

**TIP:** Within the **Client Directives** section, defaults are set to current date and standard consent data. This should minimize the number of mouse clicks before clicking **Apply** to save the consent directive.

- PANORAMA
- Select Instruction. If 'Refused' enter the Reason.
- Enter Consent Given By. Note: If Consent By is selected as 'Parent', enter name of the parent in the text box next to Consent By.
- Select Form of Consent.
- Enter Consent Given To, with name. Last Name, First Name.
- Enter any **Comments**. Ensure that if Consent By was selected as 'Parent' in Step 9, the name of the parent from the text box next to Consent By is copied and pasted in the Comments box here.

#### 6 Click Apply.

Once the Apply button is clicked, the consent information for each of the immunizations is recorded on the client's record. Apply works like the SAVE button and therefore, the following pop-up message is displayed.

ò	https://efd-services.ehealthsask.ca Are you sure you want to proceed? You cannot undo this action.
	Cancel OK

7 Click **OK** to proceed.

#### NOTE: The default list

in the **Directive Types** is "Show Relevant". These are the directives that were just added to the client's record (after clicking **Apply**).

**TIP:** The following columns in the Directives Summary Table are sortable:

- Directive Status
- Client Instruction
- Effective From-To

**TIP:** To delete a confirmed consent directive, select all that are applicable, then click **Expire Now**. The directive(s) will be expired as per the current date.

The table at the bottom of the page lists all the drafts just confirmed granted. The **Effective From** date is defaulted to current date (today's date).

PANORAM

w	Actions: Confirm	Discard Expire Now		Directive Types: Show Relevant ‡			
	Directive Status	Client Instruction Applied To	Consent Given By Given How Consent Given To	nent(s) Relevant Document(s)	Effective From Effective To		
)	Confirmed 3525	Grant For Rot-1	- Implied	Add New Document	From: 2014 Aug 18 01:12 To:		
)	Confirmed 3524	Grant For Pneumonia (Pneu-C-u)	- Implied	Add New Document	From: 2014 Aug 18 01:12 To:		
)	Confirmed 3523	Grant For Tetanus (T)	- Implied	Add New Document	From: 2014 Aug 18 01:12 To:		
)	Confirmed 3522	Grant For Polio (IPV)	- Implied	Add New Document	From: 2014 Aug 18 01:12 To:		
)	Confirmed 3521	Grant For Pertussis (aP)	- Implied	Add New Document	From: 2014 Aug 18 01:12 To:		
)	Confirmed 3520	Grant For Haemophilus influenzae type b (Hib)	- Implied	Add New Document	From: 2014 Aug 18 01:12 To:		
)	Confirmed 3519	Grant For Diphtheria (D)	- Implied	Add New Document	From: 2014 Aug 18 01:12 To:		
	3520 Confirmed	For Haemophilus influenzae type b (Hib) Grant	-		To: From: 2014 Au		

#### 8 Click **Cancel** to return to the **Client Immunization View/Add Screen**.

Immunization View/Add screen displays.

lient Immuniza	tion View/Add			0 [
				ACTIVE
Client ID: 393	Name(First,Middle,Last)/Gender: Ellie E JS-Elephant / Female	Health Card No: -	Date of Birth / Age: 2010 Jul 23 / 4 yrs 0 mos	
Phone Number: (306)-222-2233(Primary home)	Jurisdiction Info: Saskatchewan,Saskatoon RHA	Additional ID Type / Additional ID: Provincial health service provider identifier / -		
		Wait Queue	÷	Add to WQ



9 To continue the vaccine administration process, click **Add Provider Recorded** or **Add Non-Provider Recorded** if recording for another Provider.

ient Immunizatio	n Profile						☆ Hide Immuniza	
ouble-click in any da	te field belo	w to enter the de	ault date:				2014 08	18
							yyyy mm	dd
mmunizing Agent								
Rot-1	\$	2014/08/18						
Pneu-C-13	\$	2014/08/18						
DTaP-IPV-Hib	\$	2014/08/18						
	\$							
- The status for this in	mmunization I	has been overridd	en.					
- Some or part of the	vaccine did n	ot meet local sche	dule.					
	Add Prov	ider Recorded	Add Non-F	Provider Recorded	Add Historic	al Details Add	Historical & Save	Clear
	L	Special C		s Adverse Ever		Consent A	Allergies Profile	Report

Vaccine Detail Add screen displays.

Client ID: 345	Name(First,Middle,Last)/Gender: John TestClient-JS / Male	Health Card No: -	Date of Birth / Age: 2009 Oct 1 / 4 yrs 10 mos
Phone Number: (306)-555-4332(Primary home)	Jurisdiction Info: Saskatchewan,Saskatoon RHA	Additional ID Type / Additional ID: Provincial health service provider identifier / -	
			Save

Refer to **Record Immunization User Guide** for more steps on administering a vaccine.



**NOTE:** Consent is recorded individually for each client prior to the event.

1

NOTE: Check with your Regional Superuser as some regions wish to record Consent for TB Skin Test (PPD Agent) under Consent Directives> Immunization Service.

Recording TB Skin Test Consent within All Services will cause an alert to the user from the TB Skin Test Give screen, if no valid Consent for TB Skin Test exists. No warning of TB Skin Test Consent status will be triggered if recorded under Consent for Immunization Service.

#### 3.0 Recording consent for TB Skin Test

**Pre-requisites:** The user has successfully logged into Panorama. User is in the Immunization module (tab). Client is in context.

From the left-hand navigation, select Client > Consent Directives > All Services.

r Client	
Search Clients	
<ul> <li>Client Details</li> </ul>	
Client Warnings	
Relationships	
Households	
<ul> <li>Consent Directives</li> </ul>	
Immunization Service	
All Services	
Allergies	
Risk Factors	
Travel History	
Imms History Interpretation	
Upload Clients	
Potential Client Matches	

Directive Summary Table screen displays.

Marnings       ACTIVE         Mame(First, Middle, Last)/Gender:       Health Card No:       Date of Birth / Age:         345       John TestClient-JS / Male       -       2009 Oct 1 / 4 yrs 10 mos         Phone Number:       Jurisdiction Info:       Additional ID Type / Additional ID:       Provincial health service provider identifier / -       Additional ID:         Consent Directive Summary       Alide Details       Select Category, Sub-Category and Type to create new Directive         Directive Category:       Service       ‡         Directive Type Name:       Service for TB Test ‡       Image: Create New	Consent Direction	ve Summary			? [	3
345       John TestClient-JS / Male       -       2009 Oct 1 / 4 yrs 10 mos         Phone Number: (306)-555-4332(Primary       Jurisdiction Info: Saskatchewan,Saskatoon RHA       Additional ID Type / Additional ID: Provincial health service provider         Consent Directive Summary       \$Hide Details         Select Category:       Service +         Directive Sub Category:       TB Skin Test +         Directive Type Name:       Service for TB Test +	<u> Warnings</u>				ACTIVE	
(306)-555-4332(Primary home)       Saskatchewan,Saskatoon RHA       Provincial health service provider identifier / -         Consent Directive Summary       Alide Details         Select Category, Sub-Category and Type to create new Directive         Directive Category:       Service ‡         Directive Sub Category:       TB Skin Test ‡         Directive Type Name:       Service for TB Test ‡			Health Card No: -	2009 Oct 1 / 4 yrs 10		
Select Category, Sub-Category and Type to create new Directive Directive Category: Service ÷ Directive Sub Category: TB Skin Test ÷ Directive Type Name: Service for TB Test ‡	(306)-555-4332(Primary		Provincial health service provider			
Directive Category:     Service ‡       Directive Sub Category:     TB Skin Test ‡       Directive Type Name:     Service for TB Test ‡	Consent Directive Sum	nary		\$H	lide Detail:	
Directive Sub Category: TB Skin Test + Directive Type Name: Service for TB Test +			Select Category, Sub-Cat	egory and Type to create new	Directive	
Directive Type Name: Service for TB Test ÷	Directive Category:	Service ‡				
	Directive Sub Category:	TB Skin Test 💠				
Create New	Directive Type Name:	Service for TB Test ‡				
				Create	New	

2 In the Directive Summary Table section, select appropriate values for Directive Category, Directive Sub Category, and Directive Type Name from the drop-down lists, then click Create New.



The Consent Directive Detail Page displays.

3 Scroll to the Create/Update Directive Details section to confirm the Directive Status and to enter more information on the consent being recorded.

∋ Details			Submit Cance
e Details			
			☆ Hide Detai
		itton to create a new directive from r mandatory details completed.	existing data.
3762			
Confirmed \$	Copy As Draft		
Service			
TB Skin Test			
Service TB Skin Test			
Grant ‡	* Reason:		4
			,
		* Effective From	/ 08 / 18
Client	\$	Date: 2014	/ 18 mm dd
Implied \$		Effective To Date:	/ /
Not Specified		уууу	mm dd Expire Now
	✓ Contains Data		Show Docume
	✓ Contains Data		Show Comme
	Confirmed ‡ Service TB Skin Test Service TB Skin Test Grant ‡	Confirmed ‡ Service TB Skin Test Service TB Skin Test Grant ‡ Reason:	Confirmed ÷       Copy As Draft         Service       TB Skin Test         Service TB Skin Test       • Reason:         Crant ÷       • Reason:         Client ÷       • Effective From Date:         Umplied ÷       • Effective To Date:         • Not Specified       • Last Name, First Name

- 4 Select the Directive Status and Instruction from the drop-down list (if consent is complete, select Confirmed). The default value is DRAFT. If Instruction is Refused, fill in the mandatory Reason from the list and enter comments.
- 5 Fill details for **Consent Given By** and enter more information if necessary in the text box provided next to it.
- 6 Select the Form of Consent from the drop-down list.
- 7 Enter/select the Effective From Date (default is current date). Enter Effective To Date if applicable.

**NOTE:** If the client has a Consent for Service directive refusing TB Skin Tests, the system will not permit the user to create new TB Tests until the directive is overridden.



- 8 Select the appropriate radio button to record **Consent Given To**. Enter Last Name, First Name in the text box, if applicable.
- 9 Attach any relevant documents in the **Attached Document** section. Follow steps 10-16 to attach a document, or skip these steps and go to Step 17.
- 10 Click on Manage Documents.

Note that Saskatchewan is not currently implementing document management functionality – it may be included in a future release.

Attached Document	A Hide Documents
0 attached documents	Manage Documents

#### Context Documents screen displays.

Context Documen	its				?	
<u>Warnings</u>					ACTIVE	E
Client ID: 345	Name(First,Middle,Last)/Gender: John TestClient-JS / Male	Health Card No: -		Date of Birth / Age: 2009 Oct 1 / 4 yrs 10 mos		
Phone Number: (306)-555-4332(Primary home)	Jurisdiction Info: Saskatchewan,Saskatoon RHA	Additional ID Type / Additi Provincial health service pro identifier / -				
Search Document Folders	- Basic			\$	Hide Sear	ch
Enter Keywords to search. Le Search Documents by keyword:	ave search box empty to view all docur			lder and its subfolders if vill appear in 'Document Retrieve Clear	List' below	
Document List				Alide D	ocument Li	ist
Row Actions: Delete Sele	ect and Return ▲ Size[KB] ▼ Type ▼ P	osted By   Posted ·	<u>On</u>	Description	Add New Status	
Total: 0 I Page	e 1 of 1 🕨 🛤			Jump to page:	Ċ	]
					Cance	el

11 In the **Document List** section, click **Add New. Document Management** screen displays.



**NOTE:** The file must be of an acceptable type as per system configuration (e.g. .pdf)

**TIP:** If you decide to **cancel** the upload, just click Cancel until you return to the **Consent Directives Detail** screen.

#### Document Management

Add New Document
* File name: Browse Upload File
File uploaded:
Selected Document: * Document Title:
bodument nue.
* Effective 2012 / 06 / 27  Date: yyyy mm dd  Date: yyyy mm dd
Status: * active
Use CTRL key for multiple selections.
Enter Keyword: Remove Keywords:
Reywold. Reywolds.
Description:
Document Added by: ephs.TRAINERooT on: 2012 Jun 27
Submit Clear Cancel

- 12 Click on **Browse** and select the document to be attached from your system. Click **Upload** to upload the file.
- 13 Fill in required and mandatory fields.
- 14 Click **Submit**. **Document Management** screen redisplays. Note that **File Uploaded** is now seen with the uploaded file name as shown in the screenshot below.

⑦ 旦





ocument Management	?
dd New Document	
File name: Browse Upload File e uploaded: Consent Form for TST.doc	
Selected Document: * Document Title: Consent Form for TST	
Effective 2012 06 27 Expiration /      Date: yyyy mm dd     Date: yyyy mm dd	
Status: * complete Use CTRL key for multiple selections.	
Enter Keyword: Remove Keywords:	
Description:	
Consent Form obtained in person.	
Document Added by: ephs.TRAINERooT on: 2012 Jun 27	
Submit Clear Cancel	

15 Click **Submit**. **Context Documents** screen displays. Note that the file attached is now listed in the **Document List**.

Context Document	S						?
							ACTIVE
Client ID: 1382	Name(First,Middle Cassandra QRG Aiko		Health Ca	ard No:		Date of Birth / A 1982 Jun 2 / 30 y	
Phone Number: (778)-882-3241(Primary home)	Jurisdiction Info: Panorama		Alternate - / -	e ID Type / Alter	nate ID:		
Search Document Folders -	Basic						A Hide Searc
Documents by keyword:					Search	Retrieve	Clear
Document List						🛠 Hie	de Document Lis
Row Actions: Delete Selec	t and Return						Add New
Document Title	Size[KB]	<u>/pe</u> Pos	ted By 🔻	Posted On	Descrip	tion	Status
Consent Form for TST	29 <u>M</u>	SWORD TRAI	NERooT	2012 Jun 27	Consent	Form obtain	complete
Total: 1 Page	l of 1 🕨 🖻					Jump to pa	age: 🖄

16 Click Cancel. Consent Directive Details Page displays. Note that the file attached is now seen in the Attached Document section.



Attached Document		A Hide Documents
1 attached documents	Select link to view the uploaded document.	Manage Documents
(1) Consent Form for TST		

17 Scroll to the Comments section and enter **Comments** if any and click **Add**.

Comments			A Hide Comments
Comments:		(2000 characters) Add	
<u>Date</u>	Directive Comments	Recorded By	•

18 Click **Submit**. A message box pops up and confirms whether you want to proceed. Click **OK**.

ė	https://efd-services.ehealthsask.ca Are you sure you want to proceed and save?
-	Cancel OK

19 **Directive Summary Table** screen displays. Note that the Consent granted is now listed.

Also, the column Last Comment(s) Relevant Document displays Contains Data, implying that a document or comment may be included.





A Warnings					ACTI
Client ID: 345		i <b>rst,Middle,Last)/Gender:</b> stClient-JS / Male	Health Card No:		te of Birth / Age: 09 Oct 1 / 4 yrs 10 s
Phone Number: (306)-555-4332( home)		ction Info: hewan,Saskatoon RHA	Additional ID Type / Additional ID: Provincial health service provider identifier / -		
onsent Direc	tive Summary				<b>☆</b> Hide De
irective Catego irective Sub Ca irective Type N	tegory: Client	the select ID's link to	view & update Directive's o radio button to display all j		
	irective Category:	All	\$		Show:
Filter On: D	liouiro outogoiji				Show:
	irective Sub Category:	All ÷			Active     All
			Consent Given By Las		Active