

Granting Read Only or Full Access

Users can have Read Only or Full Access to your patients either on a pathway level or for individual patients.

On a Pathway Level:

Click the Settings Button.

Click on the pathway required

The screenshot shows the 'User Settings' interface. On the left is a sidebar with 'PATHWAY TYPES' selected, showing 9 items. The main area is titled 'PATHWAY TYPES' and includes a search bar and a 'Show My Selected Pathways Only' toggle. A list of pathways is shown, with 'Shoulder Pathway' selected and highlighted by an orange arrow. The 'Settings' button (gear icon) in the top right navigation bar is also highlighted with an orange arrow.

Click in either 'Users to Have Read Only Access' or 'Users to Have Full Access'.

Start typing the users name into the search bar, click their name when it appears.

At the bottom of the page click Save.

The screenshot shows the 'SHOULDER PATHWAY' settings page. The 'Lock Level' is set to 'Sealed'. Under 'Users to Have Read Only Access', there is a search bar. Under 'Users to Have Full Access', a list of users is shown, with 'CONSULTANT, Demo' selected and highlighted by an orange arrow. The 'Form Defaults' section has several options checked, including 'Consultation', 'Non-Operative Intervention', 'Procedure', 'Post-Op Instructions', 'Hospital Discharge Summary', and 'Patient Discharge from Treatment'. The 'Task Creation' section lists various tasks. At the bottom right, the 'Save' button is highlighted with an orange arrow.

On an individual patient level:

Find the patient and click on their pathway.

Gold CONSULTANT, DEMO ▾

My Dashboard 🏠 📄 + 🔍 📊 📧 ⚙️ ?

WORKLIST
3 ITEMS FOR 06 SEP 2019 - 06 SEP 2019

TASKS
3 PATIENT

ADD PATIENT **FIND PATIENT**

FIND PATIENT

Hospital Number NHS Serial Number

Date of Birth Name

Pathway Type Owner

Include All My Patients Only **Search**

| Name | Pathway | Owner |
|---|---|---|
| CR00003035 DEMO1, Demo (U, 01 Jan 1900) NHS: Unknown HOSP: 000 CREATE A NEW PATHWAY FOR THIS PATIENT | T + O Baseline Generic Pathway (Right) 05 Sep 2019 | CONSULTANT, Demo Pathway Active |
| CR00003036 DEMO2, Demo (U, 01 Jan 1900) NHS: Unknown HOSP: 111 CREATE A NEW PATHWAY FOR THIS PATIENT | T + O Baseline Generic Pathway (Left) 05 Sep 2019 | CONSULTANT, Demo Pathway Active |

Click Pathway Detail.

Click in either 'Users to Have Read Only Access' or 'Users to Have Full Access'.

Start typing the users name into the search bar, click their name when it appears.

At the bottom of the page click Save.

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DEMO1, Demo GENDER: Unknown BORN: 01 Jan 1900 (119y)
test@test.com No Other Pathways SERIAL: CR00003035
NHS NUMBER: Unknown
HOSP: 000
CONSENTS TO CONTACT: Yes
CONSENT STATUS: Consent Not Yet Recorded

⚠️ This patient has not consented to data collection but has not been anonymised **Fix Now...**

CLINICAL RECORD
1 ITEMS (1 OUTSTANDING)

CLINICAL SCORES
OUTSTANDING SCORES DUE

PATIENT DETAIL **PATHWAY DETAIL**

WORKLIST HIST PATIENT PORTAL

SEND EMAIL ATTACHMENTS

PATHWAY DETAILS

Pathway Type Side

T + O Baseline Generic Pathway Right

Start Date Status Security

05 Sep 2019 Pathway Active Sealed

Record can be viewed (read only) if a user provides a reason why they need to see the record

Notes

Owner

CONSULTANT, Demo

Users to Have Read Only Access
Click here to search for a user to add

Users to Have Full Access
Click here to search for a user to add

Pathway Seal Breaks

No seal breaks recorded

Save **Delete** **Cancel**