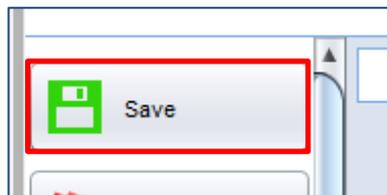


IMPORTANT:

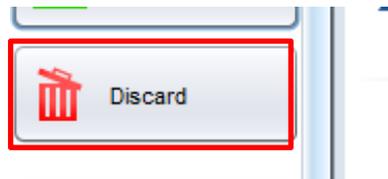
- New users **must** have training before using SystmOne.
- Staff **should not use** any other users log in details. (This will result in a breach of confidentiality.)
- You will see the blue bar downloading at the bottom of the screen **please always let this complete**.
- If you have **forgotten your SystmOne username/password** or you have been **locked out of the SystmOne**, Please contact our **Service Desk** team on **0116 295 3500** (select the **option for general assistance**). A member of our team will then call you back to assist you.
- If you are **unable to log in to SystmOne** please check your internet connection. You can also close Mobile working and re-open to try again, if the problem persists, please call our **Service Desk** team.

How to exit a Patients Record

1. Select '**Save**' if you have requested medication, sent a task, added data onto the template or added a new relationship. The system will not prompt you to save.



2. Select '**Discard**' if you have gone into the record to check a Dr Consultation or medication dosage or any other reason.



Please note: do not cross out of SystmOne in the top right hand corner, this will close down Mobile Working completely.

End of Guide
