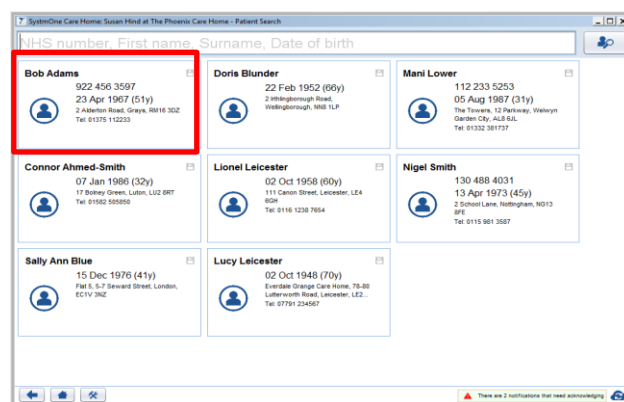


IMPORTANT:

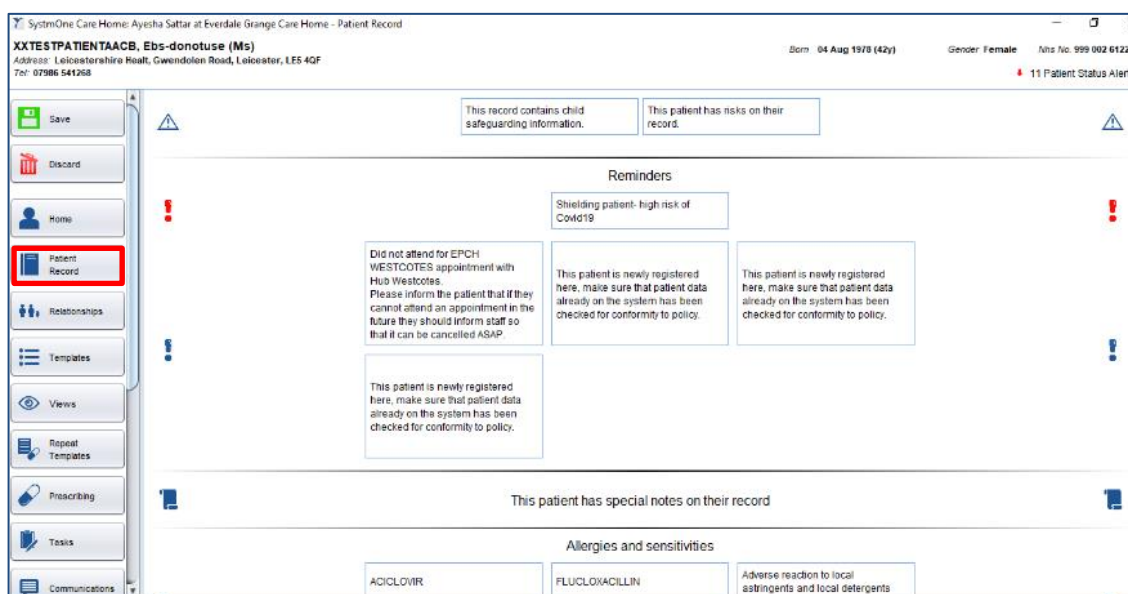
- New users **must** have training before using SystmOne.
- Staff **should not use** any other users log in details. (This will result in a breach of confidentiality.)
- You will see the blue bar downloading at the bottom of the screen **please always let this complete**.
- If you have **forgotten your 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 check Medication dosage in SystmOne

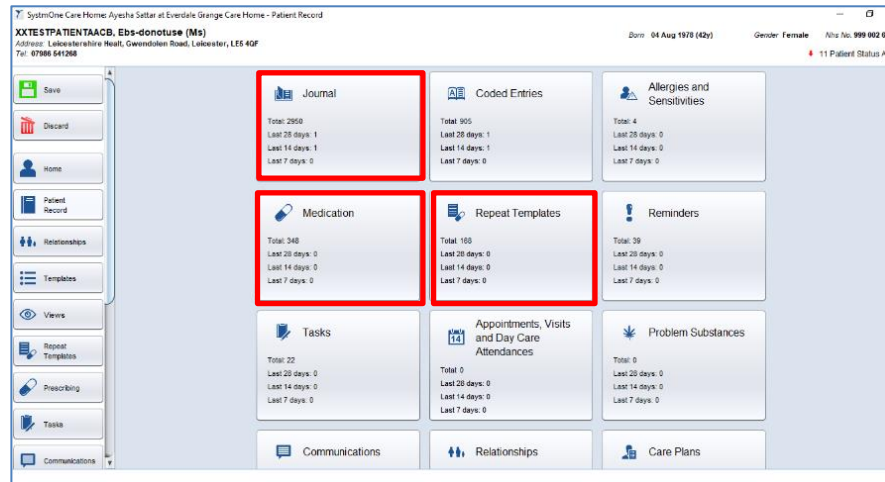
1. Open the resident's record.



2. Select 'Patient Record' from the toolbar for view only information.



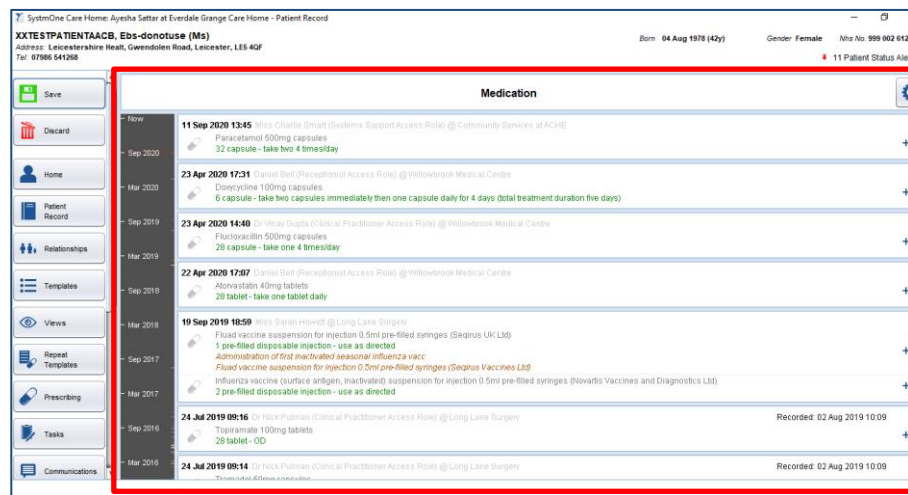
3. You can view the medication dosage from either the **‘Journal’**, **‘Medication’** or **‘Repeat Template’** tab.



The information will appear the same in all tabs.

Note: - the information will appear in date order, with the most up to date information at the top.

Dosage will show in green text.



4. **‘Discard’** out of the record

Please note: - Always **‘Save’** the record if you have added any date or sent a task, if you **‘Discard’** out of the record all the work done will be lost.

End of Guide