**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.
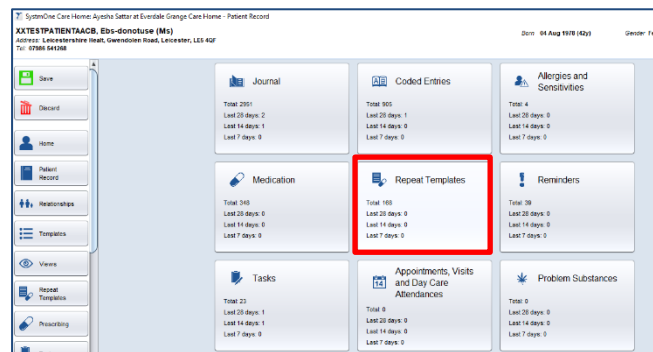
How to check if Medication has been stopped
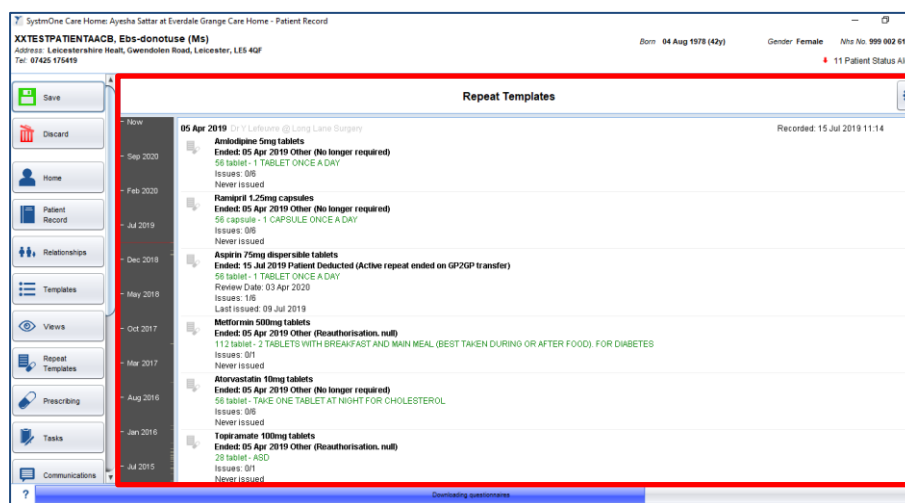
1. Open the resident's record.
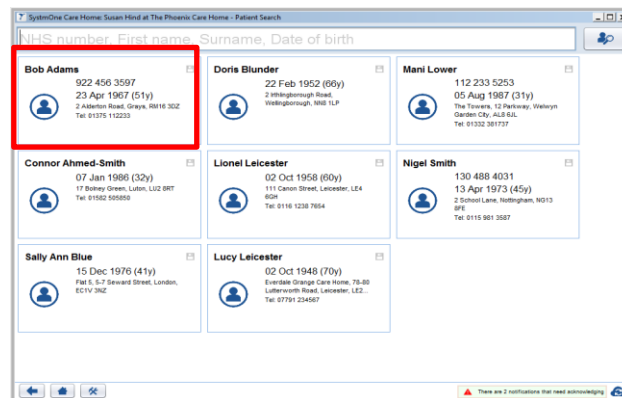
2. Select '**Patient Record**' from the toolbar for view only information.
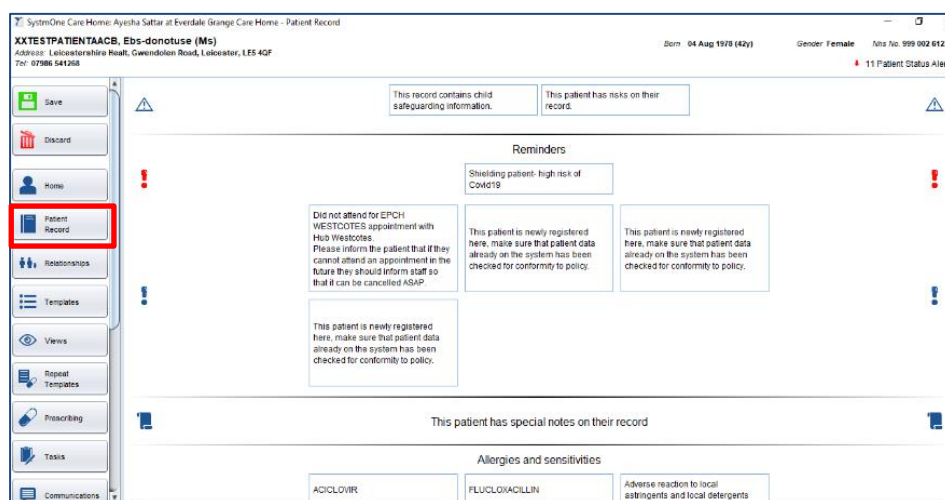
3. Select '**Repeat Templates**'

4. Under the medication name it will show you if the repeat has been **'Ended'** or '**Ended** and '**Reauthorized'**

'Ended' will tell you which pharmacist or clinician has ended the repeat e.g. as per hospital discharge, change in medication regime.

'Ended and reauthorized' will tell you that the repeat template has come to the end of its maximum issue. The medication has been reviewed by the Doctor/ Pharmacist and has now been authorised.

With both 'Ended' and 'Ended and Reauthorized' it will show you the date this was actioned.

5. '**Discard**' out of the record from the toolbar on the left hand side.

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_____

How to check if Medication has been stopped