## IMPORTANT:

- > New users <u>must</u> 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 navigate 'Views' tab

'Views' are summaries of information bringing together different parts of the record in one place.

**Note:** We would have added **Views** that you will need to use as a favourites during your training. Our training team will contact you to inform you of any new 'Views' that have been developed as soon as they become available.

If the Favourite Views screen is blank, Please follow the steps below to add them as favourites again.

🍸 SystmOne Care Home: Ayesha Sattar at Everdale Grange Care Home - Patient Record			– a ×
XXTESTPATIENTAACB, Ebs-donotuse (MS) Address: Leicestershire Healt, Gwendolen Road, Leicester, LE5 40F Tel: 07425 175419		Born 04 Aug 1978 (42y)	Gender Female Nhs No. 999 002 6122 11 Patient Status Alerts
	Favourite Views		
Save			More Views
Discard			Remove Views
A Home			
Record			
<b>∳ ĝ,</b> Relationships			
Templates	Integrated Care Planning for Care     Homes		
Vews			
Repeat Templates			
Prescribing			
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1. To add a 'View' to your favourites, select more views in the top right hand corner.





How to navigate 'Views' tab





2. Put a tick next to 'Integrated Care Planning View' to add and save this to your favourites, then click 'Back'

Y SystmOne Care Home: A	lyesha Sattar at Everda	le Grange Care Home - Patient Record				-	- 0 X
XXTESTPATIENTAACB Address: Leicestershire He Tel: 07425 175419	, Ebs-donotuse ( alt, Gwendolen Road	<b>Ms)</b> , Leicester, LE5 4QF			Born 04 Aug 1978 (42y) Geno	ler Female Nhs	No. 999 002 6122
Hack				Find Vie	w		0
	Search						
		3 Adverse reaction to COVIE	-19 vaccinations	Favourite	Blood oxygen saturation levels	Favourite	
		K Covid 19 History		Favourite	? COVID-19 screening responses	Favourite	
		COVID-19 vaccination con	senting party	Favourite	<ul> <li>Integrated Care Planning for Care Homes</li> </ul>	Favourite	
		🎊 NIMS Vaccination Summa	y - COVID-19	Favourite	✓ Patient fit to receive COVID-19 Vaccination today	Favourite	
		💰 Vaccinations in the last 7 d	ays	Favourite			
۵			Download	ing relationship types			

3. This view will now appear on your 'Views' screen as shown below.

Y Sy	stmOne Care Hom	resha Sattar at Everdale Grange Care Home - Patient Record		- 0				
Addre: Tel: 0	STPATIENTAA ss: Leicestershire 7425 175419	Ebs-donotuse (Ms) Born 04 Aug 1978 (42y) Gender II, Gwendolen Road, Leicester, LES 40F	Female	Nhs No. 999 002 61 1 Patient Status Ale				
		Favourite Views						
	Save			More Views				
	Discard			Pamua Viaur				
1	Home			CONDICI VIEWS				
-	Patient Record							
**	Relationships							
≣	Templates	Integrated Care Planning for Care Homes						
۲	Views							
Þ	Repeat Templates							
	Prescribing							
Ņ	Tasks							
ļ	Communications							







4. Click into the '**View**', you will see the following screen, this screen shows you important information about your resident, including major and minor problems recorded on the record, frailty information and information regarding DNACPR and end of life discussions.

Use the scroll bar on the right to view the full information.

Y SystmOne Care Home: Ayesha Sattar at Everdale Grange Care Home - Patient Record - O X							
XXTESTPATIENTAACB, Address: Leicesterabire Her	Ebs-de alt. Gwer	onotuse (Ms) Idolen Road, Leicester,	LE5 40F	Born 04 Aug 1978 (42y)	Gender Female	Nhs No. 999 002 6122	
Tel: 07425 175419					+	11 Patient Status Alerts	
Here Back			Integrated Care Planning for Care Homes			0	
			ReSPECT Form - see Communications and Letters -			1	
	82	15 Jan 2020 07:56	Has ReSPECT (Recommended Summary Plan for Emergency Care and Treatment)				
			Special Patient Note				
	100	05 Feb 2018 16:52	Special patient note			+	
	100	06 Aug 2018 09:34	Special patient note			+	
	80	22 Oct 2019 10:31	Special patient note			+	
	88	22 Oct 2019 10:31	Special patient note			+	
	22	15 Jan 2020 07:56	Special patient note			+	
	82	15 Jan 2020 07:56	Special patient note			+	
			Patient Information				
	62	15 Jan 2020 07:56	Patient's next of kin			+	
	80	15 Jan 2020 07:56	Has a carer			+	
	80	15 Jan 2020 07:56	Emergency contact details			+	
	80	15 Jan 2020 07:56	Main spoken language German				
	22	15 Jan 2020 07:56	Interpreter not needed				
	60	07 Dec 2018 15:36	Lives with partner				
	60	30 Jul 2018 11:44	Patient themselves providing care				
			Record Sharing Summary				
			LPA / ADRT / Advance Statement				
						Ø	

5. To come out of the view select the back button in the top left hand corner, this will take you back into the system.

🍸 SystmOne Care Home: Ayesha Sattar at Everdale Grange Care Home - Patient Record - 🗗 🗙							
XXTESTPATIENTAACB,	KXTESTPATIENTAACB, Ebs-donotuse (Ms) Gender Female Nits No. 999 002 (						
Address: Leicestershire Hea	alt, Gwer	ndolen Road, Leicester, I	LE5 4QF			11 Patient Status Alerte	
161. 01423 113413						TTP atient Status Alens	
🗲 Back			Integrated Care Planning for Care Homes			0	
			ReSPECT Form - see Communications and Letters -				
	82	15 Jan 2020 07:56	Has ReSPECT (Recommended Summary Plan for Emergency Care and Treatment)				
			Special Patient Note				
	80	05 Feb 2018 16:52	Special patient note			+	
	88	06 Aug 2018 09:34	Special patient note			+	
	22	22 Oct 2019 10:31	Special patient note			+	
	<u>833</u>	22 Oct 2019 10:31	Special patient note			+	
	88	15 Jan 2020 07:56	Special patient note			+	
	22	15 Jan 2020 07:56	Special patient note			+	
			Patient Information				
	<u>833</u>	15 Jan 2020 07:56	Patient's next of kin			+	
	88	15 Jan 2020 07:56	Has a carer			+	
	88	15 Jan 2020 07:56	Emergency contact details			+	
	83	15 Jan 2020 07:56	Main spoken language German				
	<u>A3</u>	15 Jan 2020 07:56	Interpreter not needed				
	80	07 Dec 2018 15:36	Lives with partner				
	22	30 Jul 2018 11:44	Patient themselves providing care				
			Record Sharing Summary				
			········				
			LPA / ADRT / Advance Statement				
						C	







6. You may now exit the patient record, you may '**Discard**' if you have added any data or information always remember to '**Save**'.



End of Guide



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