

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 navigate 'Views' tab

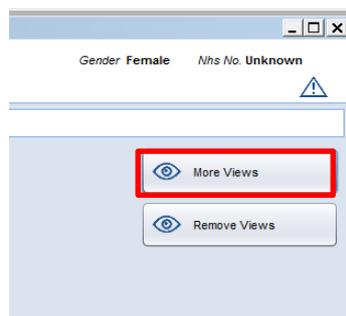
'Views' are summaries of information bringing together different parts of the record in one place.

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.

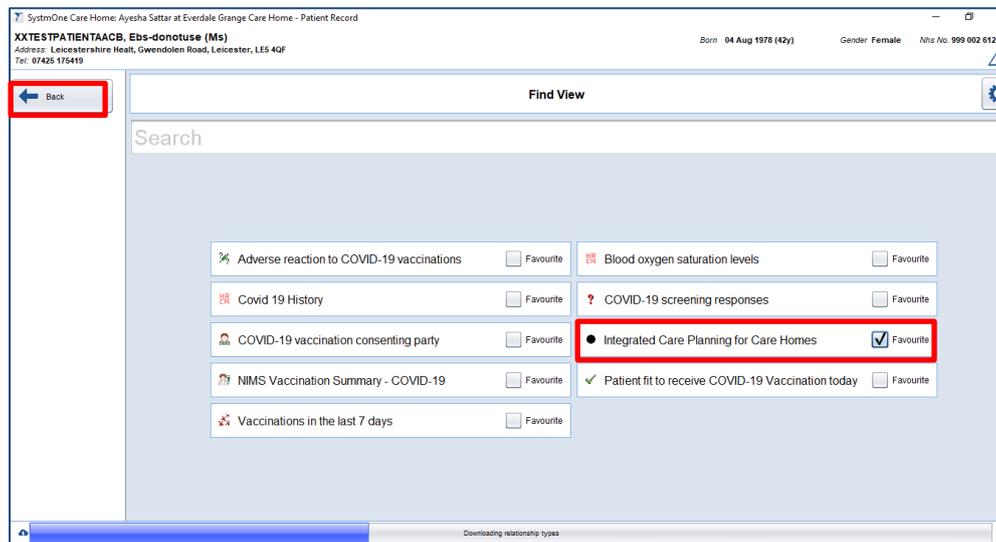
If the Favourite Views screen is blank, Please follow the steps below to add them as favourites again.



1. To add a **'View'** to your favourites, select more views in the top right hand corner.



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

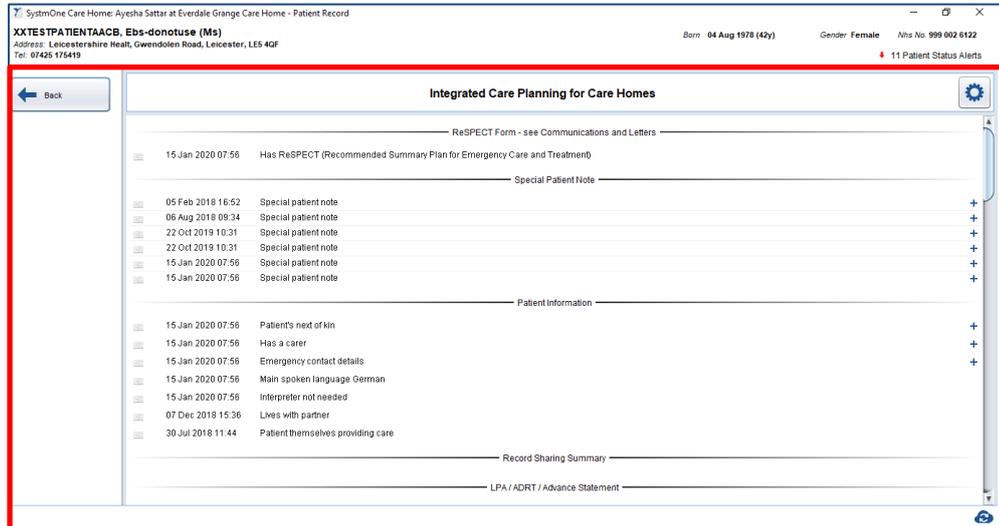


- This view will now appear on your **'Views'** screen as shown below.

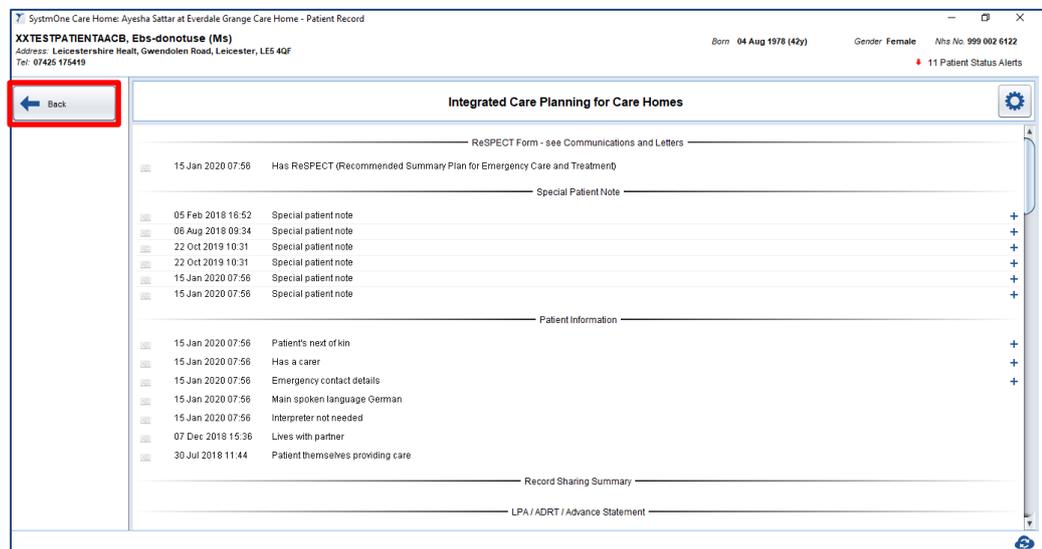


- Click into the 'View', you will see the following screen, this screen shows you important information about your resident, including major and minor problems recorded on the record, frailty information and information regarding DNACPR and end of life discussions.

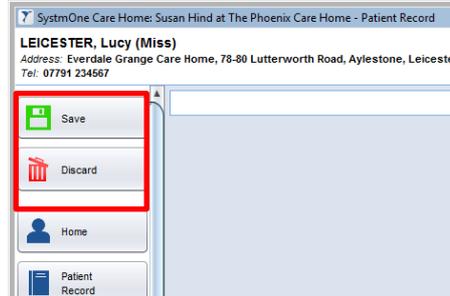
Use the scroll bar on the right to view the full information.



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



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
