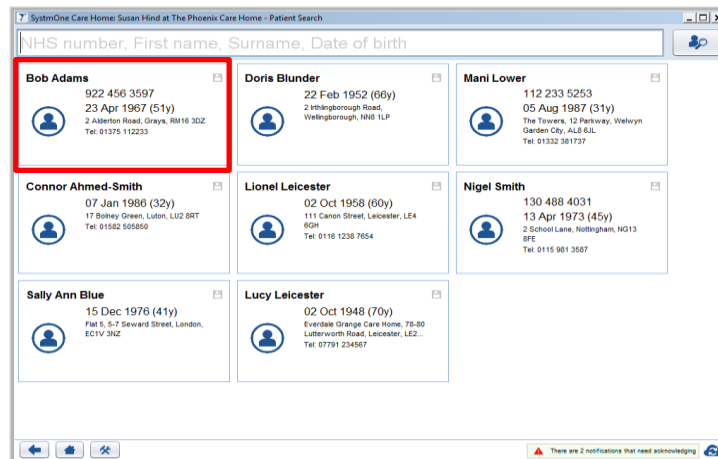


### IMPORTANT

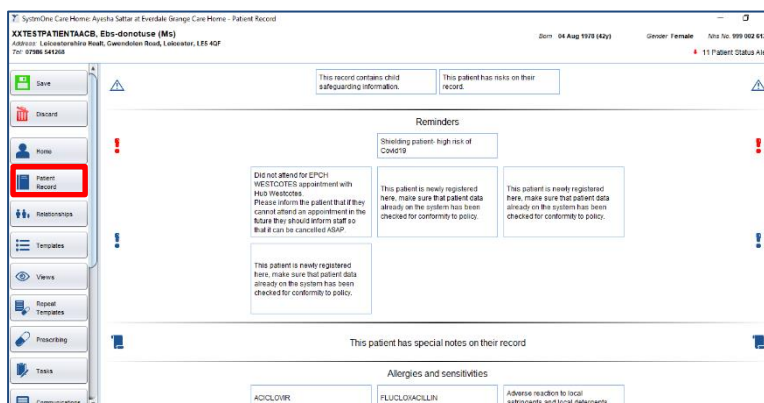
- New users **must** have training before using SystmOne.
- Staff **should not use** any other users log in details. (This will result in a breach of confidentiality.)
- You will see the blue bar downloading at the bottom of the screen **please always let this complete**.
- If you have **forgotten your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

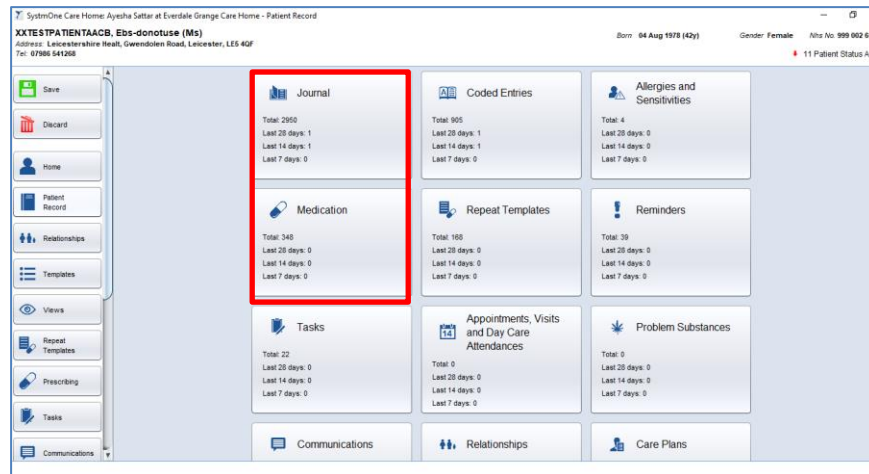
1. Please open the resident's record.



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

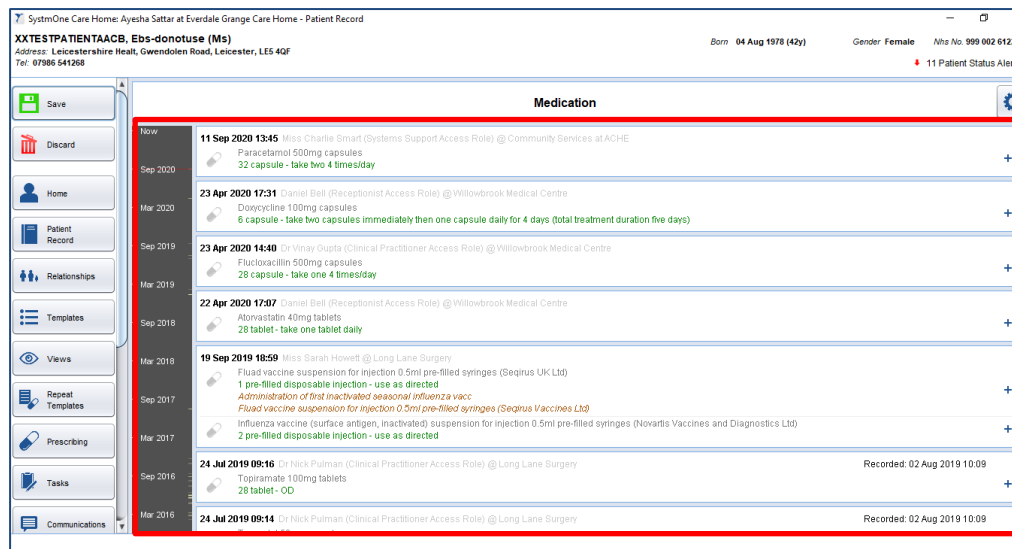


### 3. You can view the medication from either the 'Journal' or 'Medication' tab.



The information will appear the same in both tabs.

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



End of Guide