

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.

Managing Relationships - Adding New Relationships

1. Open a Residents Record

1 SystemOne Care Home: Ayesha Sattar at breadale Grange Care Home - Patient Search = d							
NHS nu	umber, First name, S		\$ 2				
Ebs-dono	tuse Xxtestpatientaacb 999 002 6122 04 Aug 1978 (42y) Lecesaraire Heat Overdeles Read, Lecesare, E5 40° Tet 878654020						
+ 4	× 2	Dembude apprintents	s 1 metriculien that made adversedaging 🖉				

2. Select 'Relationships' from the toolbar



3. To add another relationship, click 'Record New Relationship'









4. Select the appropriate category

	1	N	ew Relationship	
save Save				
	Category	Daughter-in-law		📘 💿 Personal 🔵 Guardian 🔵 Prox
Cancel	Next	Cousin		H s parental responsibility
	Care	Daughter		K / holder
	Einar	Daughter-in-law Dentiat		2
		Dependant		
		Detox Worker		3u name
		District Nurse		a ner surname
	Date of bir	ħ	14	Male Female
	Home			
	Work			
	Work Mobile	Mobile telephone		
	Work Mobile	Mobile telephone Email address		
	Work Mobile Email	Mobile telephone Email address Fax number		
	Work Mobile Email Fax	Mobile telephone Email address Fax number		
	Work Mobile Email Fax	Mabile telephone Email address Fax number		

5. Add as much contact information as you are able to then click 'Save'

7 SystmOne Care Home: Su	san Hind at T	'he Phoenix Care Home - Pa	tient Record				_ 🗆 🗙	
LEICESTER, Lucy (Mist Address: Everdale Grange Ca Tel: 07791 234567	5) are Home, 78	30 Lutterworth Road, Ayle	stone, Leicester, LE2	8PG	Born 02 Oct 1948 (70y)	Gender Female	Nhe No. Unknown	
A A Save	New Relationship							
∳ ₿, Cancel	Category Next	Daughter-in-law tofkin es for this patient ncial representative	, , ,	'ower of attorney 'rincipal carer		Personal As parental responsibil Key holder	Suardian O Proxy	
	•	Also known as		Middle names		Marigold Former sumame		
	Date of bi	rth		14		Male 🕘 Female		
	Home Home telephone Work Work telephone							
	Mobie 0779 68666666 Email marymarigald@email.com							
	Fax (Fax number							
	Organisation Organisation							
	Contact order						-+	
Preferred contact method Telephone Preferred contact times any								
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6. The new relationship will now appear on the screen - 'Save' the record



End of Guide



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