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## **SCI Gateway**

### **Version 18.0 Release Notes**

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The purpose of these Release Notes is to highlight the changes to SCI Gateway that occur in version 18.0.

The major changes are listed on pages III to VI – What’s New in SCI Gateway version 18.0. Further details are provided on subsequent pages where appropriate.



# What's new in SCI Gateway version 18.0 for End Users

1

## User Account Locked

If you have 3 failed attempts at logging on to SCI Gateway your account will lock and you will need to see your system administrator to get your account reactivated.



2

## Password Expiry Email Alerts

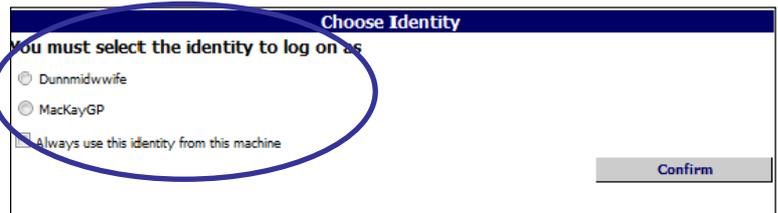
If you have an email address and security questions assigned to your user profile you will be sent email alerts when your password is due to expire.



3

## Single Log In for Multiple User Accounts

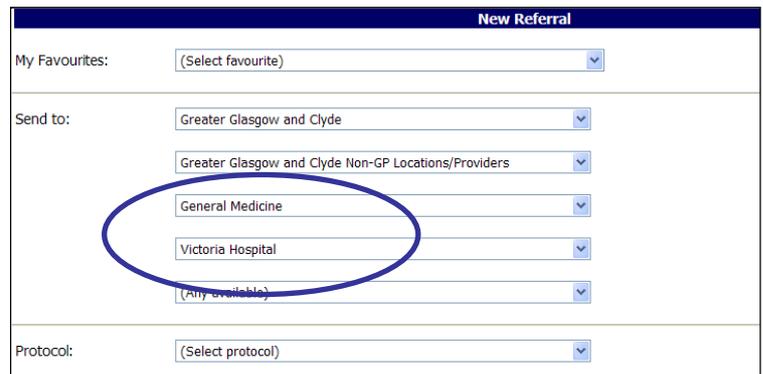
Users with multiple accounts for SCI Gateway will now be able to have a single log in and select their current location from a list.



4

## Choose Message Destination By Specialty

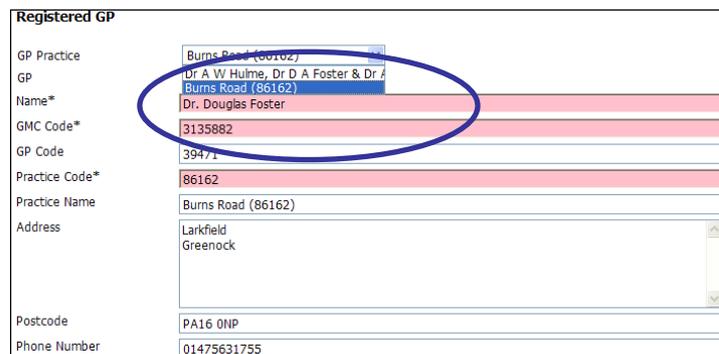
You will now be able to choose the Specialty that you wish to send a message to prior to choosing the Location/Hospital.



5

## Branch Surgeries

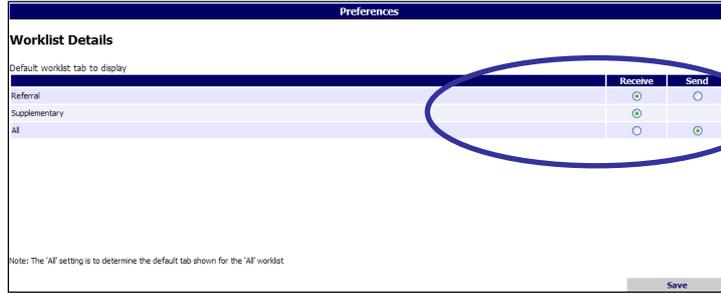
It is now possible to select the branch surgery address when adding the registered and referring GP details of a patient in a protocol.



6

**Preference**

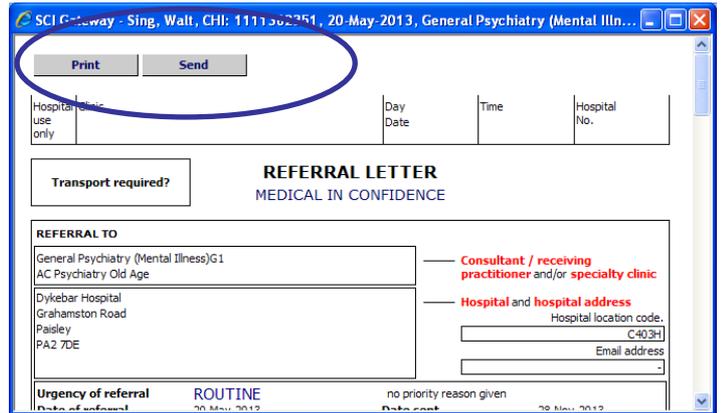
You can now set a preference for the tab that is displayed on opening the worklist, e.g. if you're a hospital receptionist you can set the worklist to open with the Receive tab displayed.



7

**Send referral from Print Preview window**

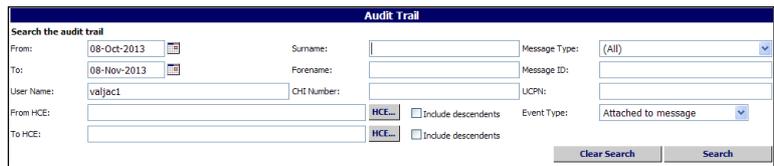
You will now be able to send a message from the Print Preview window if you have the appropriate capabilities.



8

**Search Audit Trail on HEAT statuses**

There are additional options in the Events option in the Audit Trail that allow you search on HEAT statuses.

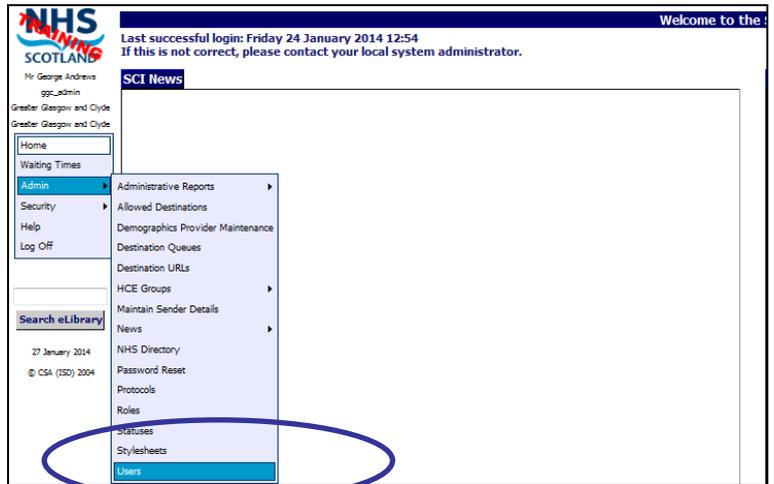


# What's new in SCI Gateway version 18.0 for Admin Users

1

## Managing User Accounts

The User Maintenance option through the NHS Directory has now changed and a new Users option from the Menu Bar. This change is to facilitate a single log in for users with multiple identities.



2

## Reduced Admin Account

You can create an admin user who will only be able to reset passwords. They will not be able to view any other part of SCI Gateway.



3

## User Account Locked

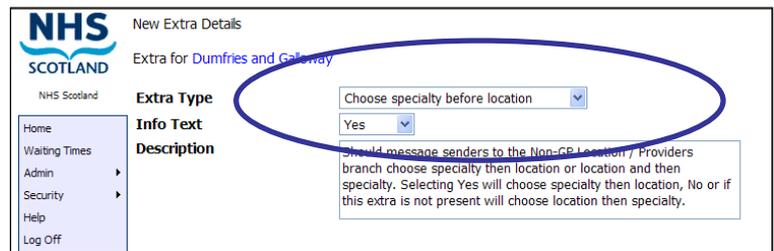
If a user has 3 failed attempts at logging on to SCI Gateway their account will lock and you will need to unlock it to reactivate their account.



4

## Extra - Choose Message Destination By Specialty

This new Extra, when set, will mean that users will choose the Specialty to which they send a message prior to choosing the Hospital/clinic.





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# **1 End User Changes**

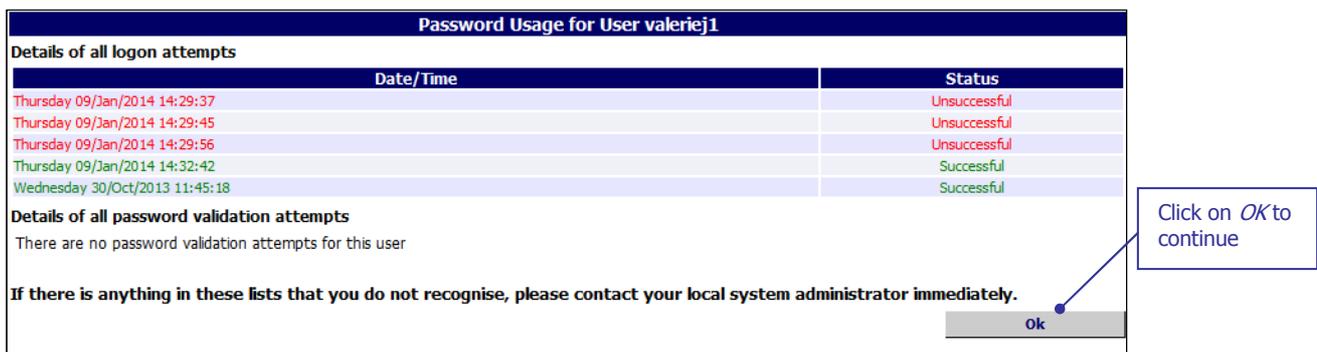
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## User Account Locked

If you have three failed login attempts your account will now be locked and you will have to contact your system administrator to get your account unlocked and password reset if required. Pictured below is the message displayed after 3 failed attempts to login to SCI:

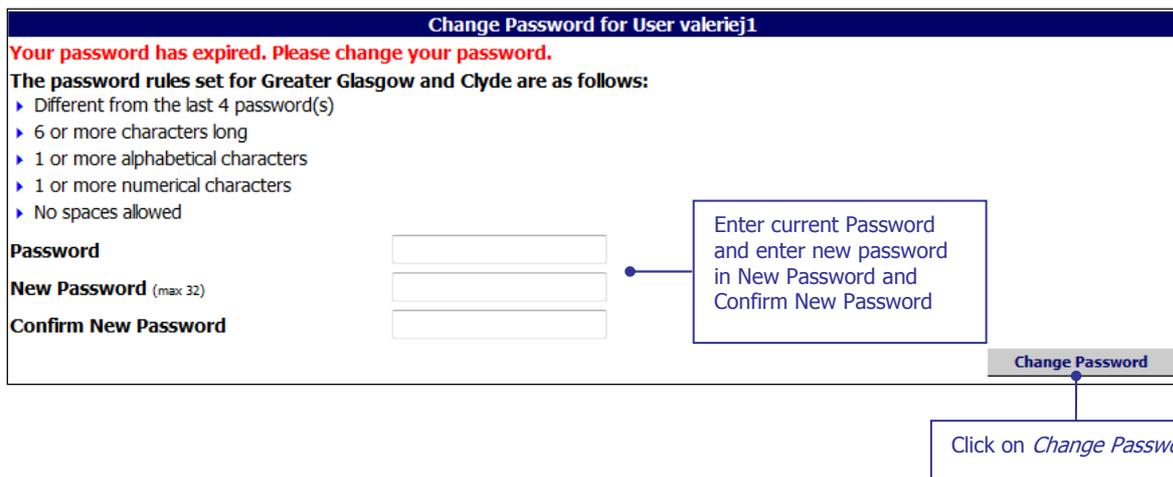


Once your account has been unlocked by your system administrator you can log on to SCI Gateway as usual. Pictured below is an example of what will be displayed after your account is unlocked:



If you do not recognise any of the failed login attempts as being carried out by you, you should alert your system administrator immediately.

Unlocking your account will enforce a password re-set. When you click on *Ok* as shown above, you will be returned to the login window and you must change your password before you can log on.



## Password Expiry Email Alerts

Currently passwords in SCI Gateway are configured to expire after 90 days. Messages indicating the countdown to the expiry date are displayed when you log on from seven days prior to that date. A change has been made and if you have security questions and an email address configured on your user account you will be notified by email that your password is due to expire. Pictured below is an example of the email you would receive seven days prior to your password expiring:



When you receive an email like the one displayed above you should change your password at the earliest opportunity. When you log on to SCI Gateway click on **Security | Change Password** on the Menu Bar:

Point to **Security** and click on **Change Password**

Enter current Password and enter new password in New Password and Confirm New Password

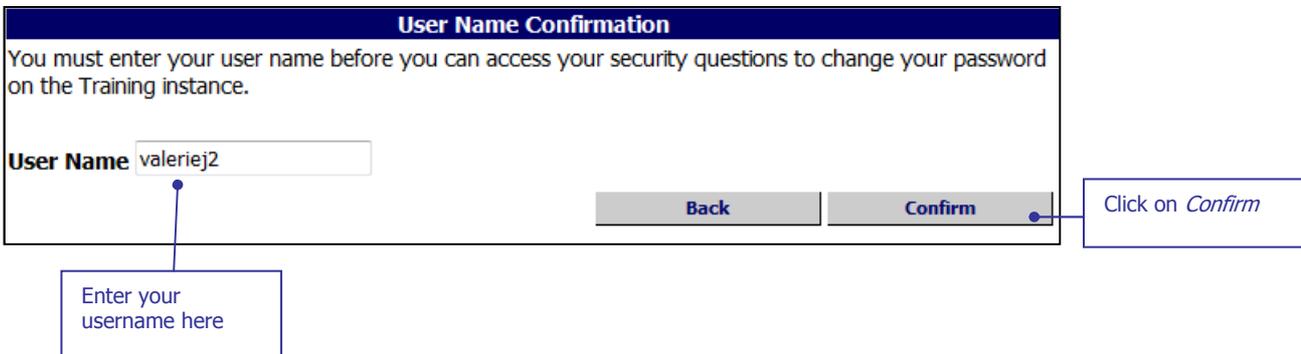
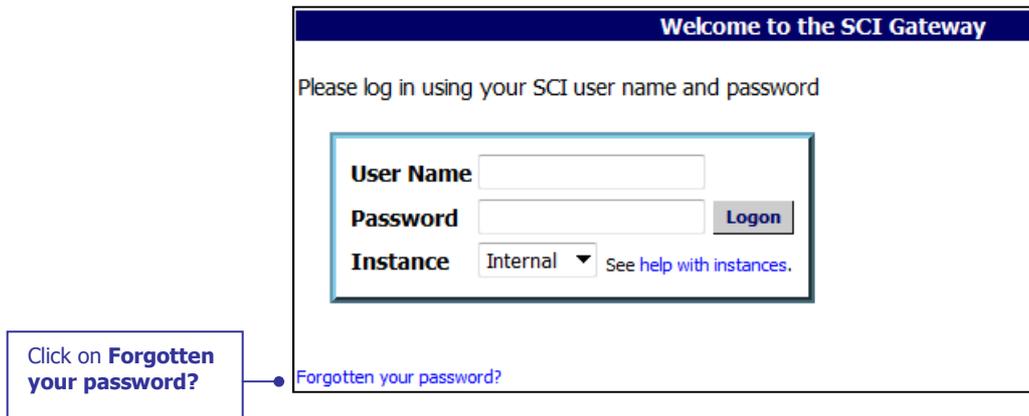
Click on *Change Password*

Pictured below is the confirmation message saying your password was successfully changed, which is displayed after clicking on *Change Password* as described on the previous page:



## Forgotten passwords

If you have forgotten your password click on the link [Forgotten your password?](#) at the log in window:



You will be sent an email with a link to allow you to change your password:



Pictured below is the Security Questions Confirmation window displayed after clicking on the link in the email received from SCI Gateway:

**Security Questions Confirmation**  
Enter the following characters from your security questions (answers are case sensitive):

**Question 1**      **Colour of eyes**  
Enter the 4th character     

**Question 2**      **Name of high school**  
Enter the 1st character     

**Question 3**      **Town/suburb of birth**  
Enter the 5th character     

**Confirm**

Enter the appropriate letters to answer the security questions

Click on *Confirm*

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**Change Password for User valeriej2**

**Please change your password.**  
**The password rules set for Greater Glasgow and Clyde are as follows:**

- ▶ Different from the last 4 password(s)
- ▶ 6 or more characters long
- ▶ 1 or more alphabetical characters
- ▶ 1 or more numerical characters
- ▶ No spaces allowed

**New Password** (max 32)     

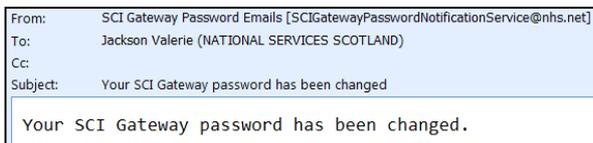
**Confirm New Password**     

**Change Password**

Enter a new password in **New Password** and **Confirm New Password**

Click on *Change Password*

When you have reset your password you will receive an email confirming your password has been reset:



An email will be sent on each of 14, 7, 2 and 1 days prior to your password expiring. You should change your password at the earliest opportunity.

If you receive a link in the email to reset your password the link is only valid for 2 days. If you attempt to reset from the link on the third day a message will be displayed saying:

**'The account reset request has expired. Please try again or contact your administrator.'**

There is a 21 day grace period following the 90 day password expiry date. You can still reset your password during this period. If you try to reset your password after this grace period a message will be displayed saying:

**'Your password has expired. Please contact your administrator.'**

## Single Log In for Multiple User Accounts

Some SCI Gateway users work at a number of different locations necessitating a separate user account for each location. New functionality will allow these users to have a single log in and then select the location where they are working. Log on to SCI Gateway in your usual way and if you have more than one identity assigned to your account the Choose Identity window will be displayed:

Tick 'Always use this identity from this machine' box if this is your usual workstation at this location

Click on Confirm

After clicking on *Confirm* as shown above you are returned to the Home page where you can create, send and manage messages as usual.

## Always use this identity from this machine

If you select the 'Always remember this identity on this machine' tick box as shown on the previous page, when you log on to SCI Gateway your identity will be remembered and you will not be asked to select your identity again when using that specific computer unless your account login expires or is deleted.

## Preferences

If you do not select 'Always use this identity from this machine' when you log on at a specific computer you can set your user defaults at a later time using **Preferences**. On the SCI Gateway Menu bar click on **Preferences**:

The screenshot shows the SCI Gateway interface. On the left, a menu bar includes 'Home', 'Messages', 'New Message', 'Audit Trail', 'Guidance', 'Waiting Times', 'Preferences', 'Security', 'Help', and 'Log Off'. A callout box points to 'Preferences' with the text 'Click on Preferences'. A 'Set preferences' tooltip is visible over the 'Preferences' menu item.

The 'Preferences' window is open, showing 'Worklist Details' and 'Default Identity (for this machine)'. The 'Worklist Details' section has a table with columns 'Referral', 'Receive', and 'Send'. The 'Default Identity (for this machine)' section has radio buttons for 'Dunmidwwife' (selected) and 'MacKayGP', and a 'Clear Identity' button. A callout box points to 'Clear Identity' with the text 'Click here to clear all settings'. Another callout box points to the 'Save' button with the text 'Click on Save to save your identity setting'. A third callout box points to the 'Dunmidwwife' radio button with the text 'Select Default Identity to be used at this machine'.



Single login for multiple identities does not have any impact on users who only ever work from one location. You will continue manage messages as usual.

See page 1-10 for more information on setting other preferences as shown on Preference window above.

## Choose Message Destination by Specialty

New functionality has been added to SCI Gateway and if applied will change your message destination options order. You will choose the specialty option prior to the location option. Log on to SCI in the usual way:

Specialty before Location



If you have any questions about the order of your destination options please see your local system administrator.

## Branch Surgery

If your GP surgery has a branch surgery you will now be able to select the branch address in protocols if that is your patient’s usual location for seeing the GP. In the protocol click on the Administration tab:

**Registered GP**

GP Practice: Burns Road (86162) [v]

GP: Dr. Alan Hulme [v]

Name\*: Dr. Alan Hulme

GMC Code\*: 2343954

GP Code: 38172

Practice Code\*: 86162

Practice Name: Burns Road (86162)

Address: Larkfield Greenock

Postcode: PA16 0NP

Phone Number: 01475631755

Fax Number: [ ]

Email: [ ]

**Referrer**

GP Practice: Burns Road (86162) [v]

GP: Dr. Alan Hulme [v]

GMC Code\*: 2343954

GP Code\*: 38172

Buttons: Cancel, Attach, Preview Letter, Spellcheck, Park, Send



Once you have selected the branch details the address will be populated in the protocol. Complete the protocol and send in the usual manner.

In the protocol shown above the GP detail questions are in the Administration tab. If you have different local protocols the GP details maybe displayed on a different tab.

If you have any questions relating to protocols please contact your local system administrator.

## Preferences

Previously, if you had the ability to both send and receive messages the worklist opened with the **Send** tab displayed. If you predominantly received messages this was inconvenient. You can now set the worklist to open in your preferred tab depending on the worklist that you open. For example, if you are opening the referrals worklist you can set the preference option to open with the **Receive** tab displayed. From the SCI Gateway Home page click on **Preferences** on the Menu bar to set your personal worklist preferences:

The screenshot shows the SCI Gateway home page. The 'Preferences' menu item is highlighted in the left-hand navigation menu. Below it, the 'Worklist Details' table is shown with columns for 'Receive' and 'Send'. The 'Referral' row has the 'Receive' radio button selected. A 'Save' button is located at the bottom right of the table.

Worklist Details		
Default worklist tab to display	Receive	Send
Advice Request	<input checked="" type="radio"/>	<input type="radio"/>
Advice Response	<input type="radio"/>	<input checked="" type="radio"/>
Discharge	<input type="radio"/>	<input checked="" type="radio"/>
Referral	<input checked="" type="radio"/>	<input type="radio"/>
Supplementary	<input checked="" type="radio"/>	<input type="radio"/>
All	<input type="radio"/>	<input checked="" type="radio"/>

Note: The 'All' setting is to determine the default tab shown for the 'All' worklist

Save

If you send and receive referrals as in the example above the 'Send' option will be ticked by default which will display the **Send** tab on the referral worklist. You need to select the 'Receive' option to display the **Receive** tab when you open the worklist.

Pictured below is a referrals worklist displayed after selecting **Messages | Referrals**. The Receive tab is to the fore after setting the referral worklist to 'Receive' as described on the previous page:

Receive tab displayed to the fore

Referral Worklist (filtered items)						
		Receive	Send			
	F	Date	Patient	From	To	Status
<input type="checkbox"/>	!!	20-May-2013 15:20	Apporate, Eye CHI: 0408644540	Greater Glasgow and Clyde Non-GP Locations/Providers General Surgery (GGC General Referral)	Greater Glasgow and Clyde Non-GP Locations/Providers General Surgery (GGC General Referral)	Submitted
<input type="checkbox"/>	!!	12-Aug-2011 08:46	Testess, Twin CHI: 0102022143	Greater Glasgow and Clyde Non-GP Locations/Providers General Surgery (GGC General Referral)	General Medicine (GGC General Referral)	Submitted
<input type="checkbox"/>	!!	22-Jan-2010 13:13	Ackland, William J CHI: 0209266031	Greater Glasgow and Clyde Non-GP Locations/Providers General Surgery (GGC General Referral)	General Medicine (GGC Tertiary Referral)	Submitted
<input type="checkbox"/>	!!	18-Jan-2010 16:35	Shane, Warne CHI: 0101805039	Greater Glasgow and Clyde Non-GP Locations/Providers General Surgery (GGC General Referral)	Greater Glasgow and Clyde Non-GP Locations/Providers Cardiology (GGC General Referral)	Submitted
<input type="checkbox"/>	!!	07-Nov-2008 09:43	Ackland, Eileen CHI: 0312286007	Greater Glasgow and Clyde Non-GP Locations/Providers General Surgery (GGC General Referral)	Greater Glasgow and Clyde Non-GP Locations/Providers Cardiology (0 GGC General Referral 12-1)	Submitted
<input type="checkbox"/>		21-May-2013 10:00	JACKSON, Valerie CHI: 0705689123	Greater Glasgow and Clyde Non-GP Locations/Providers General Surgery (GGC General Referral)	General Medicine (GGC General Referral)	Submitted
<input type="checkbox"/>		23-Nov-2011 11:38	Person, Glasgow CHI: 1010565265	Greater Glasgow and Clyde Non-GP Locations/Providers General Surgery (GGC General Referral)	General Medicine (GGC General Referral)	Submitted
<input type="checkbox"/>		18-Nov-2011 15:37	Person, Glasgow CHI: 1010565265	Greater Glasgow and Clyde Non-GP Locations/Providers General Surgery (GGC General Referral)	General Medicine (GGC General Referral)	Submitted
<input type="checkbox"/>		27-Sep-2011 14:12	Test, Karly CHI: 2102729184	Greater Glasgow and Clyde Non-GP Locations/Providers General Surgery (GGC General Referral)	Greater Glasgow and Clyde Non-GP Locations/Providers Speech and Language Therapy (GGC General Referral)	Submitted
<input type="checkbox"/>		27-Sep-2011 14:03	Person, Glasgow CHI: 1010565265	Greater Glasgow and Clyde Non-GP Locations/Providers General Surgery (GGC General Referral)	Greater Glasgow and Clyde Non-GP Locations/Providers Speech and Language Therapy (GGC General Referral)	Submitted

### Default Message Settings

Pictured below are the default settings for all message types and can be changed to suit your own requirements:

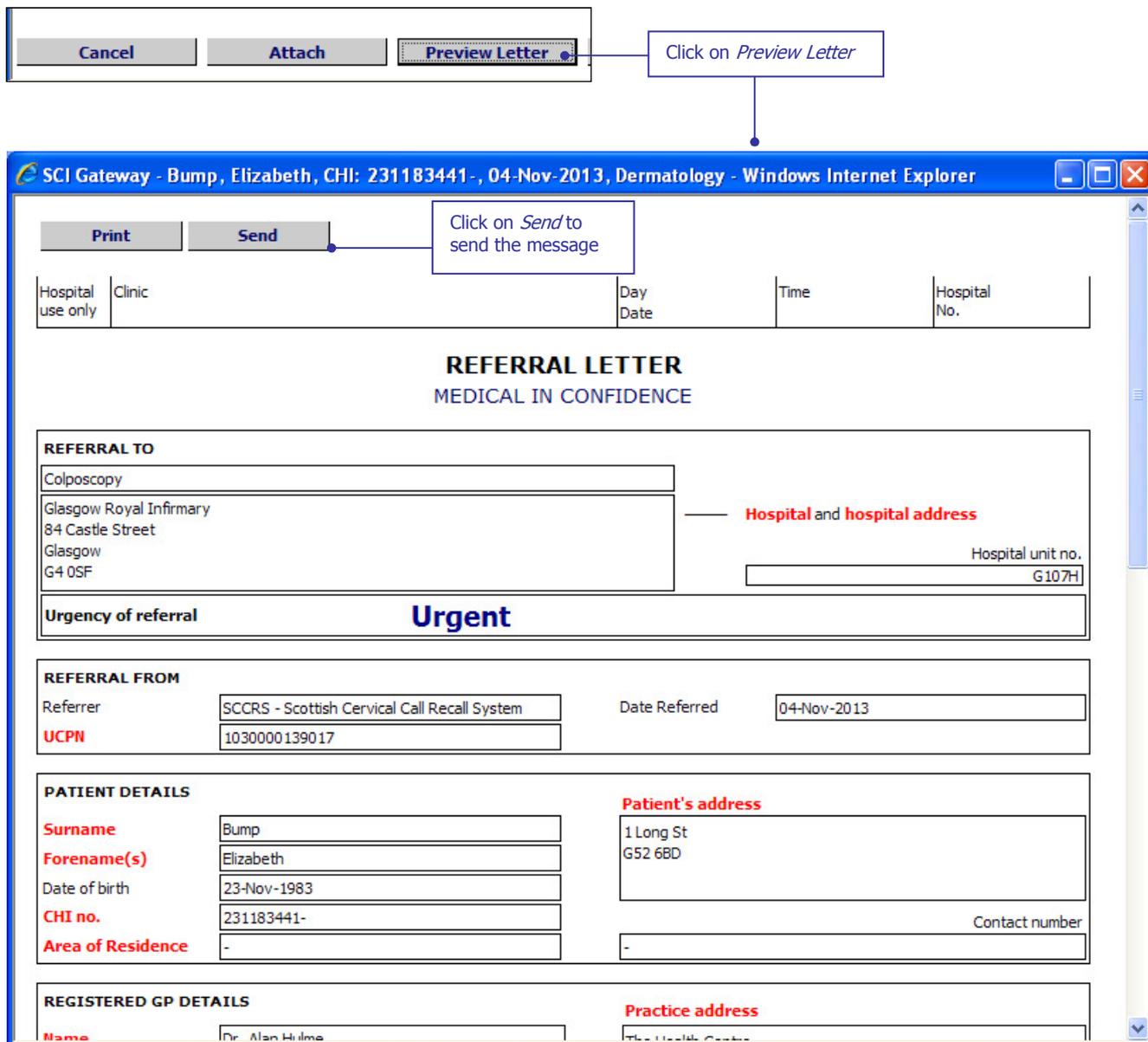
Default worklist tab to display	Receive	Send
Advice Request	<input checked="" type="radio"/>	<input type="radio"/>
Advice Response	<input type="radio"/>	<input checked="" type="radio"/>
Discharge	<input type="radio"/>	<input checked="" type="radio"/>
eGPFRRequest	<input checked="" type="radio"/>	<input type="radio"/>
eGPFRResponse	<input type="radio"/>	<input checked="" type="radio"/>
Referral	<input type="radio"/>	<input checked="" type="radio"/>
Supplementary	<input checked="" type="radio"/>	<input type="radio"/>
All	<input type="radio"/>	<input checked="" type="radio"/>



If you have any questions relating to preference settings and or other message types please see your system administrator.

## Send Message from Print Preview

You will now be able to send a message from viewing the letter in the print preview window. In this instance we are using a referral letter. From the Protocol click on the *Preview Letter* button at the bottom of your screen:



After clicking on *Send* as shown above, the usual links to missing mandatory information and confirmation messages will be displayed. Proceed as usual until your message is sent and you are returned to the worklist where your message will have a status of 'Submitted'.

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## **2 System Administrator Changes**

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## Managing Users Accounts

In order to facilitate allowing users with multiple identities to have a single log on to SCI Gateway there have been significant changes made to adding and managing users in the NHS Directory tree. There is a new Users option on the Menu Bar. To add a new user point to **Admin** and select **Users**:

The image shows two screenshots from the SCI Gateway application. The top screenshot is the main dashboard, and the bottom screenshot is the 'Users' management window.

**Top Screenshot (Main Dashboard):**

- Header: NHS TRAINING SCOTLAND logo, 'Welcome to the SCI Gateway', and login information: 'Last successful login: Thursday 23 January 2014 15:12. If this is not correct, please contact your local system administrator.'
- User Profile: Mr George Andrews, ggc\_admin, Greater Glasgow and Clyde.
- Menu Bar: Home, Waiting Times, Admin, Security, Help, Log Off.
- Admin Sub-menu: Administrative Reports, Allowed Destinations, Demographics Provider Maintenance, Destination Queues, Destination URLs, HCE Groups, Maintain Sender Details, News, NHS Directory, Password Reset, Protocols, Roles, Statuses, Stylesheets, **Users**.
- Search eLibrary: 24 January 2014, © ISA (15N) 2004.
- News Sections: SCI News, Local News.

**Bottom Screenshot (Users Management Window):**

- Header: Users
- Search Fields: Users for HCE... Vale of Leven General Hospital.
- Buttons: New User, Clear Search, Search.
- Form Fields: Surname: Starts, User Name: Starts, Forename: Starts, Status: (All).

**Annotations:**

- 1** Point to **Admin** and select **Users**: Points to the 'Admin' menu item and the 'Users' sub-menu item.
- 2** Select location to add user from the NHS directory by clicking on *HCE..*: Points to the 'HCE...' dropdown in the 'Users for' field.
- 3** Click on *New User*: Points to the 'New User' button.



Users can be managed from this window using the search fields. See page 2-6 for information on how to edit a user or add a new identity to a user.

Pictured below is the New User window displayed after clicking the *New User* button as described on the previous page:

**4** Select Title from drop down list

**5** Enter Forename Surname, email address and Username

**6** Select an Owner – usually the health board

**7** Enter a Password and Confirm Password

**8** Click on Save

**New User for Vale of Leven General Hospital**

Save Reset User List

Title: Miss  
Forename: Millie  
Surname: Midwife  
Email: milwife@nhs.net  
User Name (max 20): millwife  
Active:   
Account Is Locked:   
Owner HCE: Owner Greater Glasgow

**The password rules set for Greater Glasgow and Clyde are as follows:**

- ▶ Different from the last 4 password(s)
- ▶ 6 or more characters long
- ▶ 1 or more alphabetical characters
- ▶ 1 or more numerical characters
- ▶ No spaces allowed

Password (max 32): [masked]  
The following are only updated on a valid password change:  
Confirm Password: [masked]  
Change Password At Next Logon:   
Password Never Expires:

**User must have an active identity to log on.**

New Identity

No items to display

**Edit User for Vale of Leven General Hospital**

Save Reset User List

User created successfully.

Title: Miss  
Forename: Millie  
Surname: Midwife  
Email: milwife@nhs.net  
User Name (max 20): millwife  
Active:   
Account Is Locked:   
Owner HCE: Owner Greater Glasgow

**The password rules set for Greater Glasgow and Clyde are as follows:**

- ▶ Different from the last 4 password(s)
- ▶ 6 or more characters long
- ▶ 1 or more alphabetical characters
- ▶ 1 or more numerical characters
- ▶ No spaces allowed

Password (max 32): [empty]  
The following are only updated on a valid password change:  
Confirm Password: [empty]  
Change Password At Next Logon:   
Password Never Expires:

**User must have an active identity to log on.**

New Identity

No items to display

**9** Click on the *New Identity* to complete the profile

Confirmation message saying User created successfully

Pictured below is the New Identity window displayed after clicking on the *New Identity* button as described on the previous page:

- 10 Enter a name for this identity, i.e. identifies the location at which it is used
- 11 If the same contact email is used tick the box. Alternatively enter a new contact email
- 12 Select a Home location from the NHS directory
- 13 Select one or more roles to assign to the profile from the list and click on *Add*

The screenshot shows the 'New Identity for millwife' form. Callout 10 points to the Name field containing 'Dunn midwife'. Callout 11 points to the 'Use User Email' checkbox, which is checked. Callout 12 points to the Home HCE dropdown menu, which is set to 'Home' with 'Vale of Leven General Hospital' selected. Callout 13 points to the Roles table, which lists 'Greater Glasgow and Clyde Make Referral Default Role' with an 'Add' button. Callout 14 points to the Receiving Groups and Sending Groups dropdown menus, both of which are currently empty.

- 15 Click on *Save* to save the identity
- 14 Select a Sending and/or Receiving group from the drop down lists and click on *Add*

The screenshot shows a confirmation message: 'Identity created successfully.' Callout 15 points to the 'Save' button, and callout 16 points to the 'User' button. The 'Reset' button is also visible between 'Save' and 'User'.

Edit User for Vale of Leven General Hospital

Save
Reset
User List

Title:

Forename:

Surname:

Email:

User Name (max 20):

Active:

Account Is Locked:

Owner HCE: Owner Greater Glasgow

**The password rules set for Greater Glasgow and Clyde are as follows:**

- ▶ Different from the last 4 password(s)
- ▶ 6 or more characters long
- ▶ 1 or more alphabetical characters
- ▶ 1 or more numerical characters
- ▶ No spaces allowed

Password (max 32):

The following are only updated on a valid password change:

Confirm Password:

Change Password At Next Logon:

Password Never Expires:

**User must have an active identity to log on.**

New Identity

Name	Delete	Home HCE
Dunnmidwife	[Delete]	Vale of Leven General Hospital

Displaying items 1 to 1 of 1  
Go to page: 1

Items per page: 6 Update

New Identity displayed here

17 To add another identity click on *New Identity* and follow steps 10 - 16



The User window is displayed at the HCE level of the logged on user. For example, if the user is a health board administrator the page displayed will be at the health board level. The users will be displayed in a list which can be filtered by clicking on the HCE button which will open the NHS directory tree. You can then select the required HCE.

Users will now have an Owner in the same way as protocols, stylesheets and sending and receiving groups.

Admin users can be added in the same way but you must add Admin Capabilities from the drop down lists and click on **Add**.

## Adding a new identity to an existing user

To assign an additional identity to a user navigate to the User's window as described on page 2-1 and search for your user:

The screenshot shows the 'Users' window with search filters for 'Greater Glasgow'. The search criteria include Surname (Starts), Forename (Starts), User Name (Starts), and Status ((All)). A 'Search' button is highlighted with a callout box.

1 Find for your user using the required search criteria

2 Click on Search

3 Click on the Username

The screenshot shows the 'Edit User' window for user 'millwife'. It includes fields for Title (Miss), Forename (Millie), Surname (Midwife), Email (milwife@nhs.net), and User Name (millwife). There are checkboxes for 'Active' and 'Account Is Locked'. Below the form, a message states 'User must have an active identity to log on.' and a 'New Identity' button is highlighted with a callout box.

4 Click on New Identity button

Pictured below is the New Identity window displayed after clicking on the *New Identity* button as described on the previous page:

5 Enter a name for this identity, the location at which it is used

6 If the same contact email is used tick the box. Alternatively enter a new contact email

7 Select a Home location from the NHS directory

8 Select one or more roles to assign to the identity from the list and click on *Add*

**New Identity for midwife**

Save Reset User

Name: MacKayGP

Location: 75 Bank Street

Job Title: midwife

Use User Email:

Email: [Empty]

Telephone: [Empty]

Comment: [Empty]

Active:

Home HCE: Home Vale of Leven General Hospital

**Admin Capabilities**  
The identity has not been assigned any capabilities.  
Select Capability [Dropdown] Add

**Roles**

Name	Remove
Greater Glasgow and Clyde Make Referral Default Role	[Remove]

Displaying items 1 to 1 of 1  
Go to page: 1  
Select Role [Dropdown] Add

**Receiving Groups**  
The identity has not been assigned any receiving groups.  
Select Receiving Group [Dropdown] Add

**Sending Groups**

Name	Remove
75 BANK STREET (85230) (100062) (Default Sending Group)	[Remove]

Displaying items 1 to 1 of 1  
Go to page: 1  
Select Sending Group [Dropdown] Add

10 Click on *Save* to save the identity

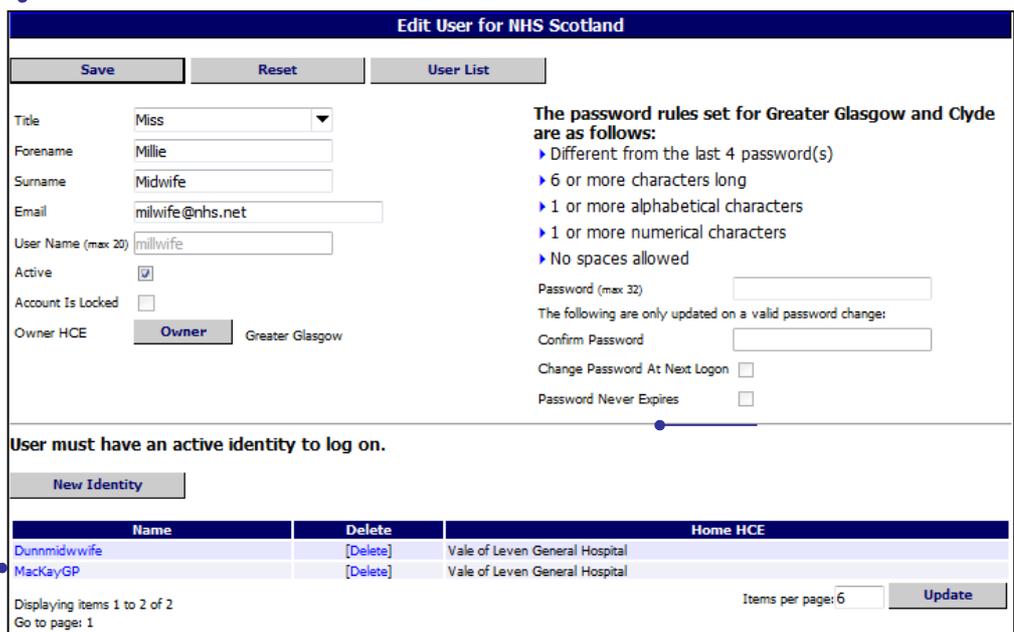
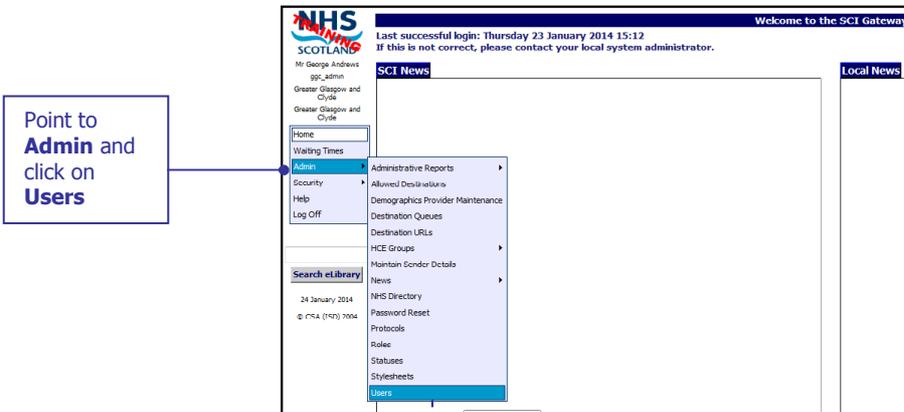
9 Select a Sending and/or Receiving group from the drop down lists and click on *Add*

Confirmation message displayed

11 Click on *User* to return to Edit User window

# User Permission Summary

If you need to know the breadth of a user's permissions via the roles that they have been allocated there is new option that will allow you to do this. Navigate to the user using the new **Users** option from the Menu bar:



Pictured below is the Edit Identity window displayed after clicking on the user's identity name as described on the previous page:

**Edit Identity for millwife**

Save
Reset
User

Name:

Location:

Job Title:

Use User Email:

Email:

Telephone:

Comment:

Active:

Home HCE: Home Vale of Leven General Hospital

**Coverage HCEs**

**Admin Capabilities**

The identity has not been assigned any capabilities.

Select Capability: ▼ Add

**Roles**

Name	Remove
Greater Glasgow and Clyde Accept Discharge Default Role	[Remove]
Greater Glasgow and Clyde Make Clinic Letter Default Role	[Remove]
Greater Glasgow and Clyde Make Referral Default Role	[Remove]
Greater Glasgow and Clyde Make Supplementary Default Role	[Remove]

Displaying items 1 to 4 of 4  
Go to page: 1

Select Role: ▼ Add

**Permissions Summary**

Click on *Permission Summary*

**User Permissions**

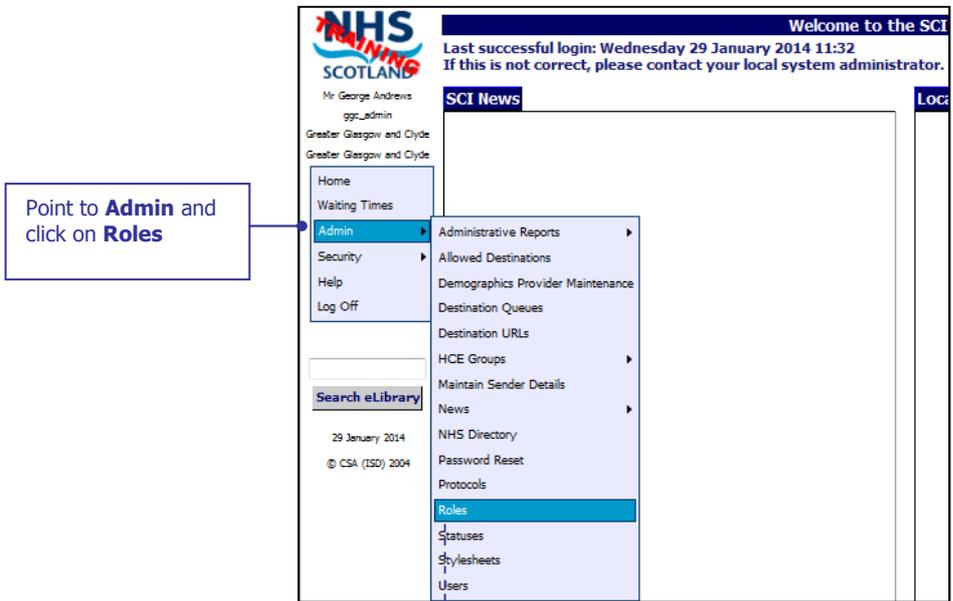
MacKayGP
User Maintenance

Message Types	Home HCE	Receive												Send																
		make	view received	print received	set status / flags	redirect	reply	save to file	file in Docman	cancel	delete	import	attach to new	set appointment date	view audit trail	create / park	view in-progress	print in-progress	attach files / Docman	set status / flags	cancel	delete	send	view sent	print sent	view audit trail	save to file	file in Docman	import	demographic: lookup
Referral	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>															
Discharge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
eGPFRRequest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
eGPFRResponse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supplementary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>															
Advice Request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advice Response	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Referral Update	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ambulance Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clinic Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>															
Clinical Dialogue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Back to Referrer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Users' permissions are displayed here

## Viewing User Permission Summary from Roles

The same information can be viewed using the Roles functionality. Point to **Admin** and click on **Roles** in the Menu bar:



**Roles**

[New Role](#)

Name	Owner HCE	Update	Delete	Clone
Greater Glasgow and Clyde Make eGPFRRResponse Default Role	Greater Glasgow	[Update]	[Delete]	[Clone]
Greater Glasgow and Clyde Make Referral Default Role	Greater Glasgow	[Update]	[Delete]	[Clone]
Greater Glasgow and Clyde Make Referral Update Default Role	Greater Glasgow	[Update]	[Delete]	[Clone]
Greater Glasgow and Clyde Make Supplementary Default Role	Greater Glasgow	[Update]	[Delete]	[Clone]
Greater Glasgow and Clyde Redirect Advice Request Default Role	Greater Glasgow	[Update]	[Delete]	[Clone]
Greater Glasgow and Clyde Redirect Advice Response Default Role	Greater Glasgow	[Update]	[Delete]	[Clone]
Greater Glasgow and Clyde Redirect Ambulance Report Default Role	Greater Glasgow	[Update]	[Delete]	[Clone]
Greater Glasgow and Clyde Redirect Clinic Letter Default Role	Greater Glasgow	[Update]	[Delete]	[Clone]
Greater Glasgow and Clyde Redirect Discharge Default Role	Greater Glasgow	[Update]	[Delete]	[Clone]
Greater Glasgow and Clyde Redirect eGPFRRRequest Default Role	Greater Glasgow	[Update]	[Delete]	[Clone]
Greater Glasgow and Clyde Redirect eGPFRRResponse Default Role	Greater Glasgow	[Update]	[Delete]	[Clone]
Greater Glasgow and Clyde Redirect Referral Default Role	Greater Glasgow	[Update]	[Delete]	[Clone]
Greater Glasgow and Clyde Redirect Referral Update Default Role	Greater Glasgow	[Update]	[Delete]	[Clone]
Greater Glasgow and Clyde Redirect Supplementary Default Role	Greater Glasgow	[Update]	[Delete]	[Clone]

Displaying items 21 to 34 of 34  
Go to page: 1 2

Items per page: 20 [Update](#)

Click on **[Update]** next the role you want to view

After clicking on **[Update]** as described on the previous page the Edit Roles Details window is displayed. The bottom half of the window, pictured below, shows the list of the User identities in Roles. Click on *Permission Summary* at the bottom of the window:

**User identities in Role**

12345testtester [12345testtester]  
 C86054alleenr [C86054alleenr]  
 gasttest [gasttest]  
 mariwife [bankstreet]  
**mariwife [Dunns]**  
 testadmin [testadmin]  
 testadmin1 [testadmin1]

[Permissions Summary](#)

Click on *Permission summary*

User Roles and Groups						
User	Status	Home HCE	Roles	Receiving HCE Groups	Sending HCE Groups	Permissions
C86054alleenr [C86054alleenr]	Active	Orangefield Practice (86054)	GGC GP Practice Make Referral Default Role	GREENOCK HEALTH CENTRE (86054) (Default Group)	The Health Centre (86054) (100236) (Default Sending Group)	<a href="#">Permissions</a>
gasttest [TEST, GAS (CLAREMONT CENTRE)]	Active	Dr Ian Struthers (52378)	GGC GP Practice Make Referral Default Role	GP 52378 - DR STRUTHERS	GP 52378 DR STRUTHERS	<a href="#">Permissions</a>
testadmin [testadmin]	Active	Drs Crawford, Lawson & MacNeill (40455)	GGC GP Practice Make Referral Default Role	GP - 40455 Drs Crawford, Lawson & MacNeill	GP - 40455 Drs Crawford, Lawson & MacNeill	<a href="#">Permissions</a>
testadmin1 [testadmin1]	Active	Drs Crawford, Lawson & MacNeill (40455)	GGC GP Practice Make Referral Default Role	GP - 40455 Drs Crawford, Lawson & MacNeill	GP - 40455 Drs Crawford, Lawson & MacNeill	<a href="#">Permissions</a>
12345testtester [TEST, TEST (TEST PRACTICE)]	Active	TEST	GGC GP Practice Make Referral Default Role	TEST (Default Group)	TEST (321082) (Default Sending Group)	<a href="#">Permissions</a>
mariwife [Wife, Marie (Bankstreet)]	Active	Dr N S D Mackay & Partners (85230)	GGC GP Practice Make Referral Default Role		75 BANK STREET (85230) (100062) (Default Sending Group)	<a href="#">Permissions</a>
mariwife [Wife, Marie (Dunns)]	Active	Dr N S D Mackay & Partners (85230)	GGC GP Practice Make Referral Default Role		Dr Stephen Dunn Sending messages group	<a href="#">Permissions</a>

Page 1 of 1      Items per page: 20      [Update](#)

Click on **[Permission]**

User Permissions		Home HCE																												
		Receive										Send																		
		make	view received	print received	set status / flags	refresh	reply	save to file	file in Docman	cancel	delete	import	attach to new	set appointment date	view audit trail	create / park	view in progress	print in progress	attach files / Docman	set status / flags	cancel	delete	send	view sent	print sent	view audit trail	save to file	file in Docman	import	demographic lookup
Change Password																														
Change Questions																														
Password Usage																														
Referral		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discharge		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
eGPFRRRequest		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																			
eGPFRRResponse		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supplementary		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advice Request		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advice Response		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Referral Update		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ambulance Report		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clinic Letter		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clinical Dialogue		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Back to Referrer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Details displayed here

## Extra - Choose Message Destination by Specialty

There is a new Extra which when set will allow users to choose Specialty prior to Location when selecting their message destination options. This Extra can only be applied at health board level. Navigate to the required health board in the NHS Directory tree and scroll down to the Extras section. In this instance Greater Glasgow and Clyde has been selected:

Extras for Greater Glasgow and Clyde				
Type	Message Type	Info Text	Update	Delete
Guidance URL		http://www.glasgowdiabetes.org/docs/scigw_ggc_guidelines.html	[Update]	[Delete]
Default new message schema version	Referral	2.8	[Update]	[Delete]
Default new message schema version	eGPFRResponse	1.3		[from NHS Scotland]
Default new message schema version	Supplementary	1.2		[from NHS Scotland]
Default new message schema version	Advice Request	1.0		[from NHS Scotland]
Default new message schema version	Advice Response	1.0		[from NHS Scotland]
Default new message schema version	Clinical Dialogue	1.0		[from NHS Scotland]
Default new message schema version	Back to Referrer	1.0		[from NHS Scotland]

Click on *Add Extra*

New Extra Details

Extra for **Greater Glasgow**

**Extra Type** Choose specialty before location

**Info Text** Yes

**Description** Should message senders to the Non-GP Location / Providers branch choose specialty then location or location and then specialty. Selecting Yes will choose specialty then location, No or if this extra is not present will choose location then specialty.

NHS Directory Save

Select 'Choose specialty before location' from drop down list

Select 'Yes' from the drop down list

Click on *Save*

After clicking on *Save* you are returned to the NHS Directory tree and the Extra has been added to the list as displayed below:

Extras for Greater Glasgow and Clyde				
Type	Message Type	Info Text	Update	Delete
Choose specialty before location		Yes	[Update]	[Delete]
Guidance URL		http://www.glasgowdiabetes.org/docs/scigw_ggc_guidelines.html	[Update]	[Delete]
Default new message schema version	Referral	2.8	[Update]	[Delete]

Newly added Extra displayed here

When selecting their destination options for a message users in that health board will now select the specialty prior to the location for sending messages.

For more information on how this functionality will apply to end users see page 1-8.

## Extra - Send Message from Print Preview Window

There is a new Extra which when set will allow users to send a message from the print preview window. This Extra can be added to an individual location or at a higher level if required. Navigate to the location you want to add the Extra in the NHS Directory window. In this example it is being added at GG&C GP practices:

Extras for Greater Glasgow and Clyde GP Practices				
Type	Message Type	Info Text	Update	Delete
Guidance URL		http://www.staffnet.ggc.scot.nhs.uk/Info%20Centre/PolicesProcedures/GGC%20Referral%20Guidance/		[from Greater Glasgow and Clyde ]
Default new message schema version	Referral	2.9		[from NHS Scotland]
Default new message schema version	eGPFRResponse	1.3		[from NHS Scotland]
Default new message schema version	Supplementary	1.2		[from NHS Scotland]
Default new message schema version	Advice Request	1.0		[from NHS Scotland]
Default new message schema version	Advice Response	1.0		[from NHS Scotland]
Default new message schema version	Clinical Dialogue	1.0		[from NHS Scotland]

Click on *Add Extra*



**New Extra Details**  
Extra for **Greater Glasgow and Clyde GP Practices**

NHS Scotland

- Home
- Waiting Times
- Admin
- Security
- Help
- Log Off

**Extra Type**

**Info Text**

**Message Type**

**Description**

Submit Referral From Preview

Yes

Referral

Setting which determines if a referral can be submitted from the letter/preview page. If 'Yes' the send button will be available on the preview page. If 'No' the send button will not be available on the preview page.

NHS Directory    Save

Select Submit Referral From Preview, Yes and Referral from the drop down lists

Click on *Save*

Extras for Greater Glasgow and Clyde GP Practices				
Type	Message Type	Info Text	Update	Delete
Guidance URL		http://www.staffnet.ggc.scot.nhs.uk/Info%20Centre/PolicesProcedures/GGC%20Referral%20Guidance/		[from Greater Glasgow and Clyde ]
Default new message schema version	Referral	2.9		[from NHS Scotland]
Default new message schema version	eGPFRResponse	1.3		[from NHS Scotland]
Default new message schema version	Supplementary	1.2		[from NHS Scotland]
Default new message schema version	Advice Request	1.0		[from NHS Scotland]
Default new message schema version	Advice Response	1.0		[from NHS Scotland]
Default new message schema version	Clinical Dialogue	1.0		[from NHS Scotland]
Submit Referral From Preview	Referral	Yes	[Update]	[Delete]

New Extra added here

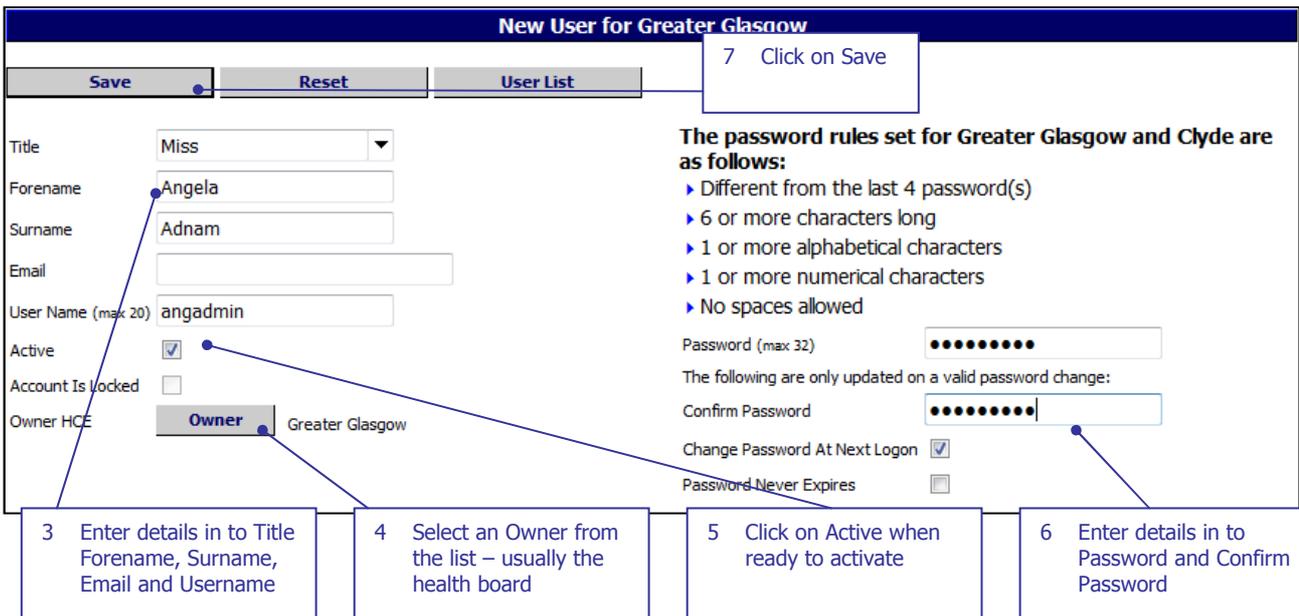
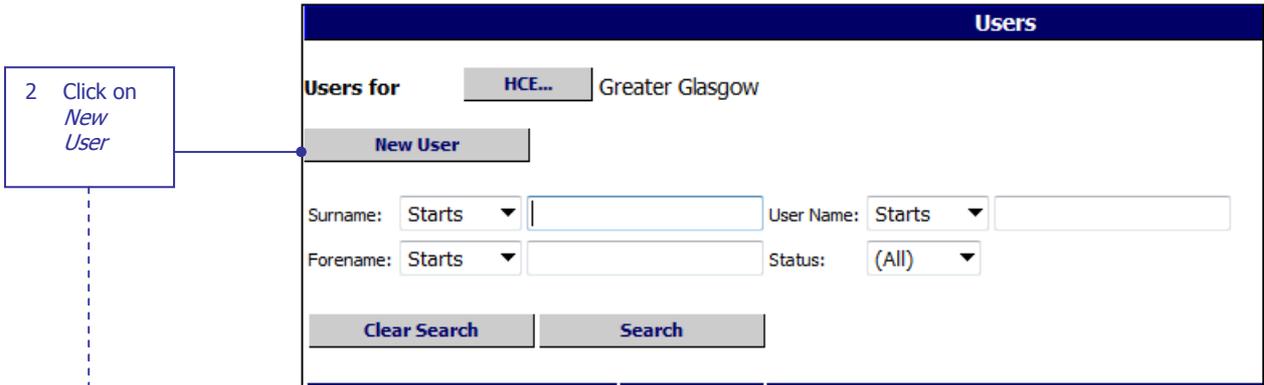
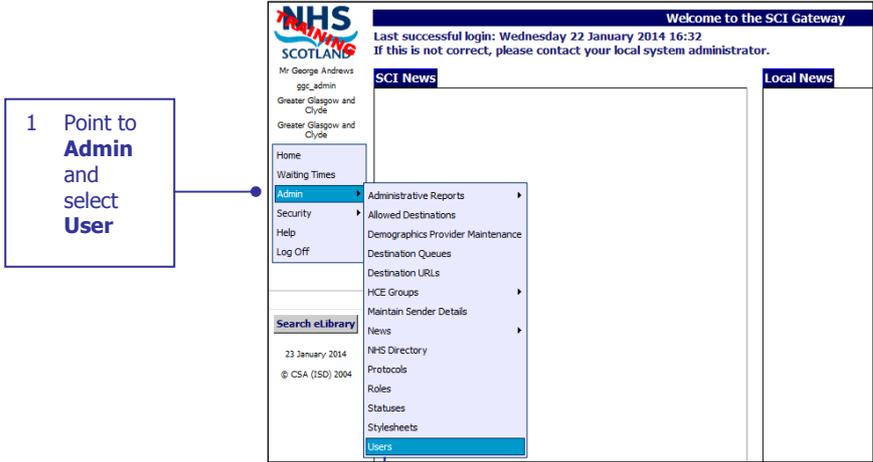


For more information on how end users will be able to apply this functionality see page 1-12.

In the example above the Extra has been added for referrals. At this time it cannot be added for any other message type.

# Restricted Admin User

There is a new admin capability which when applied will allow an admin user to be able to reset users' passwords when required. This capability will not allow them to carry out any other functions on SCI Gateway. To assign this capability navigate to the location in the NHS directory where you want the admin user to have coverage. In the following example the new admin user is being added at health board level so there is no need to navigate to another HCE lower in the NHS Directory.



Pictured below is the Edit User window with the confirmation message, saying the user has been successfully created, displayed after clicking on *Save* as described on the previous page:

**Edit User for Greater Glasgow**

Save    Reset    User List

User created successfully.

Confirmation message displayed here

Title: Miss  
 Forename: Anita  
 Surname: Adman  
 Email:   
 User Name (max 20): anadmin  
 Active:   
 Account Is Locked:   
 Owner HCE: Owner Greater Glasgow

**The password rules set for Greater Glasgow and Clyde are as follows:**

- ▶ Different from the last 4 password(s)
- ▶ 6 or more characters long
- ▶ 1 or more alphabetical characters
- ▶ 1 or more numerical characters
- ▶ No spaces allowed

Password (max 32):   
 The following are only updated on a valid password change:  
 Confirm Password:   
 Change Password At Next Logon:   
 Password Never Expires:

**User must have an active identity to log on.**

New Identity

8 Click on *New Identity*

9 Enter a Name, location and Job Title

No items to display

**New Identity for anadmin**

Save    Reset    User

Name: anadmin  
 Location: Gartnavel Royal  
 Job Title: IT system support  
 Use User Email:   
 Email:   
 Telephone: 01411112222  
 Comment:   
 Active:   
 Home HCE: Home Greater Glasgow and Clyde

10 Contact details required for password expiry - email address or telephone number

Coverage HCEs

**Admin Capabilities**

Name	Remove
Password Reset	[Remove]

Displaying items 1 to 1 of 1  
 Go to page: 1  
 Select Capability:  **Add**

**Roles**

The identity has not been assigned any roles.  
 Select Role:  **Add**

Permissions summary

12 Click on *Save*

11 Select **Password Reset** and click on *Add*

**Edit Identity for anadmin**

Save    Reset    User

Identity created successfully.

Message is displayed confirming Identity successfully created

## Using Password Reset

The admin user with the restricted capabilities can now log in to SCI Gateway and reset passwords when requested. In this instance we will reset user valeriej2's password.

Point to **Admin** and click on **Password Reset**

Welcome to the SCI Gateway  
Last successful login: Thursday 30 January 2014 14:59  
If this is not correct, please contact your local system administrator.

Miss Angela Adhem  
anadmin  
Greater Glasgow and Clyde  
Greater Glasgow and Clyde

Home  
Waiting Times  
Admin  
Security  
Help  
Log Off

SCI News  
Local News

Password Reset

Search For User

Surname: Starts ▼ valerie User Name: Starts ▼  
Forename: Starts ▼ j Status: (All) ▼

Clear Search Search

Items per page: 10 Update

Home  
Waiting Times  
Admin  
Security  
Help  
Log Off

Enter Surname and Forename

Alternatively enter all or part of the username

Click on *Search*

User	User Name	Active	Locked	Password Reset
	valerie	True	False	[Password Reset]
	valerie01	True	False	
	valerie3	True	False	
	valerietry	True	False	
Jackson, Valerie	valeriej1	True	False	
Jackson, Valerie	valeriej2	True	True	[Password Reset]
	valeriej *	True	False	
	valerietay *	True	False	

\* Indicates users you do not have permission to access. Where access is allowed, a password cannot be reset here if currently set to never expire. User maintenance allows resetting of passwords that never expire.

Displaying users 1 to 8 of 8  
Page 1 of 1

Items per page: 10 Update  
Go to page: Go

Click on **[Password Reset]** beside the required user

Pictured below is the Reset Password window displayed after clicking on **[Password Reset]** link as described on the previous page:

Reset Password for valeriej2

Save Changes

User Name: valeriej2  
Name: Jackson, Valerie  
Active:   
Locked:

Click here to remove tick from Locked box

The password rules set for Greater Glasgow and Clyde are as follows:

- ▶ Different from the last 4 password(s)
- ▶ 6 or more characters long
- ▶ 1 or more alphabetical characters
- ▶ 1 or more numerical characters
- ▶ No spaces allowed

New Password (max 32): [masked]  
Confirm Password: [masked]

Enter details in to Password and Confirm Password

Note: Resetting a password here will unlock a locked account

Click on Save

Save Changes

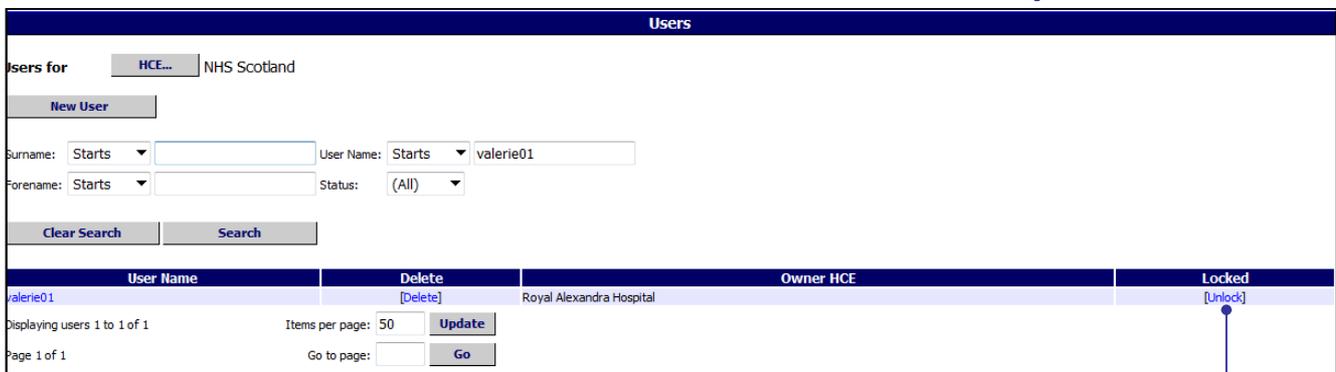
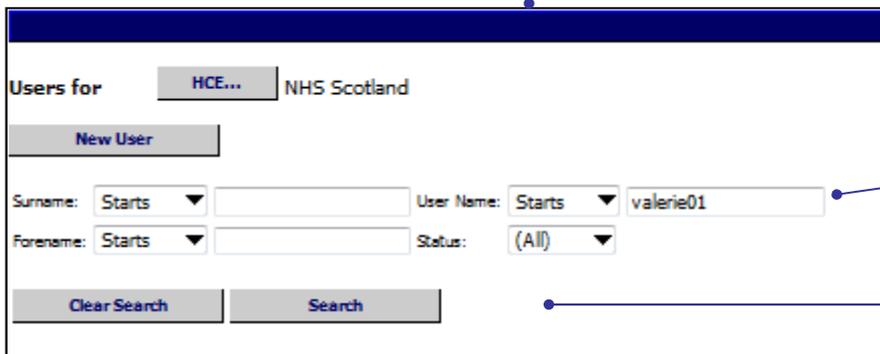
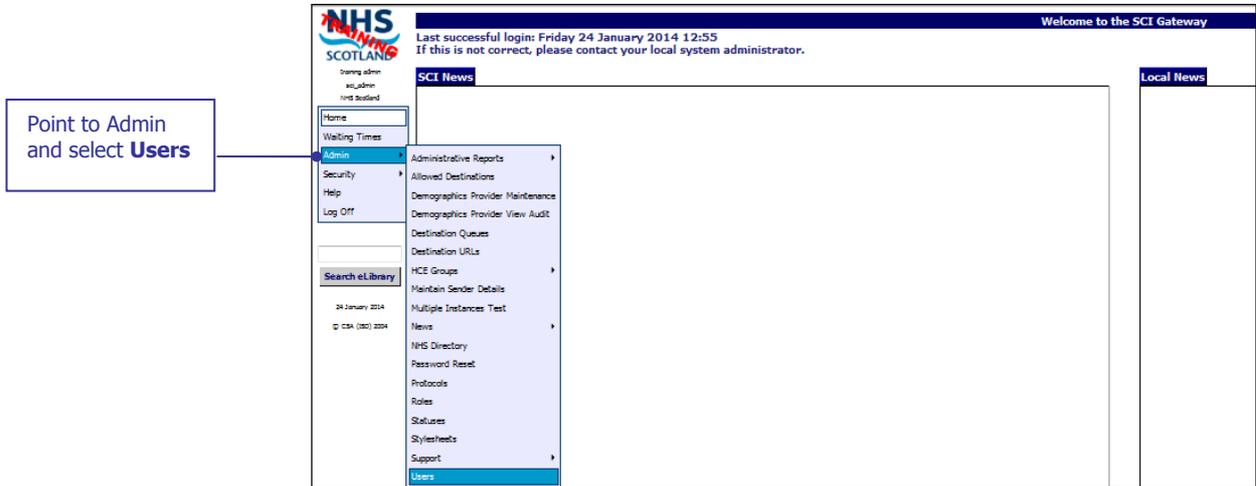
User successfully modified.



If an admin user has restricted access with 'Reset password' capability only they will not see the **[Unlock]** link that an admin user with the capability of Users will see. To unlock a user's account they must reset the user's password.

## User Account Locked

If a user has three failed login attempts their account will now be locked and they will have to contact their system administrator to get the account unlocked and password reset if required. There is a new link which will allow you to do this quickly. Point to **Admin** and select **Users**:



The [Unlock] link is removed from the user's account. There is no confirmation message and no need to reset the user's password if the lock out was a result of a key stroke error.

If the lock out is a result of the user forgetting their password, you will also need to reset the user's password.

Alternatively, you can reset the password and unlock the account at the same time by clicking on the username and opening the Reset Password window and following the steps described on page 2-17.

## National Dental Branch

The national Dental branch has been added to the NHS Directory through the ISD reference files. In order for dentists to send messages through SCI Gateway their HCEs will need to be configured in the same way as any other HCE.

Users will have to be added with the appropriate roles and groups assigned. The HCE will need to be activated, have capabilities for the relevant message type and any appropriate extras and destination URLs configured e.g. CHI matching / look up.

Click on the branch to expand, and activate and configure as required

Click on the Dental practice name to open

Children of Forth Valley Dental Practices		Capabilities for Forth Valley Dental Practices	
<b>Dental Practice (active)</b>		Accept Redirected Referral	[from Forth Valley]
1 Union Street (1115)		Redirect Referral	[from Forth Valley]
11 High Street (341)		Accept Advice Request	[from NHS Scotland]
15 Main Street (357)		Make Advice Response	[from NHS Scotland]
171 Main Street (4818)		<b>Capability</b>	Accept
18 Meeks Road (3971)		<b>Message Type</b>	Advice Request <span>Add Capability</span>
25 Allan Park (364)		<b>URLs for Forth Valley Dental Practices</b>	
29 Borestone Crescent (358)		No URLs are currently assigned to Forth Valley Dental Practices	
3 High Street (351)		<b>URL</b>	21 - Synchronous <span>Attach URL</span>
32 Forth Crescent (360)		<b>Data for Forth Valley Dental Practices</b>	
43 High Street (340)		<b>Active</b>	True <span>Make inactive</span>
5 Shillinghill (336)		<b>Allowed Destination</b>	False <span>Allow Destination</span> <span>Destinations Tree</span>
54/58 Cow Wynd (4693)		<b>Entity ID</b>	364624
6 Manor Crescent (1106)		<b>National Code</b>	4
76 Port Street (363)			
Airthrey Park Dental Centre (1180)			
Alva Dental Centre (339)			
Birchfield Dental Care (4518)			
Bonnybridge Dental Practice (4694)			

The process for adding Dentists to the NHS Directory will be dealt with in a similar way to GPs i.e. individual Dentists need to be registered with their local health board before they can be included in the NHS Directory. Once they are included they need to be activated and assigned usernames in the same way as you would a GP.

If you require any assistance in activating and configuring the Dental branch contact the Customer Service Desk.

Maintain Sender option should **not** be used to add a dentist or edit the details of a Dental practice now that the practices are a core branch of the NHS Directory. These actions would result in overwriting all the practice details.



