

# New User application to the OCS

## Approver Guidance

NOTE: For any issues or queries regarding the online form, please contact: [oxfordshire.caresummary@nhs.net](mailto:oxfordshire.caresummary@nhs.net)

Included in this document:

- **Approver guidance**
- **Approver process flow (Appendix A)**

Approvers will receive an automated email

1. Click on the **here** hyperlink to be taken to the Oxfordshire Care Summary login page
 

**From:** SignUp OCS (NHS CENTRAL SOUTHERN COMMISSIONING SUPPORT UNIT)  
**Sent:** 13 May 2015 14:15  
**To:** Atyeo Laura (NHS CENTRAL SOUTHERN COMMISSIONING SUPPORT UNIT)  
**Subject:** Sent by Oxfordshire Care Summary regarding a new user sign-up request

You have a new user application to approve, details as follows:

- Name: Todd Davidson
- Job role: Consultant
- Email: [toddavidson@nhs.net](mailto:toddavidson@nhs.net)

Please click [here](#) to access the approval page, or log in the Oxfordshire Care Summary and go to the 'Manage new user signup / update requests' page.

2. After logging in, select **Manage New User Sign Up/Update** requests hyperlink

User's Name:	OxCS Laura	Users are reminded that their actions are logged and that they may be used in the records of patients with whom they have a legitimate clinical/professional relationship. NHS Confidential: Personal Data about a patient
Previous Log-in:	13 May 2015 14:18:35	
Failed Log-ins:	0	
<b>Find Patient</b>		
OxCS Patient Search		
<b>Manage New User Sign Up / Update Requests</b>		

3. Click on **Action**

Filter

Manage new user sign up / update requests

**Current filter settings (click 'Filter' button to update settings)**

Request Status: Active Requests Only (default) Request Type: All Request Types (default) Requests Order By: Request Date (default) ▼

Approver (line manager) new user / update existing user requests assigned to your user						
Type	Name	Email	Telephone	Request Date	Status	Action
New	Todd Davidson	toddavidson@nhs.net	07557456793	13 May 2015 14:15	Acknowledged	Action

4. Review the applicant’s details and decide if you support this application. Select the most appropriate action:

- **Approve**
- **Reject**
- **Cancel** (NOTE: selecting Cancel returns you to the previous screen)

Approve Reject Cancel

New user sign up request approval

**i** **New user**

Please review the new user sign-up / edit user request details and approve/reject the request by selecting the appropriate option above.

Title	Mr	Forename	Todd
Surname	Davidson	Preferred name	
Date of birth	06 Sep 1968	Gender	Male
Email address	toddavidson@nhs.net	Telephone	07557456793
Organisation	Oxford Health NHS Foundation Trust	Department	Adult services
Staff group	Medical and dental	Job role	Consultant
Team		Contract type	Permanent
Account expiry date	13 May 2017	Windows login (ouh employees only)	
Professional registration number		Smartcard number	
Assignment (payslip) number		Stage 1 (usually line manager) approver	Laura Atyeo
Stage 2 (Caldicott Guardian) authoriser	Maggie Lay	Date submitted	13 May 2015 14:15:20
Approval status	Acknowledged	Line manager approved date	N/a
Line manager rejected date	N/a	Approver approved date	N/a
Approver rejected date	N/a		

5. Click **Confirm**

New user sign up request approval

**i** **Confirm New user approval**

Please confirm that you want to approve the selected new user / update user request (details below)?

Confirm
Cancel

6. Following this, your request list will be updated – eg. The application request will be removed from the **Approver** list and added to the **Authoriser** list

User's Name:	OxCS Laura	Users are reminded that their actions are logged and that they may only access records of patients with whom they have a legitimate clinical/professional relationship. NHS Confidential: Personal Data about a patient	Home   Log Out
Previous Log-in:	13 May 2015 14:18:35		Help   Knowledgebases
Failed Log-ins:	0		

**Find Patient** Filter

OxCS Patient Search  
Manage New User Sign Up / Update Requests

### Manage new user sign up / update requests

**Current filter settings (click 'Filter' button to update settings)**

Request Status: Active Requests Only (default) Request Type: All Request Types (default) Requests Order By: Request Date (default)

Approver (line manager) new user / update existing user requests assigned to your user						
Type	Name	Email	Telephone	Request Date	Status	Action
There are no new user / update existing user requests currently assigned to your user in the role of Approver.						

ends

## Appendix A – Oxfordshire Care Summary Approver process flow



# Oxfordshire Care Summary

## Approver process

