



## New User application to the OCS Approver Guidance

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

Included in this document:

- Approver guidance
- Approver process flow (Appendix A)

Approvers will receive an automated email

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

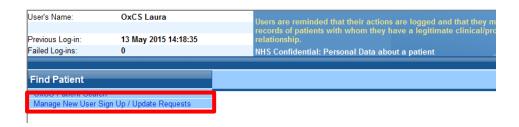
You have a new user application to approve, details as follows:

Name: Todd DavidsonJob role: Consultant

• Email: todddavidson@nhs.net

Please clic there to access the approval page, or log in the Oxfordshire Care Summary and go to the 'Manage new user signup / update requests' page.

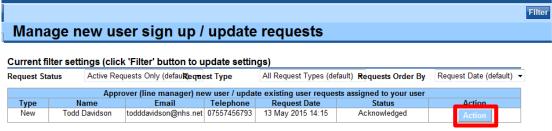
 After logging in, select Manage New User Sign Up/Update requests hyperlink



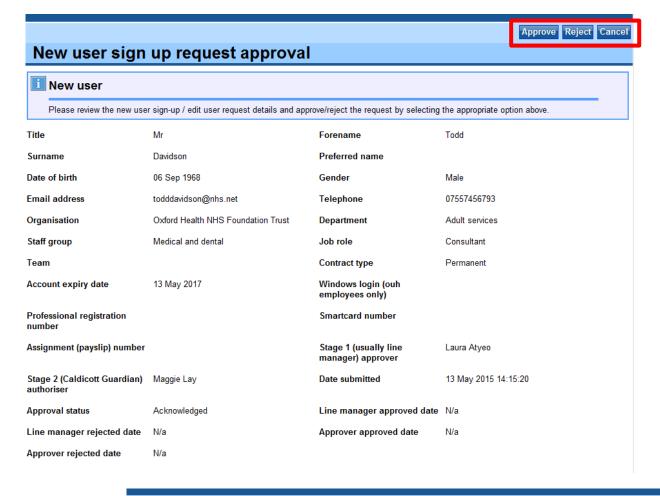




3. Click on Action



- 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)



5. Click Confirm



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



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

Active Requests Only (default)equest Type

Approver (line manager) new user / update existing user requests assigned to your user

Type Name Email Telephone Request Date Status

There are no new user / update existing user requests currently assigned to your user in the role of Approver.

All Request Types (default) Requests Order By

Request Date (default) -

## ends

Appendix A – Oxfordshire Care Summary Approver process flow

Request Status







## Approver process

