

## NEW FUNCTIONS RELEASE - 27/03/2019

### USER GUIDE

The most important function remains to be the purple 'Save My Notes' button. After all submissions remember to click on 'Save My Notes' to retain your work. The page will re-refresh and you'll be ready to continue. In time we will replace this with an automatic save function but with so many Users on the system we wanted a guaranteed process.

#### NEW FUNCTIONS:

The ability to Invite **Additional Users** to help with your QIP

- ⇒ Go to the My Account area by clicking on the three bars to the left of the logo
- ⇒ Select My Account and then Account Users
- ⇒ Invite a New User by sending them an email via the Invite New User function
- ⇒ Submit the email address and click on Invite
- ⇒ Once sent you can select which Quality Areas you wish to restrict them to
- ⇒ Make your selection and then select Update
- ⇒ When the invited team member logs in they will only have access to the selected Quality Areas of System7

New **Hover Over Pop-up** so you can see what's in each module before opening

To assist in the efficiency of navigation we have installed a function whereby you'll be able to see what's in each Module without opening each Module page

- ⇒ Once logged in go to the Dashboard and select a Quality Area
- ⇒ When the individual Modules are visible move your cursor over each one. A pop-up will appear showing the contents
- ⇒ This function acts as a preview to help speed up selection

The option to submit **Multiple QIP Issues**

- ⇒ When you open a Module, you'll see we have made a layout change to improve visibility and provide for a more logical process. (There is a scroll down function on each section.)
- ⇒ If you wish to add a 2nd, 3rd etc. QIP Issue simply click on Add
- ⇒ Complete as per usual and always remember to select 'Save My Notes' after each submission

## The ability to attach **WORD or PDF** documents

- ⇒ As before, select Expand to submit specific QIP information about each Issue
- ⇒ Adding a WORD or PDF document is the same as adding an image
- ⇒ Select Choose Files, select the required file from your computer
- ⇒ Click out of the Expand on Item panel and select '**Save My Notes**'
- ⇒ To check that the file was saved go back in to Expand and you'll see the file address or image
- ⇒ Once a report is generated this will become a live link in your report.

## The ability to **Embed Links** into your QIP and Quality Improvement Plan

- ⇒ This process is similar to the previous
- ⇒ Select Expand for the desired QIP Issue
- ⇒ Cut and paste the required link into the External References field
- ⇒ Click out of the Expand on Item panel and select '**Save My Notes**'
- ⇒ To check that the link was saved go back in to Expand and you'll see the link address
- ⇒ Once a Quality Improvement Plan (QIP) report is generated this will become a live link

## The option to attach a **Rating of Importance** against selected QIP issues you are working on. A (High) B (Medium) and C (Low)

To add further efficiency to your Self-assessment and Quality Improvement Plan we have provided the opportunity for you to rate specific QIP Issues

- ⇒ This is done (Optional) when you select Expand for a selected QIP Issue
- ⇒ At the very top of the expanded panel select the drop-down arrow where it states Please select a rating
- ⇒ Select A, B or C or leave blank
- ⇒ Click out of the Expand on Item panel and select '**Save My Notes**'
- ⇒ To see the saved rating select Back to Quality Area at the bottom left of the screen
- ⇒ You'll see your rating positioned at the top right of the Module
- ⇒ To un-select a rating go back into the expanded QIP issue and click on Please select a rating and '**Save My Notes**'

## To see a '**snap-shot**' of your prioritised modules:

- ⇒ Go to the My Account area by clicking on the three bars to the left of the logo
- ⇒ Scroll down and select Priority QIP Issues
- ⇒ You'll not only see a list of each selection, but you'll be able to navigate directly to each one by clicking on the View button