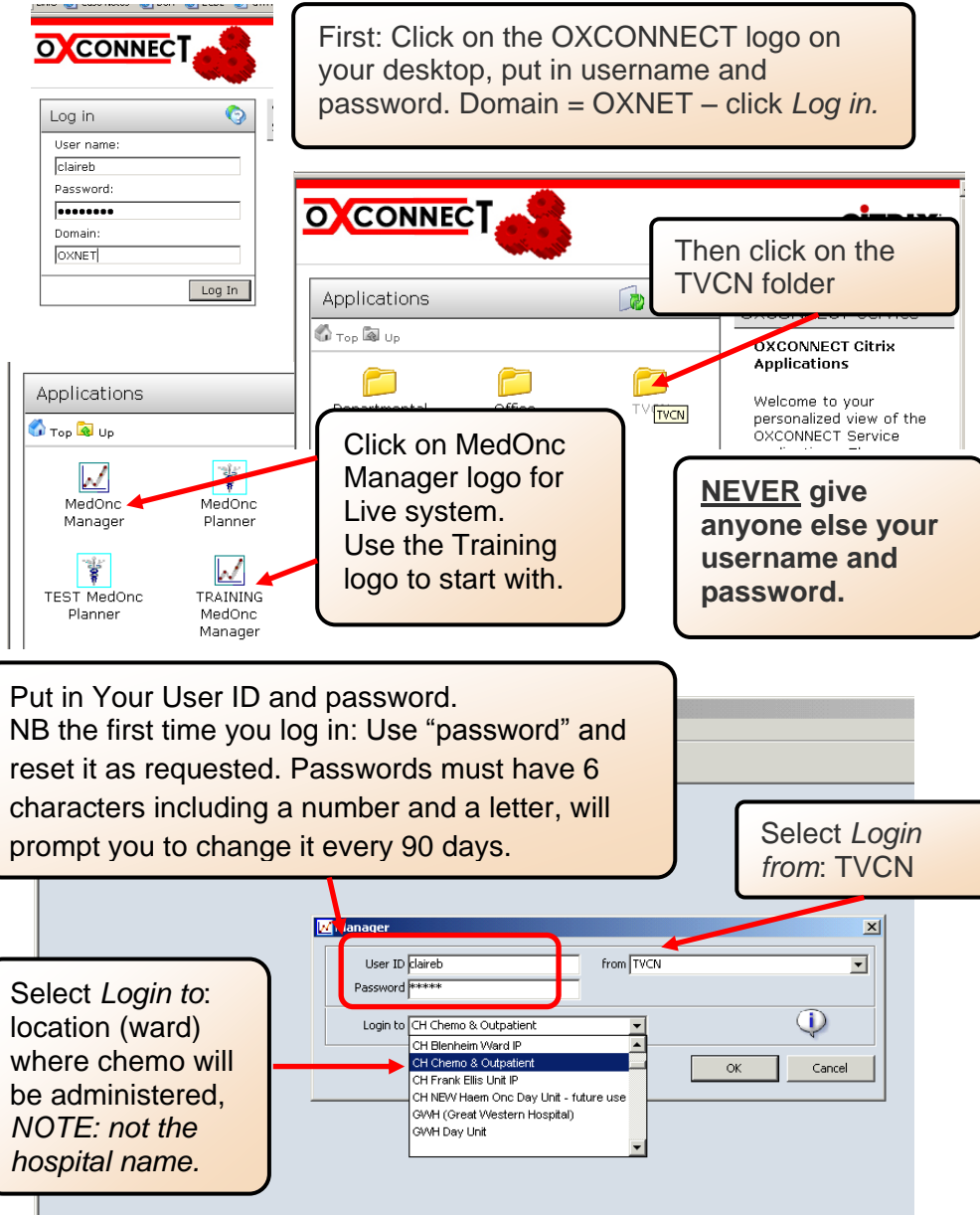


Aria e-prescribing A11 Guide

Logging On, Switching Users and Locations and Exit

Logging On



First: Click on the OXCONNECT logo on your desktop, put in username and password. Domain = OXNET – click *Log in*.

Then click on the TVCN folder

Click on MedOnc Manager logo for Live system. Use the Training logo to start with.

NEVER give anyone else your username and password.

Put in Your User ID and password. NB the first time you log in: Use “password” and reset it as requested. Passwords must have 6 characters including a number and a letter, will prompt you to change it every 90 days.

Select *Login* to: location (ward) where chemo will be administered, **NOTE: not the hospital name.**

Select *Login from:* TVCN

User ID: claireb
Password: *****
from: TVCN
Login to: CH Chemo & Outpatient
CH Blenheim Ward IP
CH Chemo & Outpatient
CH Frank Ellis Unit IP
CH NEW Haem Onc Day Unit - future use
GWH (Great Western Hospital)
GWH Day Unit

Switching Users and Locations

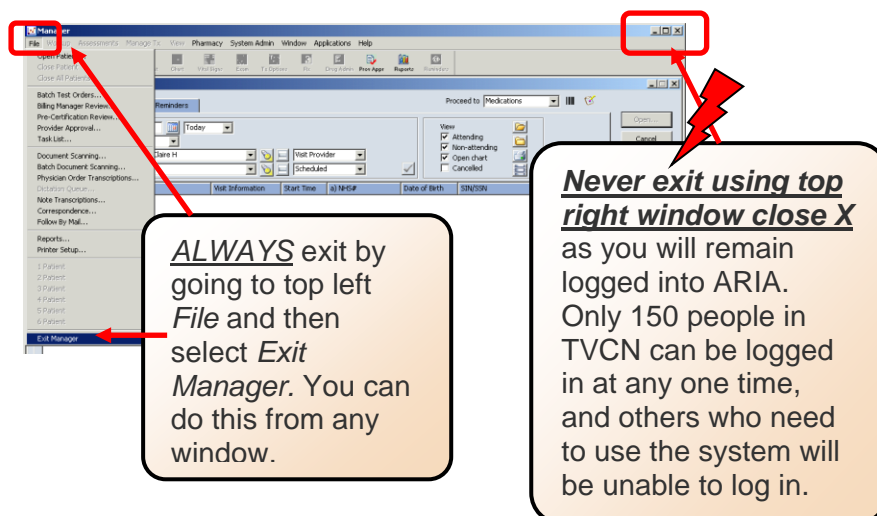
The screenshot shows the 'Manager' application window. The 'Visit' tab is selected, showing filters for Date (11/FEB/2009), Start Time (All), Provider (Blesing, Dr. Claire H), and Location (All). A red box highlights these filter fields. A red arrow points from a text box to the 'Visit' tab. Another red box highlights the bottom tool bar showing the current user 'Blesing, Dr. Claire H' and the location 'TVCN'. A red arrow points from a text box to the 'Switch Users' option in the bottom tool bar. A third red box highlights the 'Switch Users' option in a dropdown menu.

On the bottom tool bar:
Ensure you are in the **CORRECT LOCATION** where the patient's chemo will be administered. To change the location: Click on the bottom tool bar & select new location. Allows you to prescribe in different locations for one patient.

VISIT tab
Filter by Date, time and/or Provider (i.e. Consultant) to view activity in your chosen location

Check that YOUR NAME is on the bottom tool bar. To switch user: Click on your name on the bottom tool bar and select *Switch User*. Put in the new user name and password. If there are **multiple users of the computer** click **this before you leave the computer**. If you are leaving a computer only you are using: select *Lock Application* here. You can also select *User Preferences* here to set up personal settings.

To Exit Aria




A few hints



Use the open and close commands for each window, instead of the cross on top right of the window.

If there is an approve button, must use it to save your action, clicking OK may not save it or only put it in pending.

Use the help function if you are stuck – Go to file (top left) and select Help.

You can find out who carried out a step by clicking on the  Audit tool, which you will find throughout Aria.

If you have approved an action and it doesn't seem to have been saved, close the window and reopen, or click on the refresh button if there is one.

There are many places where you can record or read brief notes. If you see  a note has been left about the patient, visit or chemotherapy regimen. If you see  it is empty.

Based on an Aria training documents originally produced by:

Clinical Systems Training Team, Royal Berkshire Hospital, Reading

Written for TVCN by Dr Claire Blesing April 2009

Amended by Andrea Barkwith Dec 2016

For all Users

Version dated: 14/12/2016

Always check <http://tvscn.nhs.uk/networks/cancer/cancer-topics/chemotherapy/> to ensure most recent version is being used.