



Home page

- Zoom in and Zoom out with Ctrl + and Ctrl –

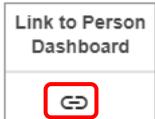
If you need to see more of the screen, use **Ctrl –** to zoom out – to zoom in, use **Ctrl +**

- Search for any Person’s MyWai record by name or NHI

In the top right of any MyWai screen, search by **name** OR click the magnifying glass icon and search by **NHI**



- Click the link icon to open the Person Dashboard

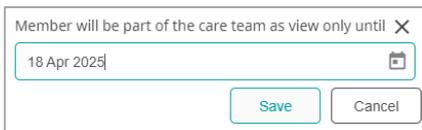


Person Dashboard

- Join all care teams as view-only



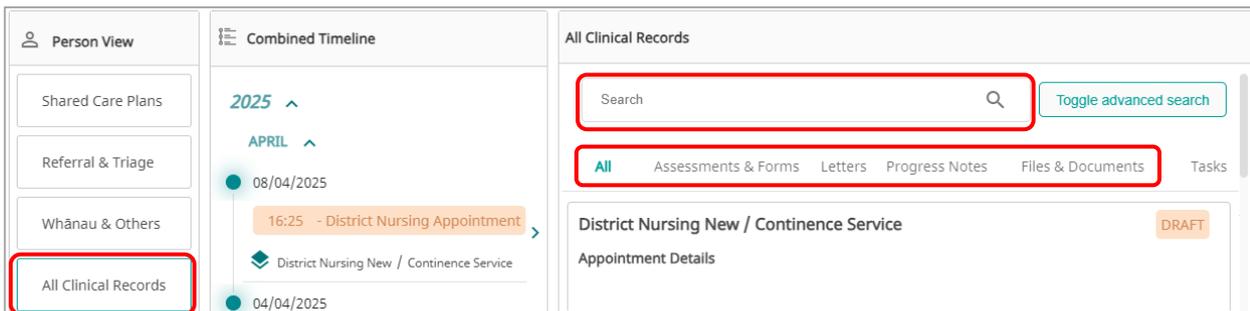
Click this button to give yourself view only, then enter an **End Date**, which will remove you from the Care Team automatically on that date, then click **Save**



- All Clinical Records

In **All Clinical Records**, select the category to view first, eg **Progress Notes** or **Assessments & Forms** **Files & Documents** are uploaded files, but be aware that a file could be uploaded into a Note instead

Add key words into the **Search** field find the required records - scroll down to view each item



- Combined Timeline

The middle pane lists any MyWai addition for this person in descending order – click an item to view



Orange items are in Draft form

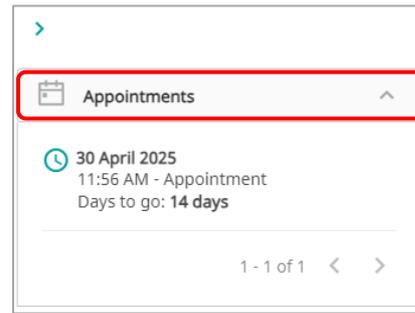
Blue items are Submitted, although some can be edited after submission

- **Appointments**

To view upcoming Appointments, on the far right, click the arrow to expand a far-right menu

Select **Appointments** to see all upcoming appointments scheduled in MyWai for this person

This allows visibility of appointments from all MyWai services, in order to avoid a clash if booking from inside or outside of MyWai



Horizontal menu and RCP

- **RCP link**

Across the top of the Person Dashboard on the far right is the **RCP** icon.

Click the RCP icon to open this person's RCP record **in a separate tab**

Click the **Re Login** button to log into RCP automatically if you are logged into the computer as yourself

Click between **RCP** and **MyWai** as required



- **Horizontal menu**

Below the RCP icon is the horizontal menu, which has some useful content

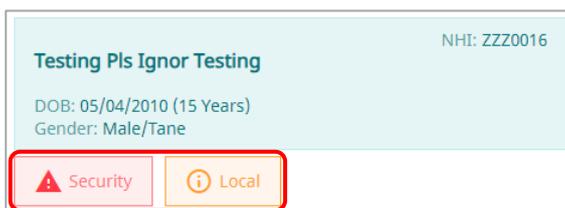


Scroll across both ways and click an item to view



- **Risks**

Risk indicators appear directly under the person's name and details – click **Risks** for more information



Search for the next record

The Search field displays at the top right always, so use it to search for the next record at any time

