

EuroKing System Administration – User Support Document

Training Department
December 2019

Table of Contents

- Copyright..... 3
- Confidentiality..... 3
- Introduction 4
 - Purpose.....4
 - Audience.....4
- 1. System Overview..... 5
- 2. Managing Users 6
 - View Existing Users 6
 - Add a New User 7
 - Delete a User..... 9
- 3. Managing User Roles..... 10
- 4. Top View 11
 - Search Tab..... 11
 - Table Details Tab..... 12
 - Carepath Details Tab..... 12
 - Users Logged In Tab..... 13
 - Changes made by Selected User Tab..... 13
 - Audit Trail Tab..... 14
- 5. Alert Definitions 14
 - Adding a new Alert..... 15
 - Deleting an Alert 15
- 6. PAS Fields Administration 16

Copyright

© Wellbeing Software 2019

Registered Office: 3rd Floor i2 Mansfield, Hamilton Court, Oakham Business Park, Mansfield, NG18 5FB

These materials are or comprise restricted and proprietary confidential information of Wellbeing Software. Disclosure to or use by the recipient shall not convey any intellectual property rights in these materials. The right to use these materials by the recipient is subject to restrictions and limitations contained in the Provision of Integrated Care Record System and Associated Services Agreement and related agreements.

Confidentiality

All information in this document is provided in confidence for the sole purpose of adjudication of the document and shall not be used for any other purpose and shall not be published or disclosed wholly or in part to any other party without HSS prior permission in writing and shall be held in safe custody. These obligations shall not apply to information which is published or becomes known legitimately from some source other than Wellbeing Software. Many of the product, service and company names referred to in this document are trademarks or registered trademarks. They are all hereby acknowledged.

Introduction

Purpose

This document is a support guide designed to be used by those responsible for the System Administration tasks of EuroKing Maternity Information System and covers the following functionality:

- Managing User Accounts
- Defining User Roles
- Using TopView
- Alert Definitions
- PAS Fields Admin

Audience

This document is intended to be used by EuroKing customers who are responsible for the System Administration of EuroKing.

1. System Overview

WHAT IS THE EUROKING MATERNITY INFORMATION SYSTEM?

The EuroKing Maternity Information System is an electronic information system used to collect and store specific details of a woman's pregnancy, labour, delivery and postnatal period. The data entered can be used to support audit, clinical governance, clinical negligence scheme for Trusts (CNST), Payment by Results (PbR), Maternity Services Data Set (MSDS) and research & development. The system facilitates communication between professionals and aids in the provision of timely and accurate information for the professionals involved in a woman's care. In a hospital setting it can interface with hospital information systems (HIS) and is compliant with the UK NHS Personal Demographics Service (PDS) to register a birth.

KEY BENEFITS OF USING EUROKING

- Reducing paper moving towards a paper-lite solution.
- Ability to collect payment by results and compliance with the Maternity services dataset (MSDS).
- Registering the birth and obtaining an NHS number for babies born.
- Offline working in the community negating the need for an internet connection.
- Collection of maternity services audit data/ statistics.

USER ROLES IN EUROKING

EuroKing is designed to be used by different types of care professionals throughout the course of a pregnancy from booking to postnatal discharge. These are:

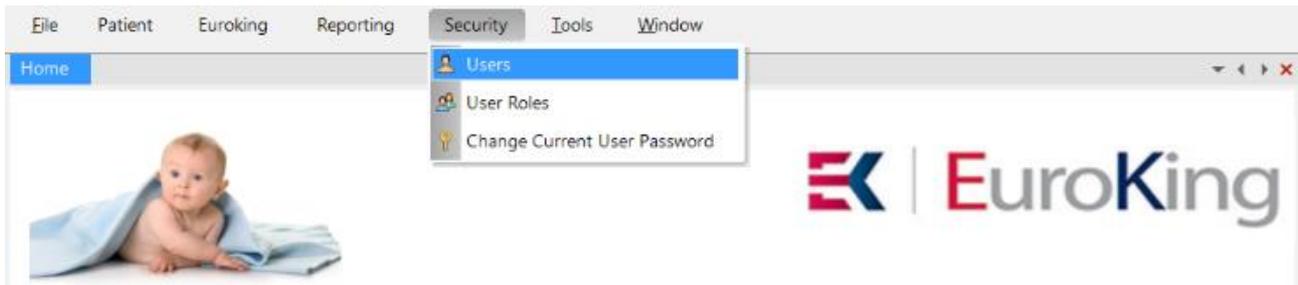
Midwives & Maternity Support Workers	Workflows for several different care pathways including antenatal, delivery and postnatal care with a place to record all aspects of a pregnancy and any past medical history.
Anaesthetists	Includes workflows to record preassessment, anaesthetic procedures and follow-ups, the recording of adverse incidents and any relevant documentation. All information can be cross referenced against other data held in the system to collate NOAD statistics. (National Obstetric Anaesthetic Database).
Obstetricians	The Doctors Procedures care pathway provides the ability to record Obstetric procedures.
Support Staff & Healthcare Managers	EuroKing can provide detailed statistical reports for both local and national review and planning of maternity services using the Stats and Lists and Stats Builder parts of the application. (There are separate support documents for EuroKing System Administration and EuroKing Stats Builder.)

2. Managing Users

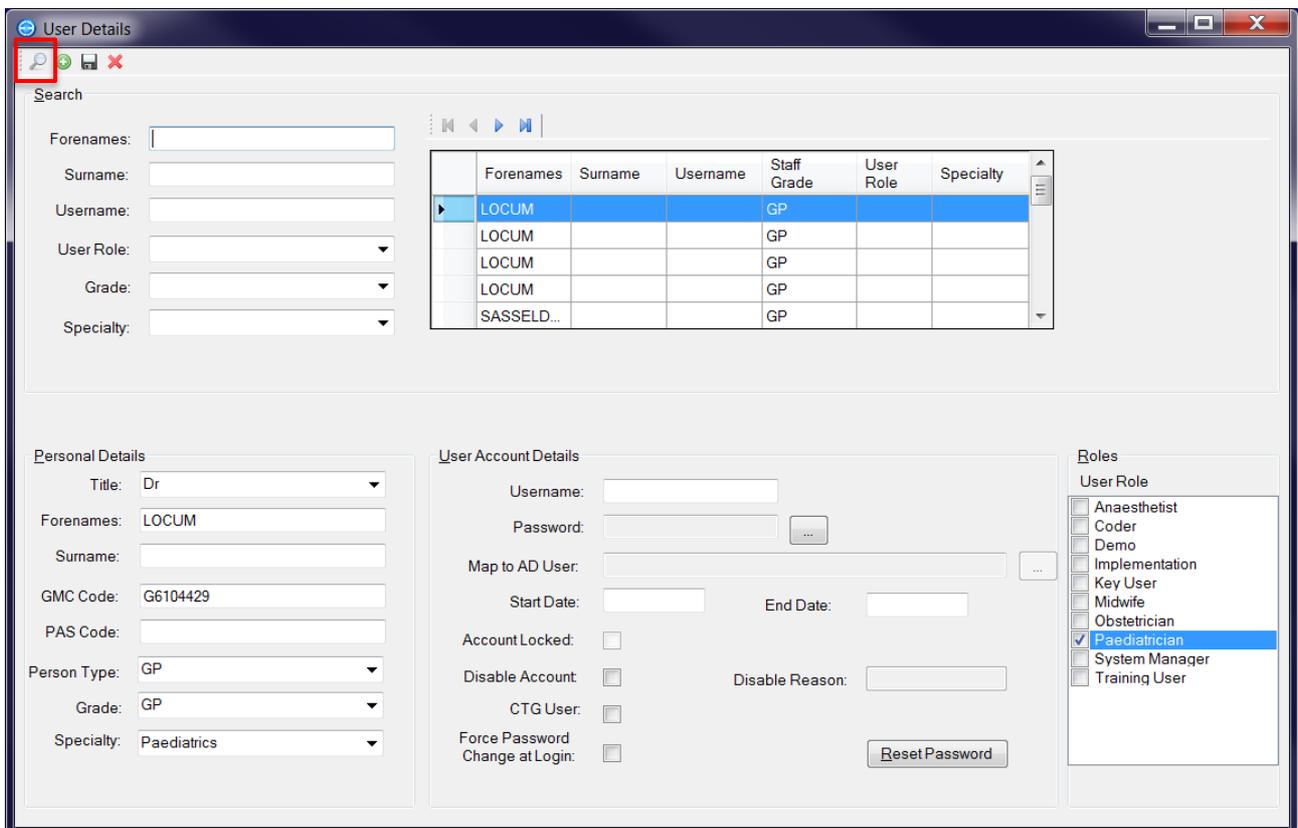
VIEW EXISTING USERS

A system administrator can edit and manage existing users, and add new users to the EuroKing system via

Security > Users

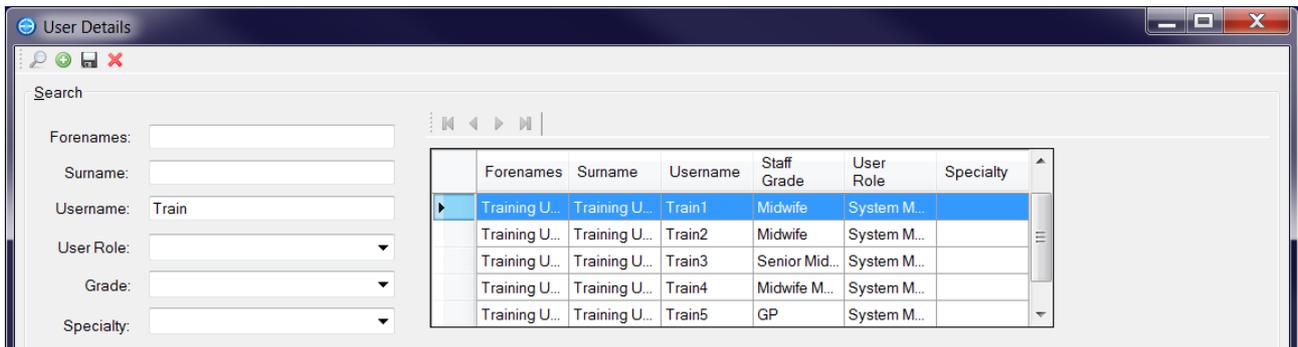


The User Details window opens. All existing users are displayed in alphabetical order. The screen is divided into three areas: Search, existing users, and individual user details.

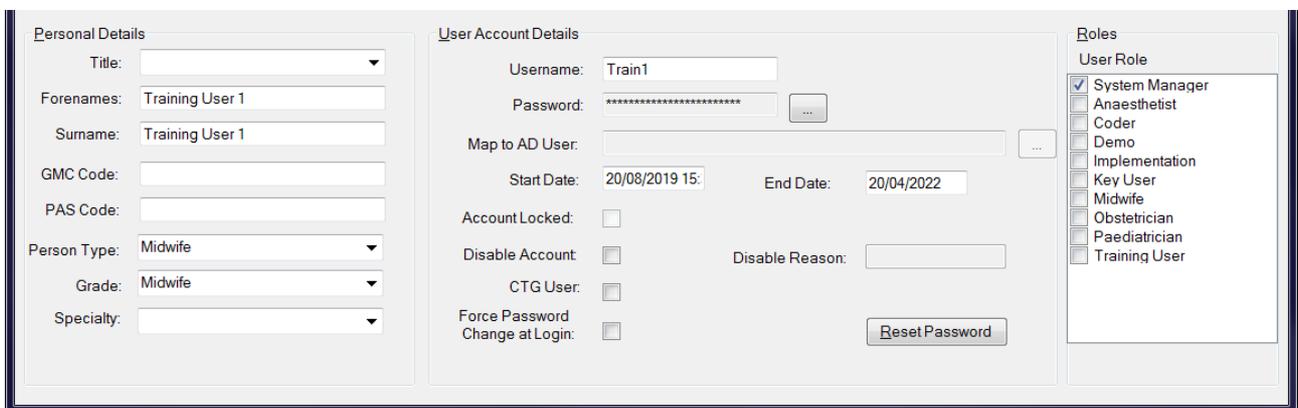


- To find an existing user, enter data into one or more search fields. Partial names may be used.
- Press Enter or click the search icon.

The search reveals a list of possible users in the system based on the data entered.

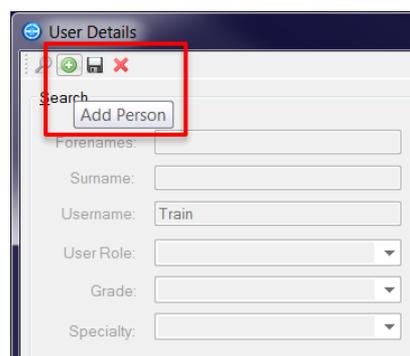


Details of the selected user account can then be viewed and edited in this area of the screen.



ADD A NEW USER

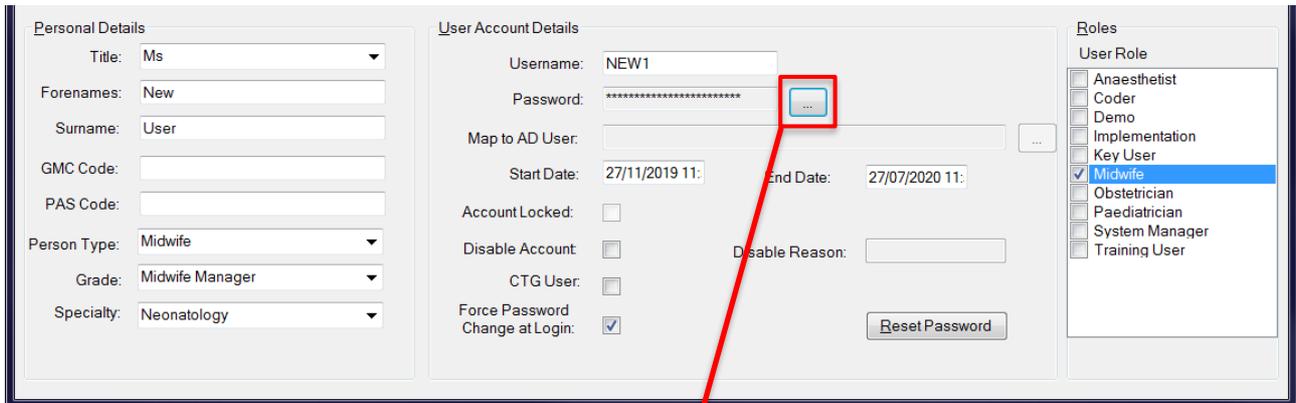
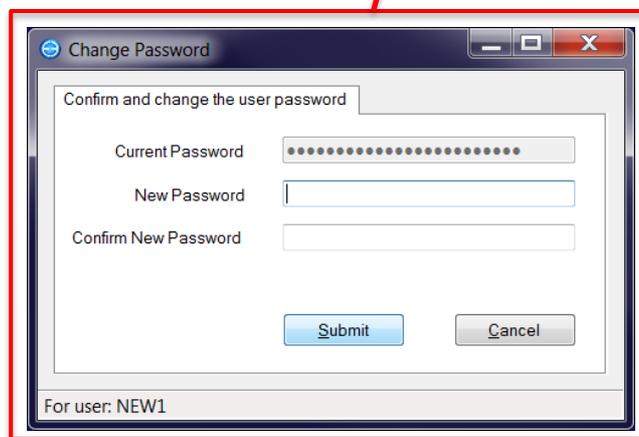
To add a new user click on the [Add Person] button.



PERSONAL DETAILS

- Enter the personal details of the new user.
- GMC code and PAS code will need to be completed if the Trust decides to include them here.
- Person Type, Grade, and Specialty can be selected from a drop-down list and are used to refine the search for a person when completing EuroKing questionnaires.

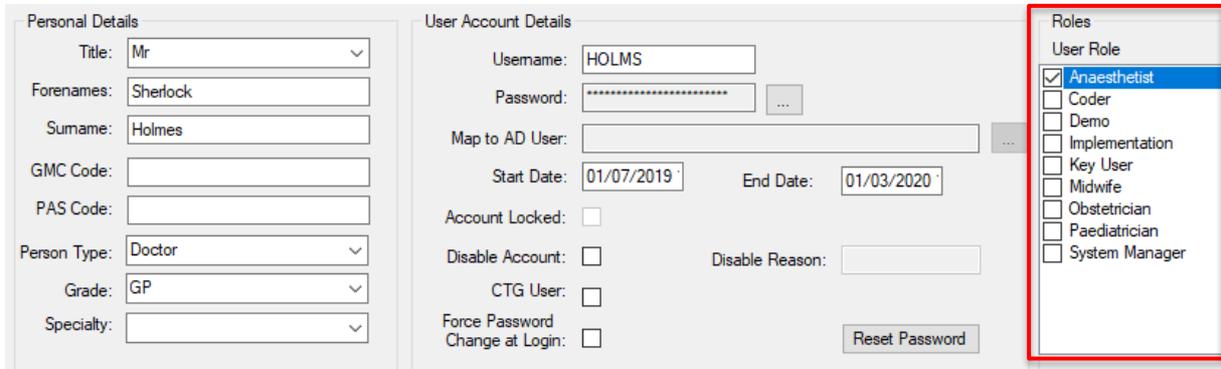
USER ACCOUNT DETAILS

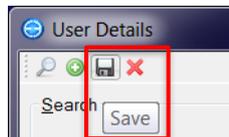
Field	Description
Username	Enter a username.
Password	Click the button next to the Password field to open the Change Password window.
Map to AD User	Allows for a single sign-on if required.
Start Date	Defaults to the date the account is created but can be edited.
End date	Defaults to a set period but can be edited.
Account Locked	Account Locked happens if a user has had several failed logins and locked themselves out. To unlock the account a system administrator needs to deselect this tickbox.
Disable Account	If the System Administrator needs to disable an account, enter an end date and select the [Disable Account] tickbox.
CTG User	Legacy field. No longer in use.
Force Password Change at Login	Will prompt a user to choose their own password upon first log in.
Reset password	Allows an administrator to change a password for a user.

USER ROLE

- Assign a User Role by selecting one of the options on the right. Note that only one role can be assigned to a user.



- Click the [Save] button to save the new user details.



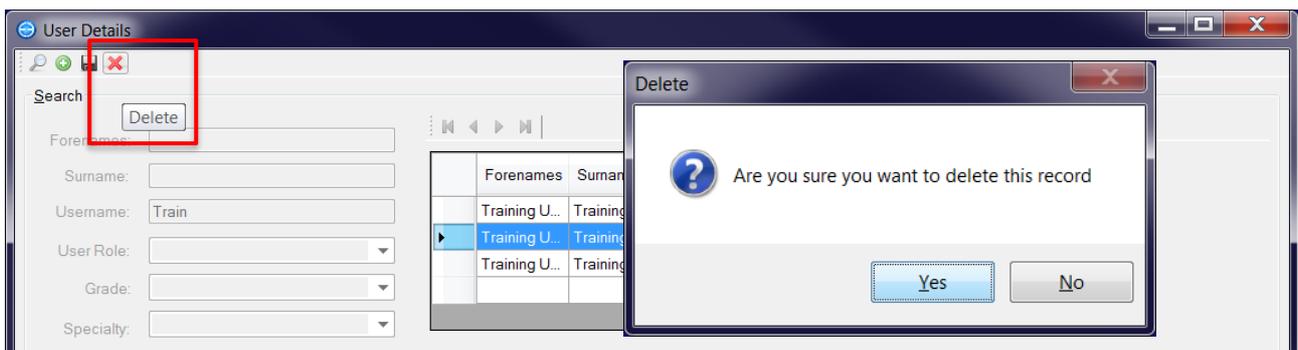
Note that there is also the option for a logged-in user to change their own password via

Security > Change Current User Password.



DELETE A USER

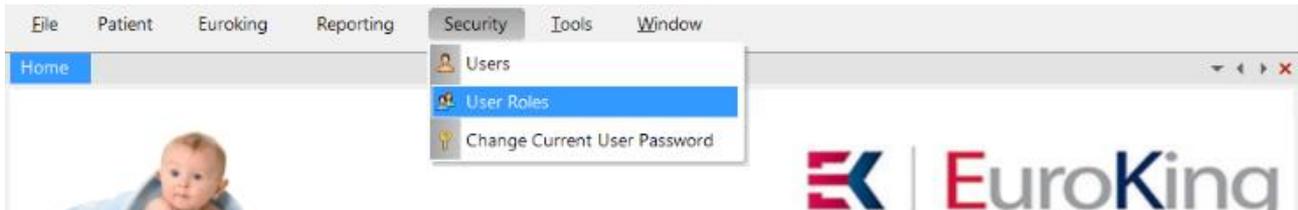
Deleting a user does not mean that they are permanently removed from the system, but they will be removed from the user lists. If a user leaves the hospital, they can be deleted in this way to allow the pick-lists of staff in EuroKing to be kept current. To delete a user, click on the user in the list then click [X]. A confirmation window will appear.



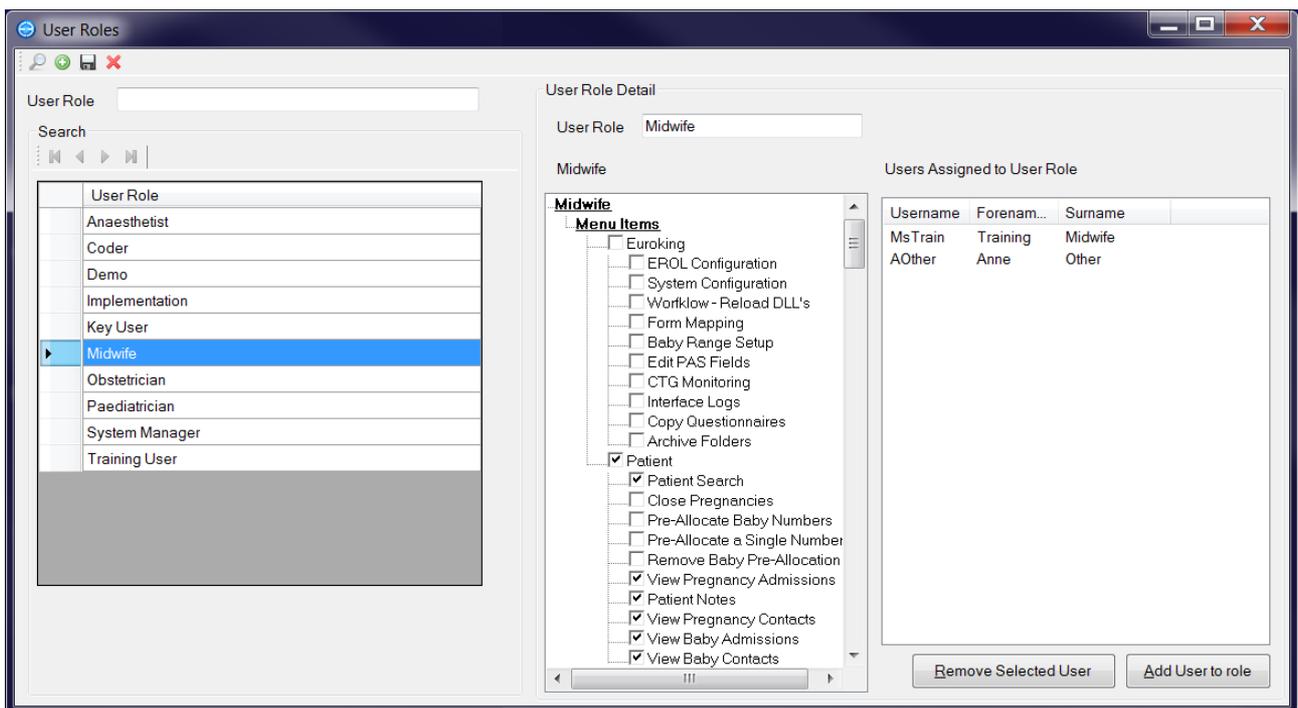
3. Managing User Roles

This is a detailed view of the security settings and access levels for individual User Roles. Access to this screen will only be by a System Manager. User Roles will be mostly be determined and set by Wellbeing Maternity staff in agreement with hospital staff when the system is initially configured for them. It is accessed via

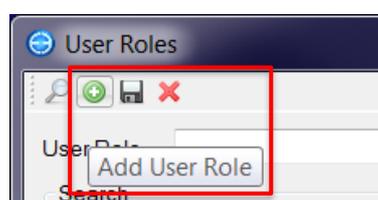
Security > User Roles



Selecting a User Role in the left-hand panel of this screen will display that role’s permissions in the middle panel. Users with the selected role assigned to them are listed in the right-hand panel.



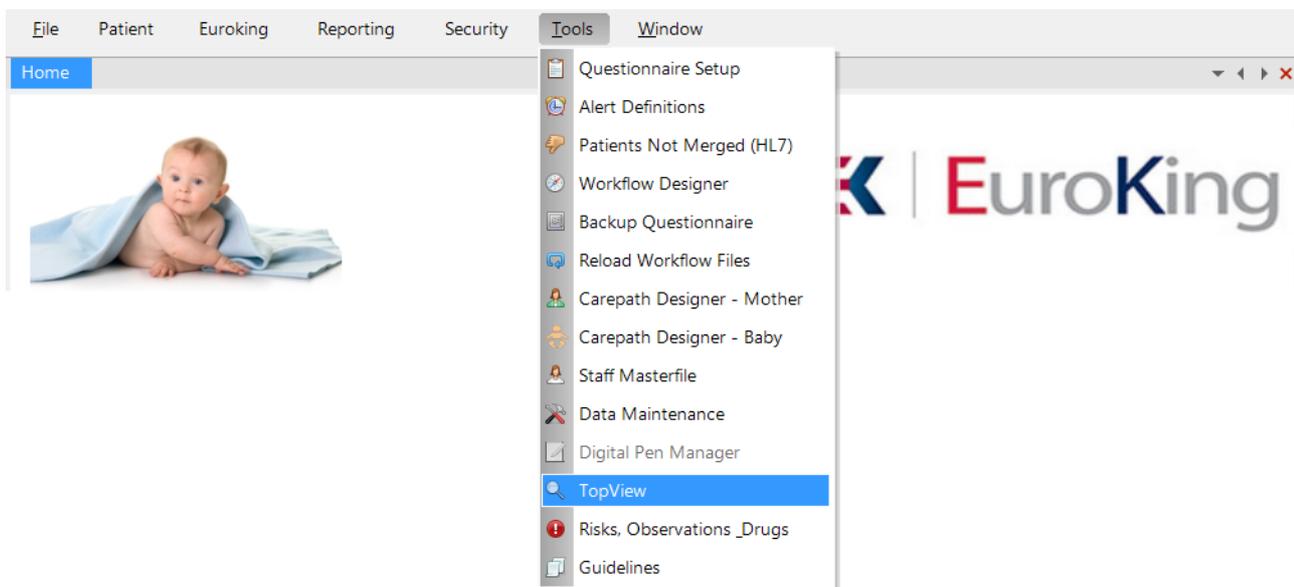
System managers can change existing roles, or create new roles by clicking on the [Add User Role] button, but this should only be undertaken with Wellbeing support.



4. Top View

TopView is an audit tool that provides an overview of an individual patient’s data and gives information about any users that are logging on and out the system, to audit any changes they make. From the opening page there are search fields to find a patient record via the Search tab. TopView is accessed via

Tools > TopView



SEARCH TAB

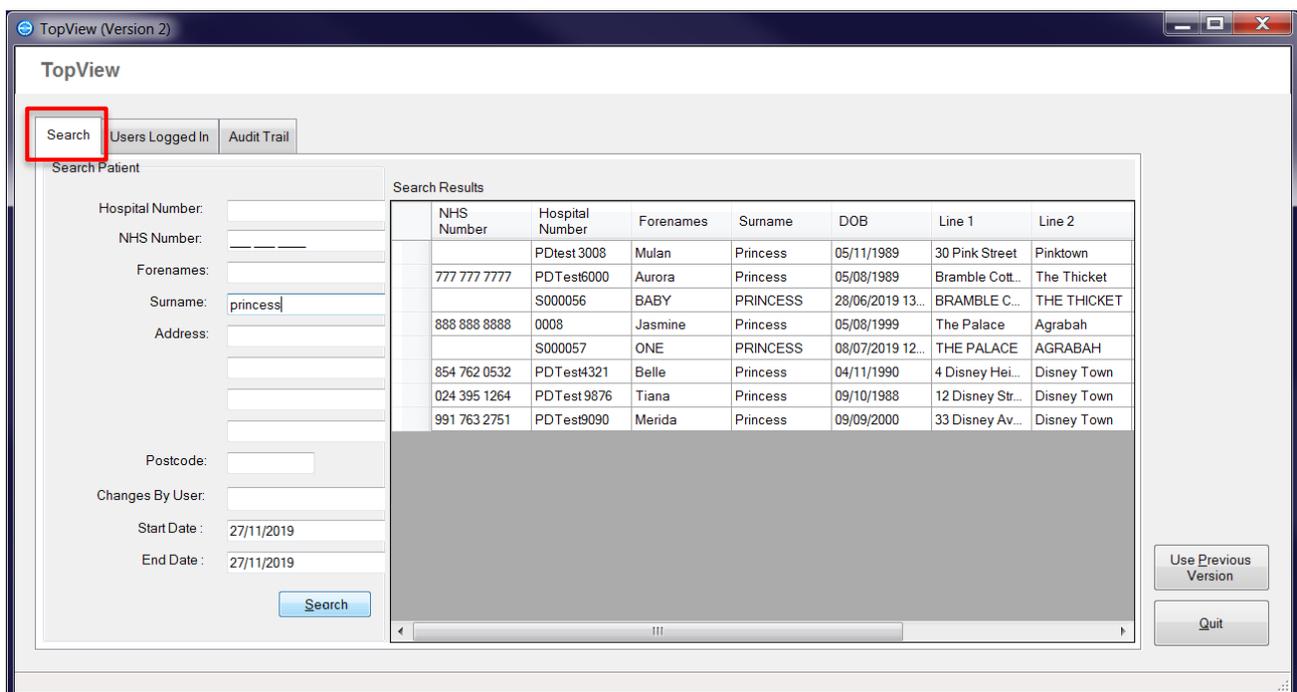
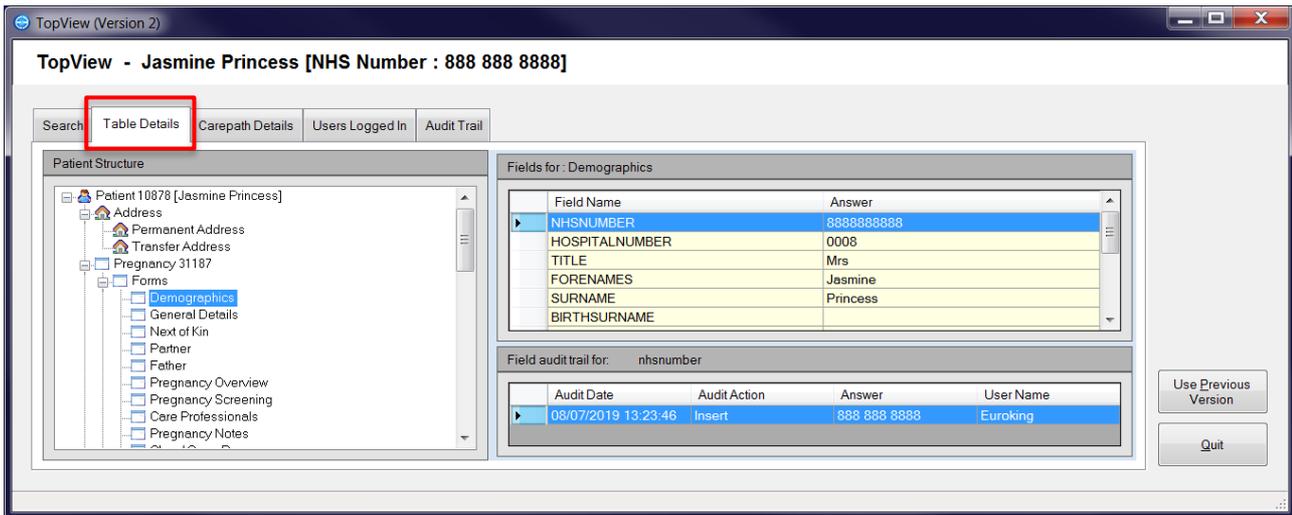


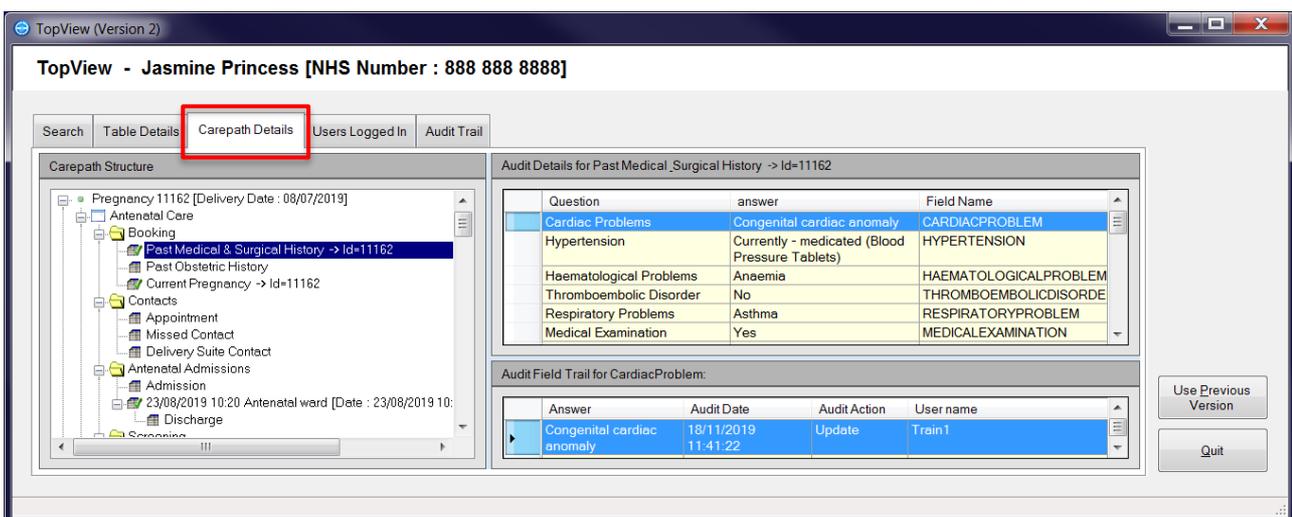
TABLE DETAILS TAB

Once a patient record is selected there is an option to view the audit trail for the data that has been entered in the Forms via the Table Details tab. (Note: this is looking at any data that is not entered via a questionnaire). Choosing a form to view from the panel on the left will show the results of the data entry in the panel on the right. As items are selected in that list it will show the audit trail of user's entries. and any subsequent changes to the data entered, at the bottom right-hand corner of the screen.



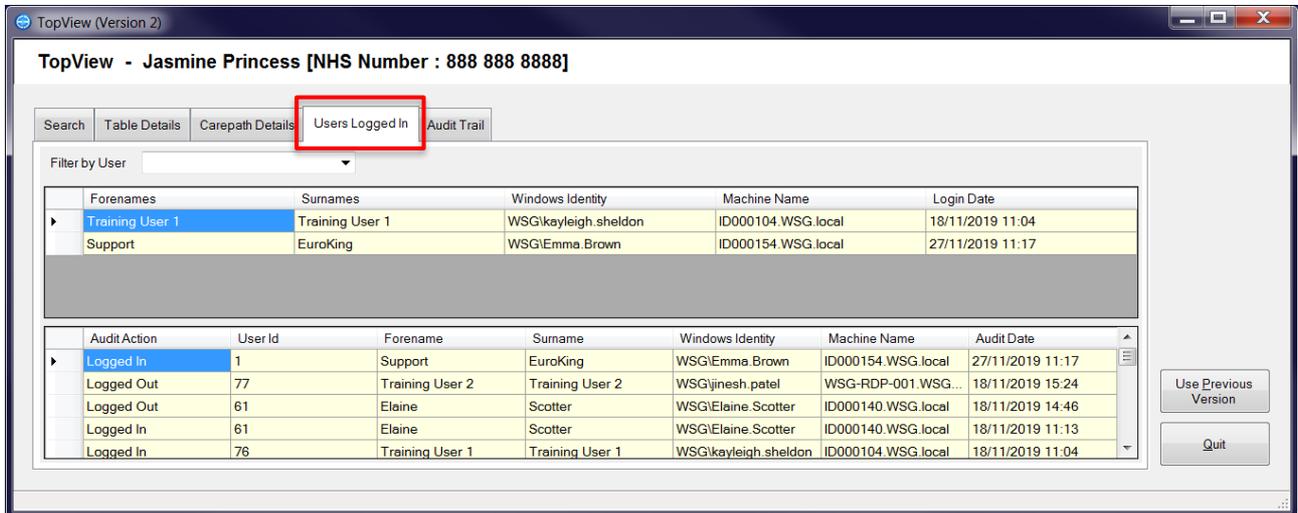
CAREPATH DETAILS TAB

Selecting the Carepath Details tab gives access to all the data that has been entered via questionnaires. Selecting a questionnaire on the left displays all the data on the right. Clicking on any item on the left will show an audit of answers that were entered or changed by date order, newest at the top, and by which user recorded the answer.

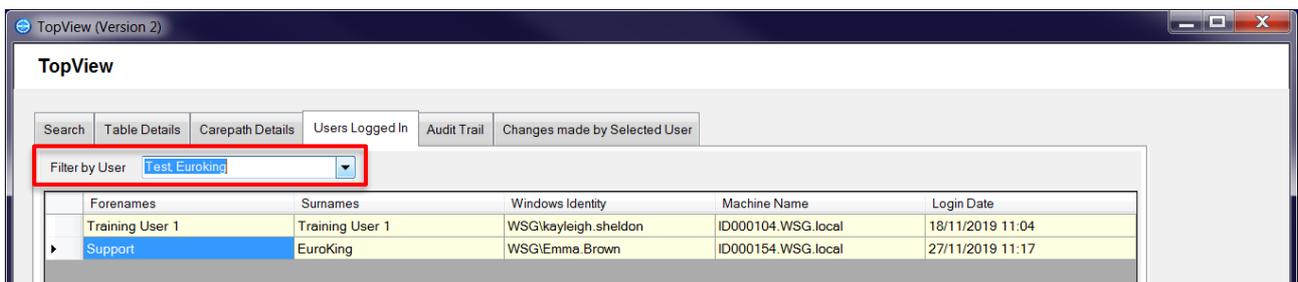


USERS LOGGED IN TAB

This will display currently logged-in users in a list in the top section of the screen, and a history of logged-in users in the bottom section. It shows dates, details of the machine, and usernames.

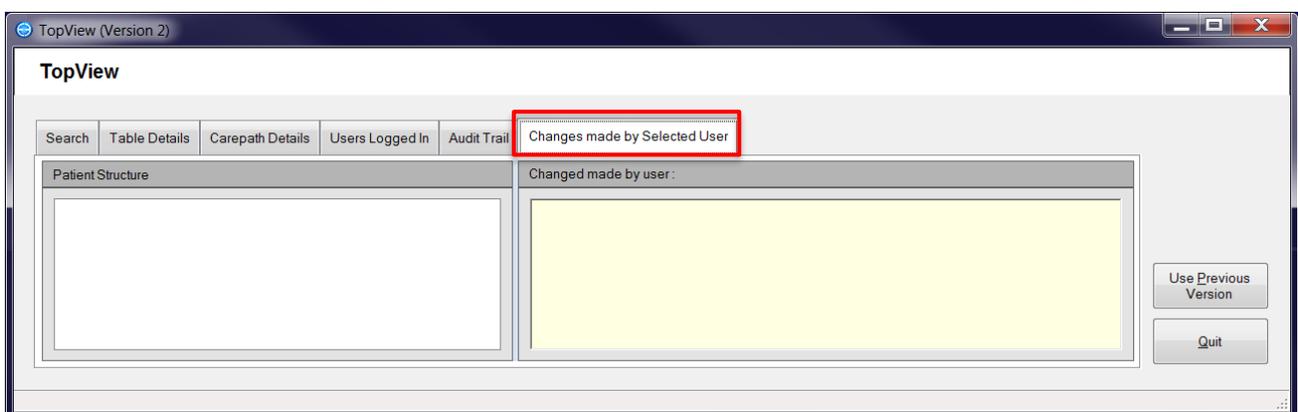


- Use the drop-down filter to identify what activities a user performed.



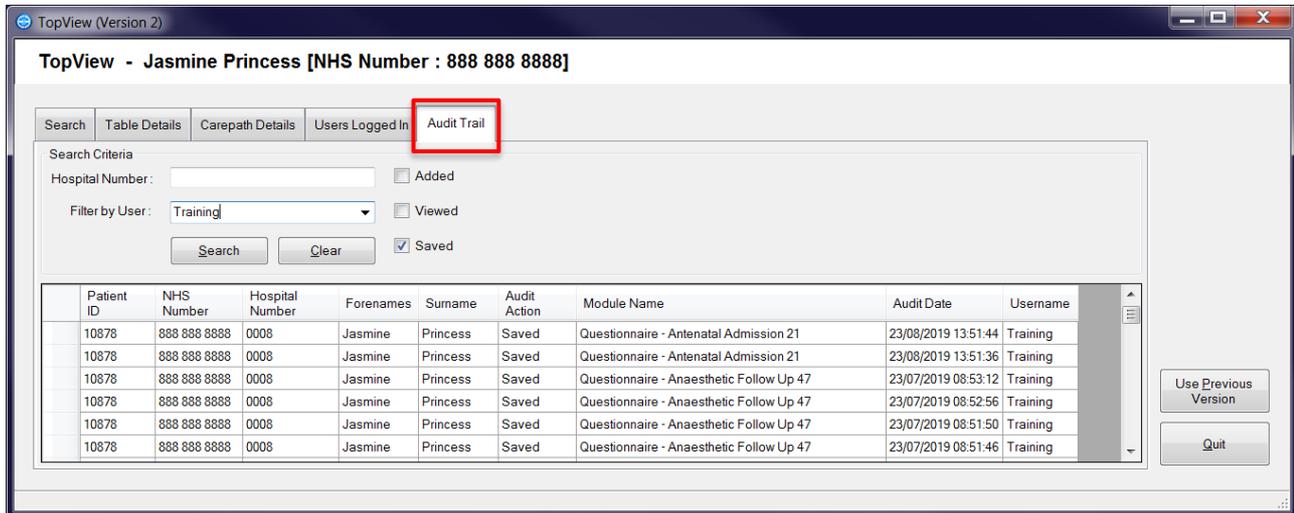
CHANGES MADE BY SELECTED USER TAB

The Changes made by Selected User tab opens when you filter by a user on the Users Logged In tab.



AUDIT TRAIL TAB

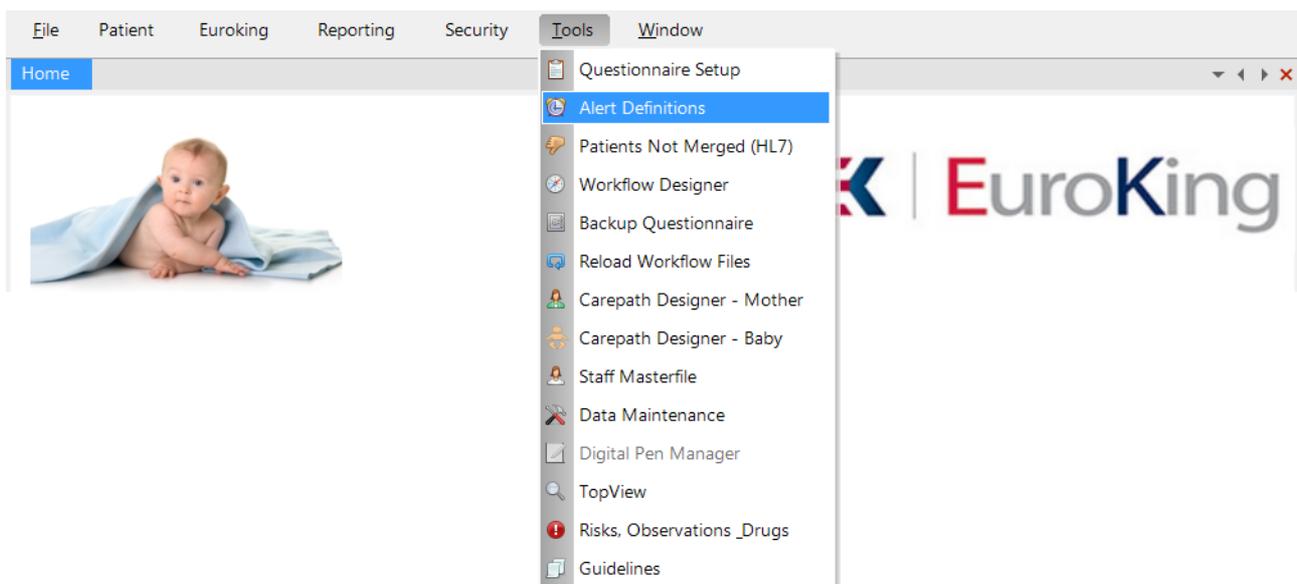
The Audit trail tab allows you to search for a patient by hospital number. The display shows a list of activity on that patient record. It lists the questionnaire or form that was altered; the date and time of the change; the username; and whether the action was Added, Viewed, or Saved. You can also filter by user, and type of action.



5.Alert Definitions

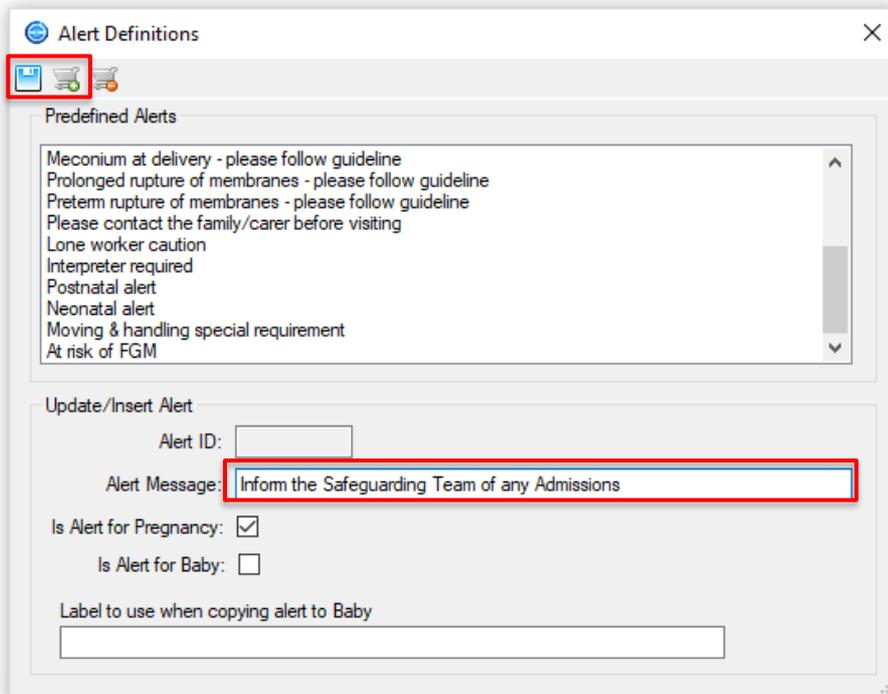
The alerts that are initially available in the system will be those that are configured at the installation of EuroKing. It is possible however for alerts to be added at a local level. This is accessed via

Tools > Alert Definitions



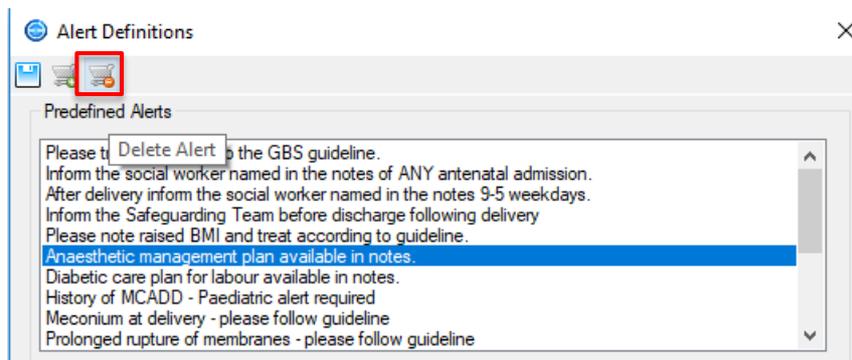
ADDING A NEW ALERT

To add a new alert, click the Add New Alert icon and type the new alert text into the Alert Message field. Select either the Alert for Pregnancy or Alert for Baby tickbox then click Save. The new alert will now be available in the list of alerts to add to a patient record.



DELETING AN ALERT

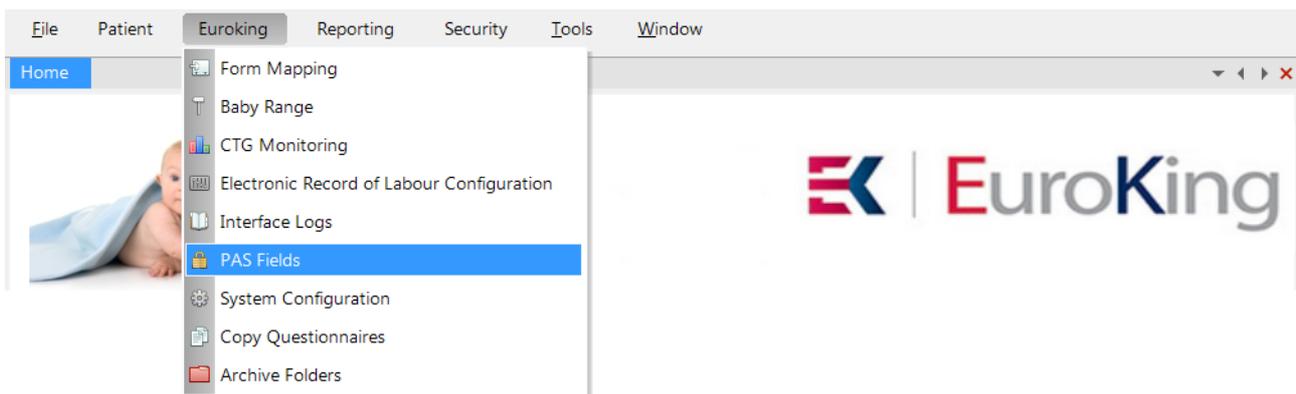
To delete an alert, select the required alert from the list and click on the Delete Alert icon.



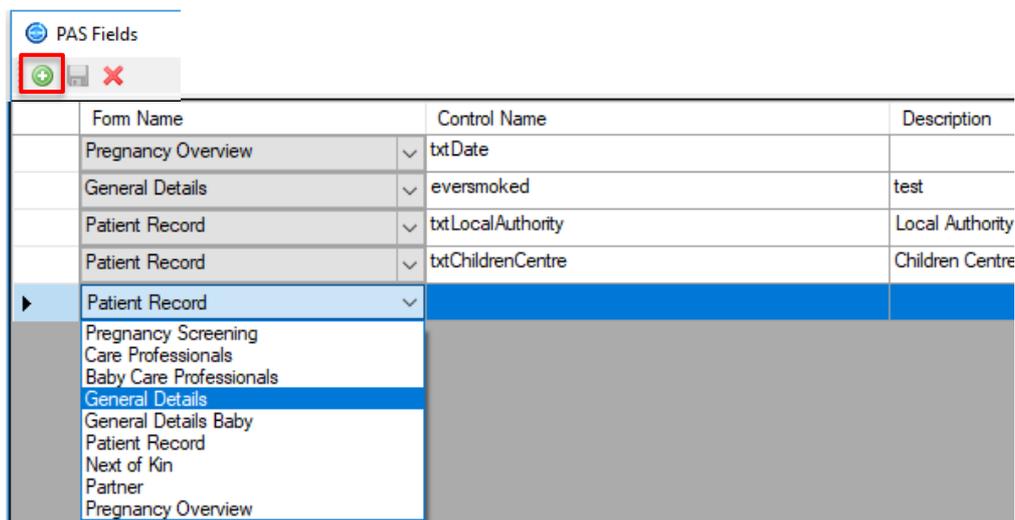
6. PAS Fields Administration

This applies to the various demographics fields that are found within a patient's file. Some of the fields are auto-populated from your PAS/HIS via the interface, others are not. This facility enables the system administrator to make fields read-only. Note that this will generally be completed by the implementation team at the time of installation and should rarely need to be accessed post go-live.

Euroking > PAS Fields.



- This will display a list of the existing read-only fields. To add a new read-only field click the Add icon.



- From the drop-down list in the Form Name column, select the form that the field is located in.
- Click on the next column, Control Name. A template view of the form is displayed.
- Click on the field you wish to be controlled and it will turn red.
- Click the [Use Selected Control to be a PAS Field] button.

Select a control by clicking any item on the form

Use Selected Control to be a PAS Field

General Details

Marital Status: <input type="text"/>	Language Spoken: <input type="text"/>
Religion: <input type="text"/>	Ethnic Origin: <input style="background-color: red;" type="text"/>
Country of Birth: <input type="text"/>	Overseas Visitor: <input type="text"/>
Occupation: <input type="text"/>	
Type of Diet: <input type="text"/>	
Category: <input type="text"/>	
Ever Smoked: <input type="text"/>	

It returns to the list. Select the Disabled tickbox to make the chosen field read-only, meaning that it will be populated only from the interface with PAS/HIS.

Patient Record	▼ txtChildrenCentre	Children Centre/Neighbourhood Centre	<input type="checkbox"/>
General Details	▼ ethnicorigin		<input checked="" type="checkbox"/>

Fields can also be disabled or enabled from within a patient record, in a summary screen. A right-click on the required field will give a list of options as shown here.

General Details

Marital Status: <input type="text"/>	Language Spoken: <input type="text"/>
Religion: <input type="text"/>	Ethnic Origin: <input style="background-color: gray;" type="text"/>
Country of Birth: <input type="text"/>	Overseas Visitor: <input type="text"/>
Occupation: <input type="text"/>	
Type of Diet: <input type="text"/>	
Category: <input type="text"/>	
Ever Smoked: <input type="text"/>	

- Define Mapping
- Disable (Populating from Interface Engine)
- Enable (Enter text manually)
- Undo
- Cut
- Copy
- Paste
- Delete
- Select All

Give the field a name when prompted. Click Ok to Save. This will now be a read-only field.

What is the control name?

Give this control a descriptive name

Document Control

Title	EuroKing System Admin User Support Document		
Owner	Wellbeing Training Manager	Date Created	01/12/2018
File Ref.	EK_CRIB_CM_701_EuroKing_System Admin_Documentation_WS_V1.0.docx		
EK Version	1.7		
Change History			
Issue	Date	Author / Editor	Details of Change
D1.0	01/07/2019	Elaine Scotter	First Draft Issue
D2.0	26/11/2019	Emma Brown	Formatting, some edits.
V1.0	10/12/2019	Emma Savage-Mady	Review and publish
Review Date	10/12/2021		