docman
delivering paper free care

1. Logging on and Orientation
All Users

Scenario
When first accessing Docman 10, This brief task helps orientation to the login screen and the home screen once the user has logged in.

Task
- Using the URL: https://login.docman.thirdparty.nhs.uk/ this will take you to the Docman 10 login screen.

This is only accessible via a secure N3 internet connection.

Using the login details (sent separately), fill in the Org. Code, UID and Password (Case sensitive) this will allow you to login and display the Docman 10 landing page.
The landing page is laid out with the navigation & notification bar in blue at the top. This holds orientation to all main areas of the software. It details the title of the screen, the name of the practice, and the name of the user logged in, and the current role.

- Click into each of the tiles – Filing and Tasks in the Navigation bar to view the content behind each function.

Filing Tile. Will take the user to the Capture & Filing Screen (previously Batch Manager) whilst also highlighting the number of documents waiting to be filed.

Tasks Tile. (Previously referred to as Workflow) will display the number of outstanding Tasks, and the colour will reflect the priority. Yellow text defines all normal priority. Red text will define that there is at least 1 high priority/overdue Task in their inbox.

- Use the Back function in the browser to move back through the screens that you have visited previously.

The navigation of Docman 10 is reliant on both the webpage itself, and using the browser tools to simplify the experience.

Clinical users (defined by their roles) will not see the Filing tile as it is not relevant to their role.

Outcome
You will be able to log in and locate the filing area and your Task inbox.