

How to add a department

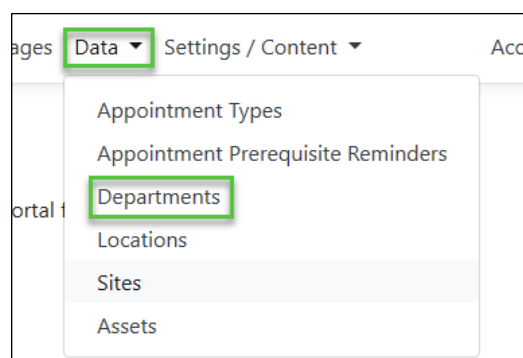
Scenario


This guide shows how to add a Department in the My GNCR Management Portal. A Department is a speciality or a function within a speciality. A Department is not a physical location.

Patient facing information is highlighted in yellow in this guide.


Add a department

1. Select the **'Data'** menu and then select **'Department'**



2. Click **'Add'** 
3. Enter the Department **Code**. **This is needs to match** with the Department's unique identifier within your source system.
4. **Edit Status** – this can be set to 'In Progress', 'Needs Review' and 'Complete'. Set this status as appropriate as per your organisations operating procedures, if required.
5. **Label** – this is the name of your Department in the Management Portal.
6. **Phone Number** – enter the Phone number for the Department.
7. **Contact Email** – complete this field if appropriate. This field is not mandatory.
8. **Speciality** – select the appropriate Speciality for your Department. This will display to the patient.
9. **Associate Assets** – to add an asset click into the Add Assets box, search for the required document and select it in the results. Multiple assets can be added if required.

Please Note: in order to add an asset the document must first be uploaded in data items > assets.

10. Click **'Submit'** to create your Department. 
11. Your Department will display within the departments list and can be edited or viewed:

Code	Label	Speciality Code	Edit Status
100	General Surgery	General Surgery	In Progress 