

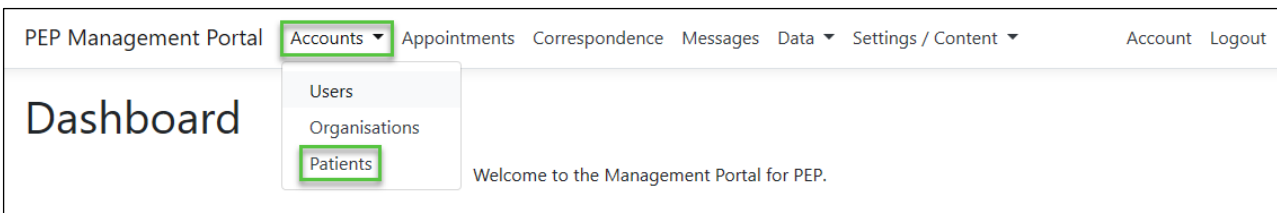
Patient log

Scenario

This guide gives an overview of the Patients section within the My GNCR Management Portal. How to use the Filter functionality is also included.

Patient Log

1. Select the **'Accounts'** menu and then select **'Patients'**



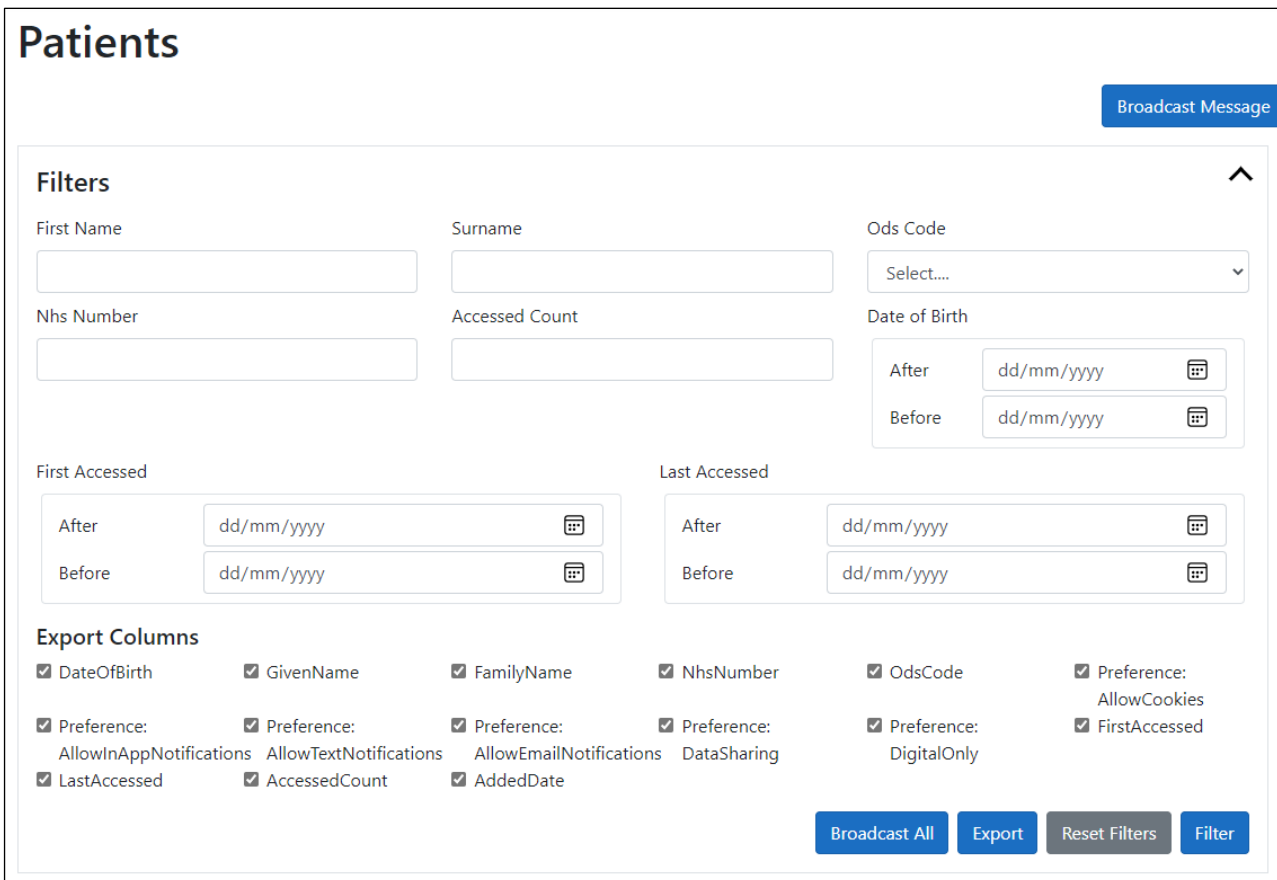
PEP Management Portal Accounts Appointments Correspondence Messages Data Settings / Content Account Logout

Dashboard

Users
Organisations
Patients

Welcome to the Management Portal for PEP.

2. To find a specific patient use the **'Filters'** drop down
3. **Filters** can be applied as shown below
4. Enter the criteria and click **'Filter'** to apply



Patients

Broadcast Message

Filters

First Name Surname Ods Code

Nhs Number Accessed Count Date of Birth

First Accessed Last Accessed

Export Columns

DateOfBirth
 GivenName
 FamilyName
 NhsNumber
 OdsCode
 Preference: AllowCookies

Preference: AllowInAppNotifications
 Preference: AllowTextNotifications
 Preference: AllowEmailNotifications
 Preference: DataSharing
 Preference: DigitalOnly
 FirstAccessed

LastAccessed
 AccessedCount
 AddedDate

Broadcast All Export Reset Filters Filter

5. Users matching the filter criteria will display in the patient list at the bottom of the screen:

	First Name	Surname	ODS Code	Date of Birth	NHS Number	First Accessed	Last Accessed	Accessed Count	
<input type="checkbox"/>	Toby	BLAND	F00005			9/3/2021 4:59:24 PM	9/3/2021 4:59:24 PM	1	View

6. Click 'View' to view further information:

Patient - View

[Back](#)

Surname
Toby

First Name
BLAND

NHS Number
[Redacted]

Date Of Birth
[Redacted]

Preferences

Allow In-App Notifications
Not Set

Allow Text Notifications

Allow Email Notifications

Allow Email Notifications

Digital Only (Go Paperless)

Data Sharing

Allow Cookies

First Accessed
03/09/2021 16:59:24.553

Last Accessed
03/09/2021 16:59:24.553

Accessed Count
1

Deceased Date
dd/mm/yyyy --:--

Unsubscribe Date
dd/mm/yyyy --:--

Patient identifiers

Notification Preferences

Access information

Dates if deceased or unsubscribed