MEG Demo (Staff App) - MEG Demo - MEG Staff app: Settings



Forms

Forms	Users	Teams	Departments	Wards	Room Types	Common Issues	Public Dashbo	ards Info	ormation Report R	ules Email Schedu	iles Email	Context T	imeline Events	
Form					Туре		Status	Level	Institution	Manage				
VTE Risk A	ssesment				Assessment	& Care of Patients	-	Institution	Bon Secours, Galway	Advanced Editor	🖍 Configure	Questions	✓ Targets	
Ambulanc	e Audit				Audit		-	Institution	Bon Secours, Galway	C Advanced Editor	🖌 Configure	✔ Questions	🖍 Targets	
Discharge	Against Med	lical Adv			Audit		-	Institution	Bon Secours, Galway	Advanced Editor	🖌 Configure	✓ Questions	✓ Targets	
Dispensin	g Near Miss	log			Audit		-	Institution	Bon Secours, Galway	C Advanced Editor	🖌 Configure	✔ Questions	🖍 Targets	
Drug Kard	lex Weekly a	udit			Audit		-	Institution	Bon Secours, Galway	C Advanced Editor	🖌 Configure	Questions	🖌 Common Issues	Targets
Falls After	Action				Audit		-	Institution	Bon Secours, Galway	C Advanced Editor	🖌 Configure	✔ Questions	🖍 Targets	
Hand Hygi	iene				Audit		-	Institution	BonSecours, Dublin	C Advanced Editor	🖌 Configure			
Medicatio	n Storage				Audit		-	Institution	Bon Secours, Galway	C Advanced Editor	🖍 Configure	✔ Questions	🖍 Targets	
Mortality /	Audit				Audit		-	Institution	Bon Secours, Galway	C Advanced Editor	🖌 Configure	Questions	✓ Targets	
Nursing M	letrics				Audit		-	Institution	Bon Secours, Galway	C Advanced Editor	🖌 Configure	✓ Questions	✓ Targets	
Environme	ent HIQA Aud	dit			Audit		-	Institution	BonSecours, Dublin	Advanced Editor	🖌 Configure	Common Is	ues	
CVC Audit					Audit		-	Institution	BonSecours, Dublin	C Advanced Editor	🖌 Configure			
PVC Audit					Audit		-	Institution	BonSecours, Dublin	C Advanced Editor	🖍 Configure			
UCC Audit					Audit		-	Institution	BonSecours, Dublin	Advanced Editor	🖍 Configure			

In this page it is possible to see the base institution of forms and if they are institution specific forms or shared across the institution group.

Clicking on the form leads to the dashboard page of that form.

Advanced Editor: Opens the django page of that form

Configure: where to change "pass first and second" of that form.

Questions: It is possible to edit questions easily on GUI.

Users

To add a new user click on the "Add User" button on the right top of the screen.

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Username*	User	name		
First name	First	name		
Last name	Last	name		
Email address	Emai	l address		
Active	2			
Phone number	Phon	e number		
Receive voice alerts				
Receive sms alerts				
Staff ID	Staff	D		
Available forms	None	selected -		
User Teams	None	selected -		
Wards	All (d	erfault) -		
Level *	Instit	lution		~
Institution *	Bont	Secours, Galway		~
Language				~
Time zone		-		~
Allow patient data access				
App access	_			
	- C			
Send onboarding e-mail				
Send onboarding e-mail				
Send onboarding e-mail Permission Groups (hide)		Name	Description	Permissions
Send onboarding e-mail Permission Groups (hide)		Name MEGDocs - View Documents	Description 3rd Tier of MEGDocs access - can only view documents (This is what most users should have)	Permissions
Send onboarding e-mail Permission Groups (hide)		Name MEGDocs - View Documents MEGDocs - Managers	Description 3rd Tier of MEGDocs access - can only view documents (This is what most users should have) 2rd Tier Megdocs access. Reserved for reviewers / People who can setup Folders / People who can add documents	Permissions View
Send onboarding e-mail Permission Groups (hide)		Name MEGDocs - View Documents MEGDocs - Managers MEGDocs - Admin	Description 3rd Tier of MEGDocs access - can only view documents (This is what most users should have) 2rd Tier Mogdocs access. Baserved for reviewers / People who can setup Folders / People who can add documents This has all MEGDocs permissions and should be reserved for the most senior hospital staff	Permissions View View View
Send onboarding e-mail Permission Groups (hide)		Name MEGDocs - View Documents MEGDocs - Managers MEGDocs - Admin Admin Full	Description 3rd Tier of MEGDocs access - can only view documents (This is what most users should have) 2rd Tier Megdocs access. Reserved for reviewers / People who can setup Folders / People who can add documents This has all MEGDocs permissions and should be reserved for the most serior hospital staff Hospital Administrator: Highest level Admin user. Add/Nemore users & Gov/Nevoke their permissions. Update email contexts for certain emails. Unpublish submissions.	Permissions Image: Constraint of the second secon
Send onboarding e-mail Permission Groups (hide)		Name MEGDocs - View Documents MEGDocs - Managers MEGDocs - Admin Admin Full Admin Basic	Description 3rd Tier of MEGDocs access - can only view documents (this is what most users should have) 2rd Tier Megdocs access. Reserved for reviewers / People who can setup Folders / People who can add documents This has all MEGDocs permissions and should be reserved for the most serior hospital staff Hospital Administrator: Highest level Admin user. Add/Iterrove users & Give/Novoke their permissions. Update email contexts for certain emails. Updates and should be reading a staff form questions, schedule audits for all users, has access to public dashboard link to provide public links.	Permissions Image: state
Send onboarding e-mail Permission Groups (hide)		Name MEGDocs - View Documents MEGDocs - Managers MEGDocs - Admin Admin Full Admin Basic Issue Handler	Description 3rd Tier of MEGDocs access - can only view documents (This is what most users should have) 2rd Tier Mogdocs access. Reserved for reviewers / People who can setup folders / People who can add documents This has all MEGDocs permissions and should be reserved for the most senior hospital staff Hospital Administrator: Highest level Admin user. Add/Itemwe users & Gov/Reveal their permissions. Update email contexts for cartain emails. Unpublish submissions. 2nd Tier Admin User. Can edit over, has access to public dashboard link to provide public links throughout the institution Only accesses QIP items assigned to themselves on the dashboard, does not access data outside of QIP items.	Permissions © Vinw
Send onboarding e-mail Permission Groups (hide)		Name MEGDocs - Vew Documents MEGDocs - Managers MEGDocs - Admin Admin Full Admin Basic Issue Handler Reviewer Basic	Description 3rd Tier of MEGDocs access - can only view documents (This is what most users should have) 2rd Tier Megdocs access. Reserved for neviewers / People who can setup Folders / People who can add documents This has all MEGDocs permissions and should be reserved for the most senior hospital staff Phospital Administrator: Highest level Admin user. Add/Itemore users & Gov/Nevdex their permissions. Update email contexts for certain emails. Unpublish submissions. 2nd Tier Administrator: Highest level Admin user. Add/Itemore users & Gov/Nevdex their permissions. Update email contexts for certain emails. Unpublish submissions. 2nd Tier Admin User. Can edit form questions, schedule audits for all users, has access to public dashbaset link to provide public links: throughout the institution Only accesses QIP items assigned to themselves on the dashbaset does not access data outside of QIP items. Load Nerministors + Edit ability to all editable questions.	Permissions © Vinw
Send onboarding e-mail Permission Groups (hide)		Name MEGDocs - View Documents MEGDocs - Managers MEGDocs - Admin Admin Full Admin Basic Issue Handler Reviewer Basic Lead	Description 3rd Tier of MEGDocs access - can only view documents (This is what most users should have) 2rd Tier Megdocs access. Reserved for neviewers / People who can setup Folders / People who can add documents This has all MEGDocs permissions and should be reserved for the most senior hispatal staff Phospital Administrator: Highest level Admin user. Add/Itemwe users & Gov/Nevdet their permissions. Update email contoxts for cartain emails. Unpublish submissions. 2rd Tier Administrator: Highest level Admin user. Add/Itemwe users & Gov/Nevdet their permissions. Update email contoxts for cartain emails. Unpublish submissions. 2rd Tier Administrator: Administrator. So the public dashboard link to provide public links throughout the institution Only accesses QIP/Items assigned to themselves on the dashboard, does not access data outside of QIP items. Load Permissions + Edit ability to all ediable questions. View only access to calendar. QIP - can access all QIP items and so and cares and cant edit provide items and the level of the access to submissions. View only access to calendar, QIP - can access all QIP items access to calendar, QIP - can access all QIP items protected questions.	Permissions © Vinw
Send onboarding e-mail Permission Groups (hide)		Name MEGDocs - View Documents MEGDocs - Managers MEGDocs - Admin Admin Full Admin Full Issue Handler Reviewer Basic Lead Reviewer Full	Description 3rd Tier of MEGDocs access - can only view documents (This is what most users should have) 2rd Tier Megdocs access. Reserved for neviewers / People who can setup Folders / People who can add documents This has all MEGDocs permissions and should be reserved for the most senior hispatial staff Phospital Administrator: Highest level Admin user. Add/Itemwe users & Gov/Nevelow their permissions. Update email contoxts for cartain emails. Unpublish submissions. 2rd Tier Admin User. Can edit form questions, schedule audits for all users, has access to public dashbade link to provide public links throughout the institution Only accesses QP/Items assigned to themselves on the dashboard, does not access data outside QP/Items. Load Permissions + Edit ability to all editable questions, scheduler, auditions User with read-only access to submissions. View only access to calendar, QP - can access all QP/Items access and can't edit protected questions. Reviewer Basic + Can edit protected QP Questions and edit protected diservation questions, each additions.	Permissions © Vinw
Send onboarding e-mail Permission Groups (hide)		Name McGDocs - View Documents McGDocs - Managers McGDocs - Admin Admin Full Admin Full Admin Full Reviewer Banic Lead Reviewer Full McGS Staff Training Permissions	Description 3rd Tier of MEGDocs access - Can only view documents (This is what most users should have) 2rd Tier Megdocs access. Reserved for reviewers / People who can setup Folders / People who can add documents This has all MEGDocs permissions and should be reserved for the most senior hospital staff Prospital Administrator: Highest level Admin user. Add/Iterrove users & Geo/Dovoke their permissions. Unpublish suffmassions. Znd Tier Administrator: Highest level Admin user. Add/Iterrove users & Geo/Dovoke their permissions. Unpublish suffmassions. Znd Tier Admin User. Can edit form questions, schedule andfts for all users, has access to public distribution during the molitic links in throughout the implicit links. Cody accesses QIP Items. Lead Permissions - Edit ability to all editable questions. User with nead-only access to submissions. Weer only access to calendar. QP - can access all QP insus but has limited access and cant edit protected questions and edit protected observation questions (and edit level fields ween find ret editable for other users)	Permissions © Vinw
Send onboarding e-mail Permission Groups (hide)		Name MEGDocs - View Documents MEGDocs - Managers MEGDocs - Admin Admin Full Admin Full Roviewer Basic Lead Reviewer Full MEG Staff Training Permissions 22 MEG Staff	Description Brd Tier of MEGDocs access - can only view documents (this is what most users should have) 2rd Tier Megdocs access. Reserved for reviewers / People who can setup Folders / People who can add documents This has all MEGDocs permissions and should be reserved for the most serier hespital staff Hospital Administrator: Highest level Admin user. Add/Nerrore users & Grow/Reveals taff Add/Nerrore users & Grow/Reveals for certain semich hespital staff Prospital Administrator: Highest level Admin user. Add/Nerrore users & Grow/Reveals for all users, bis access to public dishboard link to provide public links. Unpublich submissions. Update emails Contexts for certain emails. Unpublich submissions with read-outly access to submissions on the dashboard, does not access data outside a QP items. Cody access QP Rems assigned to themselves on the dashboard link to provide public links. Del Vermissions + Edit ability to all editable questions. User with nead-only access to submissions. View only access to calendar. QP - can access all QP isouss but has limited access and cart edit protected QP Questions and edit protected diservation questions. (an edit protected QP Questions and edit protected diservation questions. (an edit protected QP questions and edit protected diservation questions.) #*Chily give to MEG Staff*	Permissions © Vinw

The username is usualy in this format: name.surname

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If the user is going to receive an onboarding e-mail they must have an email address.

The forms which the new user should have access to can be assigned through "Available forms".

If the user's level is "institution" they can only access to forms based on their institutions.

Usually, users are granted with "Lead" permission. Higher level users can have "Admin Basic" or "Admin Full" according to the requests from the client.

None of the changes are saved without clicking on the "Save" button. If an onboarding email should be sent the box next to the "Send onboarding email" should be ticked.

Patient data access is only given if the institution ask for their respective users.

If no Teams or Wards are selected, the user can have access to all of teams and wards.

Teams

Departments

Wards

Room Types

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