

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

The navigation bar features the 'meg' logo on the left and a series of icons for Reports, Submissions, QIP, Planning, Documents, Settings, and Help on the right. Below the icons is a horizontal menu with the following items: Forms, Users, Teams, Departments, Wards, Room Types, Common Issues, Public Dashboards, Information, Report Rules, Email Schedules, Email Context, and Timeline Events.

## Forms

Form	Type	Status	Level	Institution	Manage
VTE Risk Assessment	Assessment & Care of Patients	-	Institution	Bon Secours, Galway	Advanced Editor   Configure   Questions   Targets
Ambulance Audit	Audit	-	Institution	Bon Secours, Galway	Advanced Editor   Configure   Questions   Targets
Discharge Against Medical Adv	Audit	-	Institution	Bon Secours, Galway	Advanced Editor   Configure   Questions   Targets
Dispensing Near Miss Log	Audit	-	Institution	Bon Secours, Galway	Advanced Editor   Configure   Questions   Targets
Drug Kardex Weekly audit	Audit	-	Institution	Bon Secours, Galway	Advanced Editor   Configure   Questions   Common Issues   Targets
Falls After Action	Audit	-	Institution	Bon Secours, Galway	Advanced Editor   Configure   Questions   Targets
Hand Hygiene	Audit	-	Institution	BonSecours, Dublin	Advanced Editor   Configure
Medication Storage	Audit	-	Institution	Bon Secours, Galway	Advanced Editor   Configure   Questions   Targets
Mortality Audit	Audit	-	Institution	Bon Secours, Galway	Advanced Editor   Configure   Questions   Targets
Nursing Metrics	Audit	-	Institution	Bon Secours, Galway	Advanced Editor   Configure   Questions   Targets
Environment HIQA Audit	Audit	-	Institution	BonSecours, Dublin	Advanced Editor   Configure   Common Issues
CVC Audit	Audit	-	Institution	BonSecours, Dublin	Advanced Editor   Configure
PVC Audit	Audit	-	Institution	BonSecours, Dublin	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.

Username \*   
 First name   
 Last name   
 Email address   
 Active   
 Phone number   
 Receive voice alerts   
 Receive sms alerts   
 Staff ID   
 Available forms   
 User Teams   
 Wards   
 Level \*   
 Institution \*   
 Language   
 Time zone   
 Allow patient data access   
 App access   
 Send onboarding e-mail   
 Permission Groups (hide)

	Name	Description	Permissions
<input type="checkbox"/>	MEGDocs - View Documents	3rd Tier of MEGDocs access - can only view documents (This is what most users should have)	<input type="button" value="View"/>
<input type="checkbox"/>	MEGDocs - Managers	2nd Tier Megdocs access. Reserved for reviewers / People who can setup folders / People who can add documents	<input type="button" value="View"/>
<input type="checkbox"/>	MEGDocs - Admin	This has all MEGDocs permissions and should be reserved for the most senior hospital staff	<input type="button" value="View"/>
<input type="checkbox"/>	Admin Full	Hospital Administrator: Highest level Admin user. Add/remove users & Give/Revoke their permissions. Update email contexts for certain emails. Unpublish submissions.	<input type="button" value="View"/>
<input type="checkbox"/>	Admin Basic	2nd Tier Admin User. Can edit form questions, schedule audits for all users, has access to public dashboard link to provide public links throughout the institution	<input type="button" value="View"/>
<input type="checkbox"/>	Issue Handler	Only accesses QIP items assigned to themselves on the dashboard, does not access data outside of QIP items.	<input type="button" value="View"/>
<input type="checkbox"/>	Reviewer Basic	Lead Permissions + Edit ability to all editable questions	<input type="button" value="View"/>
<input type="checkbox"/>	Lead	User with read-only access to submissions. View only access to calendar. QIP - can access all QIP issues but has limited access and can't edit protected questions.	<input type="button" value="View"/>
<input type="checkbox"/>	Reviewer Full	Reviewer Basic + Can edit protected QIP Questions and edit protected observation questions (can see confidential questions and edit all fields even if not editable for other users)	<input type="button" value="View"/>
<input type="checkbox"/>	MEG Staff Training Permissions	**Only give to MEG Staff**	<input type="button" value="View"/>
<input type="checkbox"/>	ZZ MEG Staff		<input type="button" value="View"/>

The username is usually in this format: name.surname

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**