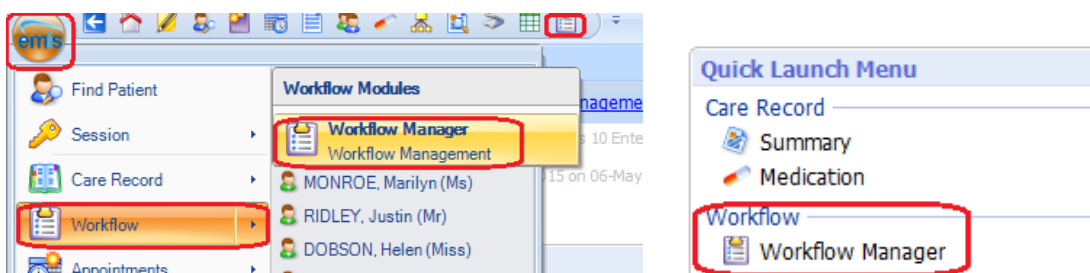


## NECS Clinical Systems Specialist Team

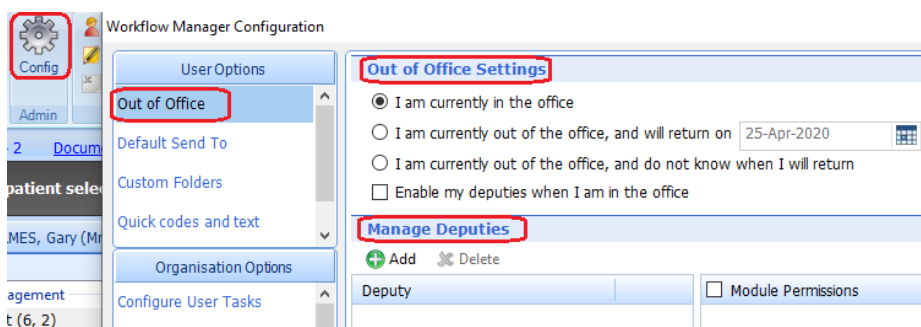
# EMIS Web – Out of Office / Deputy / Global Viewers

### Setting Up Out of Office and Deputies

1. Click **EMIS** button and select **Workflow** then **Workflow Manager**. Alternatively click **Workflow Manager** button on quick access toolbar or **Workflow Manager** from quick launch menu on **Home Screen**



2. Click **Config** button on toolbar, and the **Out of Office** settings in User Options will be displayed

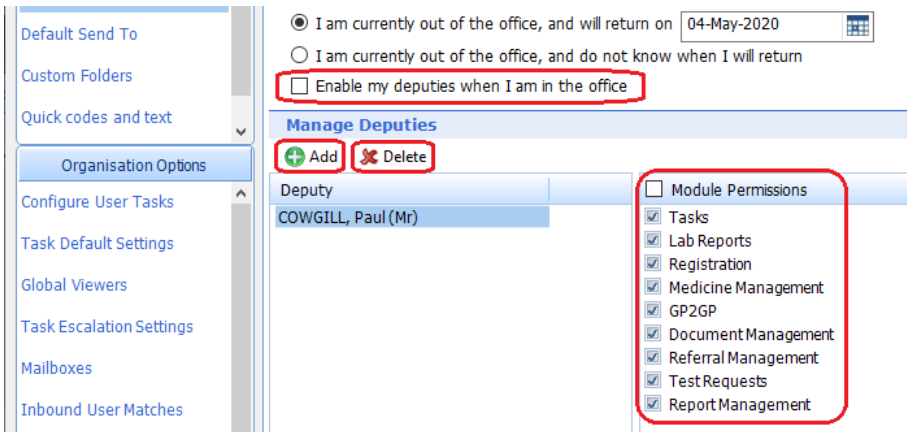


3. **I am currently in the office** will be selected by default. You can mark yourself as being out of the office using one of two options
  - a. **I am currently out of the office, and will return on** – this allows you to mark yourself as out of office and put an expected date of return
  - b. **I am currently out of the office, and do not know when I will return** – this allows you to mark yourself out of office without an expected return date

When you are marked as out of office, it displays  in bottom right of EMIS Web

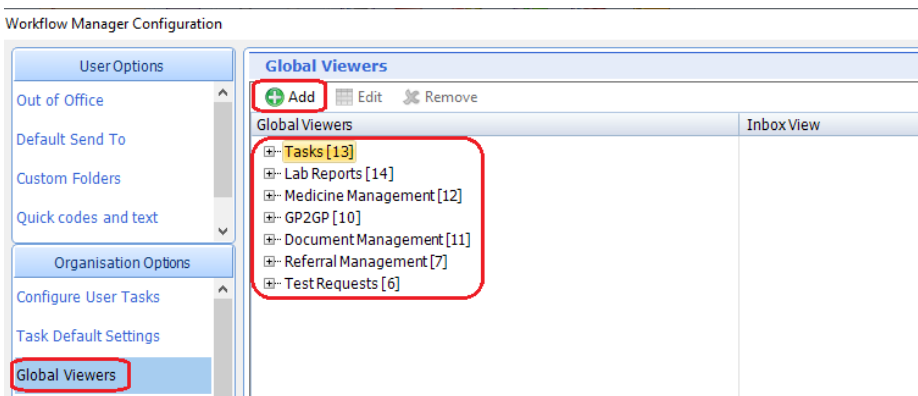
4. **Manage Deputies** allows you to setup users who can access your workload when marked as out of office. This can be one deputy or many deputies
5. In **Manage Deputies** section, click **Add**. Select the user you want to be a deputy and click **OK**. That user will appear in your deputy list. The right hand side box allows you to tick the modules you want that user to deputise for you in. **Enable my deputies when I am in the office** tick box would allow your deputy access when you are in the office as well as out of office

## 6. Click **Delete** if you wish to remove a deputy

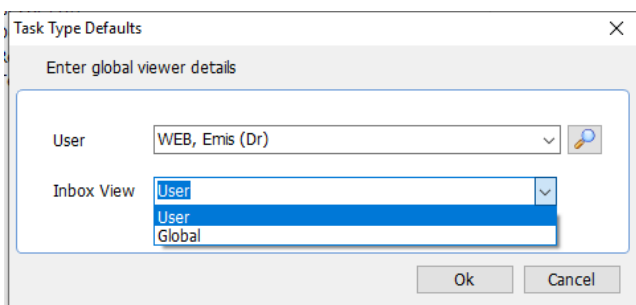


## Setting up Global Viewers

1. Click EMIS button and select **Workflow** then **Workflow Manager**. Alternatively click **Workflow Manager** button on quick access toolbar or **Workflow Manager** from quick launch menu on **Home Screen**



2. Click **Config** button, and select **Global Viewers** in organisation options
3. Click the required module (e.g. Tasks), click **Add**. Select the user from the list, or search for the user. **Inbox View** allows you to choose if initial view when the user accesses tasks will be the user's tasks or global tasks. Click **OK**



4. Repeat for each module that you wish to add global viewers for. You can add as many global viewers in each module as required. You can also remove global viewers by selecting the relevant module, highlighting a user and click **Remove** button