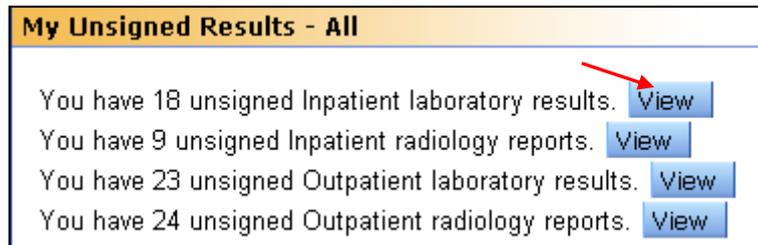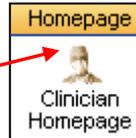# How do I … Sign off my unsigned results in MAP?

Signing off your results

Results requested against a clinician name, ward or clinic which you have set up in **My Details** will be displayed in **My Unsigned Results**. Alternatively, you can access results through an individual patient's electronic health record.
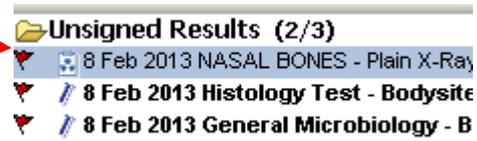
1. Click on **Homepage** then **Clinician Homepage** in the blue column on the left.
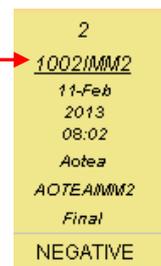
2. Click on `View` beside the results you wish to see.

3. A list of patients with unsigned results will display. Click on the first name in the list.

4. The first of that patient's unsigned results will display. (the red flag indicates that the result is not signed)

5. *If you want to view cumulative results before signing – click* `Cumulative` To get back to the 'sign off' screen click the Order number in the highlighted column.

6. *If you want to view the patient's clinical record -*Click (top right) and then open the appropriate folder(s). To get back to the unsigned results click (top right).

7. To sign off the result click `Sign off` or *if* you want to add a comment click `Sign off with comment`

8. If the patient has more than one unsigned result –the next one will automatically display for you to sign off.
   (note: all of the patient's unsigned results appear in the list, even if they do not all belong to you)

9. To view the unsigned results for the next patient in your list click the right hand yellow arrow (in the blue bar at top)

10. Repeat 7 – 9 until you have signed off all your unsigned results.

Transferring a result

1. If a result is not yours and has been put against an incorrect event – you can transfer the result to the appropriate event by clicking `Transfer` (top right). Click on the correct event in the list that appears and then click `OK` to confirm. Then Click `Exit`