

# How do I ... Manage my results when I am on leave?



## Step 1: Copying down your details

1. Click on **My details** then **My details** in the blue column on the left.



2. Scroll down to **Results Signoff** (at the bottom of the page)

Results Signoff	My Clinicians	My Wards	My Clinics
	<input type="checkbox"/> Krebs, Dr Jeremy 496 <input type="checkbox"/> Raymond, DR Nigel 775 <input type="button" value="+"/>	<input type="checkbox"/> Intensive Care-WRH, IC1 <input type="button" value="+"/>	<input type="checkbox"/> END Registrar 1 - Dr Krebs, REC3GW <input type="checkbox"/> Dr Robinson - Medical (K), GROGK <input type="button" value="+"/>
	<input type="button" value="+"/> My Specialties Filter		

3. Copy down the information entered under **My Clinics** (eg. by writing it down or taking a screenshot)
4. If your colleague who will be managing your results in your absence also needs to manage your inpatient results, copy the information under **My Clinicians**

## Step 2: Setting up your colleague

1. Your colleague who will be managing your results needs to log into Medical Applications Portal. (MAP)
2. They need to click on **My details** then **My details** in the blue column on the left.
3. They need to enter your clinics (that you copied down in Step 1 above) under **My Clinics**. Click the  beside **My Clinics**, type in the clinic name and click . Click on the correct clinic in the list that appears. Repeat as necessary.
4. *If* your colleague needs to manage your inpatient results, they need to enter the Clinician names that you copied under Step 1 under **My Clinicians**
5. Click  (bottom right of screen)



*If you need more help with this step – refer to the handout 'How do I –set up my unsigned results in MAP?'*

## Step 3: When you get back from leave

1. Your colleague who will be managing your results needs to log into Medical Applications Portal. (MAP)
2. They need to click on **My details** then **My details** in the blue column on the left.
3. They need to delete all your clinics/ clinicians from their page by clicking the  beside each entry.
4. When they are finished, Click  (bottom right of screen)

