

P

### Home page

- Zoom in and Zoom out with Ctrl + and Ctrl –
   If you need to see more of the screen, use Ctrl to zoom out to zoom in, use Ctrl +
- Search for any Person's MyWai record by name or NHI

In the top right of any MyWai screen, search by name OR click the magnifying glass icon and search by NHI

Searching in MyWai Q P OR NHI First Name Last Name Q X									
	Link to Person Dashboard								
ers	on Dashboard								
Join all care teams as view-only									
	+ Add individual to care team	+ Add myself to care team	+ Join all care teams as view-only						

Click this button to give yourself view only, then enter an **End Date**, which will remove you from the Care Team automatically on that date, then click **Save** 

Member will be part of the care team as view only until $$ $$ $$ $$ $$							
18 Apr 2025		Ē					
	Save	Cancel					

## • All Clinical Records

In **All Clinical Records**, select the category to view first, eg **Progress Notes** or **Assessments & Forms Files & Documents** are uploaded files, but be aware that a file could be uploaded into a Note instead Add key words into the **Search** field find the required records - scroll down to view each item

Person View		All Clinical Records					
Shared Care Plans	2025 ^	Search Q Toggle advance	ed search				
Referral & Triage	APRIL ~	All Assessments & Forms Letters Progress Notes Files & Documents	Tasks				
Whānau & Others	16:25 - District Nursing Appointment	District Nursing New / Continence Service	DRAFT				
All Clinical Records	<ul> <li>District Nursing New / Continence Service</li> <li>04/04/2025</li> </ul>	Appointment Details					

## • Combined Timeline

The middle pane lists any MyWai addition for this person in descending order – click an item to view



Orange items are in Draft form Blue items are Submitted, although some can be edited after submission

# • Appointments

To view upcoming Appointments, on the far right, click the arrow to expand a far-right menu

Select **Appointments** to see all upcoming appointments scheduled in MyWai for this person

This allows visibility of appointments from all MyWai services, in order to avoid a clash if booking from inside or outside of MyWai

the arrow to expand a rar right mena	
>	<u>⊨</u>
Appointments	
30 April 2025 11:56 AM - Appointment Days to go: 14 days	Ů
1 - 1 of 1 < 📏	¥=

### Horizontal menu and RCP

RCP link

Across the top of the Person Dashboard on the far right is the **RCP** icon.

Click the RCP icon to open this person's RCP record in a separate tab

Click the **Re Login** button to log into RCP automatically if you are logged into the computer as yourself Click between **RCP** and **MyWai** as required

User ID			
Password	🐟 MyWai	×	€ ZZZ0016 TESTING, Test ×
Login			
Help Re Login			
Horizontal menu			

Below the RCP icon is the horizontal menu, which has some useful content

< (i	Shared Care Plans	𝕹 Wellness	🕅 Whānau & Others	<u> R</u> isks	Hedications	J Lab Results	🛓 Diagnosis	>
------	-------------------	------------	-------------------	----------------	-------------	---------------	-------------	---

## Scroll across both ways and click an item to view

< (!) Problems	ACC Claims 📄 Letters	/ Immunisations	+ Visits	📰 Jade History	>
----------------	----------------------	-----------------	----------	----------------	---

Risks

Risk indicators appear directly under the person's name and details – click **Risks** for more information



### Search for the next record

The Search field displays at the top right always, so use it to search for the next record at any time

