



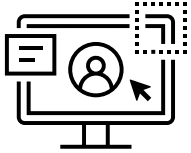
# Valida User Guide

Guide for GPs and Clerical Users  
without Smartcards

In partnership with OneLondon  
Hosted by NHS South West London CCG

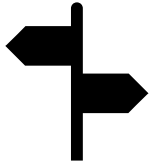


# Background & Context



As part of the activity to transition away from CMC to our new Urgent Care Plan for London (UCP), all organisations using EMIS or SystemOne will use a piece of software locally – **the Valida client**

The Valida client ensures users have a legitimate relationship with the patient (they can see the patient's record in EMIS or SystemOne), and enables bi-directional communication between the UCP and EMIS or SystemOne.



This saves duplication of data entry and ensures relevant data added to a UCP outside of the originating organisation is added to patient records where appropriate.

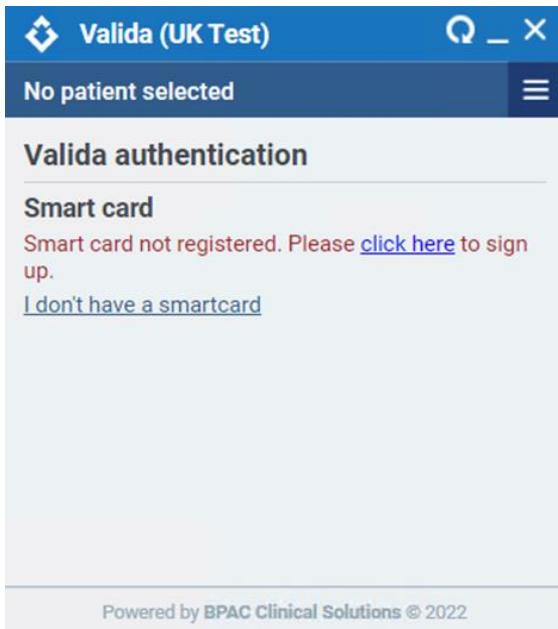
# Create account

Find the Valida icon on your desktop and double click to get the application to start. After this first time, the Valida client will start when the machine is restarted.



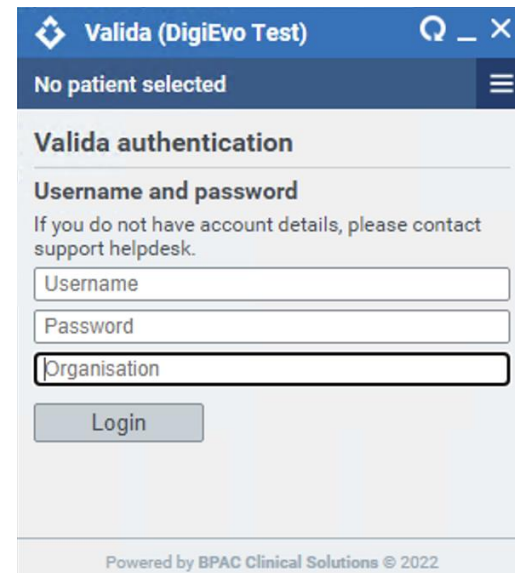
# Access Valida Client

Upon launching the Valida client, the following screen will appear:



## Click on “I don’t have a Smartcard” link

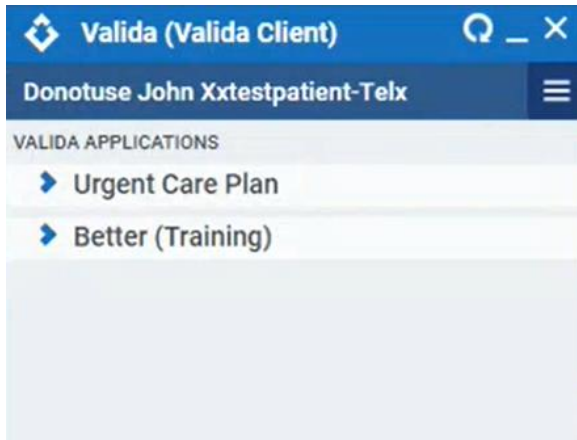
Enter the username and password (this will have been provided to you) plus your Organisation’s ODS code



# Access Valida Client



- The Valida Client will log in and the application(s) available to you will appear as tiles.
- The patient in context in EMIS or SystemOne will be in context within the Valida application.



- The Valida Client will log in and the application(s) available to you will appear as tiles.

# Activating EMIS



This step should have already been completed on your machine. If it has not, the following screen will appear. Please ask your IT lead who has the information necessary to complete this step. **PLEASE DO NOT USE YOUR OWN USERNAME PASSWORD**

The screenshot shows a dialog box titled "Activate New Partner Product" from the EMIS Web interface. The dialog box contains the following text and elements:

- Title bar: **Activate New Partner Product**
- Message: "This is the first time this product has been used on this machine. Please enter your username and password to activate the product"
- Username:
- Password:
- CDB:
- Buttons: "Activate Product" and "Cancel"

At the bottom of the dialog box, there are four colored squares: cyan, blue, light blue, and dark blue.

Copyright © Egton Medical Information Systems 1998 - 2007. All rights reserved.  
Computer misuse act 1990. Unauthorised access to this system is an offence.

UCP Valida Support Line: 020 3880 0285

# Activating SystemOne

Now that you are logged in the Valida Client, you will be asked to confirm that you want Better (software provider of Urgent Care Plan) to access SystemOne – press Approve.



Question

A mobile device or third-party application is trying to connect to SystemOne for the first time and must be approved.

If you recognise the device / third-party, and want to allow it to access data held in SystemOne, then approve it. This will allow the device / third-party to connect to SystemOne and to download and update patient records.

If you do not recognise the device, or don't want to allow it access to SystemOne, then block it. This will prevent the device / third-party from making any future attempts to connect.

**Do not approve this request unless you recognise the other party and agree that it should connect to SystemOne.**

Software: **Better Ltd**  
Company: **Better Ltd**  
Type/Version: **1.0**  
Staff member: **Amit Gupta**

**The UCP Provider**

Approve Block Not Now

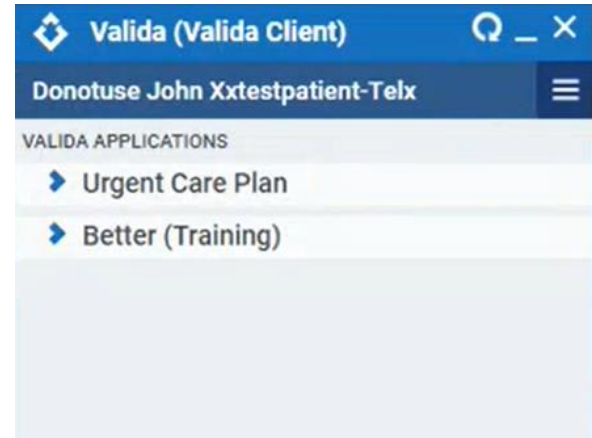
# Getting access to a plan

Valida is now activated in EMIS or SystemOne. You can now access the care plan.



- Now load a patient in your record system.
- After a few seconds, the patient's name will appear in the header of the Valida client.
- Select Urgent Care Plan to launch the patient's care plan to view an existing care plan or start a new one.

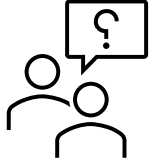
You will see the following:



**Note for information:** before the UCP cut-over to the new service, you will only see a Training tile.



# Service Support for Implementation



- For any queries or more information about configuring the Valida client or registering your smartcard, please contact the [UCP Support Team](#)
- For more information about the Urgent Care Plan, please visit [ucp.onelondon.online](http://ucp.onelondon.online)