



# Valida User Guide

Guide for GPs and Clerical Users

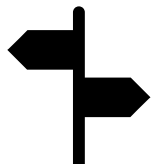
In partnership with OneLondon  
Hosted by NHS South West London CCG



# 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 Validia client**



The Validia client supports smart card single sign-on, 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.

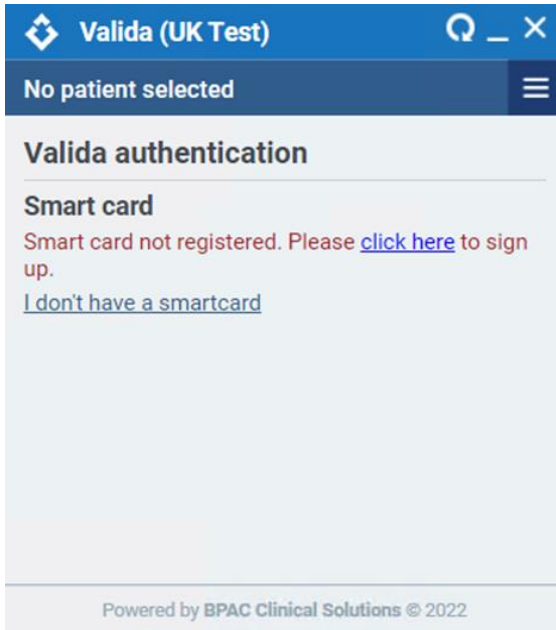
# Create account

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.



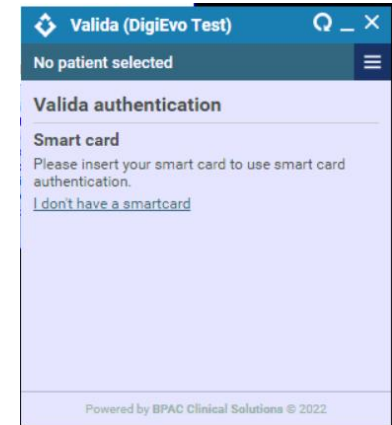
# Create account

Insert your Smart card and enter your pin  
The following screen will appear:



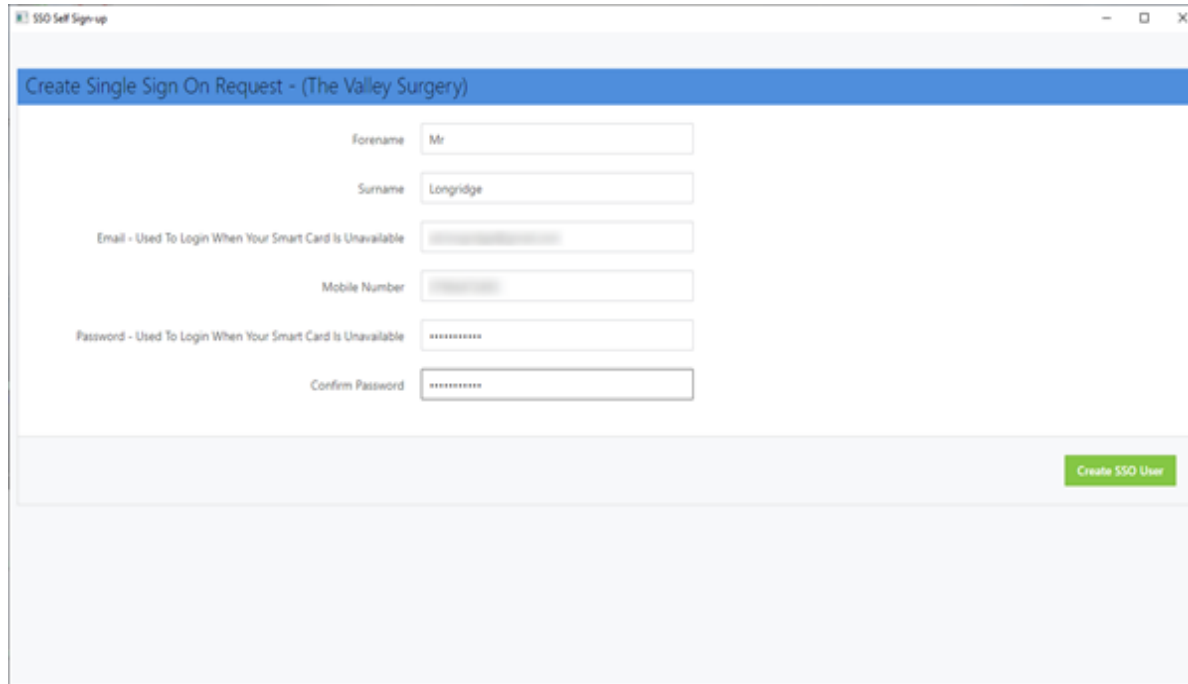
Click on the “click here” link

If you don't have or have forgotten your smart card, click on the “I don't have a smart card link”. You will need a username and password which you can get from the UCP support desk



# Create account

The following screen appears:



The screenshot shows a web browser window titled "SSO Self Sign-up". The main heading is "Create Single Sign On Request - (The Valley Surgery)". The form contains the following fields:

- Forename: Mr
- Surname: Longridge
- Email - Used To Login When Your Smart Card Is Unavailable: [Redacted]
- Mobile Number: [Redacted]
- Password - Used To Login When Your Smart Card Is Unavailable: [Redacted]
- Confirm Password: [Redacted]

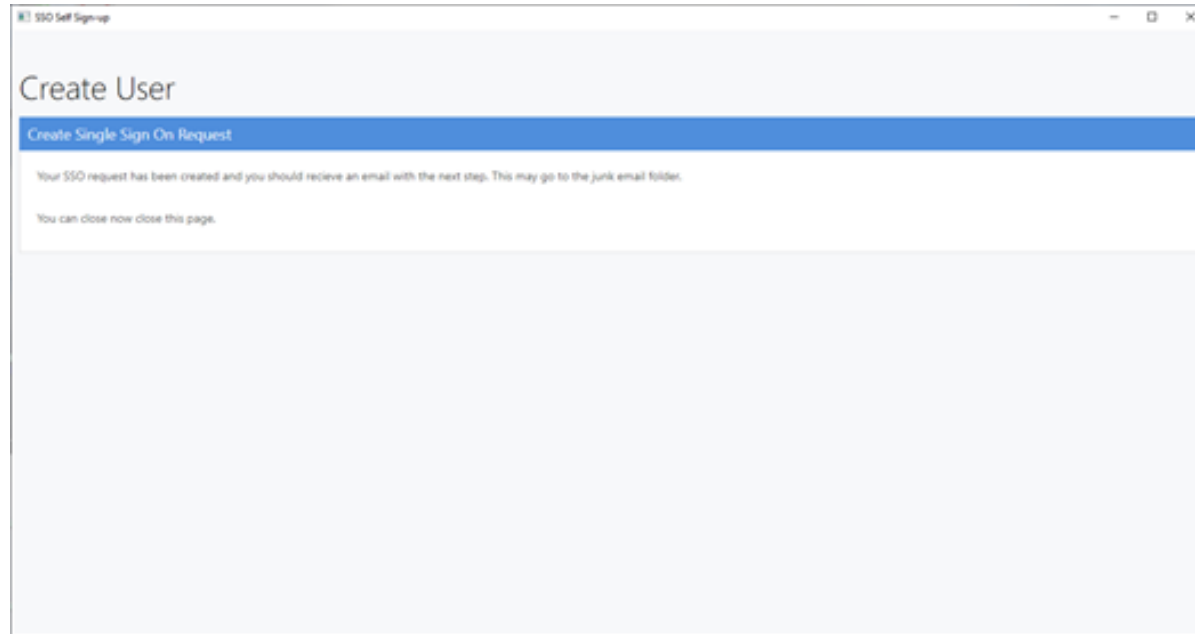
A green button labeled "Create SSO User" is located at the bottom right of the form.



- Complete the form and click the 'Create SSO User' button.

# Create account

You will see the following success screen:



# Create account



- An e-mail will be sent to the e-mail address you entered.
- Please check your junk-emails.
- To finalise your account set-up, you need to click on the link in the e-mail.
- Please click on the link and ....

Care IS Single Sign-on Enabled Inbox x

 Care IS Notification <care.is@nhs.net>  
to me ▾



You have registered for SSO Self Sign-up using the following information Email: [redacted]  
Name from smartcard: Mr Longridge

To unlock the account and complete the request click the following link:

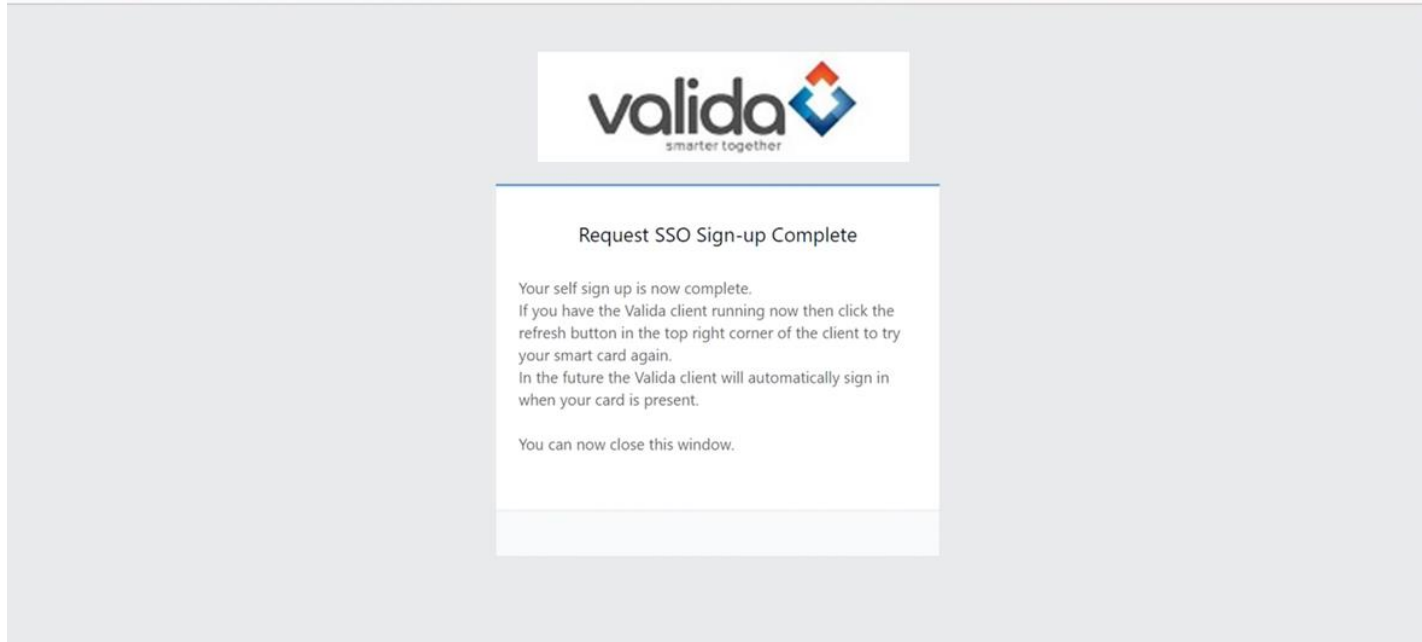
[https://portal.care-is.thirdparty.nhs.uk/security/sso\\_complete.aspx?UserID=2975&hash=8b2e8c955d77f2bb758ce9aa2599b64d9825b2d9&RequestType=USER](https://portal.care-is.thirdparty.nhs.uk/security/sso_complete.aspx?UserID=2975&hash=8b2e8c955d77f2bb758ce9aa2599b64d9825b2d9&RequestType=USER)

If you did not sign up using a smartcard, or don't recognise the request, please contact your local IT helpdesk immediately

# Create account



- The following screen will be displayed in your default browser after the link is clicked; please read the simple instructions:

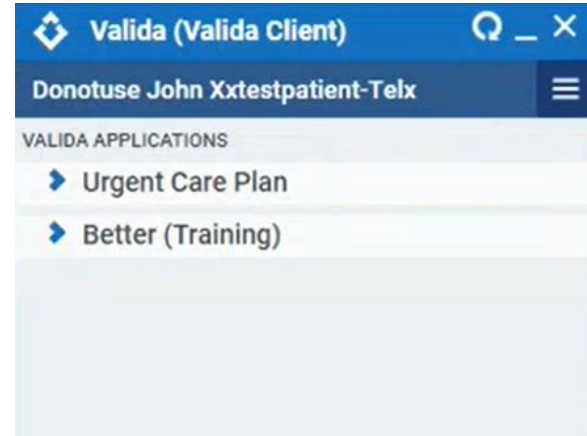
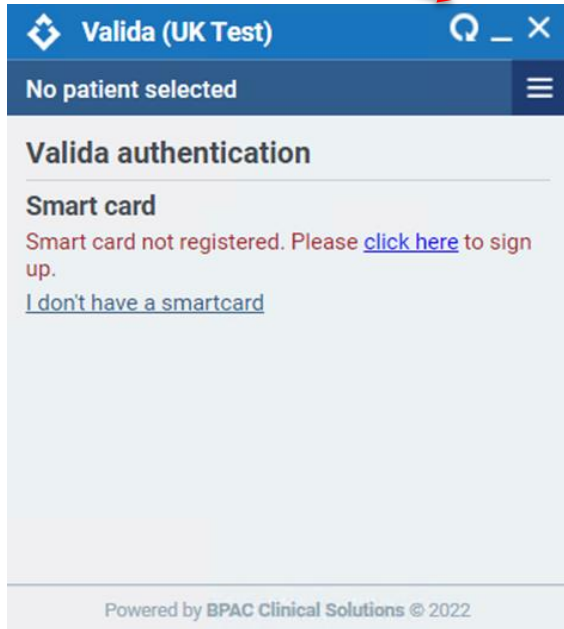




# Create account



- Select the refresh button in the Valida client as shown below:



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

# Activating EMIS

Please enter in the Valida EMIS activation credentials – your Practice Manager should have these to hand. If they do not, please ask them to contact the UCP who will guide them on where to find these.



UCP Contact Details:

<https://ucp.onelondon.online/contact/>

A screenshot of the EMIS Web interface. At the top left is the 'emisWeb' logo. Below it is a progress bar with 15 squares of varying shades of blue. The main content is a dialog box titled 'Activate New Partner Product'. Inside the dialog, there is a message: 'This is the first time this product has been used on this machine. Please enter your username and password to activate the product'. Below the message are three input fields: 'Username:', 'Password:', and 'CDB'. At the bottom of the dialog are two buttons: 'Activate Product' and 'Cancel'. To the right of the buttons are four colored squares: cyan, blue, cyan, and dark blue. At the bottom of the entire screenshot is a copyright notice: 'Copyright © Egton Medical Information Systems 1988 - 2007. All rights reserved. Computer misuse act 1990. Unauthorised access to this system is an offence.'

# TPP SystemOne Users - 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

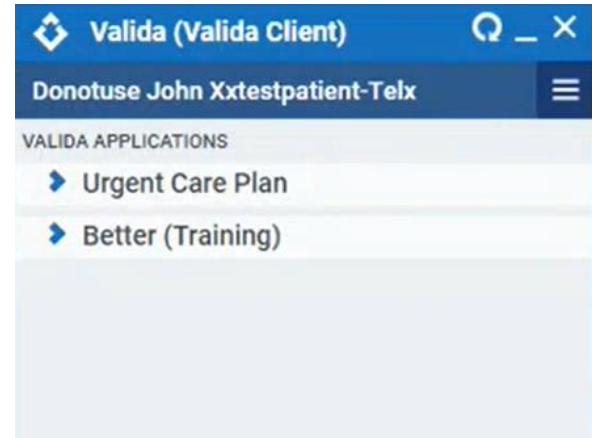
# Getting access to a plan

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.

# All done!

The Valida account activation process is complete.



## Create account

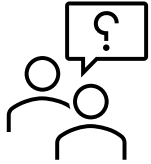


This is a once only event for each organisation that you have on your smart card. If you have more than one role in the same organisation (defined by an ODS code) then please select the most appropriate role for urgent care planning and always select this role when you log into EMIS or SystemOne.

Every time you log into EMIS or SystemOne after this first time, Valida picks up your credentials from your smart card for the specific role you select: no username or password required.

If you work in more than one practice (different ODS codes) you will have to complete the process once for each practice but can use the same e-mail address for each practice.

# 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)