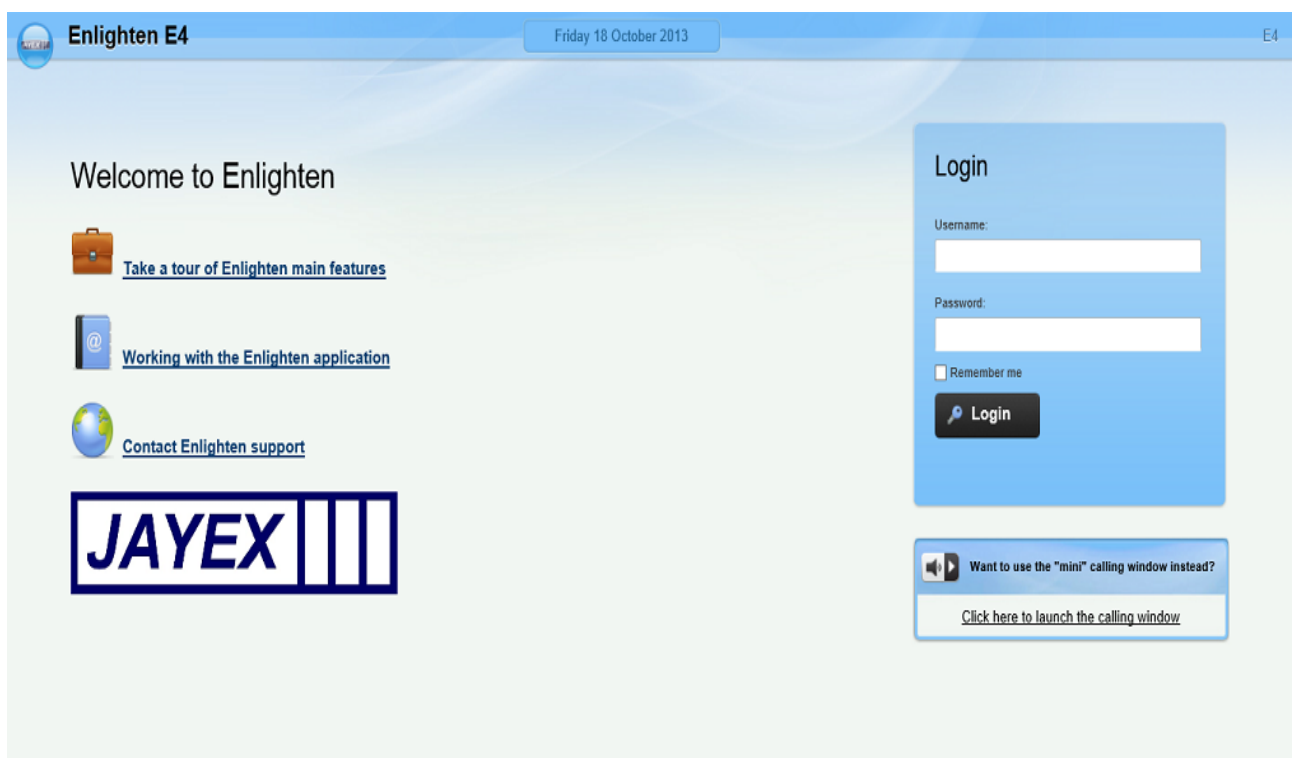


## Help - Login page

To access Enlighten E4 from any machine on your network, open your supported Internet browser and type the Enlighten E4 server address, supplied on installation, in the address bar. Whilst IE (Internet Explorer) is fully supported, some older versions may have limitations.

E.g. <http://localhost/Enlighten/Login.aspx> (dummy URL)



The Landing (Login page) will load and you will be asked to enter your user name and password. Tick “Remember Me” to save your credentials to your local browser cookies and press the “Login” button or your PC’s “Enter” button. To the left of the Login box are 3 underscored labels:

- (1) Take a tour of Enlighten Main features: will direct you to the Jayex Website product section where additional information is available.
- (2) Working with the Enlighten application: will direct you to Enlighten E4 user guides.

(3) Contact Enlighten support: will direct you to your Suppliers support page for further assistance.

Once logged in, the large blue button, to the left of the Enlighten E4 logo, will give you access to a range of configurable menu items. To logout of Enlighten at any stage - click on the Logout link on the top right of every page or simply close the browser.

### The “Calling Window” (Licensed Feature)

IF you have the licensed feature “Calling” an additional mini-site will be available with the label “**Want to use the "mini" calling window instead?**” Click on the link below this label and login to access the mini-site. This will open a restricted view of Enlighten E4 and is used for calling forward “Arrived” appointments only. (See Manage>Calling) for details on this feature.

After logging in, each section (page) in Enlighten E4 will show a question mark to the top right of the page by the E4 logo. Click this question mark symbol on the page you are working on to view specific help for that section. Enlighten uses the latest web technologies to avoid desktop installation, so all access is via your supported web browser. The access to certain pages and features are controlled by your User type and provided Role. A set of standard login credentials are provided (see section = User Type).

These can be changed to suit operational and security requirements as long as you have suitable permissions.

*Tip: To search for any specific word in this document, press Ctrl + F and type into the dialogue box when prompted (subject to browser)*

## My Profile page

When a new User logs in for the first time the following message will be displayed on the Appointments Screen “You have not yet setup your profile. Once you have setup your profile, you will be able to view your appointments.” Below this message is a hyperlink to the “My Profile” page, which allows you to select the required features to view Appointments and personalised actions based on your Role. Features and actions are based on three sets of information.

- (1) The features licensed for use in your Enlighten E4 application, e.g. if you have not licensed the calling module you will not see the “Call” settings.
- (2) The actions that have been enabled for you to view or switch on/off, based on the User Role set by your System Administrator.
- (3) The unique parameters set by your Supplier that allow configuration of the label “Consultors” (variable name), to any other staff based (appointment with) term.

The following details the features available. Click the **Save** button at the bottom of the page to save any changes, or click the round *Enlighten* button at the top to move away from the page.

### Below the “My Profile” is the Consultor (variable name) set up.

- The left-hand box below the text “Show Appointments for” will allow you to list the *Consultor (variable name)* which refers to a staff member or sessions with appointments. If you wish to

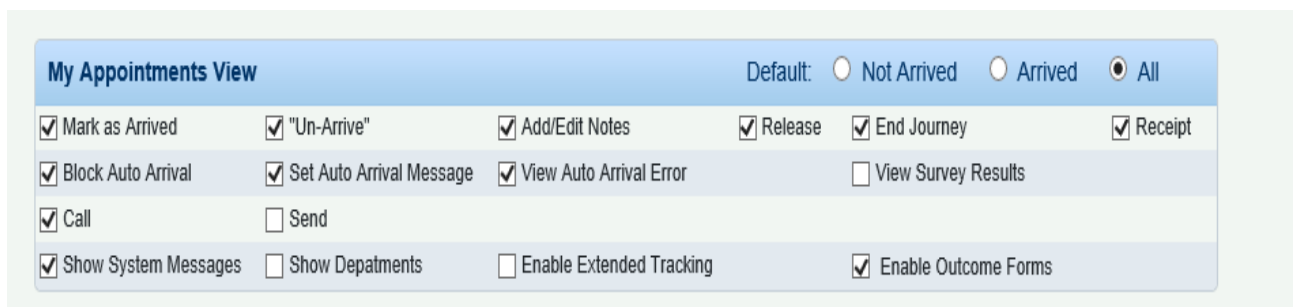
remove any label click on the – (minus) to the right of the name, or click on **Remove all** and the name will move to the right hand box.

- The right-hand box lists all *Consultors (variable name)* who may have *Appointments* but you do not wish to see in your *Appointments* page profile. Click on the + (plus) to the right of the name to move them into this box. Click **Add all** to view the appointments of all available Consultors (variable name). To search for a Consultor (variable name) type part of their name in the dialogue at the box to the left of **Add all**.

**On the right of the page is the Calling Settings feature (licensed feature).**

- Enable Calling – if this is ticked then *Calling* on a supported device will be available from your *Appointments* page.
- Confirm Before Calling – select so when you Call a prompt will be displayed telling you which Patient you are about to call.
- Select a *Room* or location from the drop down list. If the list is empty then it has not been set up correctly (see *Manage > Rooms* in this document).

**At the base of the page is “My Appointments View”**



- In line with this label you can select your default Appointments View (*Not Arrived*, *Arrived*, or *All*). Select the radio button and click **Save** to remember this selection. This will ensure that the Appointment View matches your operational requirements.

○

The following selections are active or inactive depending on the rules set at the top of this page. If an item is ticked and you do not want to use it, un-tick and save. If an item is greyed out then it is not available for your logged in Role. The text is better understood in conjunction with the icon legends on the Appointments Page.

- *Mark As Arrived* - Marks the Appointments row as arrived (and at what time) in Enlighten. Advises any 3<sup>rd</sup> party system (where supported).
- *Un-arrive Client* – Reverses the Arrived action if a mistake has been made.
- *Add/Edit Notes* – Allows a logged in staff member to add notes to support the Appointment.
- *Release* – Releases the Appointment to any Location defined in a separate list (Set under *Manage>Waiting Area* (variable name) and helps support extended Tracking. Updates Enlighten to