Medicines Management Security & Resus Application – User Admin

Logging in

Logging in to the new (V3) combined **MMS** & **Resus** system is done through the link on the Hospital Systems page as shown in Figure 1.
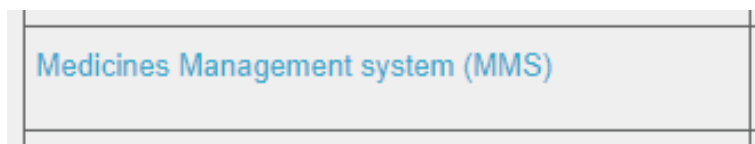

Figure 1

After clicking on the link above, you will be presented with the log page in for the MMS-Resus system, this uses the SIDER portal as shown in Figure 2
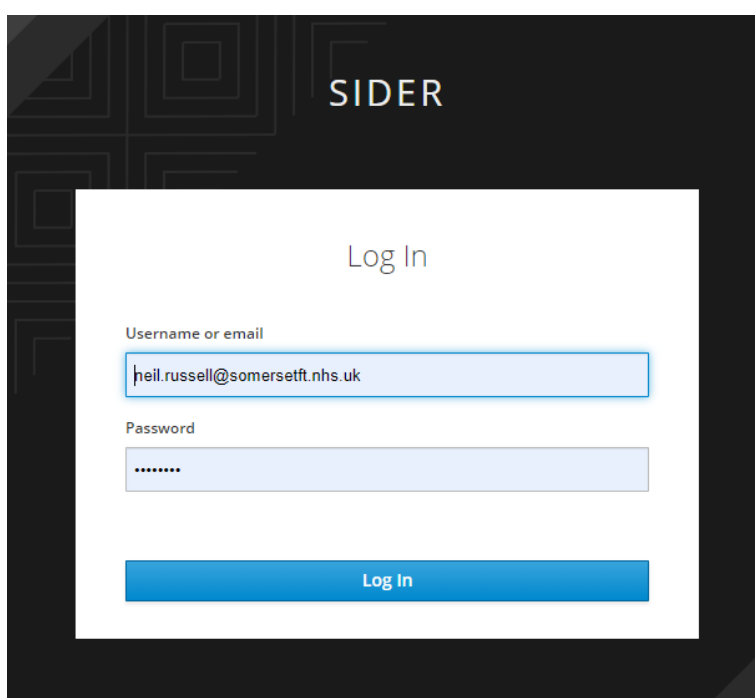

Figure 2

Log in with your Email address and you normal Active Directory password that you use to log on to the computer with every day.

Selecting the User Admin console

To enter the User Admin console, click the button in the top right corner that says 'User Admin' as shown in Figure 3.
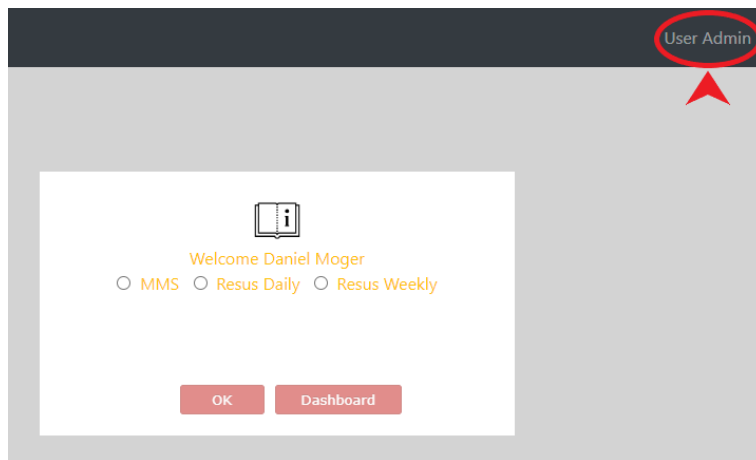

Figure 3

You will then be presented with a new page with a box in the middle, allowing you to select between MMS and Resus much like the screen before. Click on the type of form you want to add/remove users from as shown in Figure 4.

Note: If you select the wrong application, you will need to reload the form from the beginning and go back through to select another option.
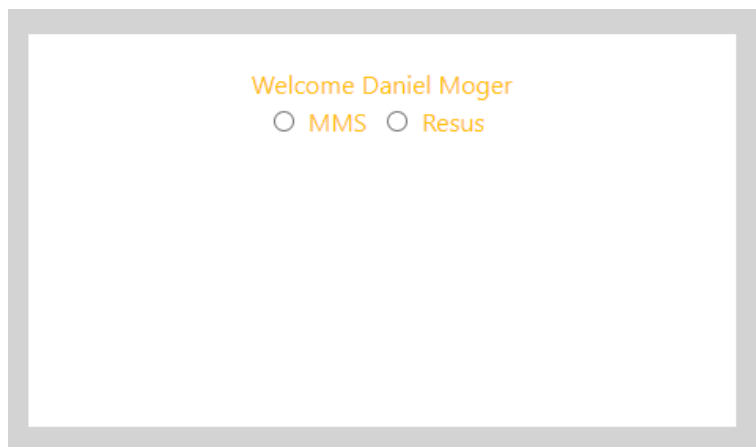

Figure 4

Once you have selected an application you should get page with the title 'User Admin console for' followed by the application name.

Adding or removing a user to and from MMS or Resus is done the same way. Before you add or remove a user you need to first select the ward that you want to amend the users for from the list labelled 'Location' (Figure 5).
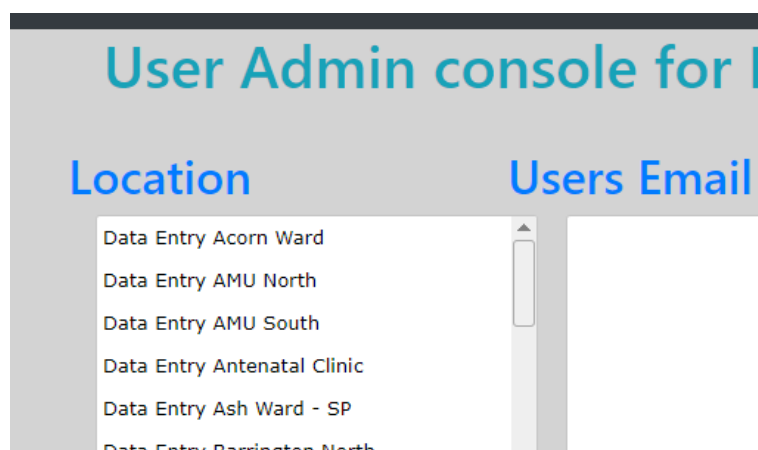

Figure 5

Once you have selected the ward you want to add or remove a user for, you will be presented with a list of the current users for that ward under the 'Users Email' section, in the centre of the page (Figure 6).
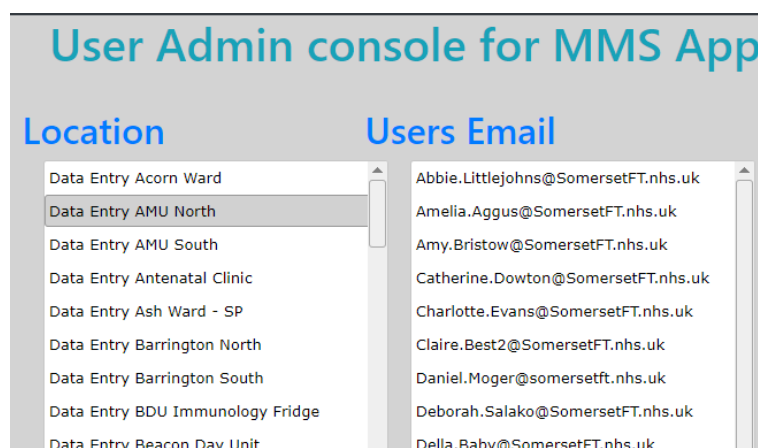

Figure 6

Adding a new user to a ward

To add a new user to the selected ward you will need to click the button on the right side of the page that says, 'Add New User' under the section labelled 'Actions' (Figure 7). You will then be presented with a box to add the new user shown in Figure 8.
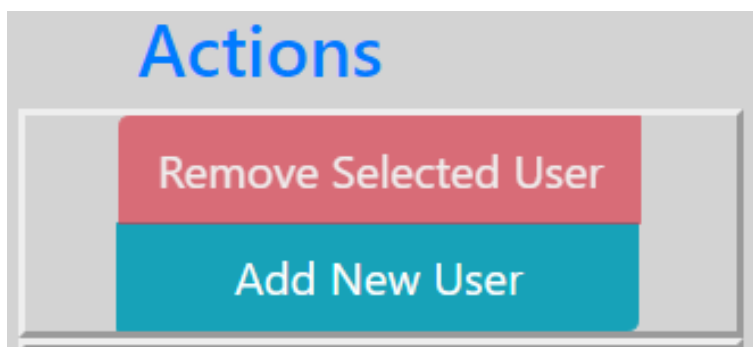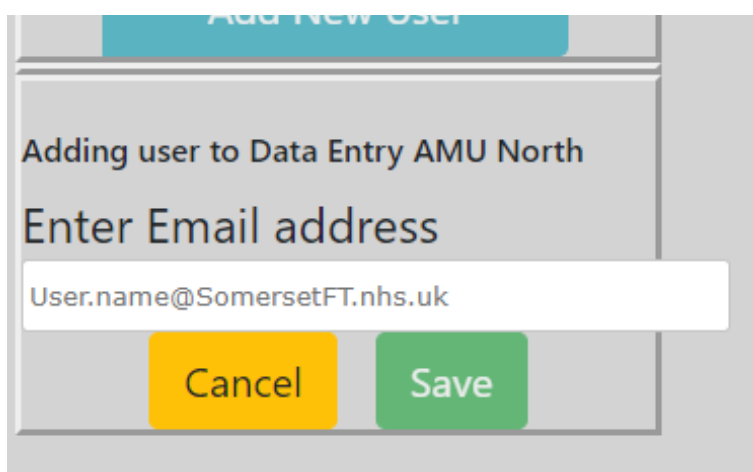

Figure 7

Figure 8

Enter the email address of the new user that you wish to add to the ward into the text box. Once you have typed that in you will need to press the Enter/Return button. At which point if the email address is valid then the 'Save' button will become clickable. Once the button is green and you will be able to click the 'Save' button to add the user to the ward. Note: It can take a minute or two for the changes to take effect.

Removing a user from a ward

To remove a user from a ward you will need to first select them from the list of the current users under the 'Users Email' section after the ward has been selected. When you select a user the button that says 'Remove Selected User' will light up and become clickable, shown in Figure 9.
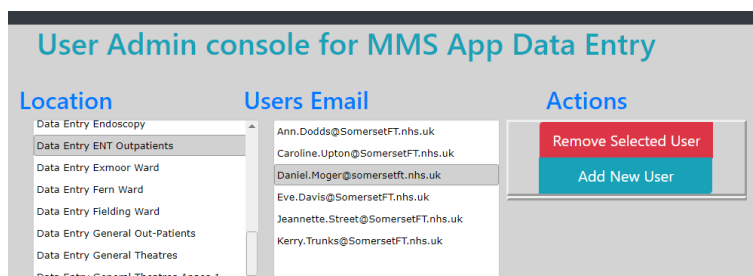

Figure 9

Once you click the button to remove the selected user you will get another come up underneath asking you if you are sure you want to remove them, shown in Figure 10. Click 'Yes' if you wish to proceed. The user will then be removed from the group and will no longer see it in their list. Note: It can take a minute or two for the changes to take effect.
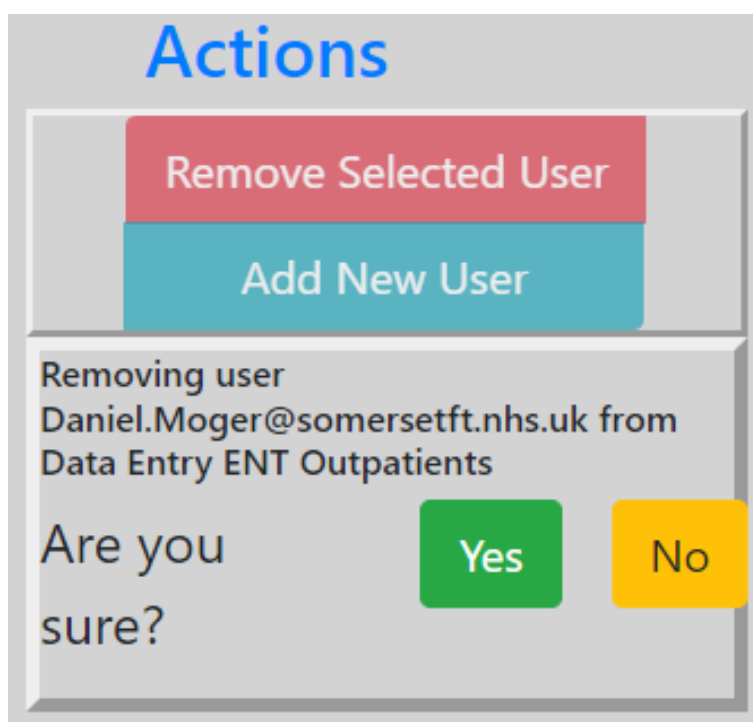

Figure 10