## Medicines Management Security & Resus Application

IF you are having issues with accessing any aspect of MMS or Resus then please read the last page of this first.

### Logging in

Logging in to the new (V3) combined **MMS** & **Resus** system is 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 login page in for the MMS-Resus system, as shown in Figure 2

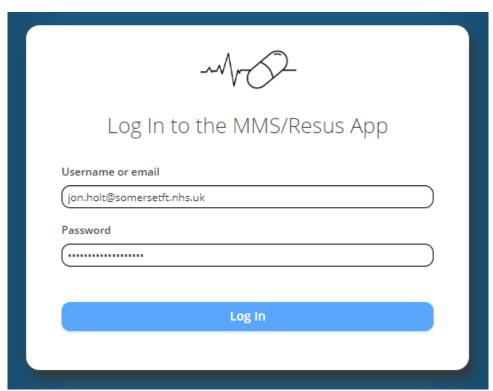


Figure 2

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 application mode

Once you have logged in you will be presented with the following screen to allow you select the dataset that you are recording. Select from **MMS**, **Resus Daily** or **Resus Weekly**. Selecting weekly is also used for a full check after the trolley has been used in an emergency.

Figure 3 shows you how this is presented. The first thing to note is that you cannot click on either the **OK** button or the **Dashboard** button yet. As you select the dataset you are entering and the department that it is for, the button status will change to green, and they become clickable.

The **open book** symbol with an **I** on the page is a link to the online manual. Click on it to be shown the Manual and when finished reading, press the button in the centre of the top line titled "Back" to return the selection screen.

The **Dashboard** button, when clicked, will open a new tab/page showing the Dashboard for either <u>MMS</u> or **Resus** depending on what you have selected.



Figure 3

#### **MMS Submissions**

This is the method of accessing the standard MMS system that has been in place since 2019. On selecting MMS, you will be prompted Select the department you are entering.



Figure 4

On clicking the department selection box dropdown, you will be presented with a list of wards that you have permission to submit for. A ward that is surrounded with stars like this, \*\*\*Data Entry Cardiac Cath Lab\*\*\*, indicates that a submission has already been made for the day and you cannot submit again. MMS allows only one submission per day.

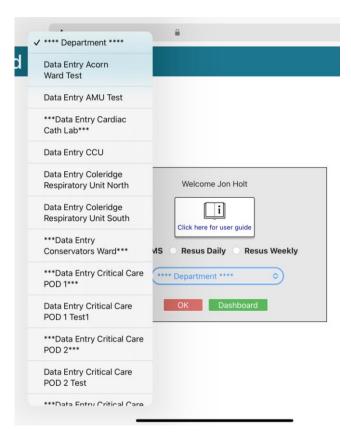


Figure 5

Once you have selected a valid department you will find that the OK button turns to green for go and you can click on it to complete your submission.

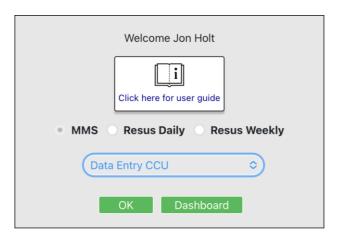


Figure 6

For MMS Submissions you must answer every question and, if prompted, give a reason for your response. Once completed you can press **save** to submit.

#### **Resus Submissions**

The resus submission can take one of two forms, **Resus Daily** or **Resus Weekly**. The resus weekly should be recorded once every week and after every use of trolley. There are indicators that show as follows when you are selecting a department for any resus submission.

On selecting the **Resus Daily** or the **Resus Weekly** option you will be presented with the Department selector.

When selection a Resus operation to carry out an extra green button will show up, "Weeklys" (See Figure 7). Clicking this will give you page showing every ward that has ever submitted a Resus Weekly and the date that it was last done, and by whom.



Figure 7

A department name with three stars in front of it means that todays **Daily** has already been submitted and cannot be done again. (See Acute Frailty Unit in figure 8)

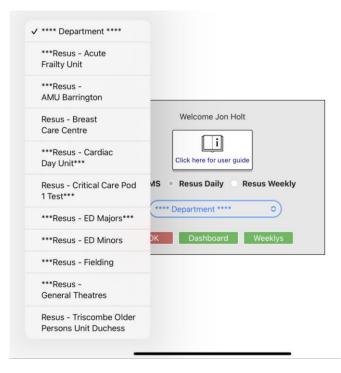


Figure 8

A department name with three stars after it means that there has been a Weekly submission made today and you can continue to submit a Daily or weekly submission (See Critical Care Pod 1 Test in figure 9).

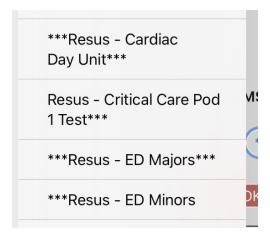


Figure 9

A department name that has 3 stars in front of it **and** three stars after it, indicates that today's daily submission has been done and a weekly submission made today (See figure 10). You will not be able to make another daily submission today but can continue to make any weekly submissions.

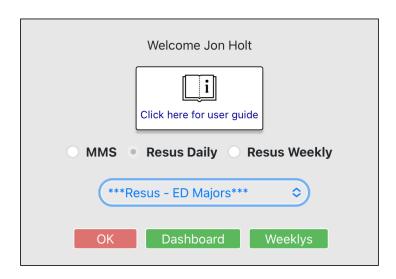


Figure 10

Once you have selected a valid ward, the Green for Go OK button will show and you can click to make your daily submission as shown in figure 11

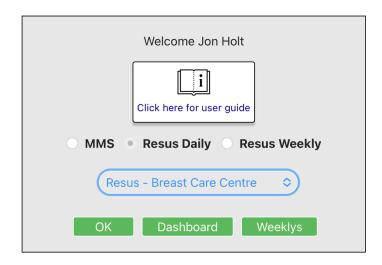


Figure 11

Every resus submission will make the comments box at the end of the form mandatory IF you have answered No to any question. For example, if you say NO to a question and try to Save, the comment box will show as in figure 12

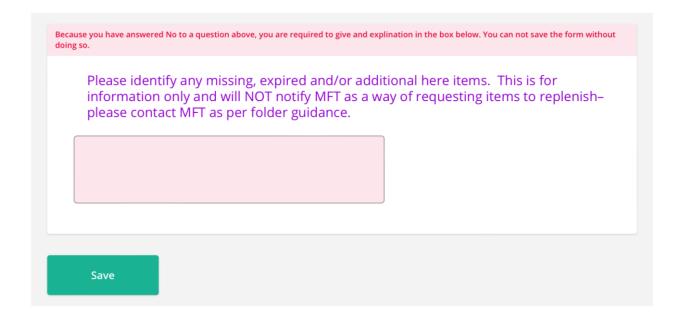
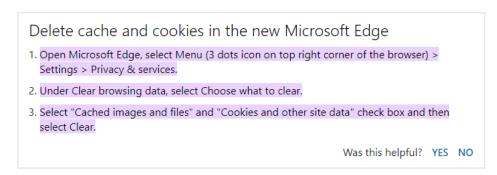


Figure 12

# Troubleshooting

If you can log in but do not see what you are expecting to see then please follow the instructions below before contacting us for help as this simple procedure cures most issues that users are experiencing.



Then close all browser windows and try the system again. If this does not resolve your issue, then follow the guidelines for support issues with MMS-Resus.