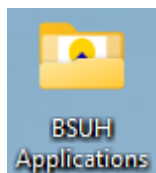


INTERNAL CLINICAL REFERRALS – MANAGE ACCESS SECURITY

Internal Clinical Referrals are managed within the Bamboo platform.

To manage user permissions for specific Referral forms, you need to access the Bamboo Forms application, whether you are a Panda user or an Affinity user.

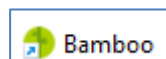
Double-click the **BSUH Applications** folder on your desktop



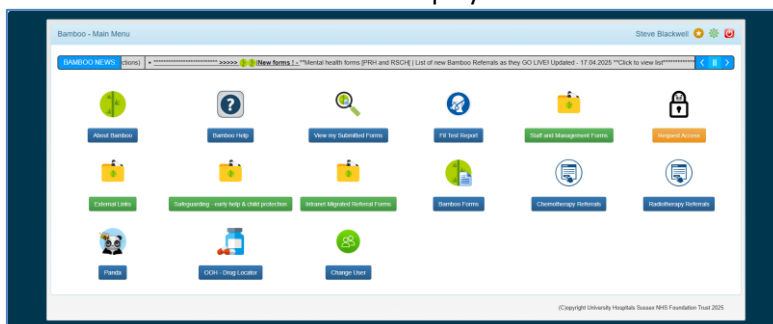
The **File Explorer** window displays:

Name	Date modified	Type	Size
Bamboo	09/02/2024 17:21	Shortcut	3 KB
Careflow Connect Web	23/05/2023 14:08	Shortcut	2 KB
CFC Business Continuity	09/02/2024 17:21	Shortcut	3 KB
CMM EPMA East	09/02/2024 17:21	Shortcut	3 KB
Dendrite intellect	16/04/2024 13:53	Shortcut	3 KB
Estates-Log a Call	20/01/2025 09:38	Shortcut	3 KB
Flow Manager	13/03/2023 12:21	Shortcut	3 KB
FSI Login	20/01/2025 09:38	Shortcut	3 KB
G2 Patient Letter Finder	10/05/2023 23:35	Shortcut	3 KB
Medusa	09/02/2024 17:21	Shortcut	4 KB
Patienttrack	09/03/2022 15:39	Shortcut	3 KB
Prescription Tracking System	09/02/2024 17:21	Shortcut	4 KB
PRH Navenio	09/02/2024 17:21	Shortcut	3 KB
RCViewer	14/02/2024 14:41	Shortcut	2 KB
Real Time Bed State	15/02/2024 10:09	Shortcut	3 KB
R-Roster Web	09/02/2024 17:21	Shortcut	3 KB
RSCH Navenio	09/02/2024 17:21	Shortcut	3 KB
SpeechReport Administration	15/02/2024 09:52	Shortcut	3 KB
Symphony	14/02/2024 14:47	Shortcut	3 KB

Double-click the **Bamboo** row



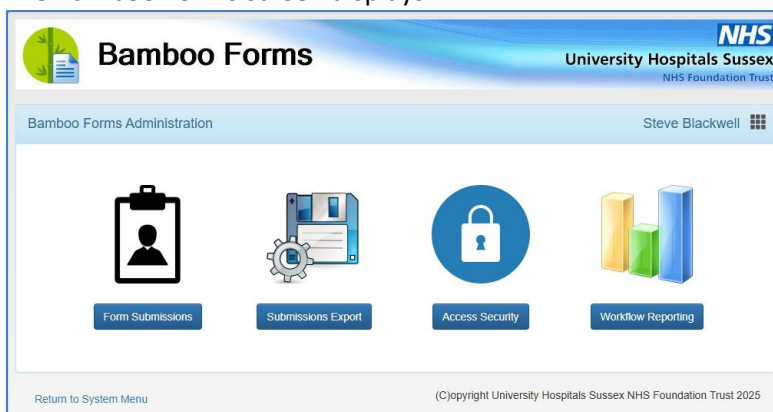
The **Bamboo Main Menu** screen displays:



Click on the **Bamboo Forms** icon



The **Bamboo Forms** screen displays:



Click on the **Access Security** icon

Access Security

The **Form Admins – User Security Management** screen displays:

Select the required form to manage user access

Options to manage existing users, or search for a new user, display:

Always select View Existing Users before searching for a new user, in case they are already present but have the wrong access rights.

Click the **View Existing Users** button

View Existing Users

All the users, who currently have access to that Referral, display:

Click the **Edit User** button, to change an existing user's permissions

Edit User

The **Bamboo Main Menu** screen displays:

Change the ticks as required.

Click the **Save Changes** button

Save Changes

The user's permissions have now been updated:

Edit User	193	BSUH\Steve.Blackwell	Yes	Yes	Yes
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Add New Users to the Referral

Click into the **Search for User** field, type a name then click the **Search** button

All users with a Trust login display, that match the name in the field:

Search for User

Search

View Existing Users

	UserID	ADName	Basic Access	Basic Access+	Administrator	Read Only Admin	Access All
Edit User		BSUH\			Yes		
Edit User	193	BSUH\Steve.Blackwell	Yes	Yes	Yes		

Follow the instructions above for editing user permissions.

Once you have finished editing the user permissions, click the **Bamboo Forms** button

Bamboo Forms Menu

The **Bamboo Forms Administration** screen displays:



Click the **Return to System Menu** text, bottom-left

Return to System Menu

The **Bamboo Main Menu** screen displays:

