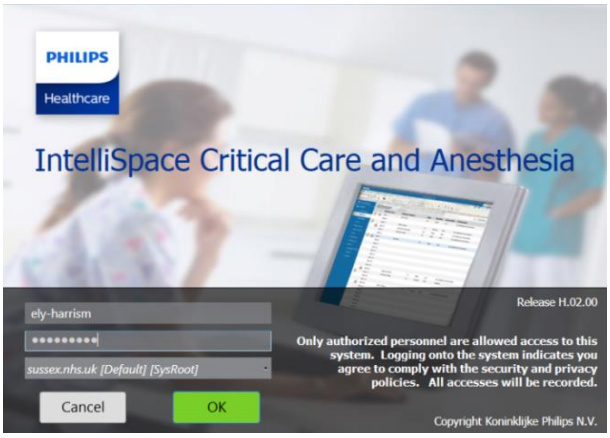
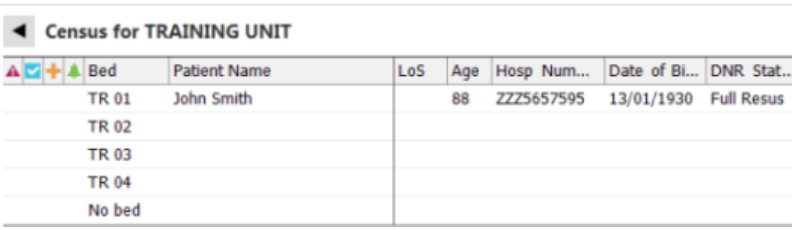
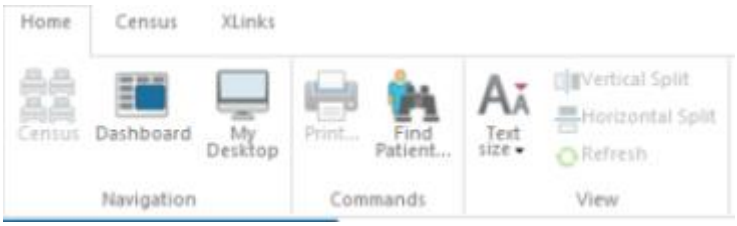
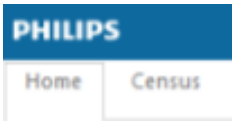
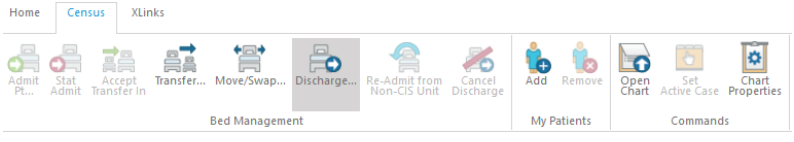
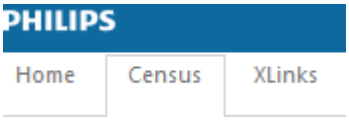
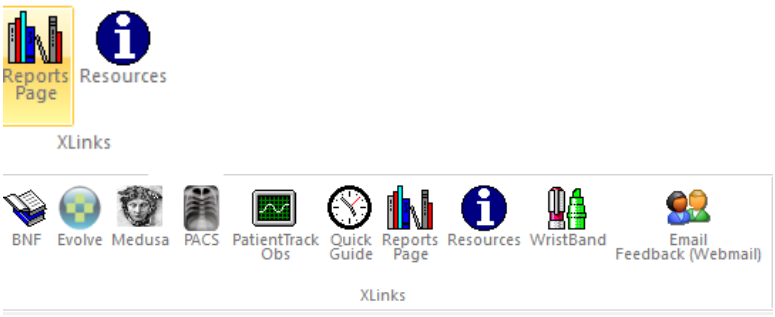
Log in, View Census Screen & Home Tab	
Double click on **ICCA**	
Make sure you know your **single sign on password**, and ideally have a single sign on 'tap in' card	
If you've used single sign on then you'll be logged on automatically. If not, you'll be asked for your **Username** and **password** – this is your active directory password (i.e. the one you use to log in to any trust computer	
SSO will populate login details automatically	
If you're not using SSO, enter your **Username** & **Password** and click on **OK**	

Log in, View Census Screen & Home Tab	
Click on the unit required, (e.g. CHICHESTER ICU)	
Census for required unit will open and patients are listed	
Please do not admit patient in ICCA - Nursing Staff admit via PAS	
Select the **Home** tab	
The **Home** tab includes the **Find Patient** button (binoculars) which allows you to view admitted and discharged patients and also **Vertical / Horizontal Split** if you want to split the screen into two	
Select the **Census** tab	
Census icons become activated depending on the patient or bed you have selected	

Log in, View Census Screen & Home Tab	
Select the **XLinks** tab	
XLinks icons will show i.e. **Reports Page** for **Handover Sheet** and if you're in a patient chart you can see icons for other systems including **BNF**, **Evolve** and **PACS**