MEDIVIEWER – SELECTING PAGES AND BUNDLES FOR A SAR

From within the SARs module, click on the relevant request	The **Subject Access Request** screen displays: **Reviewers** – this is where the Owner displays, who carries out the Review. **Health Record** – the Subject's Pages and Bundles display here. **Page View** – when a Page Thumbnail is selected, it displays here on the right of the screen
Assign All Unassigned Pages: Click on the **Ticks** icon	All the unassigned pages are selected with a tick: This is useful when needing to select the whole Health Record. If you use any of the filters (magnifying glass and/or funnel), then this function only applies to the visible Pages, not all of them.
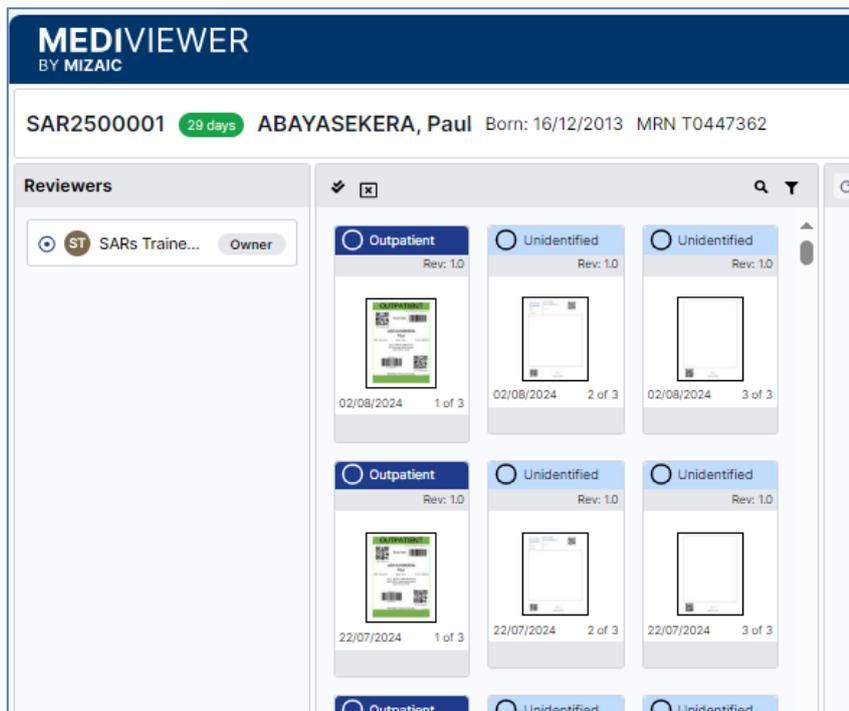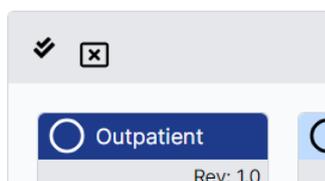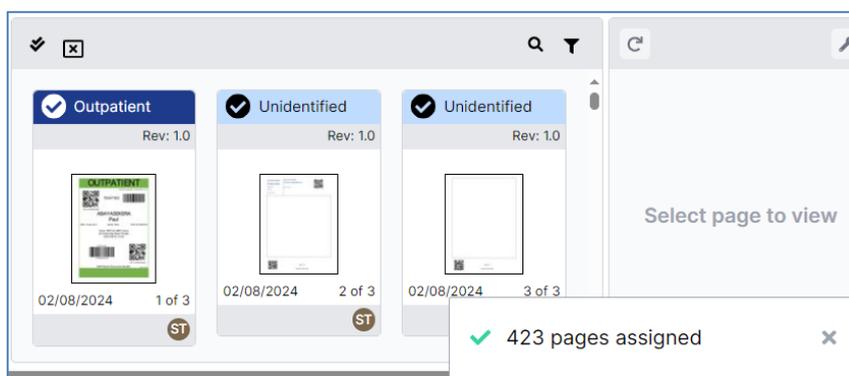
Unassign All Assigned Pages: Click on the **X** icon 	All the assigned pages are deselected: If you use any of the filters (magnifying glass and/or funnel), then this function only applies to the visible Pages, not all of them.
Filter: by Document Type or Tags. Click on the **Funnel** icon 	A drop-down displays: Select the appropriate Document Types and/or Tags, noting that choosing a document type that isn't tagged will cause no results to be returned so usually used independently of each other. **Please note:** not all Pages have an identified Document Type and certainly may only display a single identified Page within a Bundle. The same can be said of Tags.
Filter: by Free Text. Click on the **Magnifying Glass** icon 	A Search field displays:
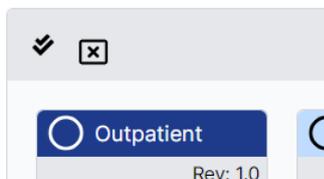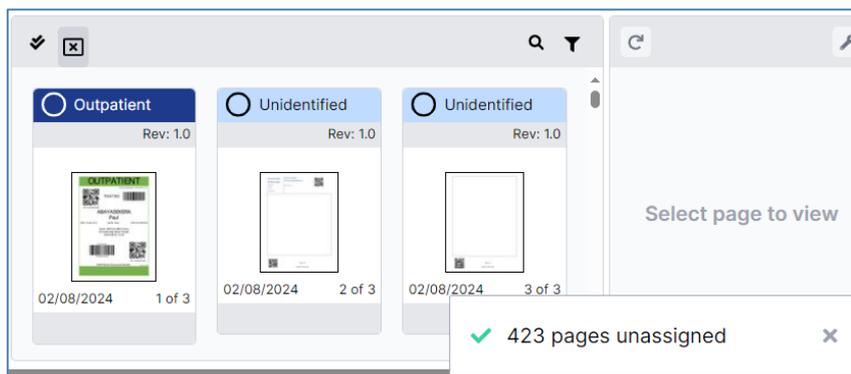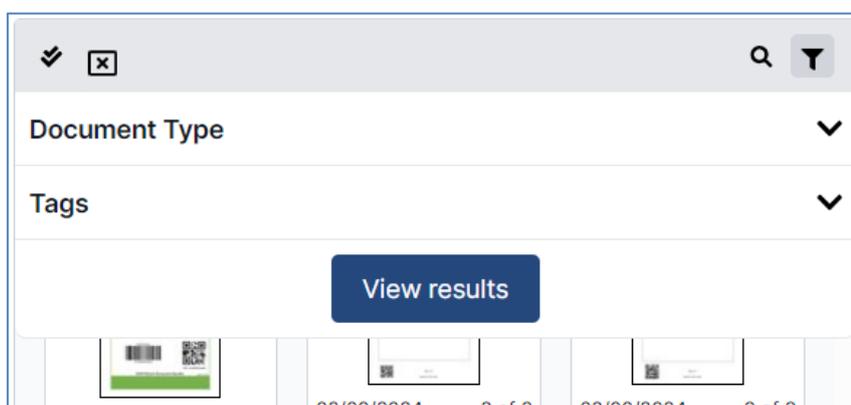
A note about Filters – When filters are in place, a blue bar displays the filters:
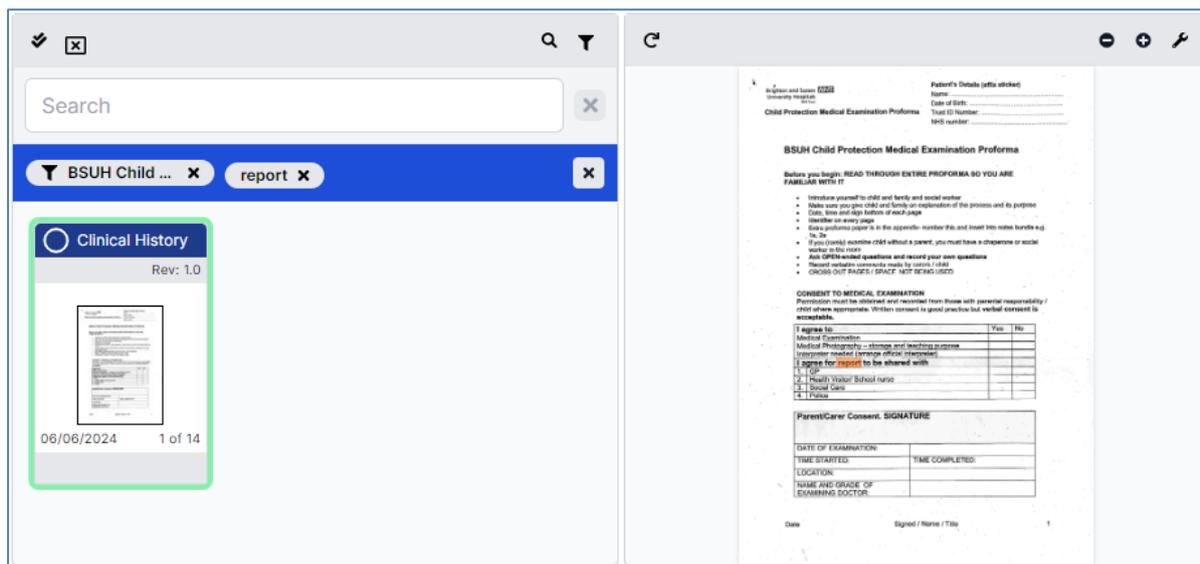
The Assign All Unassigned and the Unassign All Assigned options only affect the Pages returned by the filter(s). So if you want to select all or deselect all Pages in the record, you need to close the blue filter bar first.

If you only want to select some of the Pages, click on the relevant tick boxes:	The Pages are now selected: At any time, you can: • Update details of the SAR with the **Details** button • View (only) the SAR's Notes field with the **Notes** button • Upload files from outside of MediViewer with **Direct Upload** Please refer to the relevant guides for the above options. You must always click on the **Exit** button when you wish to leave the Request screen. As soon as you have selected at least one page, the **Send for Review** button becomes active.
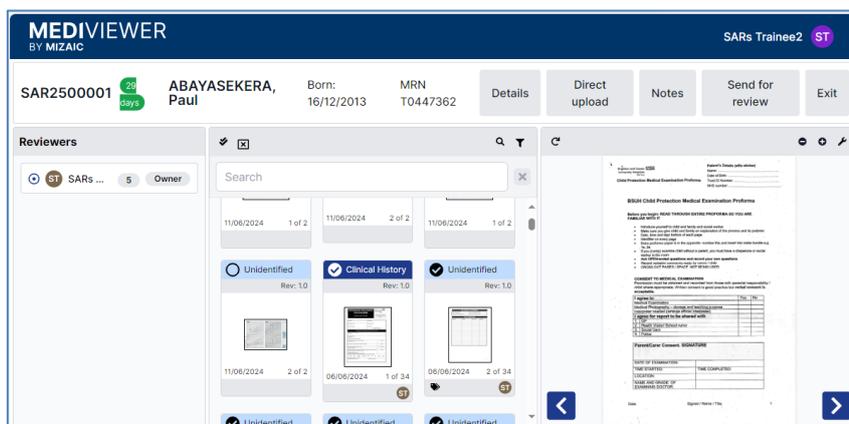
When you are happy that all the required Pages have been selected, click **Send for Review** **Send for review**	The SAR in the SARs List displays with a **Record Review** status: ABDOLKHINI, William (Mr) (Male) **Born** 24/Jun/1937 (87y) **NHS No** 987 504 9565 (00) **MRN** T0889373 **Record Review** If you need to revert this SAR Review back to **Record Selection**, click on the **Change Selection** button within the SAR. Change selection Details Notes Complete Review Exit Confirm ✕ Confirm you need to change the request status back to record selection. This will require reviewers to re-review their document selection. Cancel Confirm Select **Cancel**, if you are keeping it in **Record Review** or **Confirm** if you want to revert back to **Record Selection**.