MEDIVIEWER – VIEW OR UPDATE SUBJECT ACCESS REQUEST DETAILS

You have to enter a Subject Access Request to view or update its details.	It cannot be carried out
from the SARs list.	

From within the SARs	The Subject Access Request screen displays:
module, click on the	MEDIVIEWER SARS Trainee2 3
relevant request	SAR2500001 (20 day) ABAYASEKERA, Paul Born: 16/12/2013 MRN T0447362 Details Direct upload Notes Send for review Exit
	Reviewers V D Q T C V
	Image: Sare source Image: Sare source Image: Sare so
	The Details button lists all the data recorded when the request was created.
Click on the Details button	The Details screen displays:
	EMEDIVIEWER
	Request ID: SAR2500001 Duration Remaining: 28 days
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	You may need to scroll down if you need to change a Subject or Owner, if this has been recorded in error.
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	Owner Gwege Name Dearname
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	Upper Time Action MAD Tarried 2/09/0225 04.04 SMB Tarried regiment
	SARs Tainva2 21(PL/2025 SAB4 SARS Tainva2) update Projects to In Hold Reason ID and Consent not provided on oration of request SARs Tainva2 21(PL/2025 SAB5 SARS Tainva2) update Projects Required D provided
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Click on the appropriate	The appropriate details window displays:
Change button(s)	Reviewers Update accordingly then click Save I Start typing to search for users' names
	Close Save

lease note: The Comments button enables you to write in comments during the whole journ				
ot another team member's.	ARS team memb	ers can edit and remove their	r own comme	
	-	Comments	×	
	Rec	Insert text here		
Full record	SAR			
Address:	Pho			
10 Edward Street Brighton East Sussex	Mob Ema		Comment	
BN1 2EN		SARs Trainee2 on 22-01-2025 14:20 SAR Created	Edit Remove	
	_	SARs Trainee2 on 22-01-2025 14:21	Edit Remove	
Latest Comments		Reviewer Assigned alongside the Owner		
SARs Trainee2 on 22-01-2025 14:21 Reviewer Assigned alongside the Owner				
SARs Trainee2 on 22-01-2025 14:20 SAR Created				

Manually putting a Request On Hold

The **Clock On Hold** tickbox sits within the Status part of the **Details** screen:

Project Status	
Record Selection	•
Clock On Hold	
Optionally provide a reason	
	Close

Despite the word **Optionally**, always add a reason for manually putting the Request's clock on hold, for audit purposes and for times of sickness or leave.