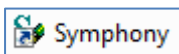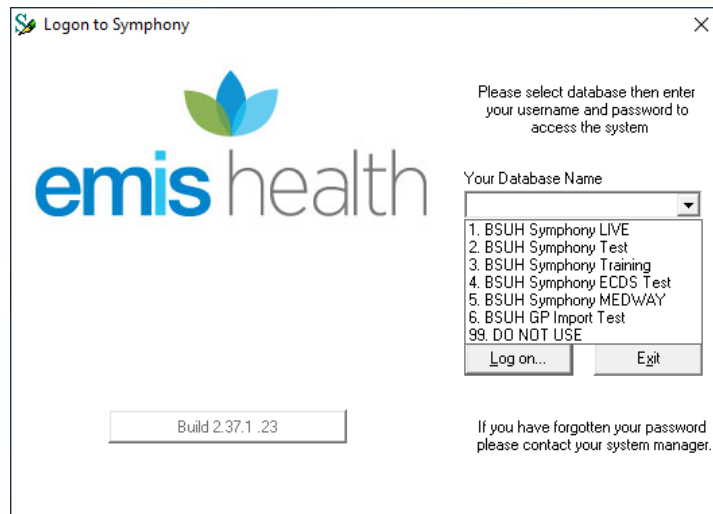## SYMPHONY – LOG IN

Many PCs in A&E are logged-on at all times using a generic user name and password assigned to the specific PC. *If you are using Symphony via a generic log-on*, you will be asked to enter your personal password to carry out certain actions, such as Discharge, so that your personal details are recorded at the required points in the audit trail.

If you are asked to supply your username as well as your password, you have the same password as someone else and should change it so this doesn't waste your time.

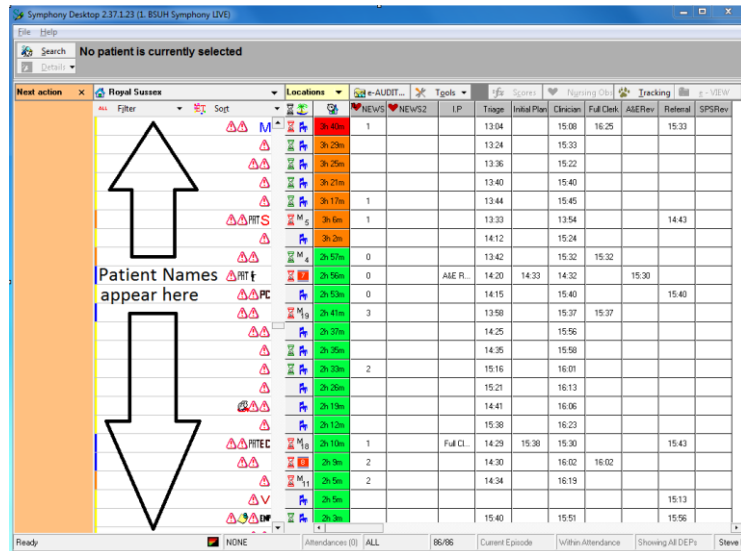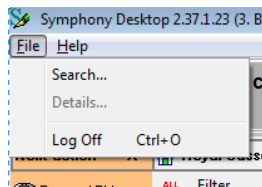|	
Double-click **Symphony** in the **BSUH Applications** folder on your PC's desktop	The **Log on** window opens
Click **1. BSUH Symphony LIVE**	*The **Your Database Name** populates*
Type in your username and password in the appropriate fields then click **Log on…**	Please be patient, Symphony will open soon

SYMPHONY – LOG IN	
	The **Symphony Desktop** displays the **Tracking Grid** in your default A&E Dept

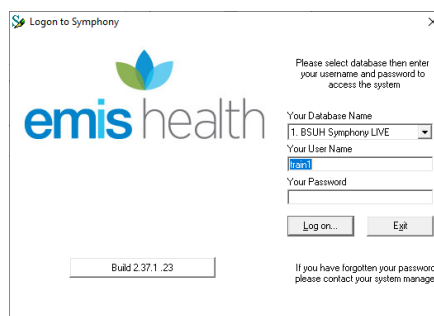| SYMPHONY – LOG OUT	
Click the **File** menu and select **Log Off** *Or* click the **Close Window** icon 	The **Log on** window opens *Someone else can now login, instead*.
You only need to complete the next two steps if you no longer need Symphony open on the PC Click **Exit**	
Click **Exit**	Symphony is closed completely.