## 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 <b>Symphony</b> in the <b>BSUH Applications</b> folder on	The <b>Log on</b> window opens	
your PC's desktop	😼 Logon to Symphony	×
Symphony	<b>•</b>	Please select database then enter your username and password to access the system
	emis health	Your Database Name     I. BSUH Symphony LIVE 2. BSUH Symphony Test 3. BSUH Symphony Training 4. BSUH Symphony ECDS Test 5. BSUH Symphony MEDWAY 6. BSUH GP Import Test 99. DO NOT USE   Log on Exit
	Build 2.37.1 .23	If you have forgotten your password please contact your system manager.
Click 1. BSUH Symphony LIVE	The <b>Your Database Name</b> populates	
Type in your username and password in the appropriate	Please be patient, Symphony will oper	n soon
fields then click <b>Log on</b>	Symphony	
	emis health	Please wait. Preparing system for use



SYMPHONY – LOG OUT		
Click the File menu and select Log Off Symphony Desktop 2.37.1.23 (3. B) File Help Cor Click the Close Window icon	The Log on window opens          Image: Cogon (1. BSUH Symphony LIVE)       X         Your User Name       Your User Name         Your Password       Your Password         Log on       Exit         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 <b>Exit</b>	Logon to Symphony      Please select database then eriter     your usersmen and password to     coress the system      Your Database Name      I. BSUH Symphony LINE     Your Database Name      Test Hare      Your Database Name      Log on.      Egt      Buid 2.37.1.23      If you have forgotien your pastword      please contact your system menager.	
Click Exit	Symphony is closed completely.	