Removing the SCI Gateway Tab from Consultation Manager

The SCI Gateway Referral app should not be accessed from the SCI Gateway tab, this uses the old version of the app and is no longer being maintained, we are therefore asking all users to remove the SCI gateway tab from their Consultation Manager view as follows:

There are two recommended options for the removal of the SCI Gateway tab:

> Individually - Each Consultation Manager user must manually remove the tab, see *Individual Removal of the SCI Gateway Tab* (page 1), or

> Using User Profile Manager, an administrator can create an updated Consultation Manager view without the SCI Gateway tab and assign it to all or a group of users, see *Removing the SCI Gateway Tab and Updating Users via User Profile Manager* (page **Error! Bookmark not defined.**).

> 🗋 **Note** - You may find that a combination of both options will work best for your practice.

Individual Removal of the SCI Gateway Tab

This option enables each individual Consultation Manager user to remove the SCI Gateway tab:

1. From the Vision front screen, select **Consultation Manager** .

2. Select any patient, a consultation does not need to be started.

3. Right mouse click on the **SCI Gateway** tab to display the **Data View Pane Options** menu.
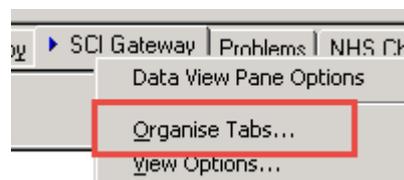
Data View Pane Options

4. Select **Organise Tabs** to display the **Data View Pane - Organise Tabs** screen.

> 🗒 **Remember** - The **Data View Pane - Organise Tabs** screen contains a different list for each user depending on their settings.

5. Highlight **SCI Gateway** and click **Remove**.
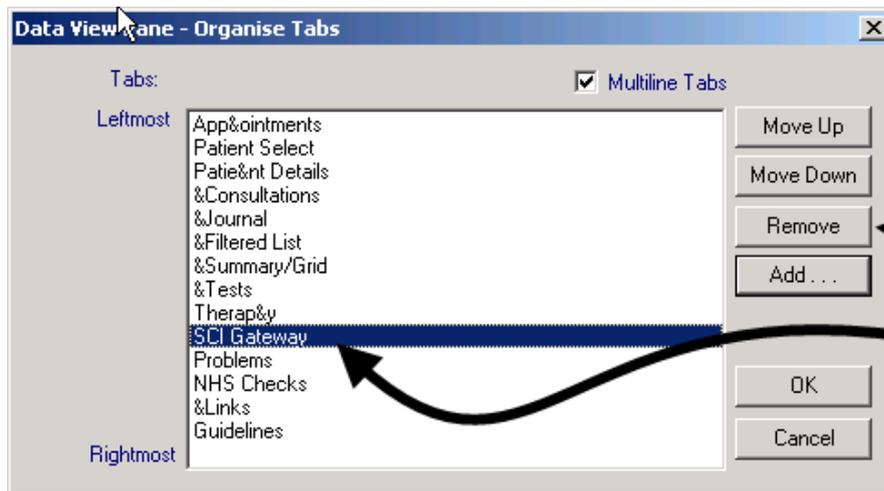
Data View Pane - Organise Tabs

6. The following warning message is displayed:
'*If this tab is removed it may only be restored by selecting the default distributed tab. Any customisation performed will be lost, Do you wish to remove this tab?*'. Click **Yes** to continue.

7. Click **OK**.

8. You are prompted:
'*In order that the changes you have made may be reflected in the view the Consultation Framework will now be refreshed.*' Click **OK**.

9. The view is now updated and the **SCI Gateway** tab removed.

Removing the SCI Gateway Tab and Updating via User Profile Manager

This option enables an administrator to update a view and assign it to one or more Consultation Manager users.

> 🗋 **Note** – This process removes any individually customised aspects of the users Consultation Manager setup.

To update the Consultation Manager view using User Profile Manager:

1. Log in to Vision as one of the users that needs updating.

2. Follow the instructions in *Individual Removal of the SCI Gateway Tab* (page 1), to create the view you require.

3. Now log in to Vision as a system administrator and from the Vision front screen

    select **Apps Controller** .

4. Click **System Utilities** .

5. Select **User Profile Manager** .

6. From **User Settings**, select the staff member you have prepared.
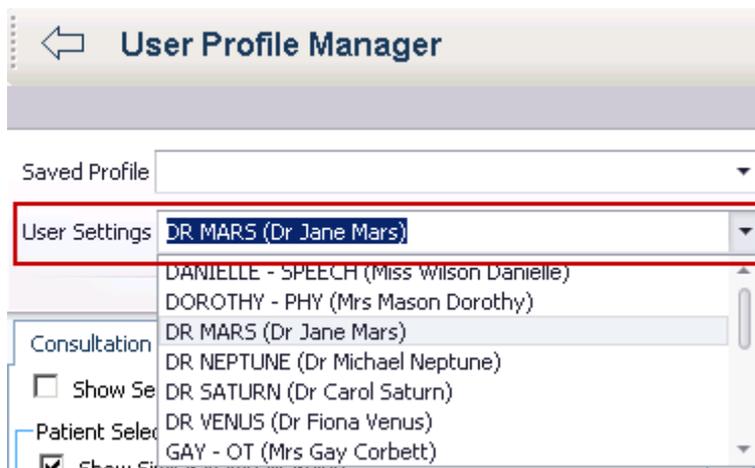
User Settings

7. Click **To User** to select the staff who need the updated view.

8. The **Select User(s)** list is displayed, tick all the staff members to update.

9. Click OK to update the users selected.

10. A '*User Settings Updated*'' message is displayed, click **OK**.

11. The change is implemented the next time the selected users login.