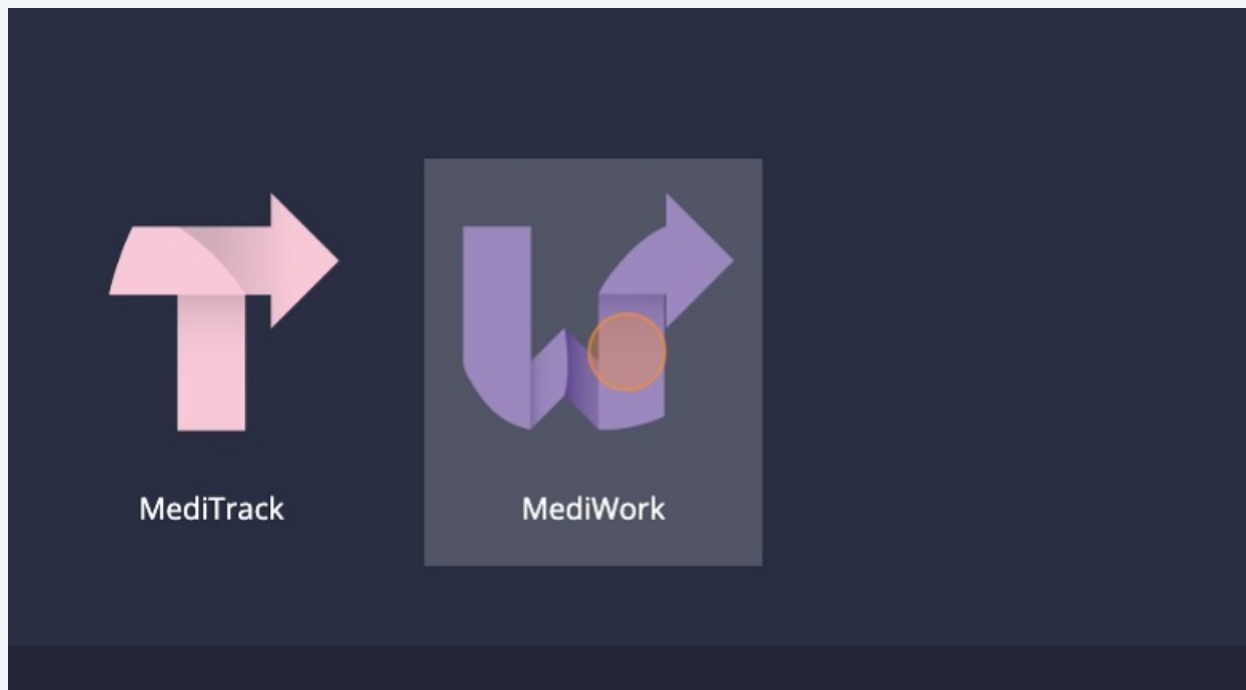


Access a Client Organisation

Learn how to open a Client Organisation (group of people under Occupational Health Management) within MediWork.

Opening a Client Organisation

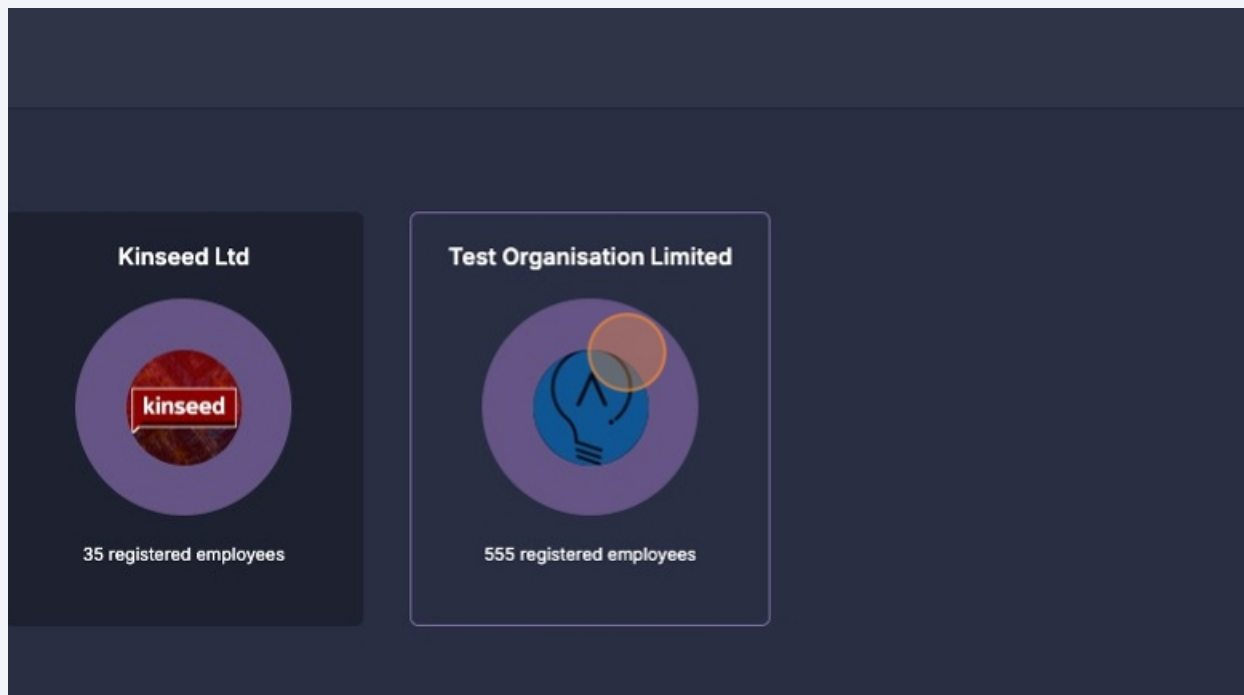
- 1 Log in to swiftcare.com and open the MediWork application.



2

You will see a list of your Client Organisations. Every person who you provide Occupational Health care to belongs to one Client Organisation.

Click on a client organisation tile to open it.



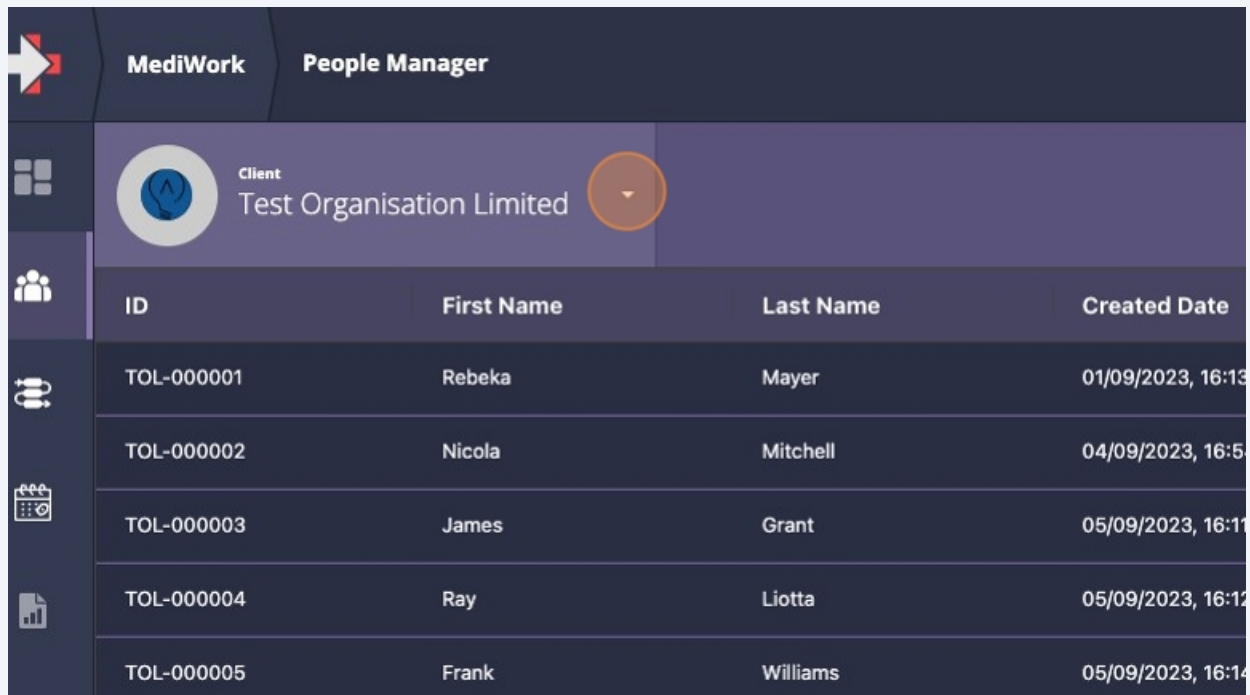
3

MediWork will open the **People View** for that client organisation, where you can see all people under Occupational Health management for that client.

Changing Client Organisations

4

To change to a different client, click the **Client Filter Dropdown** at the top of the page.

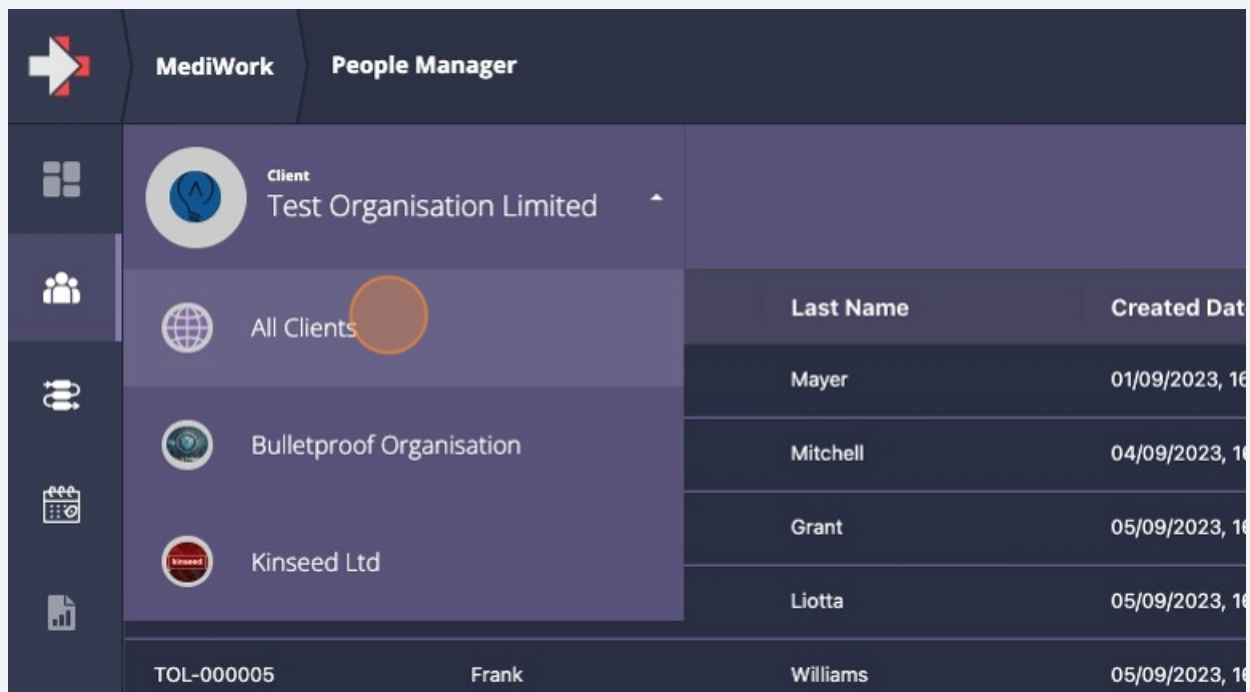


The screenshot shows the MediWork People Manager interface. At the top, there's a navigation bar with 'MediWork' and 'People Manager'. Below this, a client filter dropdown is open, showing 'Test Organisation Limited' with a dropdown arrow. The main table displays a list of people with columns: ID, First Name, Last Name, and Created Date.

ID	First Name	Last Name	Created Date
TOL-000001	Rebeka	Mayer	01/09/2023, 16:13
TOL-000002	Nicola	Mitchell	04/09/2023, 16:5
TOL-000003	James	Grant	05/09/2023, 16:17
TOL-000004	Ray	Liotta	05/09/2023, 16:12
TOL-000005	Frank	Williams	05/09/2023, 16:14

5

Choose a different client organisation to open it, or click "All Clients" to see every person under Occupational Health Management, regardless of client organisation.






The screenshot shows the MediWork People Manager interface with the client filter dropdown open. The 'All Clients' option is selected, indicated by a red circle. The dropdown menu lists 'All Clients', 'Bulletproof Organisation', and 'Kinseed Ltd'. The main table displays a list of people with columns: ID, First Name, Last Name, and Created Date.

ID	First Name	Last Name	Created Date
TOL-000005	Frank	Williams	05/09/2023, 16:14

Returning to the list of Client Organisations

6

To return to the tile list of Client Organisations, click the **MediWork** item in the breadcrumb trail at the top of the page.

	MediWork	People Manager		
	 Client All Clients			
	ID	First Name	Last Name	Created Date
	RNLI-000000	Pal	Bhusate (P)	01/06/2023, 11:30
	RNLI-000001	Nikita	Saveliev (P)	01/06/2023, 11:30
	RNLI-000002	Bob	Hundal (P)	01/06/2023, 11:30
	RNLI-000003	Mohammed	Kawsar (P)	01/06/2023, 11:30
	RNLI-000004	Koushik	Vuthuluru (P)	01/06/2023, 11:30