

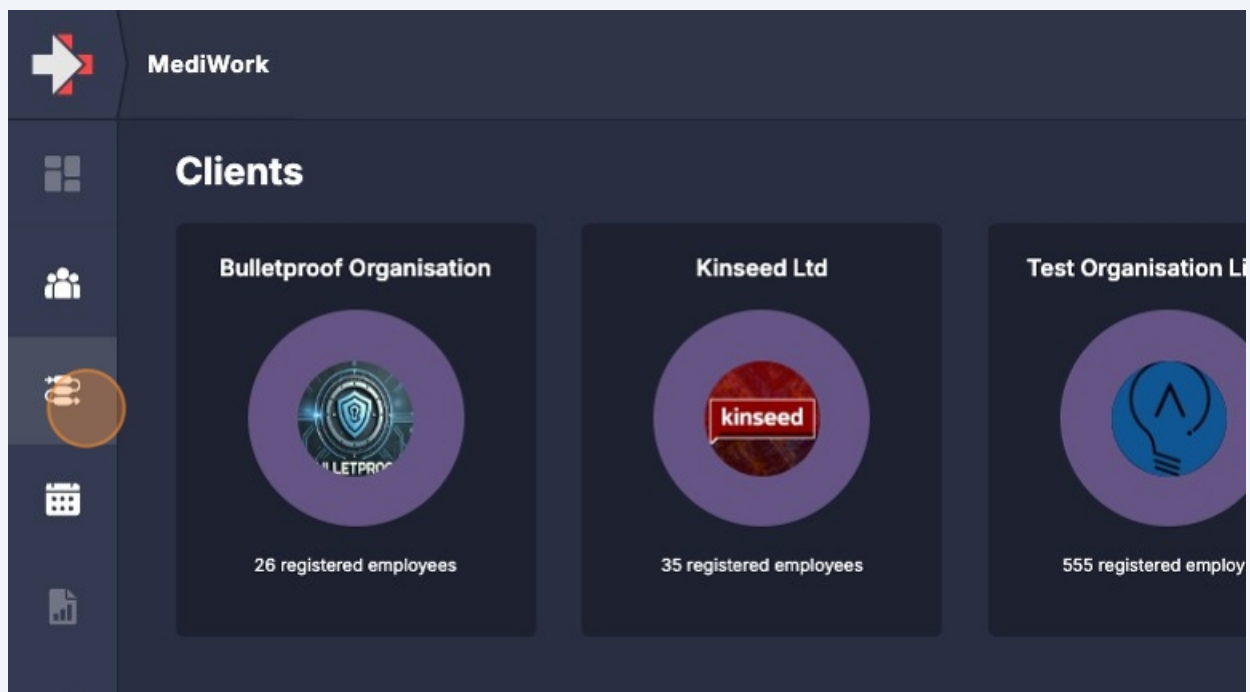
# Navigating the Process View



Learn how to navigate the Process View in MediWork, find people who have open Episodes, and access their records.

## Accessing the Process View

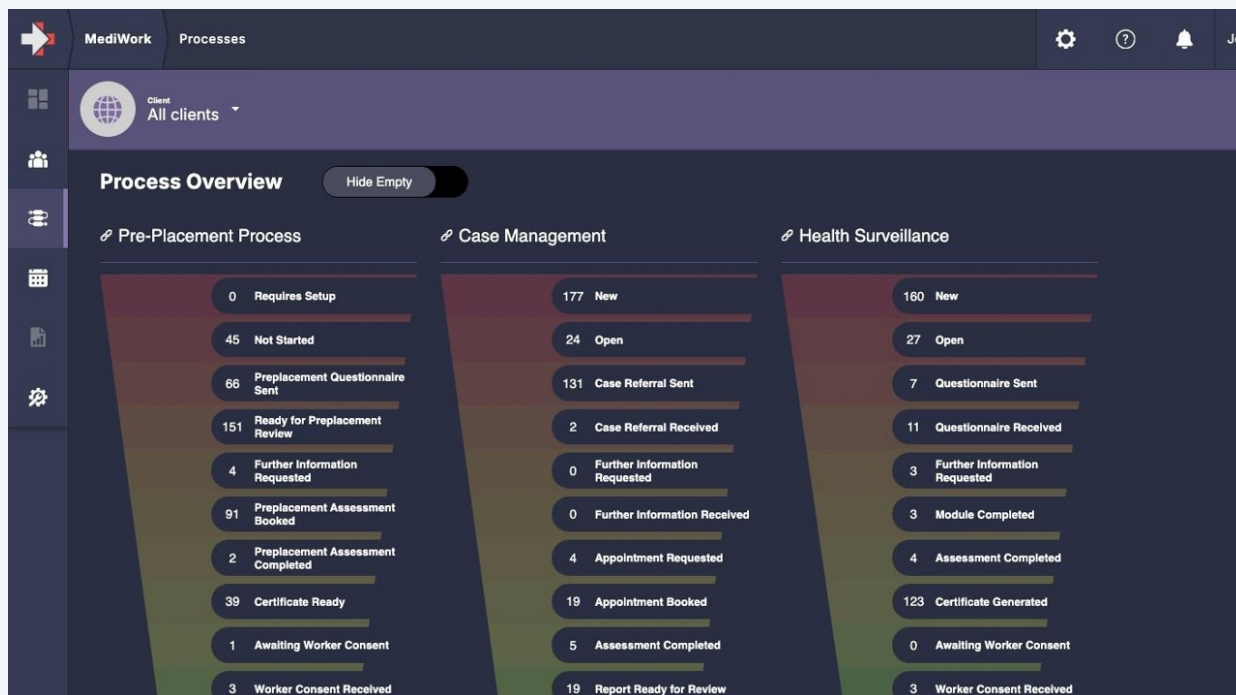
- 1 Click the **Process** icon on the left hand navigation bar



2

The **Process View** will open. Each Funnel Chart shows one of the major processes you provide as part of Occupational Health Care: **Pre-Placement** (Post-offer / Pre-employment Screening), **Health Surveillance** (Continual or responsive screening), **Case Management** (Management Referrals), and **Immunisations**.

People under Occupational Health management start at the top of the process charts, and move down through the status steps as they progress. The number next to each row shows you how many people have an episode currently open at that step.

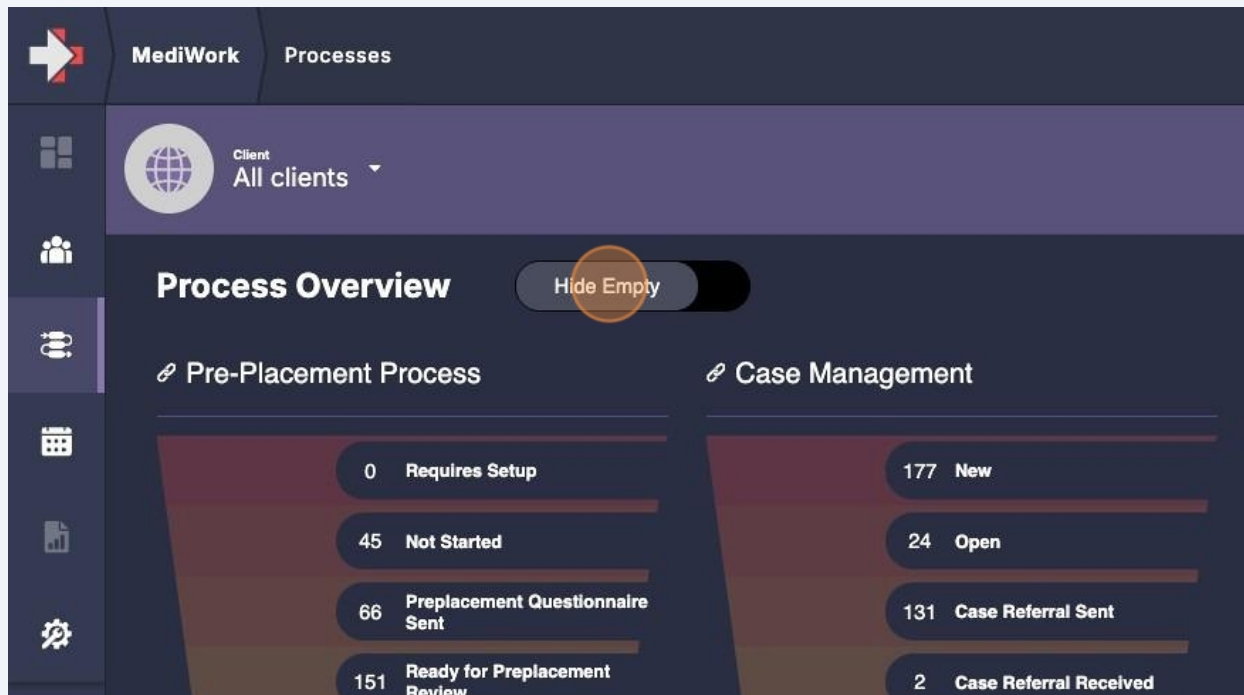


Depending on your organisation and your permission level, you may see more or fewer charts on this page.

## Filtering the Chart Display

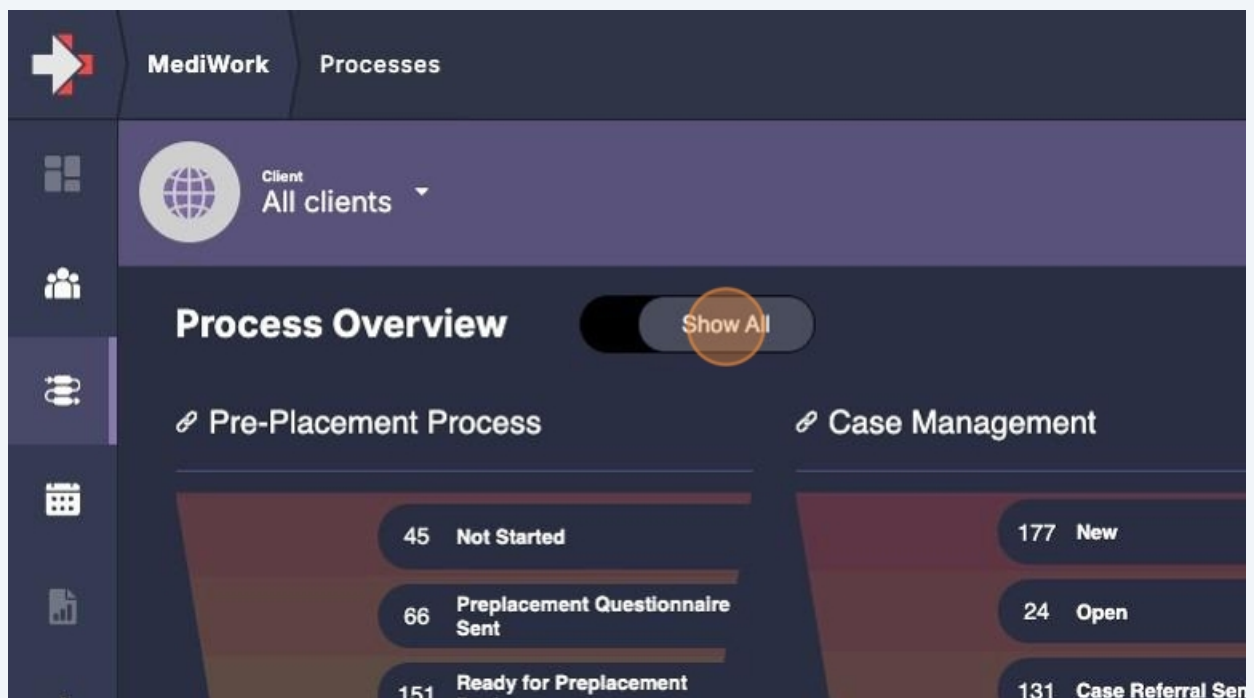
3

To see only steps where people currently have an open episode (and hide steps which are empty), click the **Hide Empty** toggle at the top of the page



4

To return to seeing all steps, including empty steps, click the **Show All** toggle at the top of the page



## Viewing Open Episodes / People

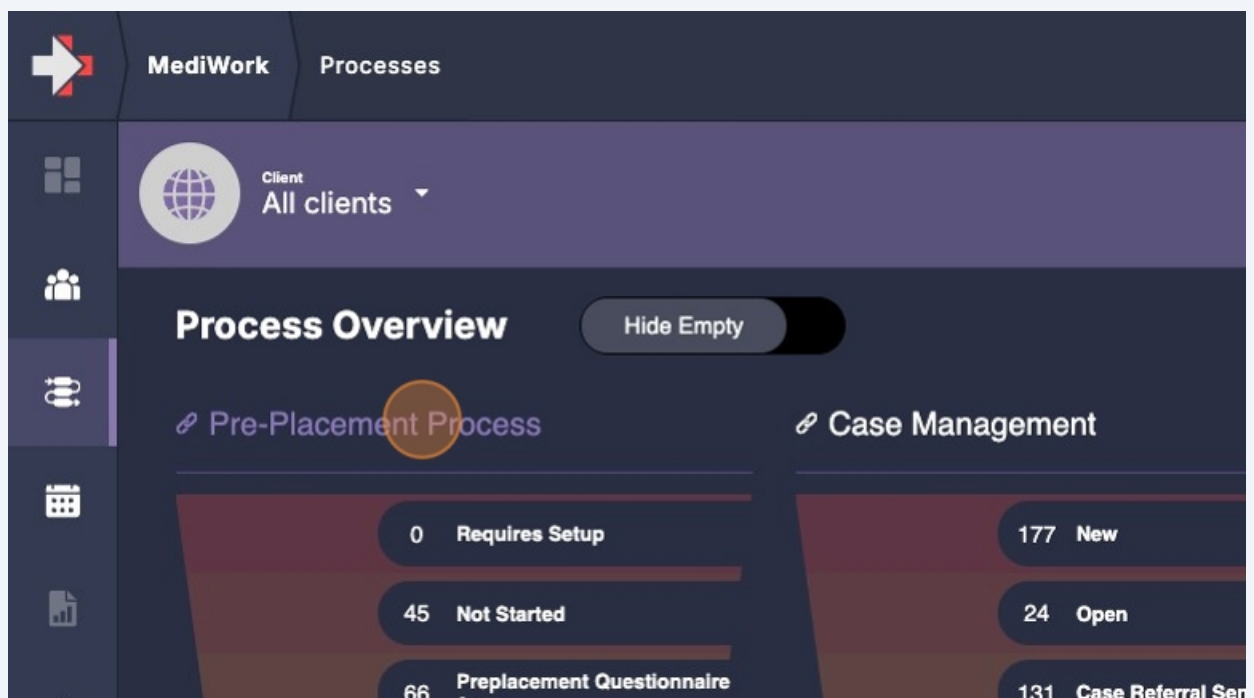
5

To see a list of people who are at a particular step in a process, click on that row in the process chart



6

To see a list of everyone undertaking a particular process, click the header of that process in the process chart (e.g. "Pre-Placement Process")



You will see a list of people who are undertaking that process, or at the process step you clicked; click on any row to directly open that episode (for example, here, clicking a row will open that person's current Preplacement episode)

MediWork

Processes

Preplacement

Jos

Client

All Clients

Process

Preplacement

ID

First Name

Last Name

Status ▾

Modified

Company

Clinician

Patient Contact

TOL-00052WendyStonePreplacement Questionnai20/11/2024, 17:01Test Organisation LimitedPrachi Bapate📞 - 📧

TOL-000549ClarkRhoniePreplacement Questionnai20/11/2024, 22:28Test Organisation LimitedPrachi Bapate📞 - 📧

TOL-000546LandoNorrisPreplacement Questionnair14/11/2024, 13:34Test Organisation Limited📞 - 📧

TOL-000512PaulBillPreplacement Questionnai22/10/2024, 09:43Test Organisation LimitedPrachi Bapate📞 - 📧

TOL-000367DremellTingPreplacement Questionnai14/10/2024, 12:45Test Organisation LimitedMathew Hiley (OH)📞 - 📧

TOL-000366HarleyClaytonPreplacement Questionnair29/10/2024, 22:30Test Organisation LimitedMathew Hiley (OH)📞 📱 📧

TOL-000361BillWilliamsonPreplacement Questionnai10/10/2024, 11:59Test Organisation Limited📞 - 📧

TOL-000358MohammedTaylorPreplacement Questionnai10/10/2024, 11:13Test Organisation Limited📞 📱 📧

BULORG-000026MargaretThatchtatchPreplacement Questionnai27/09/2024, 21:11Bulletproof Organisation📞 - 📧

TOL-000339ZakPowerPreplacement Questionnai20/11/2024, 22:35Test Organisation LimitedGaurav Pitroda (OH)📞 📱 📧

RNLI-000033NathanFrostPreplacement Questionnai13/09/2024, 07:17Kinseed LtdKoushik Vuthuluru (OH)📞 📱 📧

TOL-000332NathanFrostPreplacement Questionnai13/09/2024, 07:11Test Organisation Limited📞 📱 📧

RNLI-000032FinleySinghPreplacement Questionnair12/09/2024, 06:41Kinseed Ltd📞 📱 📧

To return to the Process view, click the **Processes** entry in the breadcrumb trail at the top of the page

MediWork

Processes

Preplacement

Client

All Clients

Process

Preplacement

ID

First Name

Last Name

Status ▾

TOL-000552

Wendy

Stone

Preplacement Questionnai

TOL-000549

Clark

Rhonie

Preplacement Questionnai

TOL-000546

Lando

Norris

Preplacement Questionnai

TOL-000512

Paul

Bill

Preplacement Questionnai

TOL-000367

Dremell

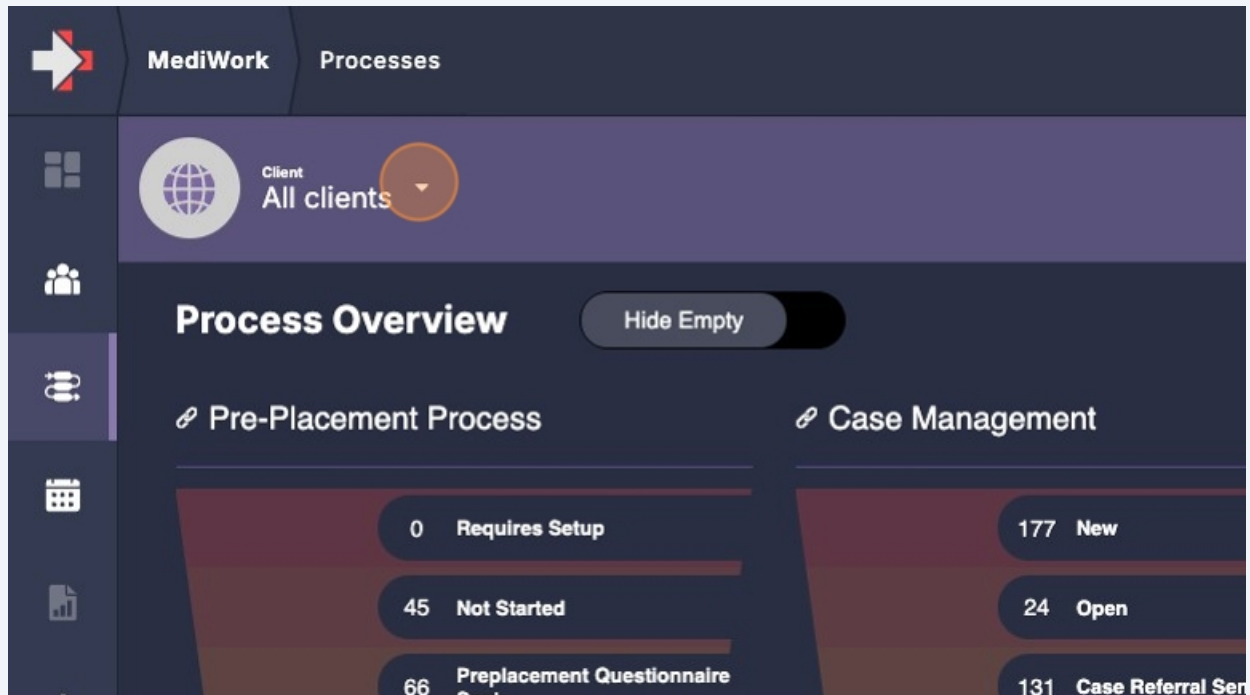
Ting

Preplacement Questionnai

## Filtering Processes by Client Organisation

9

To filter the process view to only see one client organisation, click the **Client Organisation Filter Dropdown** at the top of the page





10

Choose a client organisation from the list, or choose "All Clients" to see everyone under Occupational Health Management

