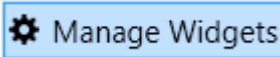


Workflow Manager Widget Display Settings

Using the Manage Widgets window, you can display or hide the available widgets from within the Workflow Manager.



Changes made within the Manage Widgets window are applied at branch level.


1. From the top left-hand corner of the Workflow Manager, click the  icon.
2. The Manage Widgets window displays. From here, you can:
 - (De)select the widgets you want to display in the Workflow Manager
 - Restore all widget settings to default by pressing **[F1 – Restore to Default]**
 -



3. Once you are done, press **[F10 – Save]**. The Workflow Manager will update to display widgets you have selected.



If you don't want to remove the widget completely, you can also collapse and expand widgets using the drop-down arrows located on the top right hand corner of each widget box.

Outstanding 	
Prescriptions Due to Expire Today	(209)
Emergency Supply items Overdue	(40)
MDS Items	(7)
Owings	(3)
Prescriptions Requiring Attention	(16)
MLP Registration Requests	(0)
MLP Repeat Requests	(0)
Instalments	(298)
SDM Instalments	(777)

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	14 October 2019		Joanne Hibbert-Gorst

Contact us

For more information contact:
Telephone: 0344 209 2601