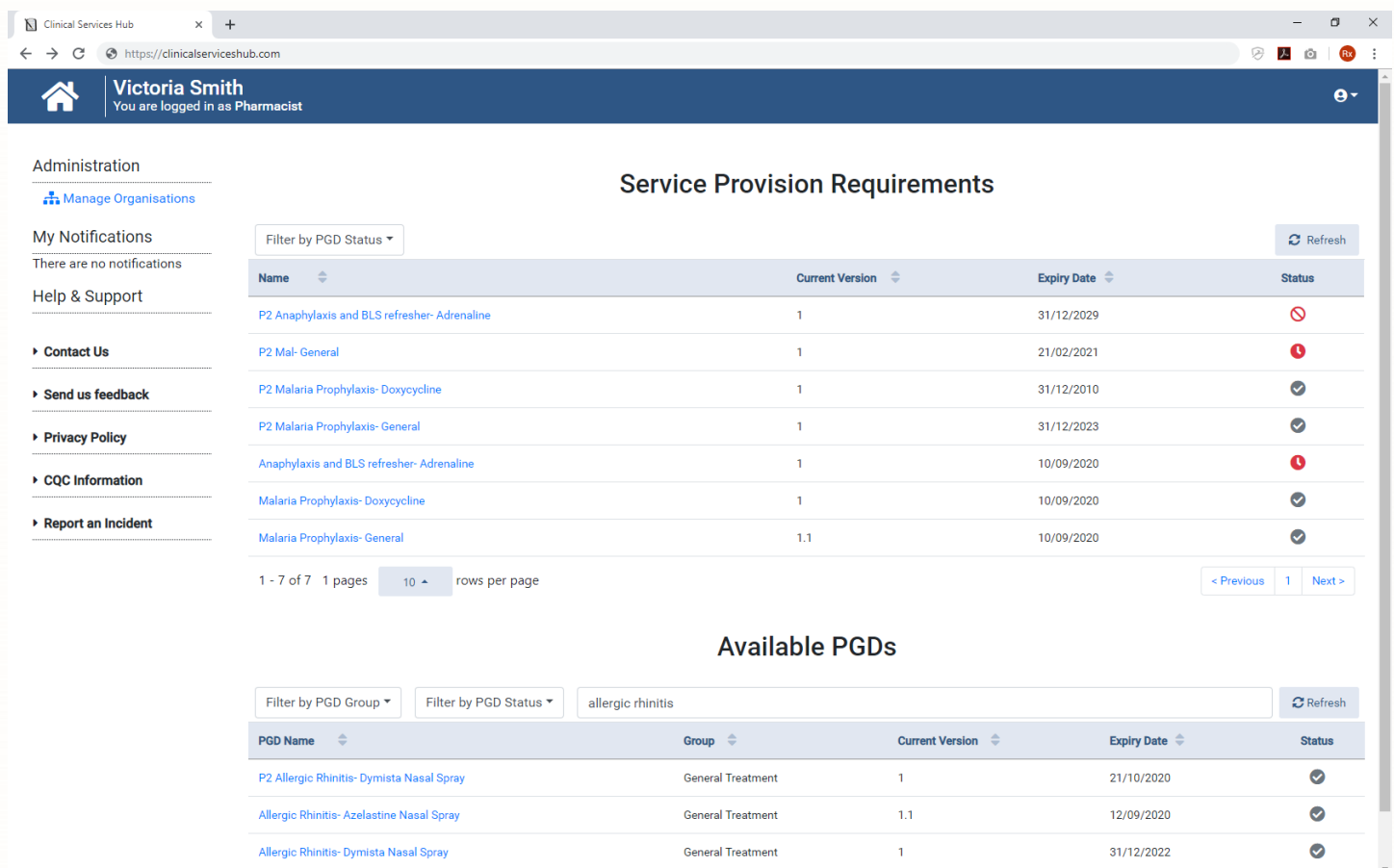


# Accepting an Organisation Invitation

You will receive an email notifying you when you have been invited to join an organisation on the Clinical Services Hub.

- To begin, access and log-in to the Clinical Services Hub website at <https://clinicalserviceshub.com/>



The screenshot shows the Clinical Services Hub interface. The user is logged in as Victoria Smith, a Pharmacist. The main content area is titled 'Service Provision Requirements' and contains a table with the following data:

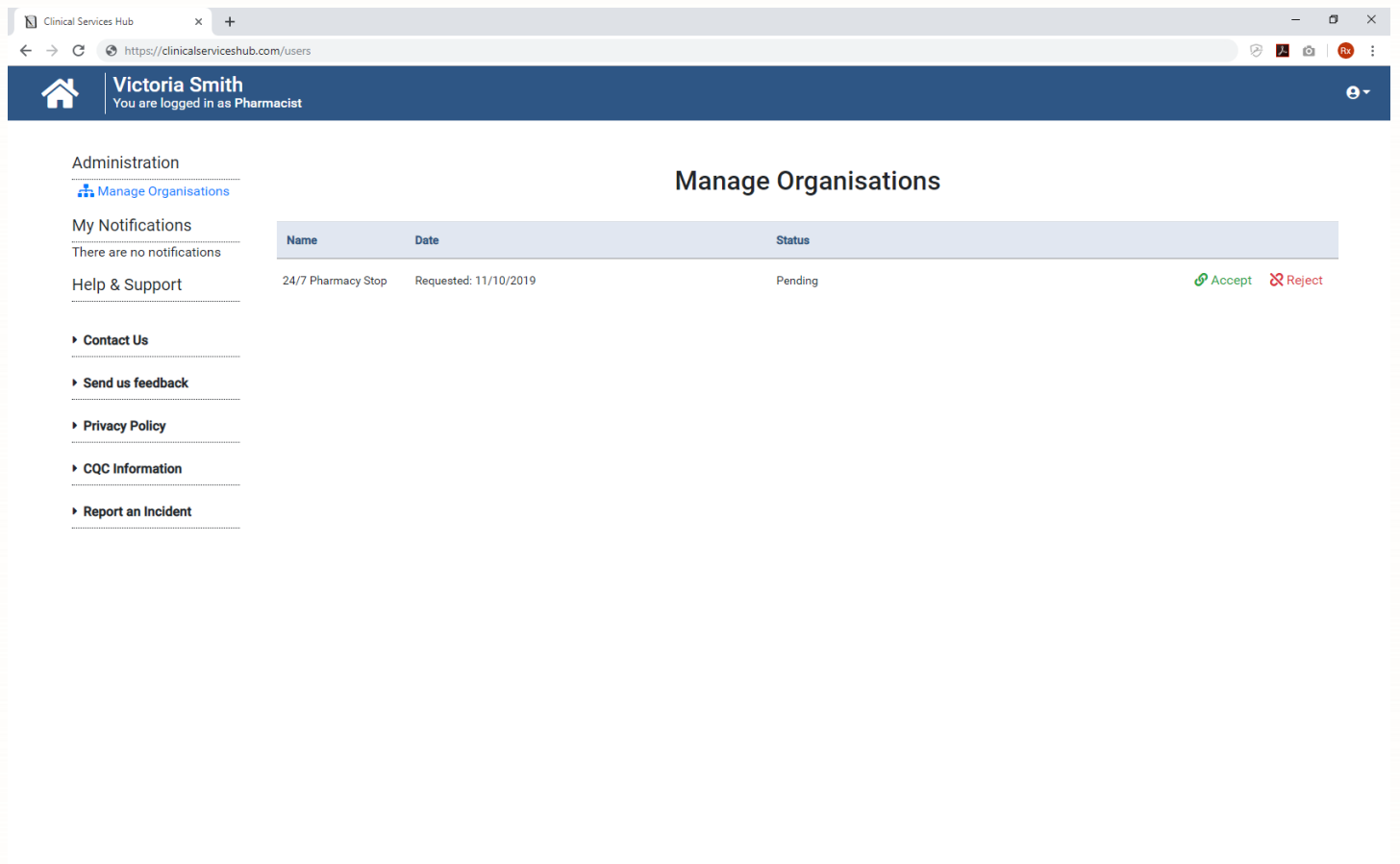
| Name   | Current Version | Expiry Date | Status |
|--|-----------------|-------------|--------|
| P2 Anaphylaxis and BLS refresher- Adrenaline | 1               | 31/12/2029  | ⊘      |
| P2 Mal- General                              | 1               | 21/02/2021  | ⊘      |
| P2 Malaria Prophylaxis- Doxycycline          | 1               | 31/12/2010  | ✓      |
| P2 Malaria Prophylaxis- General              | 1               | 31/12/2023  | ✓      |
| Anaphylaxis and BLS refresher- Adrenaline    | 1               | 10/09/2020  | ⊘      |
| Malaria Prophylaxis- Doxycycline             | 1               | 10/09/2020  | ✓      |
| Malaria Prophylaxis- General                 | 1.1             | 10/09/2020  | ✓      |

Below this table is a pagination control showing '1 - 7 of 7 1 pages' and '10 rows per page'. To the right is a '< Previous 1 Next >' navigation bar.

The second section is titled 'Available PGDs' and contains a search bar with the text 'allergic rhinitis'. Below the search bar is a table with the following data:

| PGD Name                                  | Group             | Current Version | Expiry Date | Status |
|---|-------------------|-----------------|-------------|--------|
| P2 Allergic Rhinitis- Dymista Nasal Spray | General Treatment | 1               | 21/10/2020  | ✓      |
| Allergic Rhinitis- Azelastine Nasal Spray | General Treatment | 1.1             | 12/09/2020  | ✓      |
| Allergic Rhinitis- Dymista Nasal Spray    | General Treatment | 1               | 31/12/2022  | ✓      |

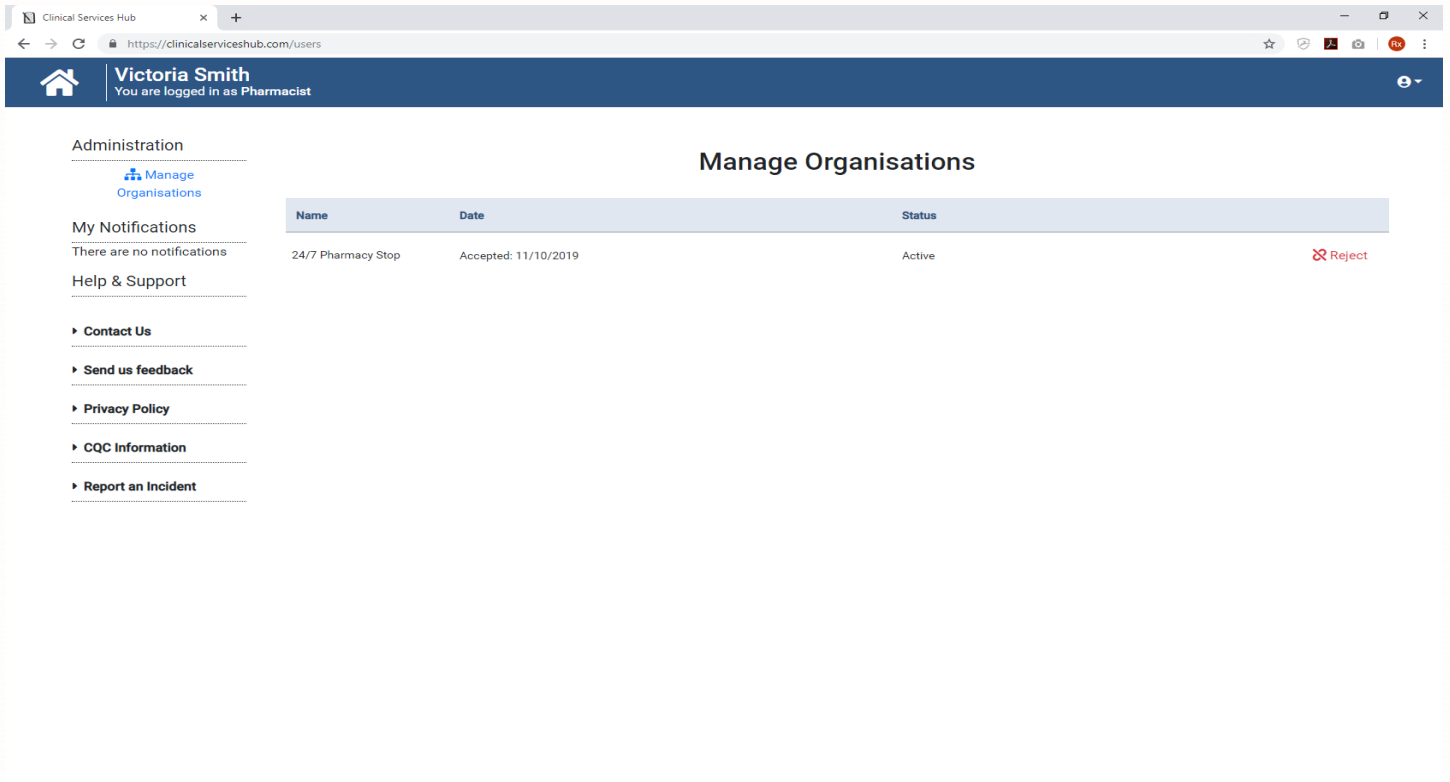
2. Select the [Manage Organisations](#) link within the *Administration* section on the homepage.



The screenshot shows a web browser window with the URL <https://clinicalserviceshub.com/users>. The user is logged in as Victoria Smith, a Pharmacist. The page title is 'Manage Organisations'. On the left, the 'Administration' section is active, with 'Manage Organisations' highlighted. Below it are 'My Notifications' (no notifications) and 'Help & Support' links. The main content area contains a table with the following data:

| Name               | Date                  | Status  |   |
|--------------------|-----------------------|---------|---|
| 24/7 Pharmacy Stop | Requested: 11/10/2019 | Pending | <a href="#">Accept</a> <a href="#">Reject</a> |

3. All your linked organisations are displayed in the grid. Any outstanding requests that require approval will be in the *Pending* status. From here, you can:
  - Select the **Accept** text to approve your link to the organisation. This will update the organisation's *Status* to *Active*.
  - Select the **Reject** text to decline your link to the organisation. An Unlink pop-up will display to confirm if you are sure you want to unlink from the organisation, after selecting the **[Yes]** button the organisation will be removed from the grid.



**Manage Organisations**

| Name               | Date                 | Status   |
|--------------------|----------------------|--|
| 24/7 Pharmacy Stop | Accepted: 11/10/2019 | Active <span style="float: right;">✖ Reject</span> |

## Revision History

| Version Number | Date             | Revision Details | Author(s)     |
|----------------|------------------|------------------|---------------|
| 1.0            | 11 November 2020 |                  | Elyas Khalifa |
|                |                  |                  |               |
|                |                  |                  |               |

### Contact us

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