

# YHCR Interweave Portal

*SystemOne Contextual Launch Setup Guide – HUMBER-S1*

# YHCR Interweave Portal - SystemOne Contextual Launch Setup Guide - HUMBER-S1

The Purpose of this SystemOne Contextual Launch Setup Guide is to show how to configure and add a toolbar button which will launch the YHCR Interweave Portal with the patient you have open in SystemOne. To do this you will:-

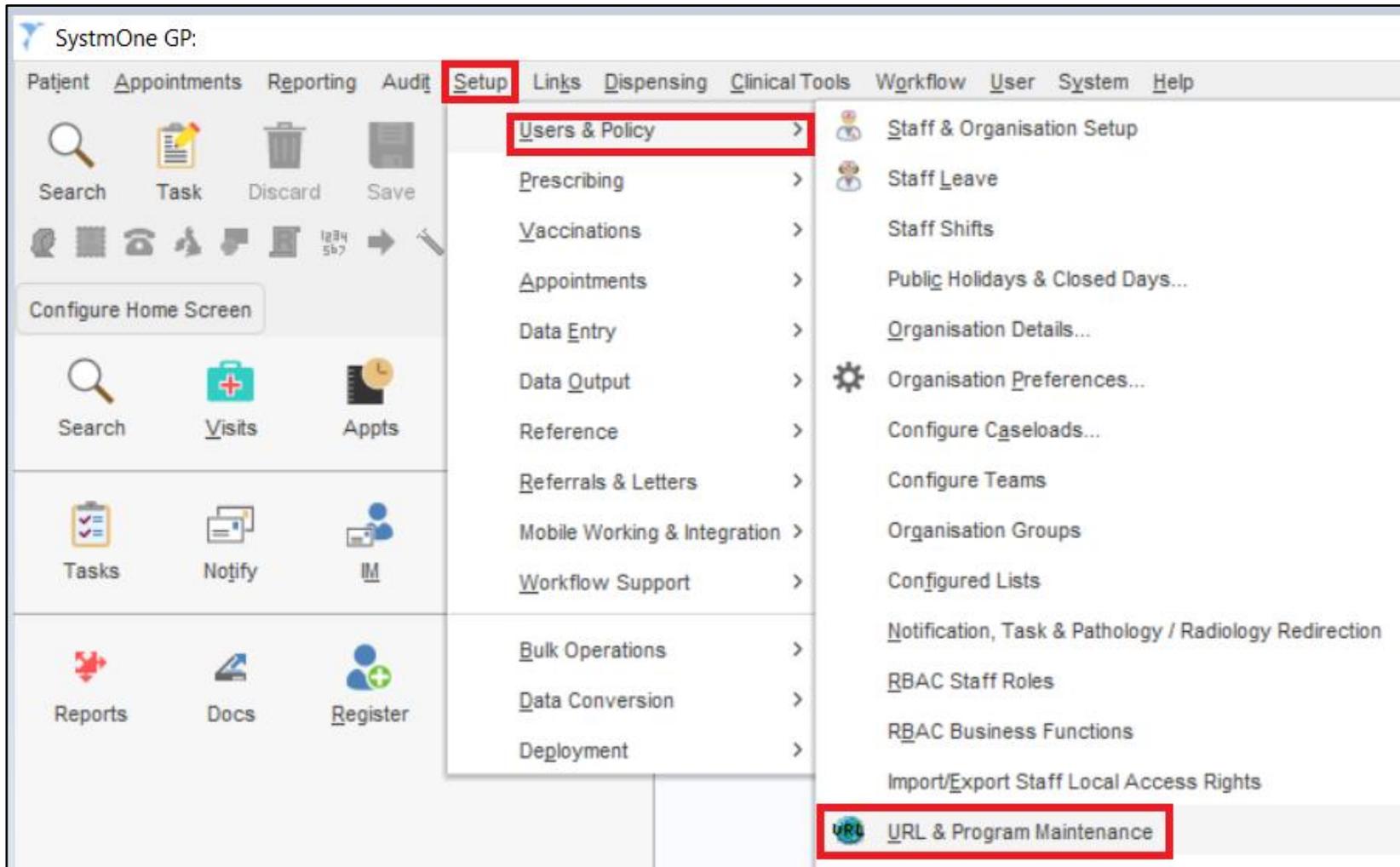
- Configure Contextual Launch Toolbar Button
- Test the URL Toolbar Button
- Publish the URL Toolbar Button locally for your Practice
- Add the URL Toolbar Button to a Personal Toolbar (where applicable)
- User Registration, Account Activation and Access to the YHCR Interweave Portal

You should have to hand to carry out this configuration:

1. Your Practice ODS Code
2. Your patient record open in SystemOne to complete the registration

# Configure Contextual Launch – Setup > Users & Policy > URL & Program Maintenance

To access the configuration screen within SystemOne go to **Setup > Users & Policy > URL & Program Maintenance**



# Configure Contextual Launch – Copy URL

Click the GP Template **URL** labelled “**YHCR COPY – DO NOT USE**” then select **COPY URL** from the Toolbar above  
(Note: When you finish the configuration you will have another URL in the list labelled YHCR)

The screenshot shows a software interface with a menu bar at the top containing: Patient, Appointments, Reporting, Audit, Setup, Clinical Tools, Workflow, User, System, Help. Below the menu bar is a toolbar with icons for Search, Task, Discard, Save, Record, Details, Next, and Acute. A secondary toolbar contains buttons for New URL, Amend URL, Copy URL (highlighted with a red box), Publish URL, Delete URL, Set Access, and Refresh. Below the toolbars is a section titled 'Available URLs & Programs' containing a table with the following data:

Name	Description	Launch In	Availability
Thurrock CCG		Default Browser	Arden's Ltd
Trial		Default Browser	Arden's Ltd
Wakefield CCG		Default Browser	Arden's Ltd
Web V	Shared Community Template Store	Default Browser	Shared Community Templ...
WebV	NLaG Hospital WebV System	Internet Explorer	North East Lincolnshire
www.rcpch.ac.uk	RCPCH leaflet safety netting first fit in a child without fever	Default Browser	System Wide
www.searchmedica.co.uk	Search the SearchMedica website	Default Browser	System Wide
www.tpp-uk.com	Search the TPP website	Default Browser	System Wide
Yellow Card		Default Browser	Arden's Ltd
YHCR COPY - DO NOT USE	Launch YHCR Interweave Portal	Chrome	GP Template Store
York CCG		Default Browser	Arden's Ltd
York CCG		Default Browser	Arden's Ltd Referrals

## Configure Contextual Launch – Remove URL in the “Name” field

**IMPORTANT** – Remove the URL in the “Name” field and Replace with – YHCR

Create URL ✕

Be aware of the difference between https and http and ensure you are using the most appropriate protocol for the content of your URL.  
Be aware that the parameters added to the URL will be visible in the browser address bar. They will be stored in the browser history unless 'private browsing mode' is enabled.

Name

Icon

Description

Launch in  Default Browser  Internet Explorer  Chrome  Firefox  SystemOne Controlled

Private browsing mode (prevents URL being stored in browser history)

Key

## Configure Contextual Launch – Type “YHCR” in “Name” Field

Name - Type **YHCR**

Create URL ✕

Be aware of the difference between https and http and ensure you are using the most appropriate protocol for the content of your URL.  
Be aware that the parameters added to the URL will be visible in the browser address bar. They will be stored in the browser history unless 'private browsing mode' is enabled.

Name

Icon 

Description

Launch in  Default Browser  Internet Explorer  Chrome  Firefox  SystmOne Controlled

Private browsing mode (prevents URL being stored in browser history)

## Configure Contextual Launch – Enter the Practice ODS Code

Scroll to the bottom of the Parameters list, overwrite the text “Please enter your Practice ODS Code here” and  
Type the **Practice ODS Code** (eg B12345)

Close the browser when the user switches patient record when multiple patient records are open

Field	Parameters	Base64 Encoded	Encrypted
Text	@	<input type="checkbox"/>	<input type="checkbox"/>
Text	ODS	<input type="checkbox"/>	<input type="checkbox"/>
Text	@	<input type="checkbox"/>	<input type="checkbox"/>
Text	Please enter your Practice ODS Code here	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Example URL

Click **OK** to save

## Configure Contextual Launch – Example URL - Test

Click **OK** then Select **Example URL** and Click **Test**

Close the browser when the patient record is saved or discarded

Close the browser when the user switches patient record when multiple patient records are open

Field	Parameters	Base64 Encoded
Text	PatientNHSNumber	<input type="checkbox"/>
Username		<input type="checkbox"/>
Text	@	<input type="checkbox"/>
Text	Timestamp	<input type="checkbox"/>

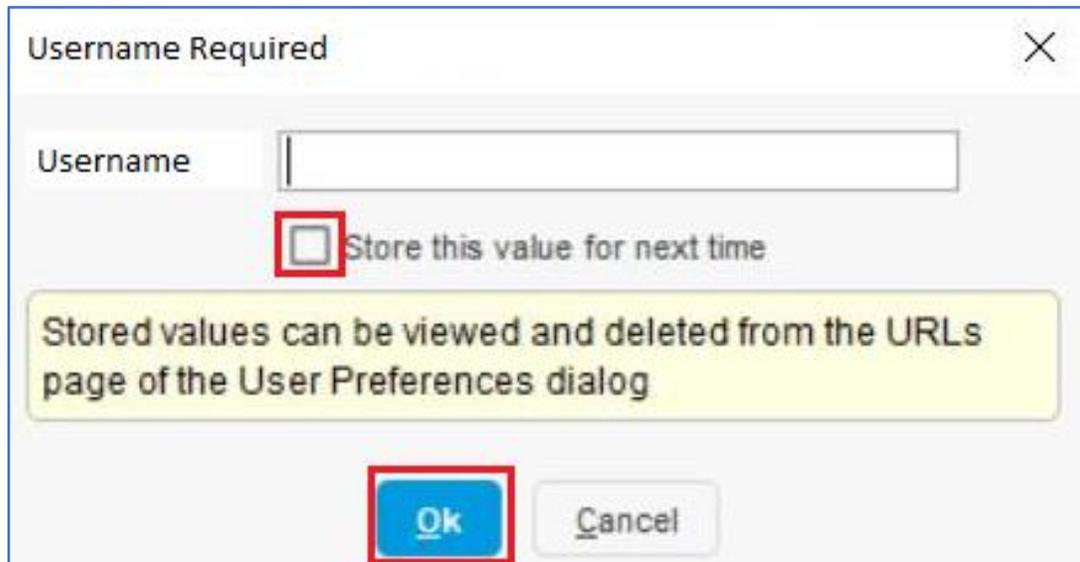
**Example URL**  PasswordPasswordhttps://tpp.proxy.yhcr.nhs.uk/auth-test/login?SystemOneUsername@UserRoleProfileCode@PatientNHSNumberUsername@Timestamp@PatientDateOfBirth@PatientSurname@

## Configure Contextual Launch – Username Required

A SystemOne pop-up prompt will appear requesting your Username – **Username Required**. Please enter your **nhs.net email address**

Check ***Store this value for next time***. Click **OK**

**CAUTION**: Once set please do not attempt to modify this setting. If you do you will be locked out of your YHCR Interweave Portal account and will need to log a support request to regain access.



Username Required

Username

Store this value for next time

Stored values can be viewed and deleted from the URLs page of the User Preferences dialog

Ok Cancel

Your Username is your **nhs.net email address**  
Once set please do not attempt to modify this setting

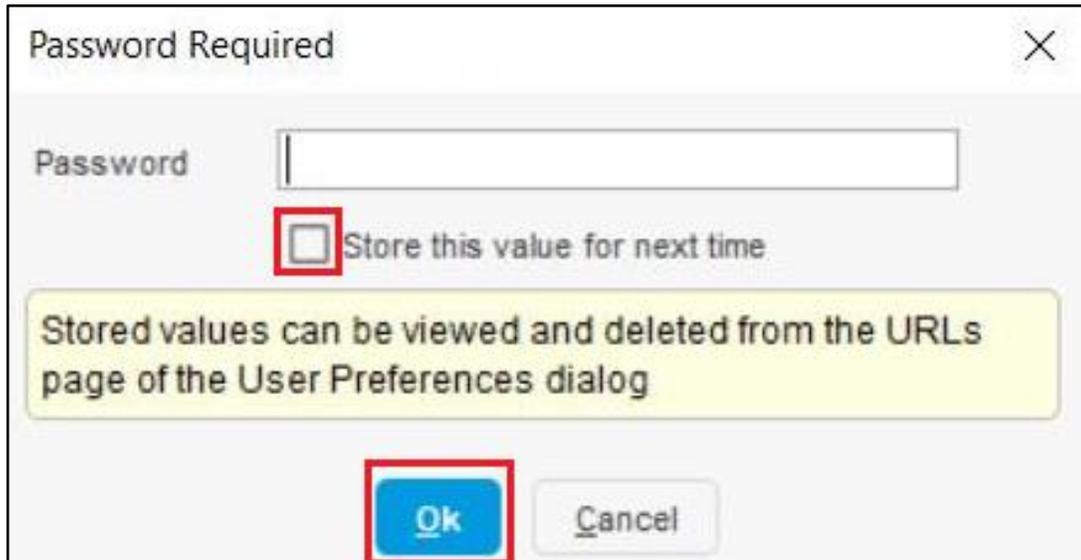
## Configure Contextual Launch – Password Required

A SystemOne pop-up prompt will appear requesting your **Password**. This will not interfere with your SystemOne password and purely relates to the registration with the YHCR Interweave Portal.

Create a password using a minimum of 8 (Eight) characters to include uppercase, lowercase, numbers and at least 1 special character `^$*.[\{\}()?!@#%&/\,><'";|_~`` (Please do not use “£”)

Check *Store this value for next time*. Click **OK**

**CAUTION:** Once set please do not attempt to modify this setting. If you do you will be locked out of your YHCR Interweave Portal account and will need to log a support request to regain access.



Password Required

Password

Store this value for next time

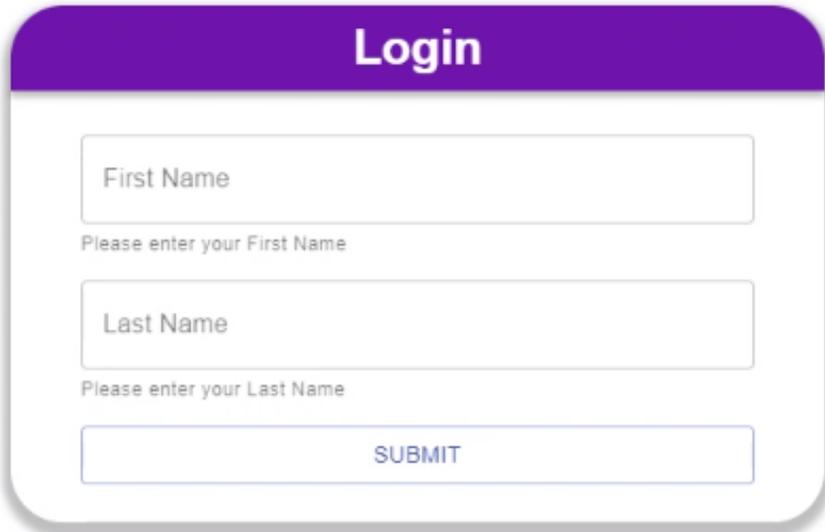
Stored values can be viewed and deleted from the URLs page of the User Preferences dialog

Ok Cancel

Create and Enter your **Password**  
Once set please do not attempt to modify this setting

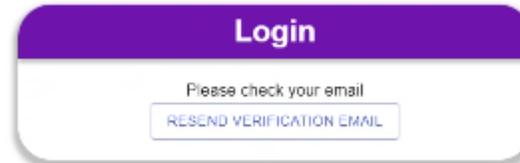
# Configure Contextual Launch – Enter First Name and Last Name then Activate your Account

A YHCR Interweave Portal form will appear requesting your **First Name** and **Last Name**. Complete these details then click **SUBMIT**.



The screenshot shows a login form with a purple header labeled "Login". Below the header are two input fields: "First Name" and "Last Name". Under the "First Name" field is the text "Please enter your First Name". Under the "Last Name" field is the text "Please enter your Last Name". At the bottom of the form is a blue "SUBMIT" button.

A YHCR Interweave message will appear *"Please check your email"*

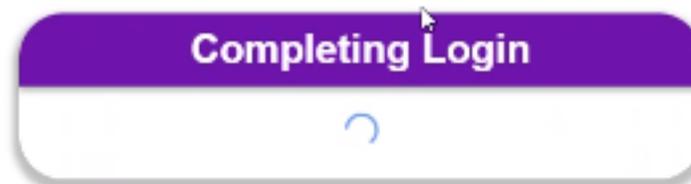


The screenshot shows a message box with a purple header labeled "Login". Below the header is the text "Please check your email" and a button labeled "RESEND VERIFICATION EMAIL".

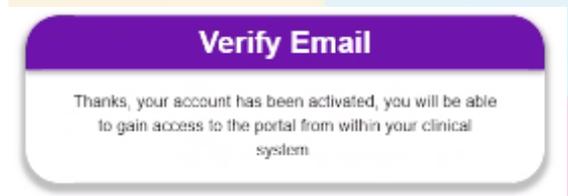
You will receive an email from [care.portal@yhcr.nhs.uk](mailto:care.portal@yhcr.nhs.uk) with a link stating *"You have been set up with an account for the YHCR Interweave Portal. Click to verify your email address"*.

This URL must be opened in either **Google Chrome** or **Microsoft Edge**. If your default browser when you click on links from an email is **Internet Explorer**, please copy the link into **Google Chrome** or **Microsoft Edge**.

As the process is completing you will see **Completing Login** followed by **Verify Email** – *"Thanks your account has been activated, you will be able to gain access to the portal form within your clinical system"*



The screenshot shows a message box with a purple header labeled "Completing Login". Below the header is a blue circular progress indicator.



The screenshot shows a message box with a purple header labeled "Verify Email". Below the header is the text: "Thanks, your account has been activated, you will be able to gain access to the portal from within your clinical system".

**Next – Check GP Data Tab**

## Configure Contextual Launch – Check GP Data Tab



Once you have completed the setup, please access the YHCR Interweave Portal and carry out the following task using a live patient record: -

Click the **GP Data** tab and check for data under the following headings "**Medical Record Summary**", "**Encounter Report**", and "**Medication Record**".

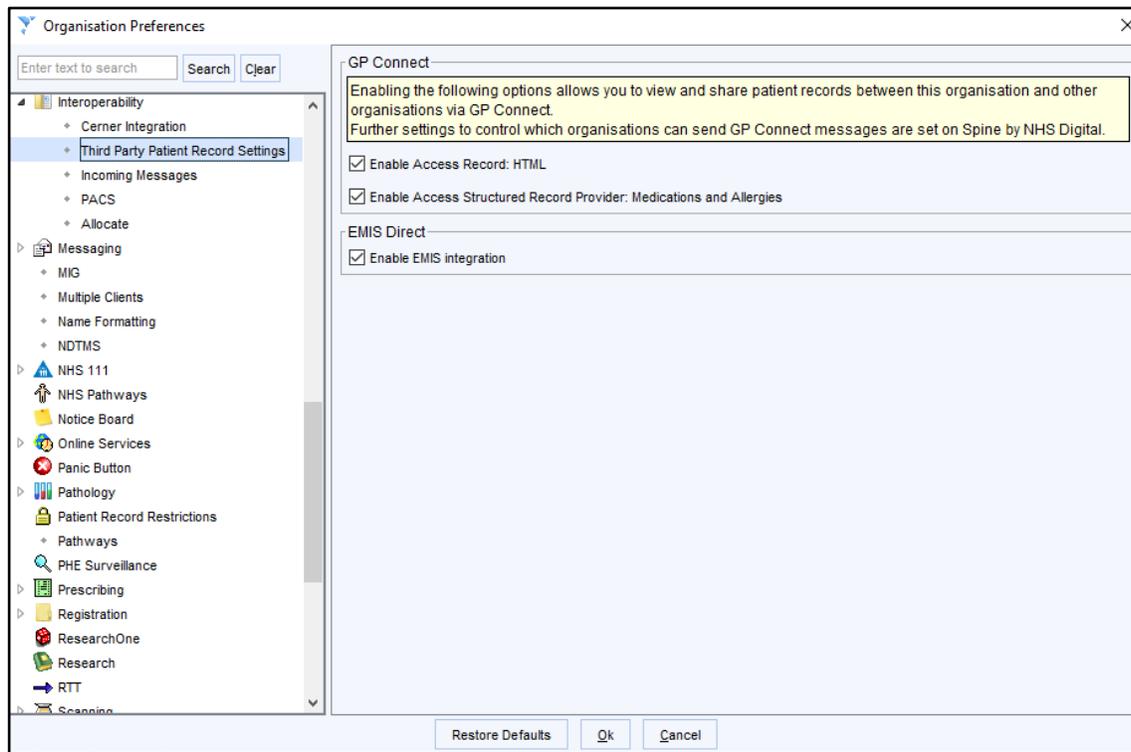
You should see displayed data for the patient or, if there is an error in the setup, you will see this message "**Cannot find any GP connect documents, please try again**".

Before contacting N3i, please go to the next page to check "**Setup GP Connect in TPP SystemOne - HTML Local Configuration**".

**Note:** If the error persists, contact N3i by email via [n3i.support@nhs.net](mailto:n3i.support@nhs.net) or call [0300 002 0001](tel:03000020001) and quote "YHCR Interweave Portal".

# Setup GP Connect in TPP SystemOne - HTML Local Configuration

1. Users need to go to **Setup** on the top menu bar > **Users & Policy** > **Organisation Preferences**.
2. Then in the Organisation Preferences dialog that opens, navigate to **Interoperability** > **Third Party Patient Record Settings** in the tree on the left-hand side.
3. You will see a checkbox labelled “**Enable Access Record: HTML**”. Users should tick this to switch on viewing HTML (Providing and Consuming) for GP Connect.



NB: This will only work provided that the necessary SDS configuration and sharing agreements are all set up.

# Configure Contextual Launch – Publish the URL Toolbar button locally for your Practice

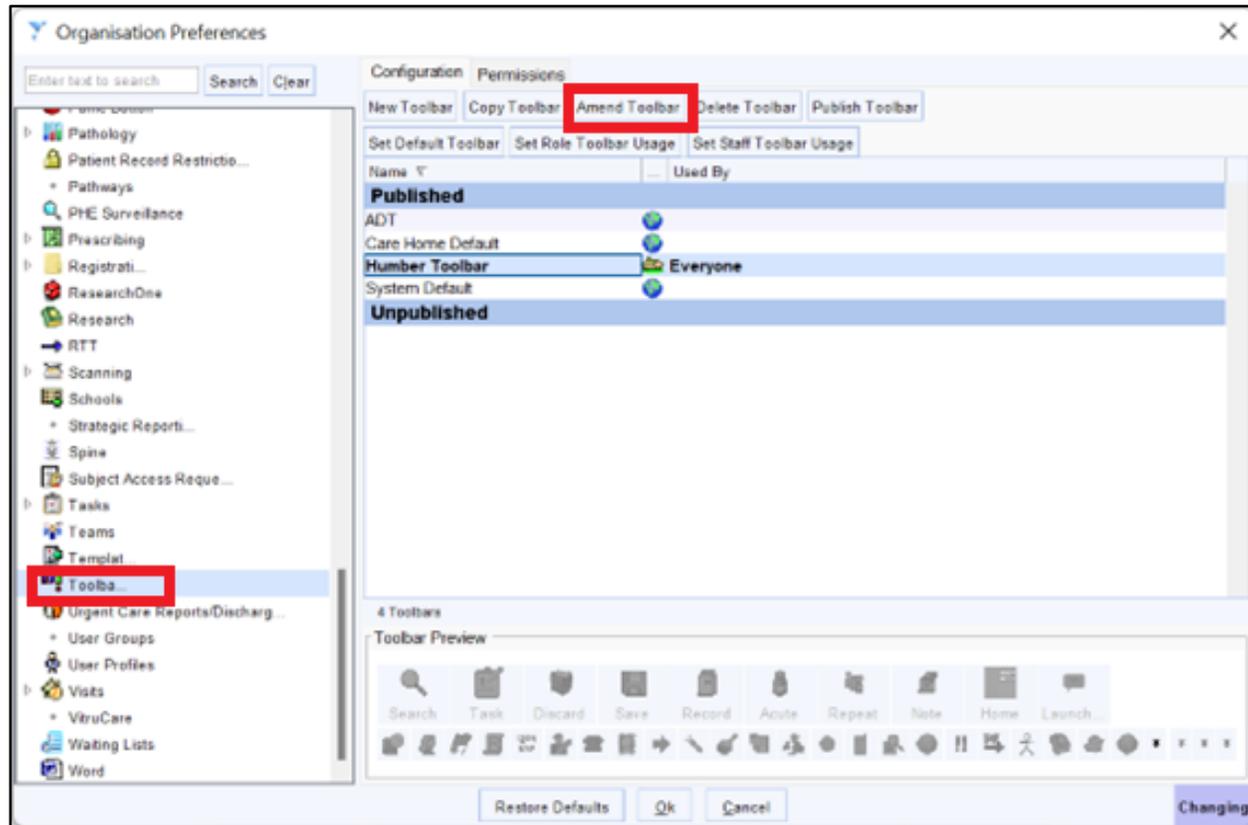
The Staff member must have Site Administrative rights to do the following: -

User needs to go to **Setup** on the top menu bar > **Users & Policy** > **Organisation Preferences**.

Select the Toolbar node, you will see the following box: -

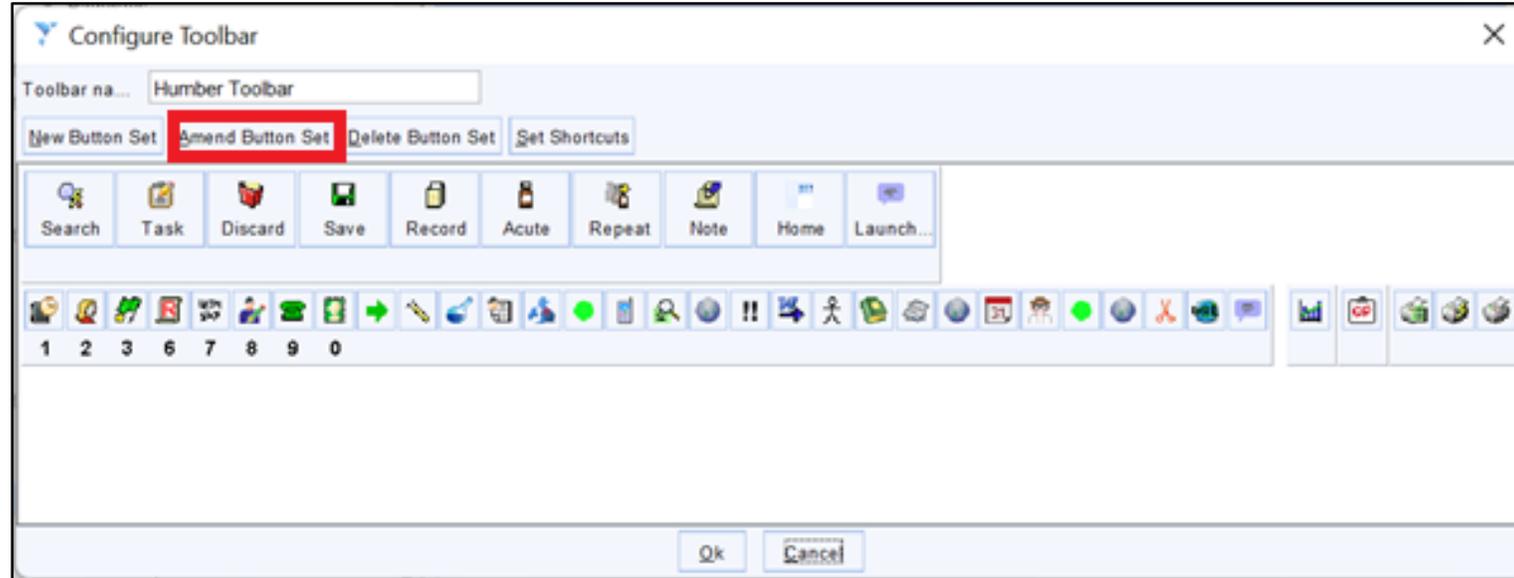
Left Click onto the Organisation **Toolbar**, this may be named as per the Practice preference.

Click onto the '**Amend Toolbar**' button on the ribbon



## Configure Contextual Launch – Configure Toolbar

Click onto the '**Amend Toolbar**' button on the ribbon, the following screen will appear: -

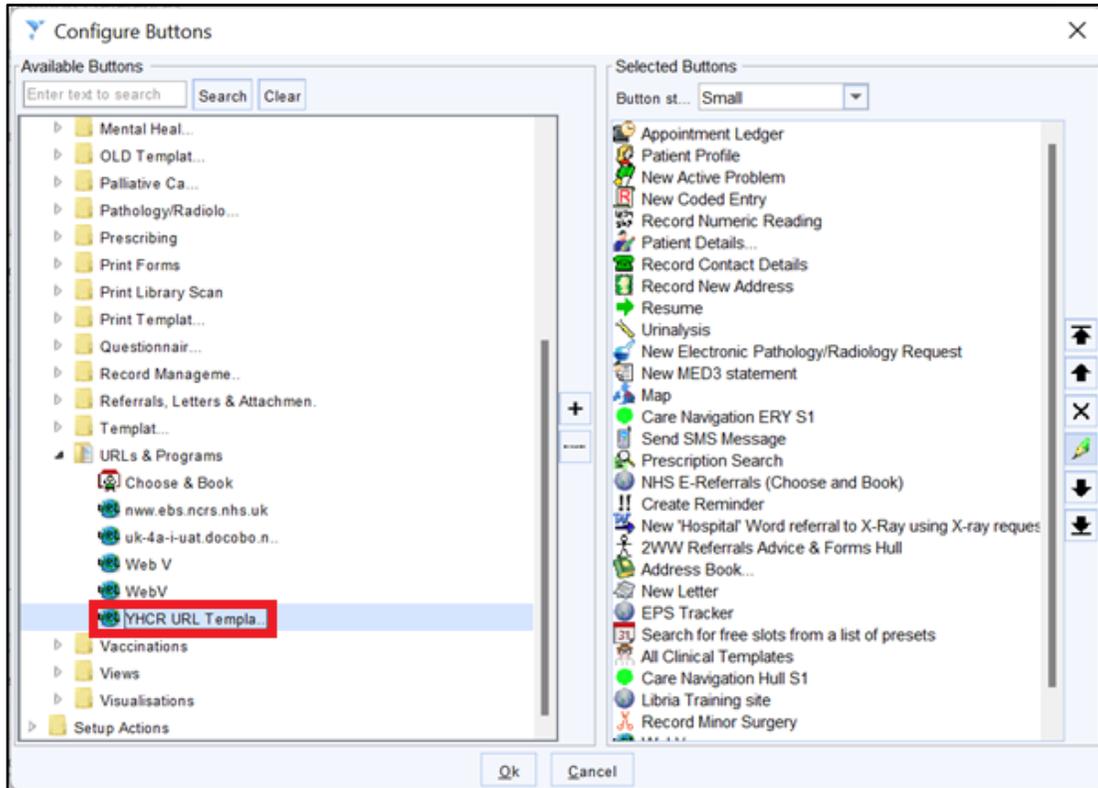


Left Click to select the Toolbar that you wish to add the button onto.

Click onto the '**Amend Button Set**' button on the ribbon

# Configure Contextual Launch – Configure Buttons

Click onto the 'Amend Button Set' button on the ribbon and the following screen will appear: -



Expand the URLs & Programs folder.

**Double Click** onto the YHCR URL Template to add the option to the right-side list.

Click onto the **OK** button.

Click onto the **OK** button for all the other open boxes.

# Configure Contextual Launch – FAQs /1

**When testing the URL following the configuration, I have the error message “Timestamp Expired” What do I do?**

As the parameters are pre-populated, occasionally a refresh of the data is required during the configuration or registration process.

Within SystemOne, select **Setup > Users & Policy > URL & Program Maintenance**

Select the URL you created named YHCR

Select **Amend URL**

Scroll down the Parameters list and Click the **Timestamp parameter (where it says "UTC" and displays the present date in time) and click out again then click OK.**

**The Timestamp may have come out of sync even by one second. This should refresh and allow you to complete the configuration.**

**When testing the URL, I have the error message “Invalid NHS Number” What do I do?**

You will need your patient record open in SystemOne to complete the registration.

**When testing the URL following the configuration there is an error message - “This page cannot be found”**

Check there are no blank spaces at the beginning or end of the URL. (This may occur during copy and paste)

If there are no spaces or text errors, contact your **Local Champion (members from your practice involved in UAT).**

For any other issues, contact **N3i by email via [n3i.support@nhs.net](mailto:n3i.support@nhs.net) or call [0300 002 0001](tel:03000020001) and quote YHCR Interweave Portal**

# Configure Contextual Launch – FAQs /2

I have the error message “**Invalid Credentials**”, “**email address invalid**” or “**password not recognised**” when clicking the toolbar button. **What do I do?**

Contact your **Local Champion (members from your practice involved in UAT)**.

For any other issues, contact **N3i** by email via [n3i.support@nhs.net](mailto:n3i.support@nhs.net) or call [0300 002 0001](tel:03000020001) and quote YHCR Interweave Portal

I have completed the setup and checked “**Setup GP Connect in TPP SystemOne - HTML Local Configuration**” and have the error message “**Cannot find any GP connect documents, please try again**”. **What do I do?**

Contact **N3i** by email via [n3i.support@nhs.net](mailto:n3i.support@nhs.net) or call [0300 002 0001](tel:03000020001) and quote YHCR Interweave Portal

**Who do I contact for specific issues?**

If you’re stuck on a specific step within the portal or would like to provide feedback on the functionality – contact your **Local Champion (members from your practice involved in UAT)**.

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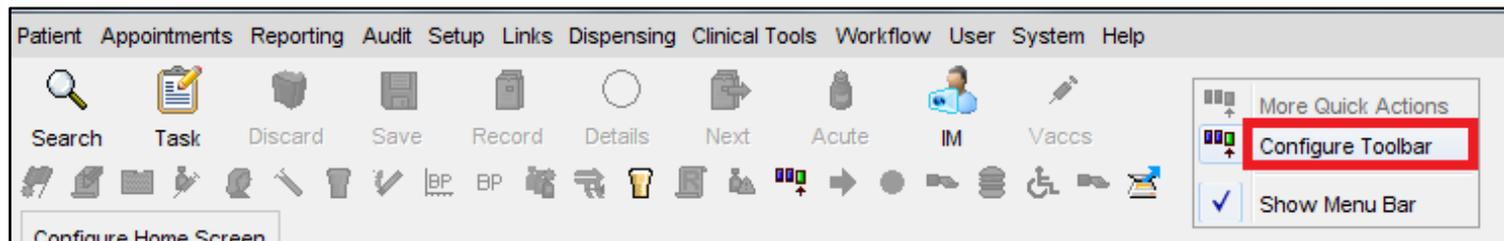
# YHCR Interweave Portal

*Adding the URL Toolbar Button to a Personal Toolbar – HUMBER-S1*

## Adding the URL Toolbar Button to a Personal Toolbar

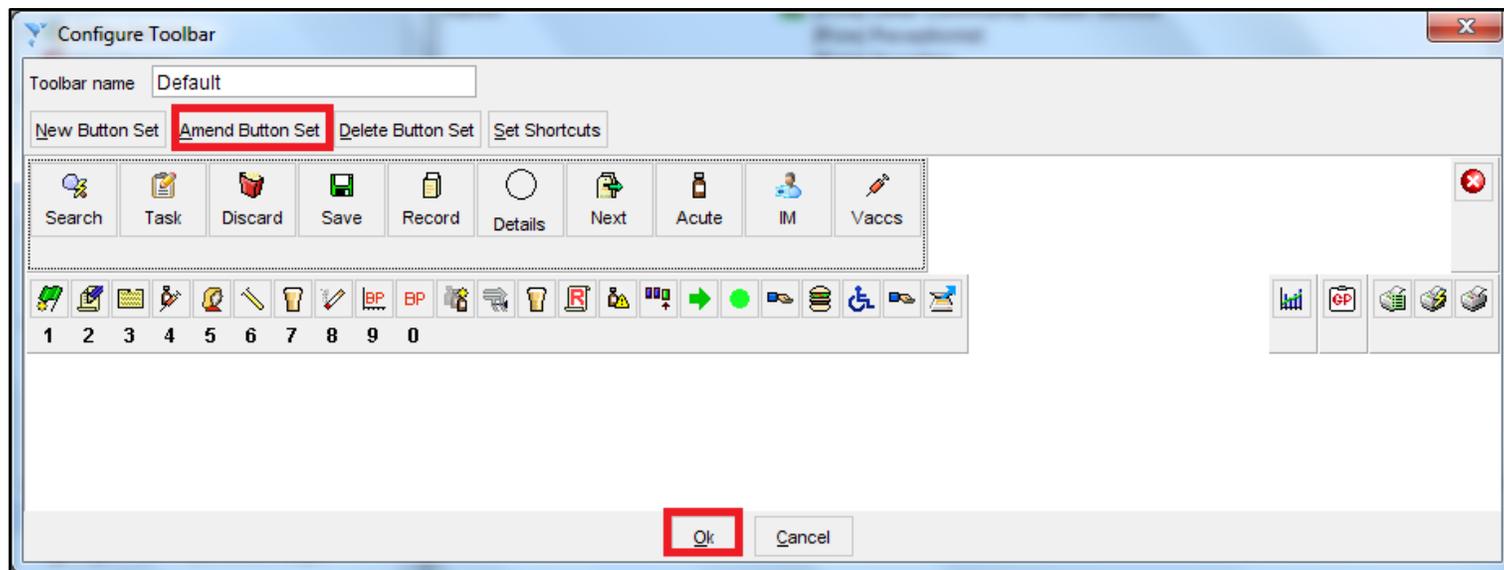
**Note:** In SystmOne it is possible (subject to any restrictions enforced within your organisation) for users to customise their own toolbars. Consequently, the process for adding a toolbar button will vary depending on whether users are using an organisation-wide or a personal toolbar

Right-click an empty part of the toolbar and select **Configure Toolbar**



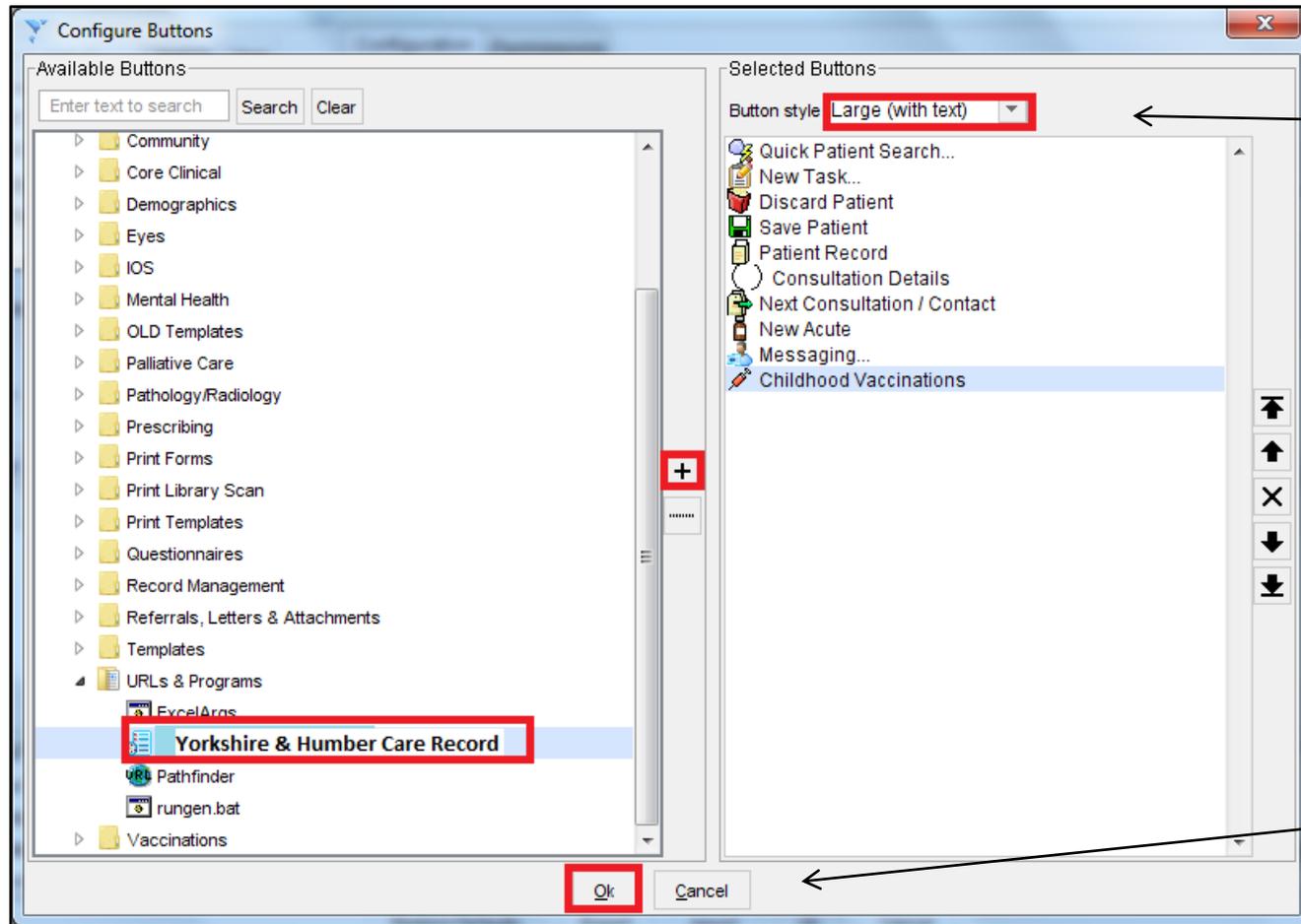
If necessary, click **Yes** to continue

Select the button set you would like to add the new button to and click the **Amend Button Set** button



# Configure Contextual Launch – Configure Buttons

Expand **Patient Actions > URLs & Programs** and double-click the YHCR Interweave Portal URL. The URL will be added to the column on the right of the screen



Select preferred **Button Style** on top right of the screen

Click **OK** twice. The YHCR icon will now be displayed on the selected button set

# YHCR Interweave Portal

*User Registration and Access – HUMBER-S1*

# YHCR Interweave Portal - Accessing the Portal – S1 User Registration

In the next few slides, you will find a step-by-step guide to accessing the YHCR Interweave Portal for the first time. Should you have any problems, please contact your local champion.

You will need your patient record open in SystemOne to complete the registration.

Click the toolbar button linking the URL (the icon below is an example, yours may look different to the one in the image below).

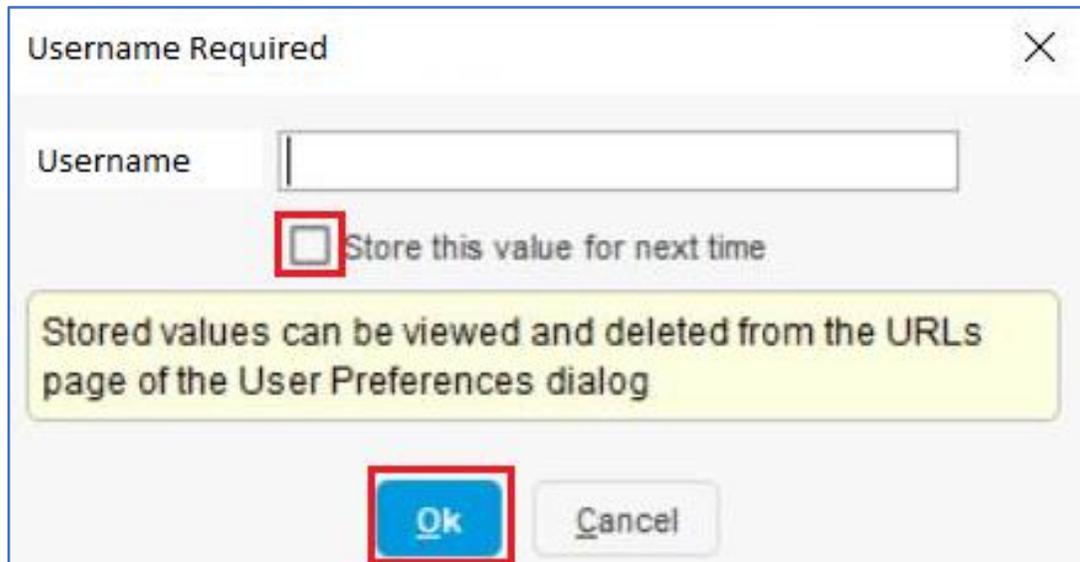


## Configure Contextual Launch – S1 User Registration - Username Required

A SystemOne pop-up prompt will appear requesting your Username – **Username Required**. Please enter your **nhs.net email address**

Check ***Store this value for next time***. Click **OK**

**CAUTION**: Once set please do not attempt to modify this setting. If you do you will be locked out of your YHCR Interweave Portal account and will need to log a support request to regain access.



Username Required

Username

Store this value for next time

Stored values can be viewed and deleted from the URLs page of the User Preferences dialog

Ok Cancel

Your Username is your **nhs.net email address**  
Once set please do not attempt to modify this setting

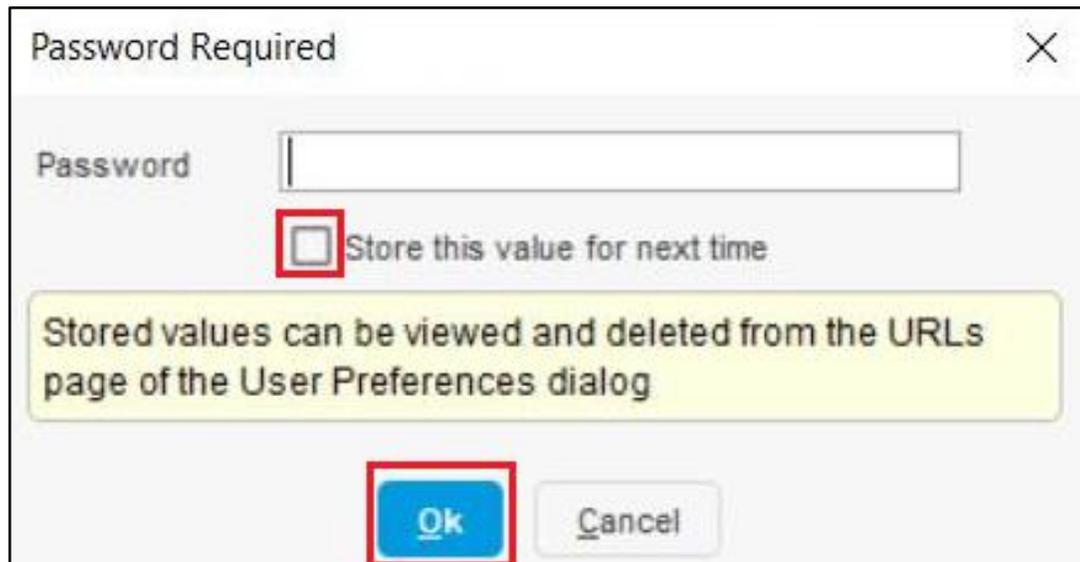
## Configure Contextual Launch – S1 User Registration - Password Required

A SystemOne pop-up prompt will appear requesting your **Password**. This will not interfere with your SystemOne password and purely relates to the registration with the YHCR Interweave Portal.

Create a password using a minimum of 8 (Eight) characters to include uppercase, lowercase, numbers and at least 1 special character `^$*.[\{\}()?!@#%&/\,><'";|_~`` (Please do not use “£”)

Check *Store this value for next time*. Click **OK**

**CAUTION:** Once set please do not attempt to modify this setting. If you do you will be locked out of your YHCR Interweave Portal account and will need to log a support request to regain access.



Password Required

Password

Store this value for next time

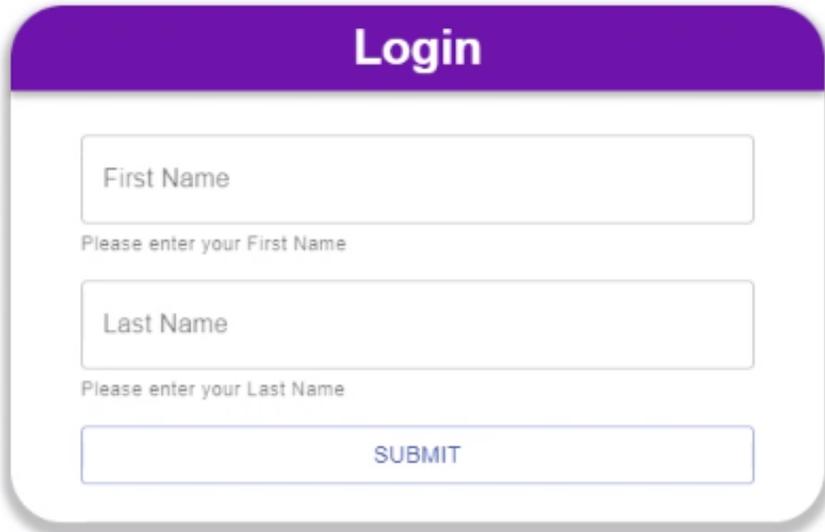
Stored values can be viewed and deleted from the URLs page of the User Preferences dialog

Ok Cancel

Create and Enter your **Password**  
Once set please do not attempt to modify this setting

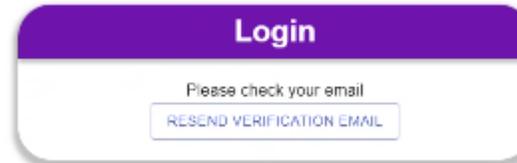
# Configure Contextual Launch – Enter First Name and Last Name then Activate your Account

A YHCR Interweave Portal form will appear requesting your **First Name** and **Last Name**. Complete these details then click **SUBMIT**.



The screenshot shows a 'Login' form with a purple header. It contains two input fields: 'First Name' with the placeholder text 'Please enter your First Name' and 'Last Name' with the placeholder text 'Please enter your Last Name'. At the bottom of the form is a 'SUBMIT' button.

A YHCR Interweave message will appear *“Please check your email”*

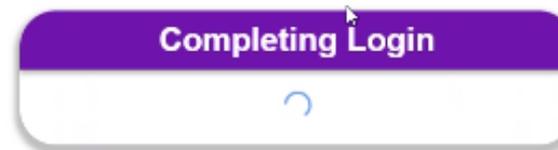


The screenshot shows a 'Login' message box with a purple header. The text inside says 'Please check your email' and there is a button labeled 'RESEND VERIFICATION EMAIL'.

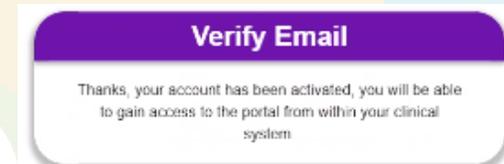
You will receive an email from [care.portal@yhcr.nhs.uk](mailto:care.portal@yhcr.nhs.uk) with a link stating *“You have been set up with an account for the YHCR Interweave Portal. Click to verify your email address”*.

This URL must be opened in either **Google Chrome** or **Microsoft Edge**. If your default browser when you click on links from an email is **Internet Explorer**, please copy the link into **Google Chrome** or **Microsoft Edge**.

As the process is completing you will see **Completing Login** followed by **Verify Email** – *“Thanks your account has been activated, you will be able to gain access to the portal form within your clinical system”*



The screenshot shows a 'Completing Login' message box with a purple header and a blue loading spinner in the center.



The screenshot shows a 'Verify Email' message box with a purple header. The text inside says 'Thanks, your account has been activated, you will be able to gain access to the portal from within your clinical system'.

**This completes your registration.** When you have finished viewing your patient’s record in the Portal, please close the browser. **To access the next patient’s information in the Portal, open their record in SystemOne** then click the YHCR toolbar button.

# Configure Contextual Launch – FAQs /1

**When testing the URL following the configuration, I have the error message “Timestamp Expired” What do I do?**

Contact your **Local Champion (members from your practice involved in UAT)**.

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