

## CHART Online Granting Practice Permission to view National Code



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## **Introduction**

CHART Online works in conjunction with the CHART software tool. It contains data submitted by practices using the CHART software. CHART Online allows practices and those authorised by the practice to compare uploaded data against national and local peer sets.

All practice data are anonymised. Practice Users will see their national practice code highlighted to allow them to compare their practice against other practices. The highlighted practice will appear on all 'practice level' graphs to allow comparison.

Other CHART Online users can be given access to view named practices uploaded data where practices have given permission. Practice users of CHART Online can manage permissions using the CHART Online Services screen.

## 1. Accessing CHART Online

Only members of the PRIMIS Hub can access CHART Online.

Access to CHART Online is from links appearing on numerous screens such as :

on the front screen of the PRIMIS website  
within the PRIMIS Hub (online members' area)  
within the PRIMIS Toolbox (online members' area)

If not already logged in you will be prompted to enter your PRIMIS login details.

Once logged in, the 'List of services' screen will be displayed, with links to visit three further areas:

Manage your details  
Use this link to change your password etc.

Access CHART Online

Use this link to display a screen offering access to CHART Online and also Manage GP practice CHART Online permissions to request or grant viewing a practice's data.

Further instruction on how to use the CHART Online software tool can be found in documents elsewhere within the PRIMIS Hub.

Access GRASP AF toolkit resources

To access the GRASP AF toolkit resources, you need to be an approved user of the GRASP AF toolkit. Follow the link offered on screen for further information.

## 2. Granting Permissions

### Instructions for Practices Users on how to grant permissions to view their practice's data in CHART Online.

If a request has been made the following email will be sent to the practice email address:

Dear XXXXX

This email is to let you know that XXXXX has used the PRIMIS CHART Online Services website to request permission to see the name of your GP Practice (*Practice XXXXX*) when using the XXXXXX toolkit in CHART Online

#### **Summary of Request**

Date made: **19 Jan 2009**

Toolkit name: XXXXXX

User's name: XXXXXXXX

Email: XXXXXXXXX

You may grant, deny or put on hold this permission request. Granting this request gives permission **ONLY** for XXXXXX to see the name of your practice in CHART Online when using the XXXX toolkit. If you are not ready to decide, then putting the request on hold is helpful, as it will enable XXXXXXXX to see that you have noted their request.

Please login to the PRIMIS CHART Online Services web page and visit the CHART Online Access Permissions area if you wish to action this request.

Regards

PRIMIS Team

Visit the PRIMIS web page. Enter your login details.

Click on the 'Access CHART Online' link from within the 'List of services' screen and then select 'Manage GP practice CHART Online permissions' and the following screen will appear:

### CHART Online Access Permissions

You are logged in as **practicea@primis.nottingham.ac.uk**

On this page you can grant or deny permission to see your practice name in CHART Online to individual users. By default your practice name is anonymised in CHART Online. Click [User Guide](#) to view a word document giving detailed instructions on how to grant or deny permission requests. Permission changes are reflected immediately in CHART Online. Permissions are now specific for a particular toolkit. Permissions are shown in two views: the list view and below it the grid view. **The grid view shows the same information as the list view but also allows practices to grant permission for toolkits "even before they have been requested".**

Please tick to confirm that you are authorised by the Practice(s) below to grant permissions for users to view their Practice name in CHART Online

[Refresh page](#) | [Mark new permissions as read](#) | [Close window](#)

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**Permissions List for GP Practice A12345**  
([Hide list](#))

Last Updated ▲	Status	User	Toolkit	Comment	New?	Action
20 Jan 2009	Requested	Dr Jayne Tullett	MI & ACS		✓	<a href="#">Grant</a>   <a href="#">Deny</a>   <a href="#">Put on hold</a>

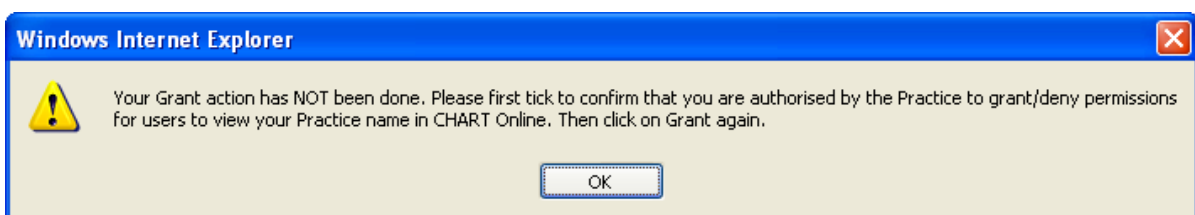
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**Permissions Grid for GP Practice A12345**  
**Please note:** This grid provides an alternative view of the permissions list above  
([Hide grid](#))

User	IM&T DES		Heroin misuse		MI & ACS	
	Status	Action	Status	Action	Status	Action
Dr Jayne Tullett	No request	<a href="#">Grant</a>   <a href="#">Deny</a>	No request	<a href="#">Grant</a>   <a href="#">Deny</a>	Requested	<a href="#">Grant</a>   <a href="#">Deny</a>   <a href="#">Put on hold</a>

You can grant or deny permission to see your practice name in CHART Online to individual users. By default your practice name is anonymised in CHART Online. Permission changes are reflected immediately in CHART Online. Permissions are specific for a particular toolkit. Permissions are shown in two views (see next screenshot): the list view, and below it the grid view. **The grid view shows the same information as the list view but also allows practices to grant permission for toolkits "even before they have been requested".**

Before any requests can be actioned, you will be required to tick the authorisation checkbox to confirm you have the authority of the practice to grant the permission. If the box is not ticked the following screen will appear:



To action a request, click on one of the actions in the Action column:

Permissions List for GP Practice A12345  
([Hide list](#))

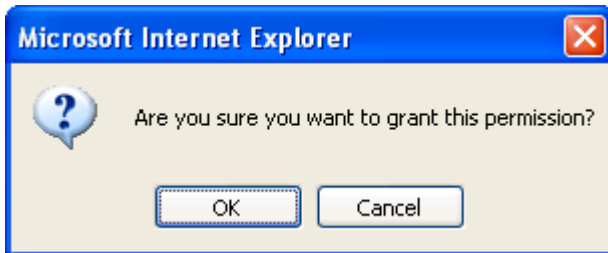
Last Updated ▲	Status	User	Toolkit	Comment	New? Action
20 Jan 2009	Requested	Dr Jayne Tullett	MI & ACS		<a href="#">Grant</a> <a href="#">Deny</a>   <a href="#">Put on hold</a>

Permissions Grid for GP Practice A12345  
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([Hide grid](#))

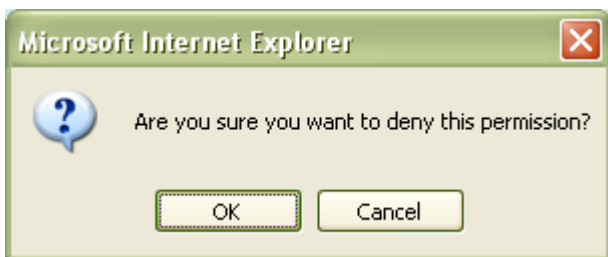
User	IM&T DES		Heroin misuse		MI & ACS	
	Status	Action	Status	Action	Status	Action
Dr Jayne Tullett	No request	<a href="#">Grant</a>   <a href="#">Deny</a>	No request	<a href="#">Grant</a>   <a href="#">Deny</a>	Requested	<a href="#">Grant</a> <a href="#">Deny</a>   <a href="#">Put on hold</a>

The same request can be seen in both views. Click on the grant shown in the list view (by date) or click on the grant shown in the grid view (by toolkit).

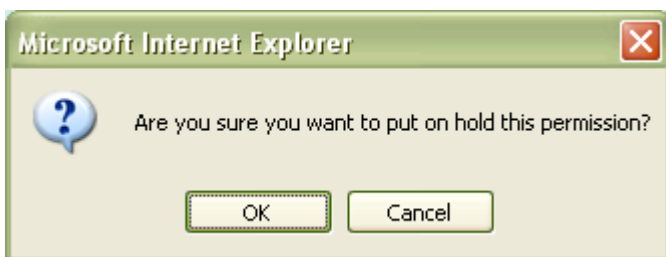
Clicking on 'Grant' will present the following options:



Clicking on 'Deny' will present the following options:



Clicking on 'Put on hold' will present the following options:



After choosing an action, the following dialogue box will appear:



Select as necessary.

If you have chosen "Grant" the screen will appear as below. If you revoke a permission, you will be asked to confirm that you are sure you wish to do so. Then you will be asked if you wish to leave a comment for the person whose permission you have revoked. The status will then change to 'Revoked'.

### CHART Online Access Permissions

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Please tick to confirm that you are authorised by the Practice(s) below to grant permissions for users to view their Practice name in CHART Online

[Refresh page](#) | [Mark new permissions as read](#) | [Close window](#)

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**Permissions List for GP Practice A12345**  
([Hide list](#))

Last Updated ▲	Status	User	Toolkit	Comment	New? Action
20 Jan 2009	Granted	Dr Jayne Tullett	MI & ACS		✔ <a href="#">Revoke</a>

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**Permissions Grid for GP Practice A12345**  
Please note: This grid provides an alternative view of the permissions list above  
([Hide grid](#))

User	IM&T DES		Heroin misuse		MI & ACS	
	Status	Action	Status	Action	Status	Action
Dr Jayne Tullett	No request	<a href="#">Grant</a>   <a href="#">Deny</a>	No request	<a href="#">Grant</a>   <a href="#">Deny</a>	Granted	<a href="#">Revoke</a>

Once you have granted permission the person making the request will be able to view the graphs in CHART Online and your practice will be identified by your Practice National Code. No other user will be able to view your practice national code without your permission. You may choose to put a request on hold while deciding whether or not to grant access.

Click on the x at the top right of the window to close it.



To view the practice history click on status to see the following screen, this will show you what actions have been taken for the practice:

**CHART Online Permission History Page**

You are logged in as **practicea@primis.nottingham.ac.uk**

[Close Window](#)

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Permission history of User *jayne.tullett@primis.nottingham.ac.uk* for GP Practice *A12345* for Toolkit *MI & ACS*

Date/Time	Status	Actioned By User	Comment
20 Jan 2009, 9:12.06 am	Requested	Dr Jayne Tullett	
20 Jan 2009, 3:32.54 pm	Granted	Mr A Practice	