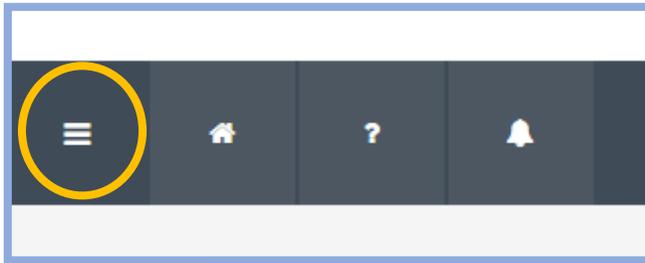


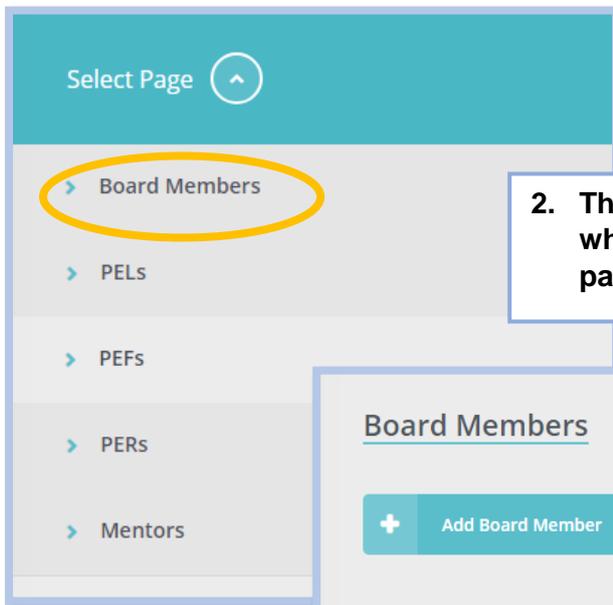
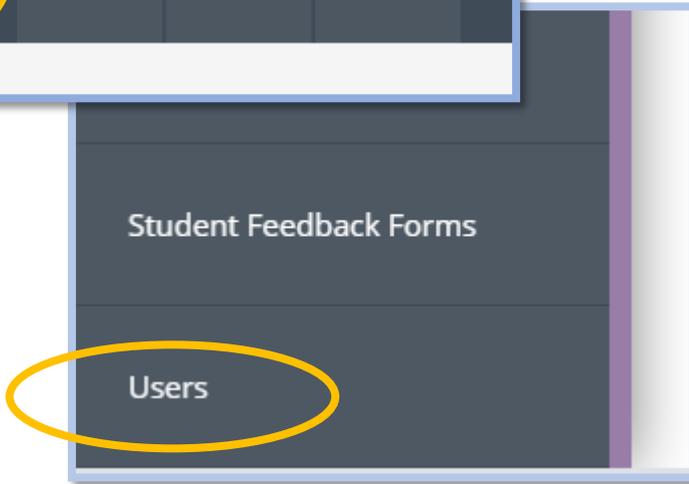
QMPLE User Guide

How to add a Board Member.

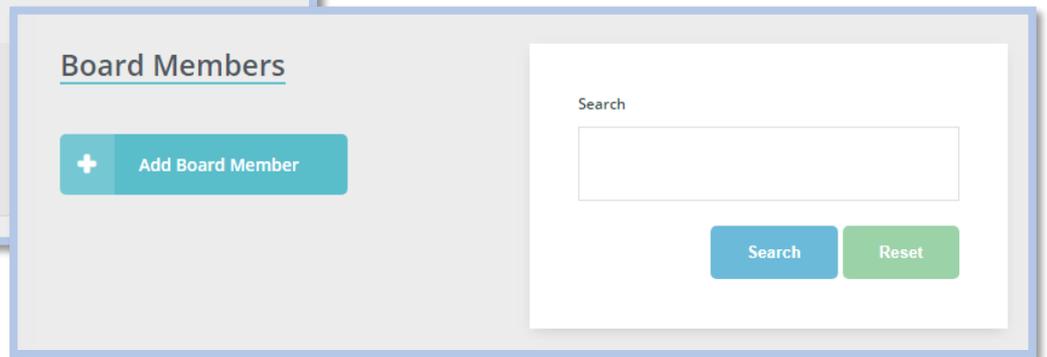
Board Member – Usually a Director of Nursing or Lead Nurse (band 8b and above)



1. Select the Users tab from the drop-down main menu.



2. This will take you to the Users page where you can view the Board Members page and add a Board Member.



Add/Edit Board Member

3. Enter the Board Members details into the new window that appears and remember to save.

First Name

Test

Surname

Board Member

Email Address

test.boardmember@nhs.com

Job Title

Board Member

Health Board

NHS Greater Glasgow & Clyde

Cancel Save

4. When first adding the new Board Member you must select a Learning Centre and Learning Environment, but this can be changed later.

Username

Name

test.boardmember@nhs.com

Test Board Member

Edit

Change Role

Edit User Associations

Edit User Associations

Boards

NHS Greater Glasgow & Clyde (NHS Sector) Greater Glasgow and Clyde (Non NHS Sector)

Learning Centres

NHS Greater Glasgow & Clyde (NHS Sector)

Select All Anvil Resource Centre Aranthruie Centre
 Ardgowan Medical Centre Arndale Community Mental health team Arran Mental Health R
 Back Sneddon Centre Baillieston Health Centre Barlinnie Prison
 Barrhead health and social care centre Birdston Bishopston Health Cent
 Blythswood House Brand Street Clinic Bridgeton Health centr
 Callander St Castlemilk Health Centre Castlemilk social work
 Cathcart Centre Centre for Care Charleston Centre
 Clutha House Clyde House Clydebank Community
 Clydebank Health Centre Community Centre for Health Crown House
 Drug Court Drumchapel Health Centre Dumbarton Health Centre

Submit

6. Remember to press submit at the foot of the webpage.