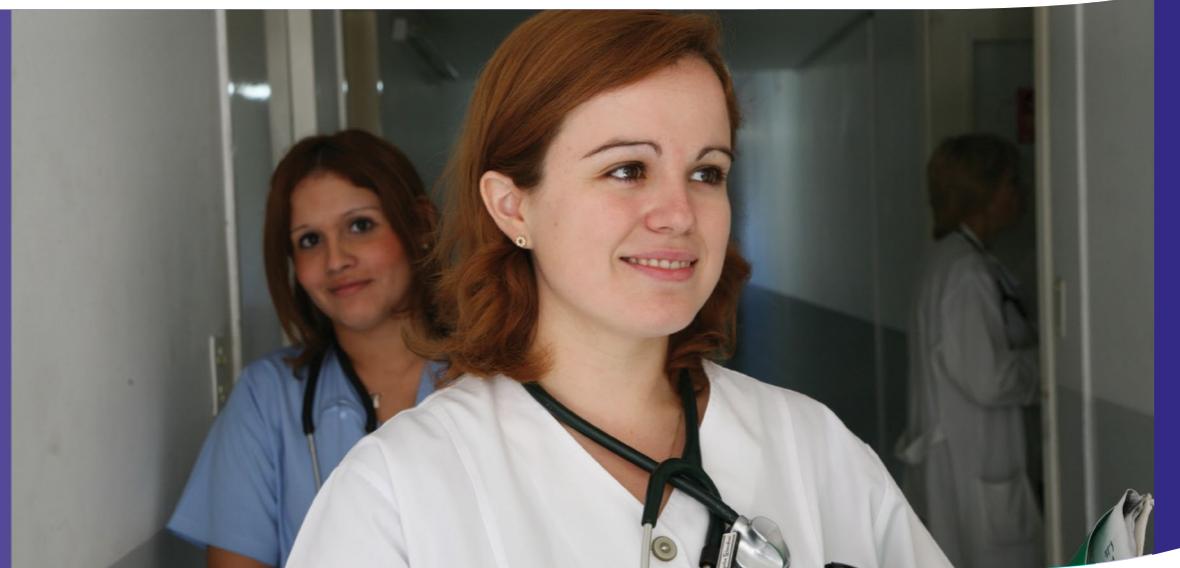


Better **skills** | Better **jobs** | Better **health**

Skills for
Health

My Lists Tool Step-by-step instructions

enter>



My Lists tool

The “My Lists” tool has been designed to allow you to store your own unique collection of competences for any purpose. For Example, competence lists could relate to role/team profiles or modules of learning etc.

This new environment has been designed to make it easier for you to access your work and also to improve flexibility and efficiency when working with competence lists.

This document is a step by step guide on how to use the My List tool, it covers the following topics:



1. Logging in
2. Getting started
3. My Lists homepage description
4. Creating a new list
5. Creating a new folder
6. Create a new list within a folder
7. View a list
8. Edit a list/folder
9. Copy a list
10. Copy a folder
11. Delete a list/folder
12. Share a list/folder



Logging in

In order to access the full functionality of the My Lists tool you must login if you have an account. If you dont have an account you will need to register for one.

1. **Log in** - click on the log in button to log in.
2. **Username** - enter your username and password to log in.
3. **Log in** - click on login to submit your credentials and access the tools.
4. **Forgotten your password** - if you have an account but forgotten your log in credentials click on forgotten your password link and follow the on screen instructions to reset your password.
5. **Register for account** - please click and follow the on screen instructions to register for an account.

The screenshot shows the Skills for Health website's login page. At the top, there is a navigation bar with the text 'better skills better jobs better health' and a 'LOG IN' button. Below this is a breadcrumb trail 'You are here: Home > Login'. On the left, there is a 'Competences Tools' menu with items like 'Competence Search', 'Health Functional Map', 'Career Framework', 'NHS KSF Mapping', 'My Lists', 'Self Assessment', 'Team Assessment', 'Tools Training Portal', and 'Register for Account'. The main content area is titled 'Tools Portfolio Login' and contains a form with 'Username:' and 'Password:' fields, a 'LOGIN' button, and a link for 'Forgotten your password?'. A note at the bottom of the form states: 'If you do not have an account you will have to Register for Account before you will be able to use all of the tools and features on this site.' The footer contains contact information for the Head Office in Bristol and various links like 'Vacancies', 'Glossary', 'Accessibility', 'Terms & Conditions', 'Sitemap', and 'Privacy Policy'.

1. LOG IN button

2. Username field

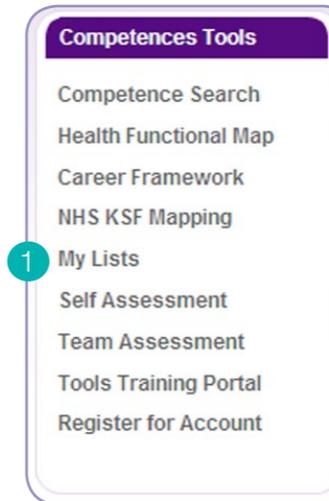
3. Password field

4. Forgotten your password? link

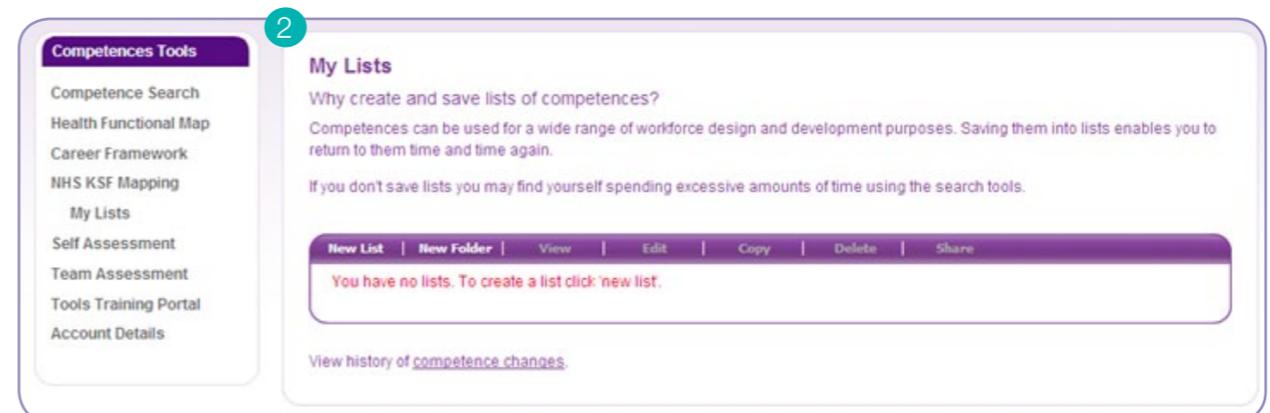
5. Register for Account link

Getting started

1. **My lists link** - from the Competence Application Tools main page click the 'My Lists' link.



2. **My Lists homepage** - this is the My Lists page. To view lists saved in the future you will need to visit this page.



My Lists homepage description

1. **New List** – in order to store competences you will need to create a new list.
2. **New Folder** – to organise your lists create a folder and distribute your lists within them.
3. **View** – to view competences stored within a list.
4. **Edit** – allows you to rename and/or edit the long and short description for a list or a folder.
5. **Copy** – to duplicate a list or a folder containing lists you will need to use this feature.
6. **Delete** – to delete a list or a folder.
7. **Share** – share a folder or a list with other users of the competence suite.

My Lists

Why create and save lists of competences?

Competences can be used for a wide range of workforce design and development purposes. Saving them into lists enables you to return to them time and time again.

If you don't save lists you may find yourself spending excessive amounts of time using the search tools.

1 New List 2 New Folder 3 View 4 Edit 5 Copy 6 Delete 7 Share

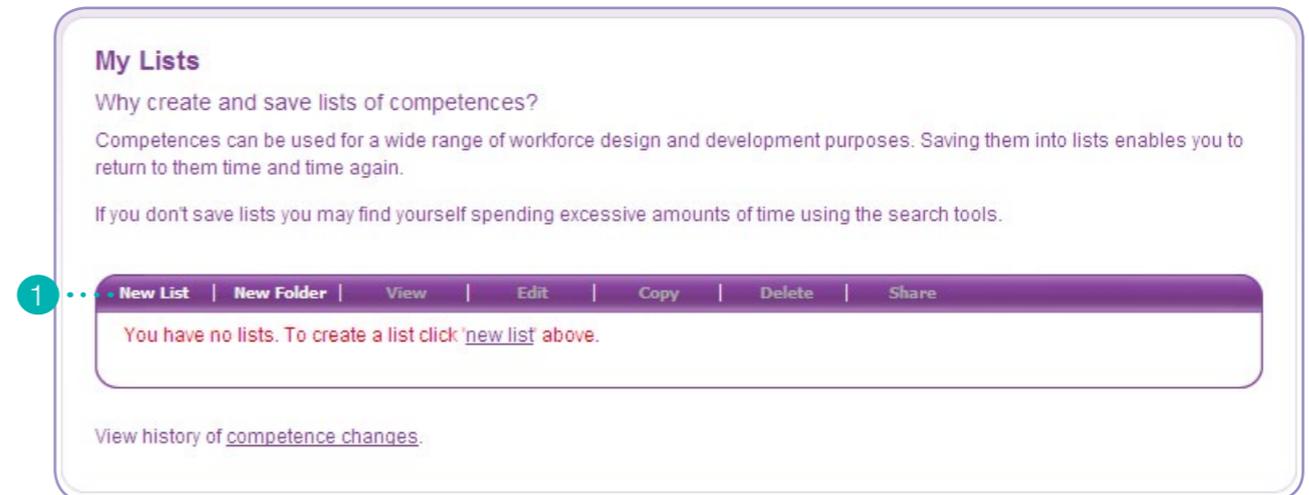
You have no lists. To create a list click ['new list'](#) above.

View history of [competence changes](#).

Creating a new list

To be able to store competences you will need to have a list in place. The instruction below takes you through the steps required to create a list.

1. Click on New List.
2. Enter the list name that may relate to the competences being stored in the list name field.
3. Enter short description for reference in the short description field.
4. Enter long description for reference in the long description field.
5. Click on 'save changes' to save the list and be redirected to the My Lists page.
6. View of the My Lists after the creation of the new list.



My Lists

Why create and save lists of competences?

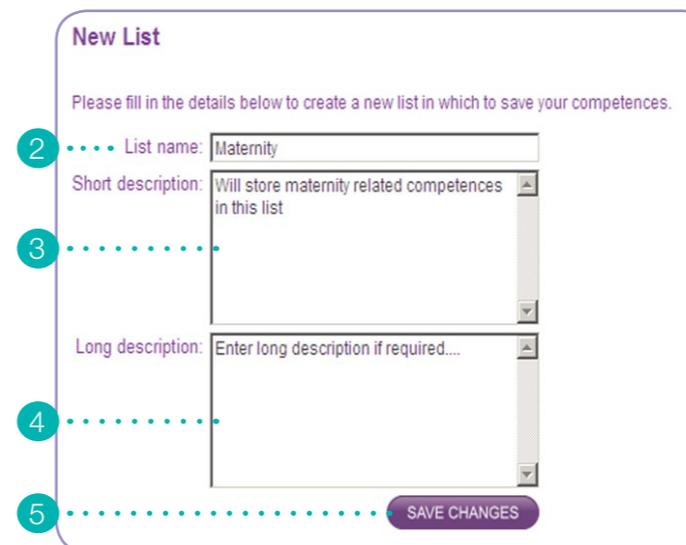
Competences can be used for a wide range of workforce design and development purposes. Saving them into lists enables you to return to them time and time again.

If you don't save lists you may find yourself spending excessive amounts of time using the search tools.

1 [New List](#) | [New Folder](#) | [View](#) | [Edit](#) | [Copy](#) | [Delete](#) | [Share](#)

You have no lists. To create a list click ['new list'](#) above.

[View history of competence changes.](#)



New List

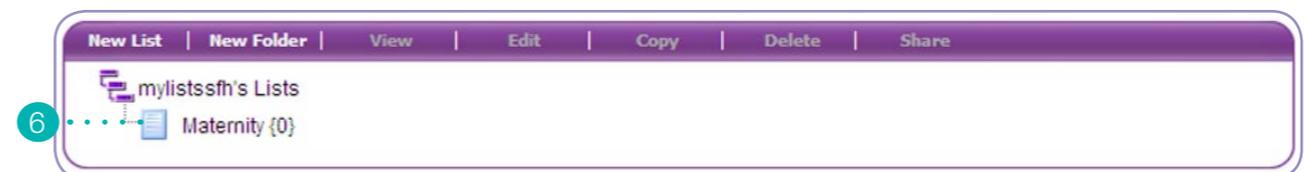
Please fill in the details below to create a new list in which to save your competences.

2 List name:

3 Short description:

4 Long description:

5 [SAVE CHANGES](#)



[New List](#) | [New Folder](#) | [View](#) | [Edit](#) | [Copy](#) | [Delete](#) | [Share](#)

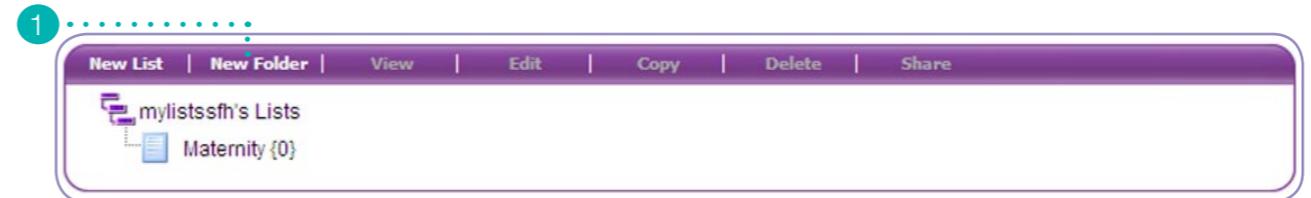
6 mylistsfsh's Lists

- Maternity {0}

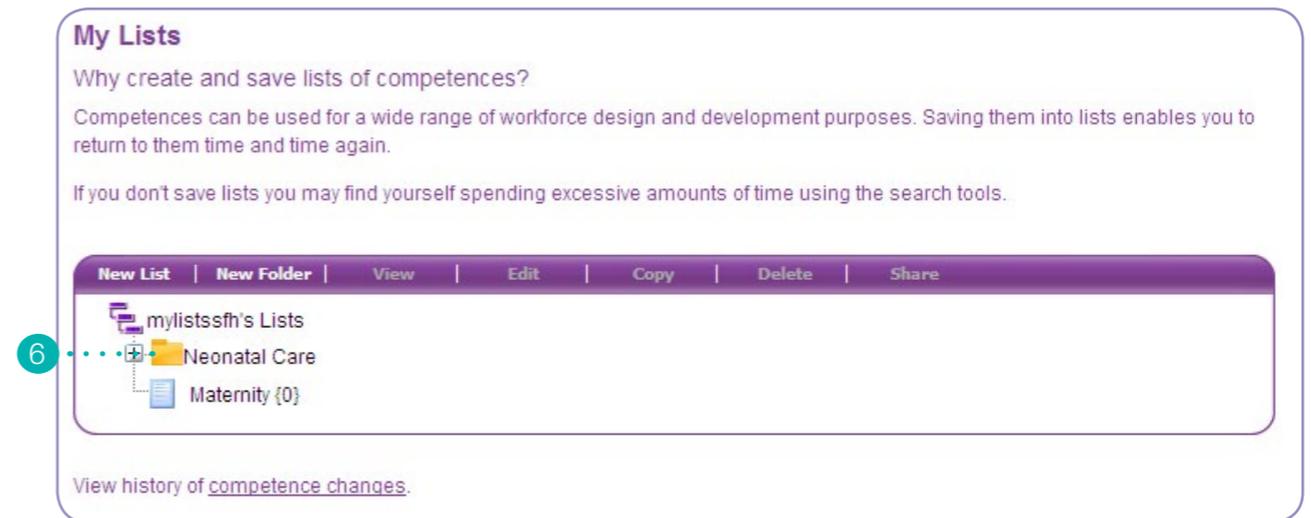
Creating a new folder

You can use folders to organise your lists. Follow the instructions to create a new folder in the My Lists tool.

1. Click on New Folder.
2. Enter the folder name that may relate to the lists being stored in the folder name field.
3. Enter short description for reference in the short description field.
4. Enter long description for reference in the long description field.
5. Click on 'save changes' to save the folder and be redirected to the My Lists page.
6. View of the My Lists after the creation of the new folder.



A screenshot of the 'New Folder' form. The title is 'New Folder'. Below the title, it says 'Please fill in the details below to create a new folder to store your lists in.' There are three input fields: 'Folder name' with the value 'Neonatal Care', 'Short description' with the value 'Neonatal Lists', and 'Long description' with the value 'Job roles (lists) within a Neonatal Care Unit'. At the bottom right, there is a 'SAVE CHANGES' button. Numbered callouts 2, 3, 4, and 5 point to the respective fields.



Create a new list within a folder

To be able to create a list inside a folder you will need to follow the instructions below.

1. Click on the folder that will store the new list to highlight it.
2. Once highlighted click on new list.
3. Enter the list name that may relate to the competences being stored in the list name field.
4. Enter short description for reference in the short description field.
5. Enter long description for reference in the long description field.
6. Click on 'save changes' to save the list and be redirected to the My Lists page.
7. You can now see the list has been created within the folder.

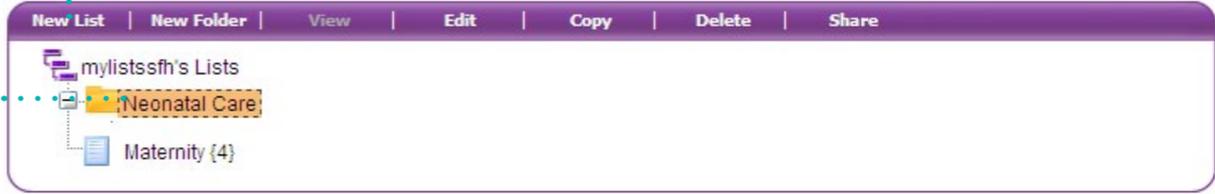
My Lists

Why create and save lists of competences?

Competences can be used for a wide range of workforce design and development purposes. Saving them into lists enables you to return to them time and time again.

If you don't save lists you may find yourself spending excessive amounts of time using the search tools.

2



1

View history of [competence changes](#).

New List

Please fill in the details below to create a new list in which to save your competences.

3

List name:

4

Short description:

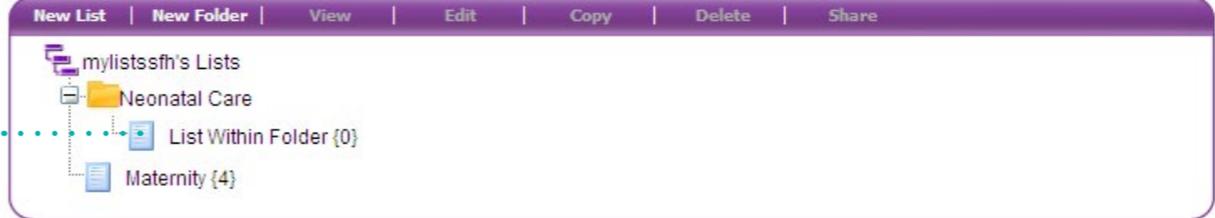
5

6

Long description:

7

SAVE CHANGES



7

View a list

After you have created a list you will want to add competences to it using one of the tools available to you. To find out how to add competences to a list please look at the relevant tools userguide.

From time to time you might want to return to your saved lists and view its competences. In order to be able to view the competences within a list you will need to follow the instructions below:

1. Select the required list by clicking on it once to highlight it.
2. Once highlighted click on View.
3. View of the competences within a list.



Hint:

To delete a competence from the list, select and click on delete selected button.

My Lists

Why create and save lists of competences?

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View history of [competence changes](#).

View List

[View List as PDF](#)

Maternity

[Delete Selected](#) [Select List](#) [Add to List >> Maternity](#)

OrderBy:

Select All

Prepare re-usable medical devices for sterilisation

Updated: 24th May 2010, 15:14

This standard covers the preparation of re-useable medical devices for sterilisation. This includes the inspection and testing (where relevant) of re-useable medical devices, and assembling and packing the medical devices, prior to sterilisation. Users of this standard will need...

Ref: DEC4

NHS KSF EF2 2

HFM: E E1.3.4



Select

Implement individualised maternity care plans

Updated: 20th May 2010, 09:55

This standard is about working in partnership with women, key people involved in their care, and other professionals/practitioners, to implement individualised care plans. The care plan may be related to antenatal, intrapartum and/or postnatal care of women using maternity...

Ref: MCN10

NHS KSF HWB5 3

HFM: B B14.2



Select

Edit a list/folder

A list or a folder can be edited after it has been created. To edit a list or a folder follow the instructions below:

1. Select the list/folder that will be edited by clicking on it once to highlight it.
2. Once the list/folder has been highlighted click on 'Edit'.
3. Edit the list/folder name, short description or long description.
4. Click on 'Save Changes'.
5. View of the My List page with the edited list/folder.

My Lists

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1

2

View history of [competence changes](#).

Edit

3

4

SAVE CHANGES

5

Copy a list

You can make duplicates of competences in a list by copying the list. When you copy a list it is best to name the duplicate different to the original list. To copy a list, follow the instruction below:

1. Select the list by clicking on it once. This will highlight the list which is going to be copied.
2. Once the list has been highlighted click on 'Copy'.
3. In the copy screen enter the new name in the 'List name' field.
4. Enter new short description.
5. Enter new long description.
6. Click on 'Save Changes' to copy the new list and be redirected to the My List page.
7. View of the My List after copying the list.

My Lists

Why create and save lists of competences?

Competences can be used for a wide range of workforce design and development purposes. Saving them into lists enables you to return to them time and time again.

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The screenshot shows a web interface titled "My Lists" with a navigation bar containing "New List", "New Folder", "View", "Edit", "Copy", "Delete", and "Share". Below the navigation bar, there is a tree view of lists. The "mylistssfh's Lists" folder is expanded to show a "Neonatal Care" folder, which contains a list named "Maternity Competences {4}". A red dashed box highlights the "Copy" button in the navigation bar and the "Maternity Competences {4}" list item. A red circle with the number "1" is next to the list item, and a red circle with the number "2" is next to the "Copy" button.

1

2

View history of [competence changes](#).

Copy

⚠ Copy "Maternity Competences" including any sub lists?

Rename or amend new list details :



The screenshot shows a "Copy" dialog box with a warning icon and the text "Copy 'Maternity Competences' including any sub lists?". Below this, there are three text input fields: "List name" (containing "Maternity Competences_COPY"), "Short description" (containing "COPIED_Will store maternity related competences in this list Edited"), and "Long Description" (containing "COPIED_Enter long description if required.... Edited"). A red circle with the number "3" is next to the "List name" field, a red circle with the number "4" is next to the "Short description" field, and a red circle with the number "5" is next to the "Long Description" field. At the bottom right, there is a red button labeled "SAVE CHANGES" with a red circle and the number "6" next to it.

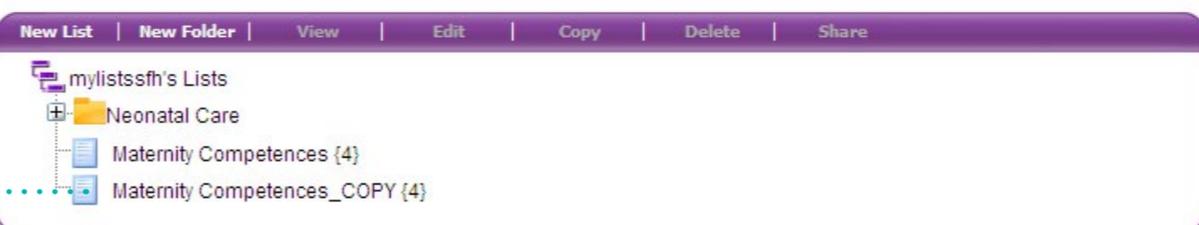
3

4

5

6

SAVE CHANGES



The screenshot shows the "My Lists" interface after copying the list. The "Neonatal Care" folder now contains two lists: "Maternity Competences {4}" and "Maternity Competences_COPY {4}". A red circle with the number "7" is next to the newly copied list.

7

Copy a folder

You can make duplicates of lists in a folder by copying the folder. When you copy a folder it is best to name the duplicate different to the original list. To copy a folder, follow the instruction below:

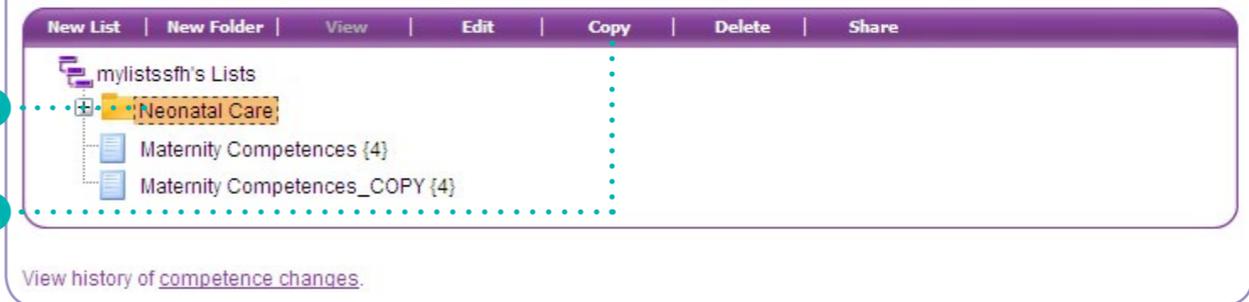
1. Select the folder by clicking on it once. This will highlight the folder which is going to be copied.
2. Once the folder has been highlighted click on 'Copy'.
3. In the copy screen enter the new name in the 'Folder name' field.
4. Enter new short description.
5. Enter new long description.
6. Click on 'Save Changes' to copy the new folder and be redirected to the My List page.
7. View of the My List after copying the folder.

My Lists

Why create and save lists of competences?

Competences can be used for a wide range of workforce design and development purposes. Saving them into lists enables you to return to them time and time again.

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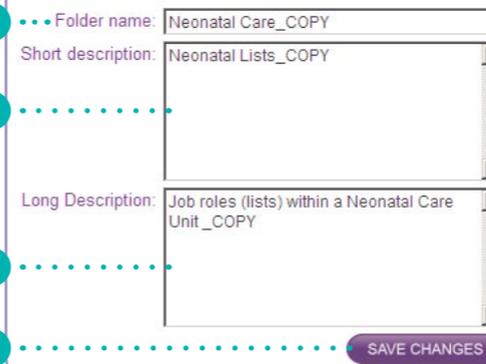


The screenshot shows a navigation bar with options: New List, New Folder, View, Edit, Copy, Delete, and Share. Below the bar, a tree view shows 'mylistssfh's Lists' containing a folder 'Neonatal Care' (highlighted with a red box and a red circle '1') and two sub-items: 'Maternity Competences {4}' and 'Maternity Competences_COPY {4}'. A red circle '2' is positioned below the 'Copy' button in the navigation bar. Below the tree view, there is a link: 'View history of competence changes.'

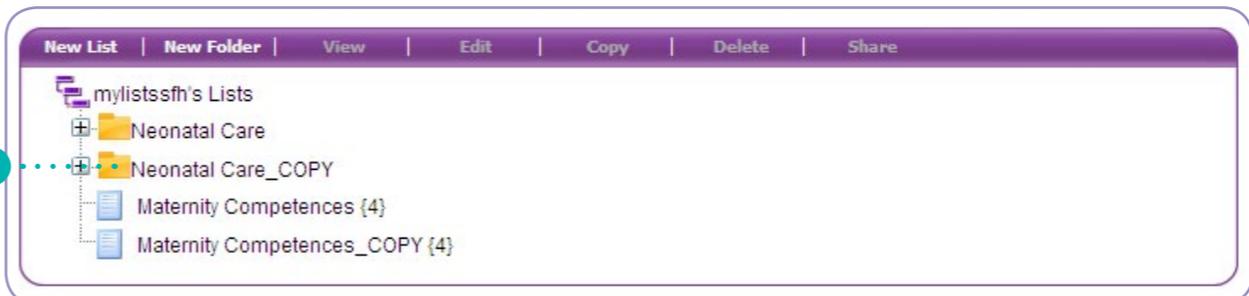
Copy

! Copy "Neonatal Care" including any sub folders?

Rename or amend new folder details :



The screenshot shows a dialog box with three input fields: 'Folder name' (containing 'Neonatal Care_COPY'), 'Short description' (containing 'Neonatal Lists_COPY'), and 'Long Description' (containing 'Job roles (lists) within a Neonatal Care Unit_COPY'). A 'SAVE CHANGES' button is at the bottom right. Red circles '3', '4', '5', and '6' are placed to the left of the dialog box, corresponding to the steps in the list.



The screenshot shows the same navigation bar as the first screenshot. The tree view now shows 'mylistssfh's Lists' containing two folders: 'Neonatal Care' and 'Neonatal Care_COPY' (highlighted with a red box and a red circle '7'). Below the tree view, there is a link: 'View history of competence changes.'

Delete a list/folder

Lists and folders can be deleted at any time after they have been created. To delete a list or a folder follow the instructions below:

1. Select the list/folder by clicking on it once. If successful your list/folder will be highlighted.
2. Once list/folder has been highlighted click on 'Delete'.
3. On the delete page click on 'Save Changes' to confirm the deletion of the list/folder.
4. View of the My Lists after the deletion of the list.

My Lists

Why create and save lists of competences?

Competences can be used for a wide range of workforce design and development purposes. Saving them into lists enables you to return to them time and time again.

If you don't save lists you may find yourself spending excessive amounts of time using the search tools.



View history of [competence changes](#).

Delete



Are you sure you want to delete "Maternity Competences_COPY" ?

SAVE CHANGES



Share a list/folder

Share function allows you to share your lists and/or folder with other users of the competence tools. Once you have your list or your folder ready you will need to follow the instructions below to share your list or folder.

Sender

These are the steps the sender needs to make to share and send a list to the recipient:

1. Select the list/folder by clicking on it once. If successful your list/folder will be highlighted.
2. Once list/folder has been highlighted click on 'Share'.
3. Enter the recipient's details in the recipient username/email.
4. Check the option to determine the access right to the list/folder being shared.
 - A. Read-Only: allows read-only access to the list being shared
 - B. Amend: allows the recipient to amend the list.
5. Click on 'Add >>' to forward the list to the user.
6. View of the My List after list/folder is shared.



Hint:

You can share a list/folder with more than one person at a time.

My Lists

Why create and save lists of competences?

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If you don't save lists you may find yourself spending excessive amounts of time using the search tools.



1

2

View history of [competence changes](#).

Share List

List Details: Maternity Competences

Recipient Username / Email :

mirzazadeh2000

Read-Only: Amend:

ADD >>

<< REMOVE

5

Share List

List Details: Maternity Competences

Recipient Username / Email :

mirzazadeh2000

Read-Only: Amend:

ADD >>

<< REMOVE

6

mirzazadeh2000 (READ-ONLY)



List share success.

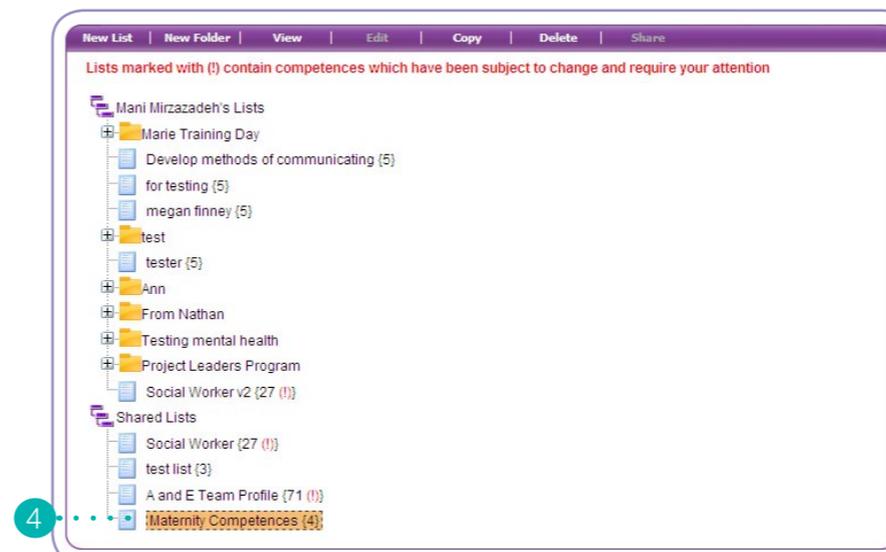
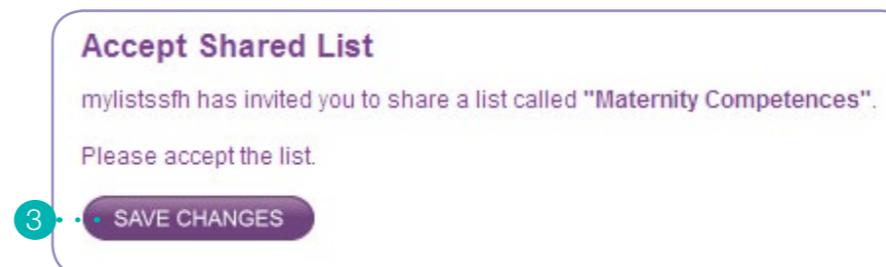
Share a list/folder

Once a list/folder has been shared the recipient will receive an email notifying them of the list they have received and the steps they need to take in order to add the list to their My List account.

Recipient

These are the steps the recipient needs to follow to receive the list in their My List:

1. Click on the link which is in the email that has been received from the Skills for Health Tools Team to accept the list as your own.
2. Login to your account once prompted.
3. Accept the shared list after you have logged in by clicking on 'Save Changes'.
4. View of the My List after accepting the shared list.





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