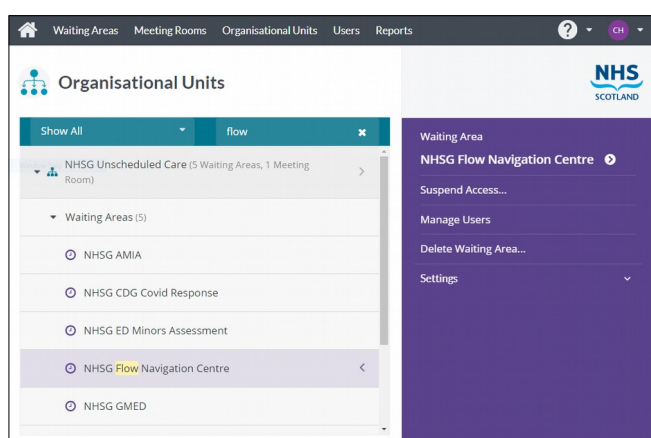


## Near Me Waiting Areas: Add or Change tags (version 1.0)

### (Organisational Unit admin role required)

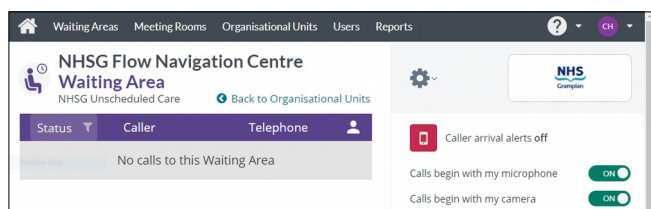
Access the platform – <https://nhs.attendanywhere.com>



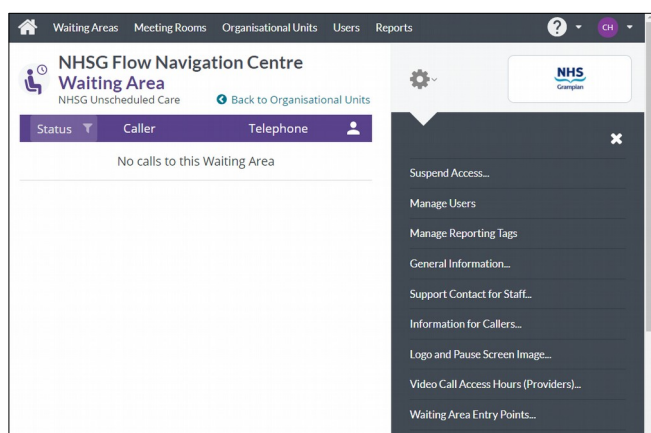
Locate the Waiting Area you wish to add or change tags for.

With an Organisational Unit (OU) admin role you do not need specific rights to manage the waiting areas within an OU.

Note the arrow next to the Waiting Area name in the right-column. Click that Waiting Area name to enter the Waiting Area.



Once in the Waiting Area, click the grey cog icon (top, right of centre).



Choose Manage Reporting Tags from the cog's drop-down menu.

Manage Reporting Tags  
NHSG Flow Navigation Centre (Unscheduled Care)

Tag Value

This Waiting Area has no reporting tags assigned to it.

Assign a Tag

About this page  
This page lists all of the reporting tags associated with the Waiting Area, NHSG Flow Navigation Centre.

Then, if you're adding tags, click the Assign a Tag button.

Assign a Tag  
NHSG Flow Navigation Centre (NHSG Unscheduled Care)

Select a tag

Scot HSCP

Scot HSCP

Speciality

Save

Cancel

Choose the tag to add/edit (either Scot HSCP or Speciality).

Assign a Tag  
NHSG Flow Navigation Centre (NHSG Unscheduled Care)

Select a tag

Scot HSCP

Select a Scot HSCP value that is provided by this Waiting Area

Select a value

Secondary Care

Save

Cancel

Choose the appropriate entry from that tag's available entries, then SAVE.

Only one entry should be entered per tag.

Manage Reporting Tags  
NHSG Flow Navigation Centre (Unscheduled Care)

Tag Value

Scot HSCP Secondary Care

Assign a Tag

About this page  
This page lists all of the reporting tags associated with the Waiting Area, NHSG Flow Navigation Centre.

Repeat to add/edit the second tag.