

Approving local content in Map Manager

Access pathways that are ready for approval

1. If necessary, on the Map Manager home page, select the **Workflow report** tab.
2. If necessary, you can filter the list of pages available for review using the following three categories:
 - Pathway expiration status
 - Workflow and localisation status: pathways in approval
 - Department
3. Click **Go**. The **Workflow report** page updates to display only the pages that meet your selected filter criteria.

Reject a pathway

1. Access pathways that are ready for approval.
2. You can reject the pathway from two locations in Map Manager:
 - From the **Workflow report** page, select the **Reject** link for the pathway.
 - From the **Review pathway** page, after you have reviewed the pathway, click **Reject pathway**. The **Reject pathway** page appears.
3. In the **Add comments** section, type any comments you have about why you are rejecting the pathway. These comments are optional. Only the Editor will be able to see these comments.
4. In the **Recall page for editing** section, select the checkbox for the pages that need to be changed before you can approve the pathway.
5. Click **Ok**. A message indicates that you have rejected the pathway. If you recalled any pages for editing, the message indicates which ones.

The Approver's role in the publication cycle

Map Manager does not notify you when an Editor submits a pathway page for review or for your approval. You should provide any review comments about the pathway while it is still in the **In review** state. You should quickly approve or reject a pathway once it is in the **In approval** or **Approved once** state.

You must coordinate with the other Approver and programme manager to determine which Approver will provide the validity date. Map Manager allows you to record your approval of a pathway, but many of your responsibilities as a pathway's Approver are carried out offline.

Recall a pathway for further editing

1. If necessary, on the Map Manager home page, select the **Workflow report** tab.
2. Filter the list of pages available for review using the following three categories: Pathway expiration status, Workflow and localisation status: pathways in approval, Department
3. Click **Go**. The **Workflow report** page updates to display only the pages that meet your selected filter criteria.
4. Select the **Recall** link for the approved pathway that you want to recall for additional editing. The **Recall pathway** page appears.
5. In the **Add comments** section, type your comments regarding why you are recalling the pathway for additional editing. Only the Editor will be able to see your comments.
6. Click **Ok**. The home page appears. A message indicates that the pathway was successfully recalled for additional editing and its workflow status is now **Not ready for approval**.

Workflow report Print page | Print all | Export report

7 current, due to expire or expired pathways 'in approval' in all departments

Show in

The workflow status of pages in the current working release is shown below. Use the report to track pages through the editing, review and approval processes and prepare the release for publication.

1 - 7 of 7

Medicine	
1. <input type="checkbox"/> Haemolytic anaemia Medicine / Haematology and haemostasis	Approved once <input type="button" value="Review pathway"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/>

1. Add comments (optional)

Your name and today's date will be added automatically to your message.

Character count: 0 characters. (max length: 500 characters)

2. Recall pages for editing (optional)

Please select the pages you wish to recall for further updates. This will change their status to "in edit" and once any changes have been made, the pages will need to be reviewed again.

Nausea and vomiting in pregnancy

Nausea and vomiting in pregnancy - management

Management of hyperemesis gravidarum

Approving local content in Map Manager

Approve a pathway as the first approver

1. Access pathways that are ready for approval.
2. You can approve the pathway from two locations in Map Manager:
 - From the **Workflow report** page, select the **Approve** link for the pathway.
 - From the **Workflow report** page, select the **Review pathway** link. On the **Review pathway** page, after you have reviewed the pathway, click **Approve pathway**. The **Approve pathway** page appears.
4. In the **Add comments** section, type any comments you have about the pathway. These comments are optional. Only the Editor will be able to see these comments.
5. In the **Accept Medico-Legal Responsibility** section, read the liabilities and responsibilities that you are accepting by approving the pathway.
6. Select the check box to accept these liabilities and responsibilities.
7. In the **Indemnity and acknowledgements** section, read the agreement that you are entering into by approving the pathway.
8. Click **Ok**. The home page appears. A message indicates that you have approved the pathway. The pathway's status has changed from **In approval** to **Approved once**.

Approve a pathway as the second approver

1. Access pathways that are ready for approval.
2. You can approve the pathway from two locations in Map Manager:
 - From the **Workflow report** page, select the **Approve** link for the pathway.
 - From the **Workflow report** page, select the **Review pathway** link. On the **Review pathway** page, after you have reviewed the pathway, click **Approve pathway**. The **Approve pathway** page appears.
4. In the **Set validity information for pathway** section, use the calendar widget to select the validity date for the pathway.
5. In the **Add comments** section, type any comments you have about the pathway. These comments are optional. Only the Editor will be able to see these comments.
6. In the **Accept Medico-Legal Responsibility** section, read the liabilities and responsibilities that you are accepting by approving the pathway.
7. Select the check box to accept these liabilities and responsibilities.
8. In the **Indemnity and acknowledgements** section, read the agreement that you are entering into by approving the pathway.
9. Click **Ok**. The home page appears. A message indicates that you have approved the pathway.

Approve pathway

Pathway: PW3182L Haemolytic anaemia L

Location: Medicine / Haematology and haemostasis

1. Check pages in pathway

In approving the pathway "Haemolytic anaemia", you are approving the pages listed below.

You have local responsibility for the following edited pages. Please select the pages you wish to submit for review.

Page
<input type="checkbox"/> Haemolytic anaemia

In the page properties, the "Last clinical review date" (the last time the page was reviewed) will be set as today's date (12-Oct-2010).

2. Set validity information for pathway

Please set or check validity date for this pathway. This is when pages within this pathway will expire and the page content should be next reviewed by. The validity date is mandatory or the pathway cannot be published. This date will be applied to each of the pages within this pathway.

Valid until:

November 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

calendar widget

3. Add comments (optional)

Your name and today's date will be added to the comments.

Character count: 0 characters. (max length: 500 characters)

4. Accept Medico-Legal Responsibility

You hereby accept the clinical and legal liability and responsibility for any claims, losses or damages of whatever nature incurred by Map of Medicine Ltd and any third party, arising from, their reliance, use, access, application of, or reading of the Pathway and all of the pages within it on behalf of yourself and International ("Medico-Legal Responsibility").