Editing local content in Map Manager

A Localise an inherited pathway

1. Select the links for the department and specialty that contain the pathway whose properties you want to localise.
2. Select the link for the pathway whose properties you want to localise.
3. From the **Select an action** drop-down menu, select **Localise pathway properties**.
4. Click **Ok**.
5. Read the legal responsibilities that you are assuming and select the check box to accept them.
6. Click **Continue**.

B Submit multiple pathway pages for review

1. Select the links for the department and specialty that contain the pathway with pages that you want to submit for review.
2. Select the link for the pathway with pages that you want to submit for review.
3. From the **Select an action** drop-down menu, select **Submit pages for review**.
4. Click **Ok**.
5. Select the check box to the far left of the page name for each page within the pathway that you want to submit for review.
6. Click **Ok**.

C Submit a pathway for approval

1. Select the links for the department and specialty that contain the pathway that you want to submit for approval.
2. Select the link for the pathway that you want to submit for approval.
3. From the **Select an action** drop-down menu, select **Submit pathway for approval**.
4. Click **Ok**.
5. On the **Submit pathway for approval** page, click **Ok**.

D Show a pathway in another specialty

1. Select the link for the department and specialty that contain the pathway that you want to show in another specialty.
2. Select the link for the pathway that you want to show in another specialty.
3. From the **Select an action** drop-down menu, select **Show pathway in additional specialty**.
4. Click **Ok**.
5. Select the link for the department that contains the specialty where you want to show the pathway.
6. Click the **Show here** button for the specialty where you want to show the pathway.

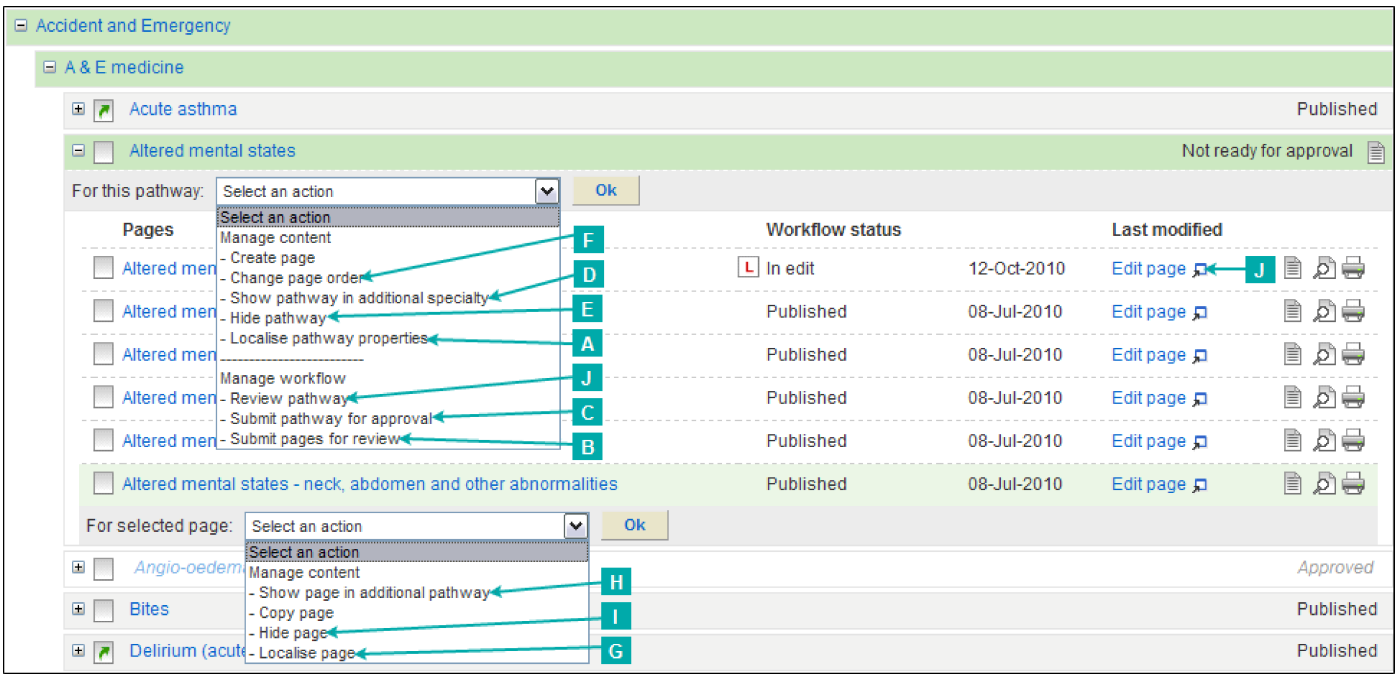
E Hide a pathway

1. Select the links for the department and specialty that contain the pathway that you want to hide.
2. Select the link for the pathway that you want to hide.
3. From the **Select an action** drop-down menu, select **Hide pathway**.
4. Click **Ok**.

F Change the order of pages in a pathway

1. Select the link for the department and specialty that contain the pathway that you want to show in another specialty.
2. Select the link for the pathway that you want to change the page order.
3. From the **Select an action** drop-down menu, select **Change page order**.
4. Click **Ok**. The **Change page order within pathway** page appears.
5. Click the up and down arrow buttons to move the pages to the order you want them in.
6. Click **Save changes**.

   The home page appears. A message indicates that you have changed the page order for the pathway.



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G Localise an inherited page

1. Select the links for the department, specialty, and pathway that contain the page whose properties you want to localise.
2. Select the link for the page whose properties you want to localise.
3. From the **Select an action** drop-down menu, select **Localise page**. You can also localise a page by opening and saving it in Map Editor.

H Show a page in another pathway

1. Select the links for the department,specialty, and pathway that contain the page that you want to show in another pathway.
2. Select the link for the page that you want to show in another pathway.
3. From the **Select an action** drop-down menu, select **Show page in additional pathway**.
4. Click **Ok**.
5. Select the links for the department and specialty that contain the pathway where you want to show the page.
6. Click the **Show here** button for the pathway where you want to show the page.

I Hide a page

1. Select the links for the department, specialty, and pathway that contain the page that you want to hide.
2. Select the link for the page that you want to hide.
3. From the **Select an action** drop-down menu, select **Hide page**.
4. Click **Ok**.

J Open a page for editing in Map Editor

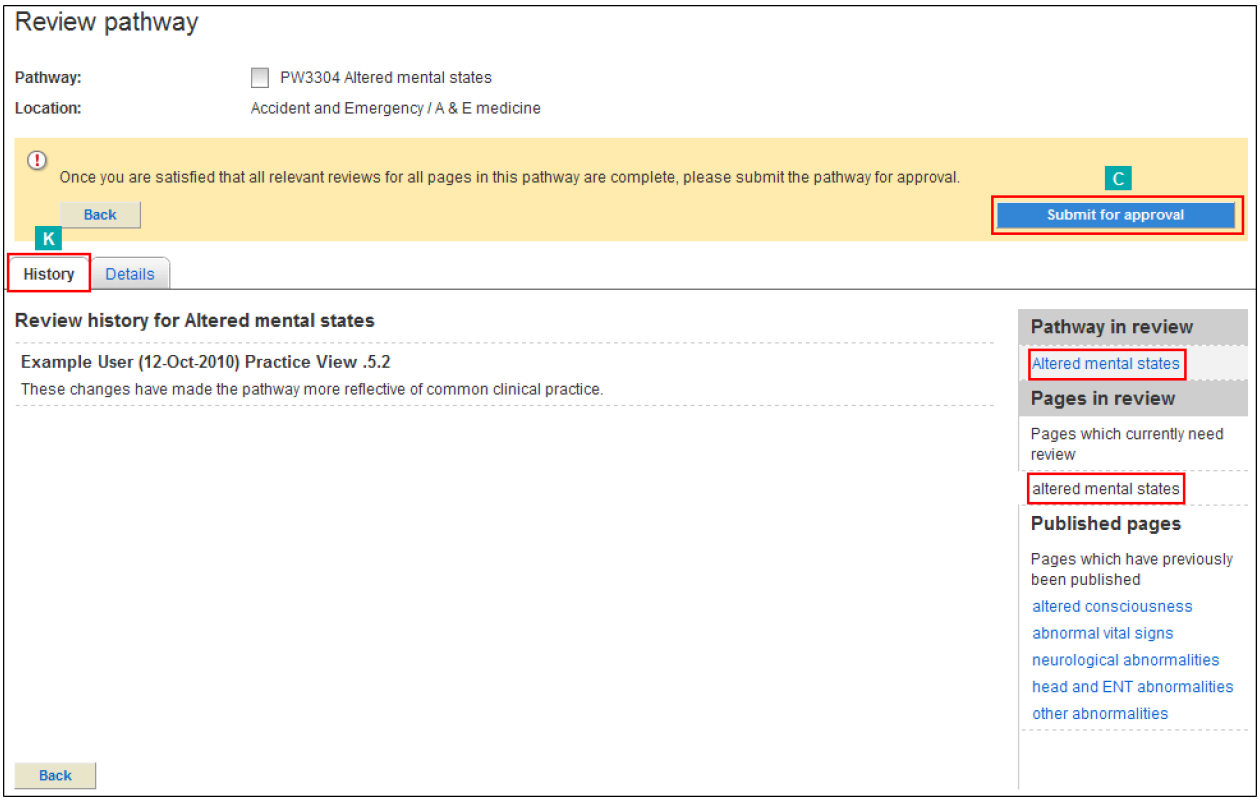
1. Select the links for the department, specialty, and pathway that contain the page that you want to open in Map Editor.
2. Select the **Edit page** link for the page you want to open in Map Editor. There will be a brief delay while the page opens in Map Editor.

K View the review comments about a page

1. Select the links for the department and specialty that contain the pathway with pages that you want to check review comments for.
2. Select the link for the pathway with pages that you want to check review comments for.
3. From the **Select an action** drop-down menu, select **Review pathway**.
4. Click **Ok**.
5. In the **Pages in review** panel, select the link for the page that you want to check review comments for.
6. Select the **History** tab. The comments about the page content are listed for each reviewer that submitted a review.

Editing local pathways and pages

There are planning and local agreement processes that should occur before you change the clinical content of a pathway or page in Map Manager. When localising a pathway, the local healthcare community should direct how the local information is presented in the pathway.



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