

Reviewing local content in Map Manager

Your role as a reviewer

As a Reviewer, you should be notified by a pathway's Editor when one or more of its pages are ready for your review.

You access pathway content for your review in Map Manager at the page level, even though the entire pathway has been created or localised in your local view. You can choose to view only those pages submitted for your review, or you can view the whole pathway to understand the context of the local page.

You will only be able to provide online comments for pages that have been submitted for review in Map Manager.

Access pathway pages that are ready for review

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:
 - all
 - expired
 - due to expire
 - current
 - Workflow and localisation status:
 - pages in review
 - Department:
 - all departments
 - any specific department
3. Click **Go**. The **Workflow report** page updates to display only the pages that meet your selected filter criteria.

Access the page review pack in PDF format

1. Access the pathway pages that are ready for review.
2. Select the **Review pathway** link for the pathway page that you want to review.
3. Select the link for the page that you want to review from the **Pages in review** list.
4. Select the review pack that you want to use for the review:
 - **review pack - with clinical codes:** contains all of the page's clinical information, page properties, and any associated SNOMED codes
 - **review pack:** contains all of the page's clinical information and page properties, but does not include any associated SNOMED codes
 - **attachments:** if there are any attachments associated with the page's clinical content, this additional review pack allows you to review these files along with the page's clinical content
 - **pathway properties:** contains a summary of the pathway properties but no page or pathway clinical content

The review pack opens as a PDF file in a new browser window.

3. Click **Print:** to print on your default printer.
4. Click **Save:** to save the file to your computer.

Using Map Manager to track the pathway's review cycle

Although you may choose to provide review comments to the pathway's Editor through offline methods in a mutually-agreed manner, Map Manager allows Editors to track the pathway pages' progress through the review cycle of the local view publication workflow.

The screenshot shows the 'Practice View' interface in Map Manager. At the top, there's a navigation bar with 'mapofmedicine | manager' and user options like 'Example User', 'Log out', and 'Help'. Below this, it indicates the current release is 'Live Map Display (UK/EU)'. The main section is titled 'Practice View' and contains a 'Workflow report' tab. A search bar is present with the text '(e.g. asthma or "chest pain")'. The 'Workflow report' section shows '1 current, due to expire or expired pages 'in review' in all departments'. There are filters for 'Show' (set to 'all'), 'pages in review' (highlighted with a red box), and 'in' (set to 'all departments'). Below this, a list of pathway pages is shown, with the first entry 'Accident and Emergency' having a 'Review pathway' link highlighted with a red box and a mouse cursor pointing to it. Other icons for 'Print page', 'Print all', and 'Export report' are visible.

Reviewing local content in Map Manager

Access the page review pack in RTF format

1. Access the pathway pages ready for review.
2. Select the **Page Info** icon for the pathway page that you want to review.
3. Click **Export page**. A **File Download** dialog box appears asking whether you want to open or save the file.
4. Click **Open**. The file opens in Microsoft Word or other compatible application that can read RTF files.
5. Print or save the file as necessary.

Notifying the Editor that you have reviewed the pathway

To prevent unnecessary delays in submitting the pathway for approval, you should notify the Editor when you have submitted comments through Map Manager, since the Editor is not automatically notified by the application.

Once you have submitted your comments through Map Manager, only the Editor will be able to see them.

Submit review comments for the pathway page

1. Access the pathway pages that are ready for review.
2. Review the pathway page's clinical content using the review packs in PDF or RTF format.
3. After you have thoroughly reviewed the page's clinical content, type your review comments in the text field. Your comment can be up to 500 characters long. The character count below the text box lets you know how many characters you have left in comment text field.



You cannot see the comments after you submit them, so print the page with your comments before you submit your review if you would like a permanent record of them.

4. Click **Submit review**. Your review comments are saved.
5. Click **Back** to return to the **Workflow report** page.

Practice View
 Print page

Review pathway

Pathway: PW3304 Altered mental states
 Location: Accident and Emergency / A & E medicine

[Back](#)

Details

Review Altered mental states

Review the page content and attachments below. When you've completed the review and are happy to submit the page for final approval, click "Submit review".

Page content

You can download content in PDF format to print off and review.

Altered mental states review pack - with clinical codes

Altered mental states review pack

Select your page to review

Pathway properties

Download and review the properties for the pathway.

Pathway properties review pack

Select your review pack

Pages in review

Pages which currently need review

[altered mental states](#)

Published pages

Pages which have previously been published

- [altered consciousness](#)
- [abnormal vital signs](#)
- [neurological abnormalities](#)
- [head and ENT abnormalities](#)
- [other abnormalities](#)

Add comments (optional)

If a comment is applicable to a specific node, please include the node title.

Individual comments can be up to a maximum of 500 characters. Please include 'continued' on each section of a multi-part comment.

If you wish to have a record of each comment, please print this page before selecting submit.

Following submission, your comment will become part of the review history and will be used in the editing and approval process. Reviewers do not have access to one another's comments. Your name and today's date will be added automatically to your comments.

Type your review comments

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

Submit review