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### **Overview & Gaining Access**

eObs is used on Inpatient wards at BCHC to record real time, bedside clinical observations for patients and feeds directly into Rio, the main electronic patient record system used at the Trust.

To get an eObs login, you must have a smartcard and Rio/eObs access. For further details on how to obtain this, please see the **Gaining Access to eObs** Quick Reference Guide which can be found on the Virtual Campus: <u>https://bchceducation.co.uk/course/view.php?id=562</u>

#### **First Time Access**

When you are issued with your eObs login, the **default password** will be **Password1**. You will need to change your password before you can use eObs.

## **Changing Your eObs Password**

You will need to change your eObs password before you start to use the system and every 180 days (approximately every 6 months).

The password you use must be a minimum of 8 characters long, contain at least 1 capital letter, at least 1 number and have no more than 3 consecutive character repetitions (e.g. 333).

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You will need to log into Rio to change your eObs password.

- Insert your Smartcard into the smartcard reader for the computer you are using
- Enter your smartcard passcode
- Wait for your smartcard to connect
- Double click the **Rio New** icon on the desktop
- Rio will open
- Read the information on the screen
- Click the I Agree button

I Agree



# eObs Changing Password Quick Reference Guide

**≡** MENU



#### The Inpatients Ward View screen will load.

• Click the Menu button (top left)

The Menu will open and display 3 columns.

	Inpatients 😔 🕗 BC	HC DEP Train A   SPINETEST   Logout
My Favourites	Ward View	Clients Viewed
Q Search	eObs Password Change 🛣	
Inpatient Management		

- In the left column, select Inpatient Management
- In the middle column, select eObs Password Change

The **Password Configuration** dialogue box will display.

- Enter your Current Password in the top pink (mandatory) field
- Enter your New Password in the New Password and Confirm New Password fields
- Click Save Changes

An **Information** prompt will display on the screen telling you **your password has be updated.** 



You can now **log out of Rio** and remove your smartcard.

A password may be required when smartcard authentication is unavailable or inappropriate, for example, when logging into mobile applications or when authorising actions out of session. Please configure a new password Current Password New Password Confirm New Password The Password must be at least 8 characters long The Password must be noth letters and numbers The Password case The Password cannot have more than 3 consecutive character repetitions	Password Config	guration
Current Password  New Password  Confirm New Password  The Password must be at least 8 characters long The Password must contain both letters and numbers The Password must contain both letters and numbers The Password cannot have more than 3 consecutive character repetitions	A password may be re nappropriate, for ex authorising actions or Please configure a ne	equired when smartcard authentication is unavailable or ample, when logging into mobile applications or when ut of session. w password
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