# PathWays Pointers

"Viewing Matches in Read-only"

This is a guide for anyone who has read-only access to PathWays as part of the process to manage bed vacancies.

End users who have "Read-only" access will receive notifications and alerts in PathWays if they have those role permissions as well. They will need to log in if they want to see the Alerts.

Scenario: The bed vacancy has been entered into the system and a Placement Coordinator has selected the next suitable match from the waitlist, and uploaded the individual's "package" (demographics, matching profile and uploaded files). Now the Service Provider needs to review the information on the individual.

Steps to follow:

1. Once you are logged onto PathWays, you should see that you have received an alert that there is a match to be reviewed. Alerts are found by clicking on the **bell icon** on the top right of the screen.
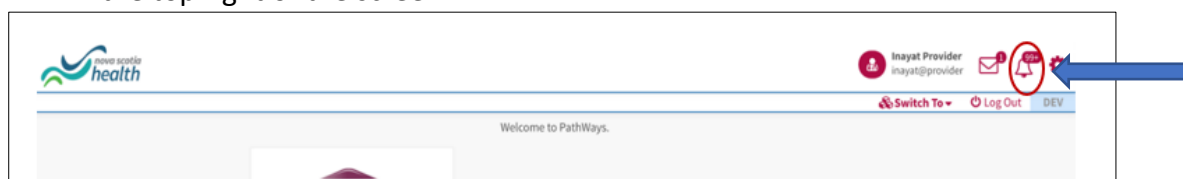
Process Alerts are generated when an action is taken in PathWays (i.e., when a resident is discharged, a match is made, a resident is admitted, etc.). These alerts are for information purposes only, they will indicate actions the Placement team has taken on the vacancy / match. Once Accepted or Refused, that alert will disappear from the list.
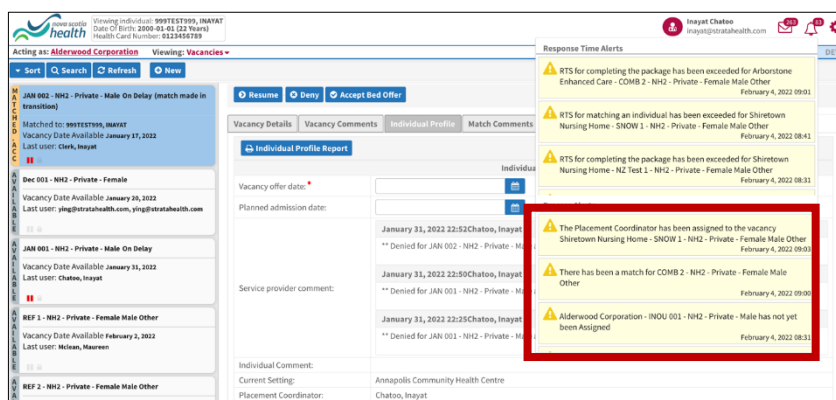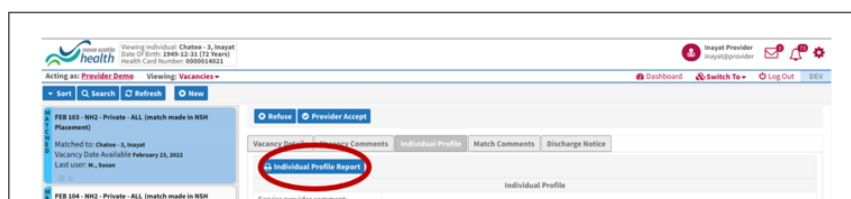

2. A matched vacancy will display on the left side of your screen with a blue **Matched** label on the tile. To view a matched vacancy, click on the tile to open the record.
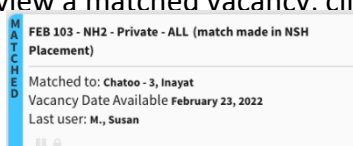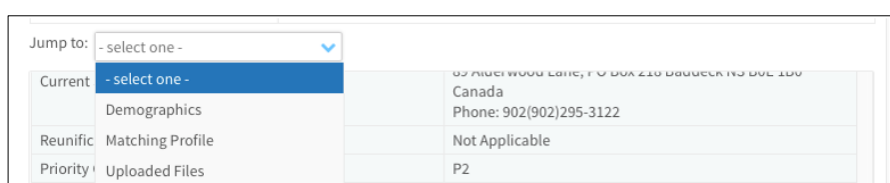
3. The record details will open on the right-hand side of the page. The record opens on the **Individual Profile** tab.

4. Scroll down the page to view the information or use the **Jump To** function to go directly to a section. Any uploaded and attached documents are located at the bottom of the form.

5. To review the information on the individual, click on the **download** ⬇ **icon**. Then follow your computer's instructions on how to open the document.

6. If the attached documents are in a PDF or Image format, you will see a second button allowing you to preview the file. The file will open in a separate window on your browser.

7. Once you have reviewed all the necessary information ***you will not be able to click on the Accept or Refuse button.***

8. Close the file, log out.

9. **Liaise with your colleagues to complete the steps to accept or refuse the individual in PathWays.**

10. When the match is accepted or refused the colour of the tile will change.
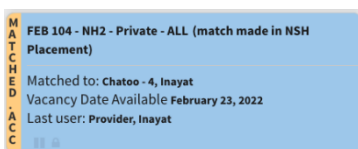
11. When the individual or SDM accepts the offer made by the Placement Coordinator the colour changes again and the Service Provider can make plans to admit the individual.