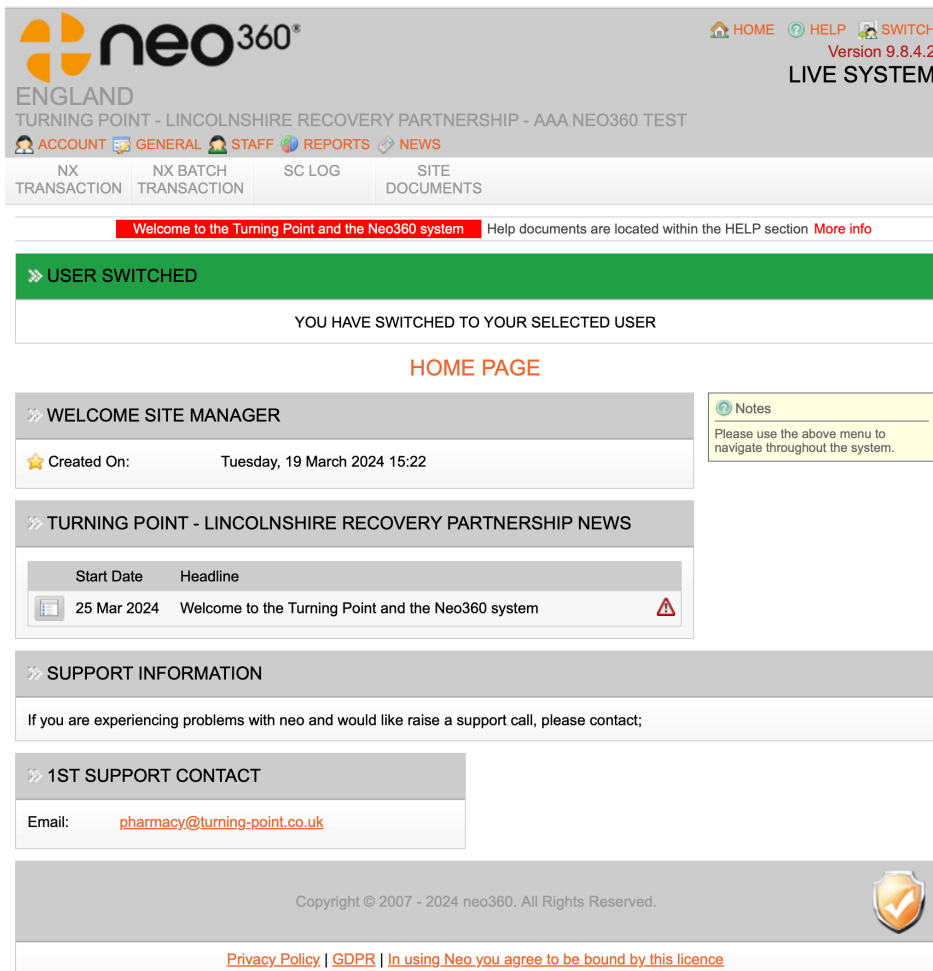


This aide memoire is specific to the function of performing a Supervised Consumption log transaction.

Access to neo

- In the url bar type in the neo web address <https://england.neo360.systems/secure>
- Save this as a favourite or as short cut on your desktop

- Enter your username:
- And Password:
- Click “Log In”



The screenshot shows the Neo360 system interface. At the top left is the 'neo360' logo and 'ENGLAND' text. To the right, there are navigation links for HOME, HELP, and SWITCH, along with the version number 'Version 9.8.4.2' and the status 'LIVE SYSTEM'. Below this is a navigation menu with options: ACCOUNT, GENERAL, STAFF, REPORTS, and NEWS. A secondary menu includes NX TRANSACTION, NX BATCH TRANSACTION, SC LOG, and SITE DOCUMENTS. A red banner reads 'Welcome to the Turning Point and the Neo360 system' with a 'More info' link. A green bar indicates 'USER SWITCHED' and 'YOU HAVE SWITCHED TO YOUR SELECTED USER'. The main content area is titled 'HOME PAGE' and contains several sections: 'WELCOME SITE MANAGER' with a 'Created On' date of Tuesday, 19 March 2024 15:22; 'TURNING POINT - LINCOLNSHIRE RECOVERY PARTNERSHIP NEWS' with a table showing a news item from 25 Mar 2024 with the headline 'Welcome to the Turning Point and the Neo360 system'; 'SUPPORT INFORMATION' with contact instructions; and '1ST SUPPORT CONTACT' with the email 'pharmacy@turning-point.co.uk'. A footer contains copyright information and a shield icon.

Start Date	Headline
25 Mar 2024	Welcome to the Turning Point and the Neo360 system

Click “SC LOG”

Click on the “SC LOG” to access the supervised consumption module.

The supervised consumption information is collected, for each client, on a calendar view sheet.

You can navigate to previous months and back again by clicking the ‘month’ navigation button.

Step One

Client Details Entry

- Enter Gender of client
- Enter Client identifier code (Initials and DOB)
Example: JK11/12/1967
- Click FIND or NEW

Step Two

Supervision Page

- Select the month for the claim
- Select the day of the supervision
- Check the box of the action for you wish to do for your client for that day. What opiate replacement was supervised.
 - Methadone
 - Buprenorphine
 - Espranor
 - Taken Home
 - Did not attend
- Continue for all days
- Click "Save" and confirm to register the supervision
- To continue for another client then click "Find Another Client"