Add Service to Allowed List in SystmOne

# In order to maintain record sharing you may need to add new Leeds Community Healthcare Trust organisations to your ‘Share in Rules’.

# Organisation settings

* Select **Setup 🞂 Users & Policy 🞂 Share In Rules…**
* Select the **Custom** option


# Creating an Allowed list

Organisations on the Allowed list are able to record the patients’ consent to share in without the need for an extra verification step

* To add an organisation type (e.g. all child health units):
	+ click the **+ Add Organisation Type** button in the **Do Not Require Verification** section
	+ tick the organisation type(s) to include and click **OK**
* To add an organisation to the list manually:
	+ Click the **+ Add Organisation** button in the **Do Not Require Verification** section
	+ Search for the required organisation**– Leeds Community Integrated Wound Management**,– ODS code H5X1S - and click **OK**

# Removing an Organisation from the Allowed list

* To remove an organisation from the list:
	+ Highlight the required organisation and click the **– Remove** button