How to Login to Hootvox

Firstly

- Identified names of staff who will be inputting patient details onto Hootvox will need their own passwords.

- **OR** the named senior managers can allocate a limited number of designated staff to input details using the email address and password of the senior managers previously sent.

- **If senior manager would prefer to allocate staff with their own password please contact Mark Sadler marksadler5@gmail.com**

How to Log In

1. Go to home page http://nhs.hootvox.com

2. Click ORANGE sign in button

3. Enter NHS email address

4. Enter password (surname and 1st letter of Christian Name)

5. You will be returned to 'Home Page'

6. Click Orange 'My Account' button - top right.

7. List will appear- Click 'Add Customer' from the list - Or Click box which says "Dashboard". Then click 'Add Customer'.

8. Filter by survey- choose the ward/service area

9. Click big orange button 'Add New Customer'

10. Select ward/service area again

11. Add patient details

12. Press 'Add Customer'

13. A message will appear- 'New Customer Saved'

14. Hootvox will generate and send survey from there

15. Click on 'Hootvox' logo to return to 'Home Page' where you can then Log out