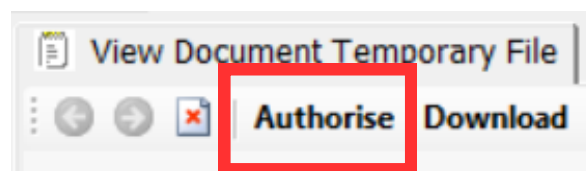


Creating an 'Authorised Snapshot' of letters in PPM1

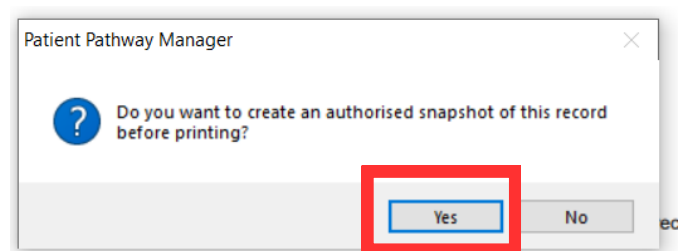
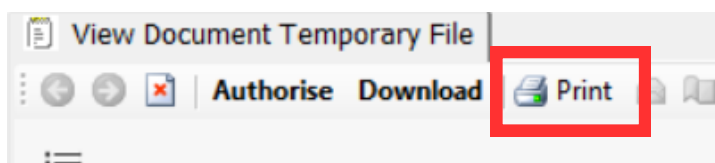
Creating an 'Authorised Snapshot' of your letters in PPM1 will create fixed finalised letters in a PDF format which will then also display in PPM+.

To create an 'Authorised Snapshot' of your letter:

- Create your Patient Letter, Clinician Letter or Annotation in PPM1.
- Once your letter has been populated click on 'Authorise'.



- You should create an 'Authorised Snapshot' if you choose to print your letter.
- Once your letter has been created and populated click on 'Print'.



If you have general or proxy authorisation but not specific authoriser rights for a letter, the Authorise button will still appear.

If you lack proxy rights for the letter's author (or creator if no author is linked), a pop-up will prompt you to set up proxy authorisation. Only proceed if you have a valid reason to—this will apply to all future letters from that author.

- If proxying succeeds: re-run the authorisation check and proceed as normal.
- If proxying fails or is declined: cancel the process or run a failed authorisation check and close it.