

# Joining a QI Project

From: help@life.seedata.co.uk  
To: Alom Forid  
Cc:  
Subject: Project invite from Life

Hi there,

You've been invited to take part in the project "Lean on RiO" being run on Life.

The project is being headed up by Forid Alom. The aim is 'Increase effective, qualitative & valid record keeping in all time. Reduce time to record keeping with 50 % within one year. Improve work environment in to Record Keeping.'

Please head over to <https://life.seedata.co.uk/projects/view?rid=100788> to check the project out.

All the best,  
Life team

For help and support, please contact ELFT QI Team

Tel: 020 7655 7279

Address: 9 Alie Street, London, E1 8DE

Web: <http://qi.elft.nhs.uk>

Email: [qi@elft.nhs.uk](mailto:qi@elft.nhs.uk)

Twitter: [twitter.com/@ELFT](https://twitter.com/@ELFT)



## Step 1:

When you are added to a project, you will get an automated email from help@life.seedata.co.uk

From: help@life.seedata.co.uk  
To: Alom Forid  
Cc:  
Subject: Project invite from Life

Hi there,

**PROJECT TITLE**

You've been invited to take part in the project "Lean on RiO" being run on Life.

**AIM**

The project is being headed up by Forid Alom. The aim is 'Increase effective, qualitative & valid record keeping in all time. Reduce time to record keeping with 50 % within one year. Improve work environment in to Record Keeping.'

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All the best,  
Life team

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Tel: 020 7655 7279  
Address: 9 Alie Street, London, E1 8DE  
Web: <http://qi.elft.nhs.uk>  
Email: [qi@elft.nhs.uk](mailto:qi@elft.nhs.uk)  
Twitter: [twitter.com/@ELFT](https://twitter.com/@ELFT)



The email will include the **title** and the **aim** of the project you have been invited to.

From: help@life.seedata.co.uk  
To: Alom Forid  
Cc:  
Subject: Project invite from Life

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The project is being headed up by Forid Alom. The aim is 'Increase effective, qualitative & valid record keeping in all time. Reduce time to record keeping with 50 % within one year. Improve work environment in to Record Keeping.'

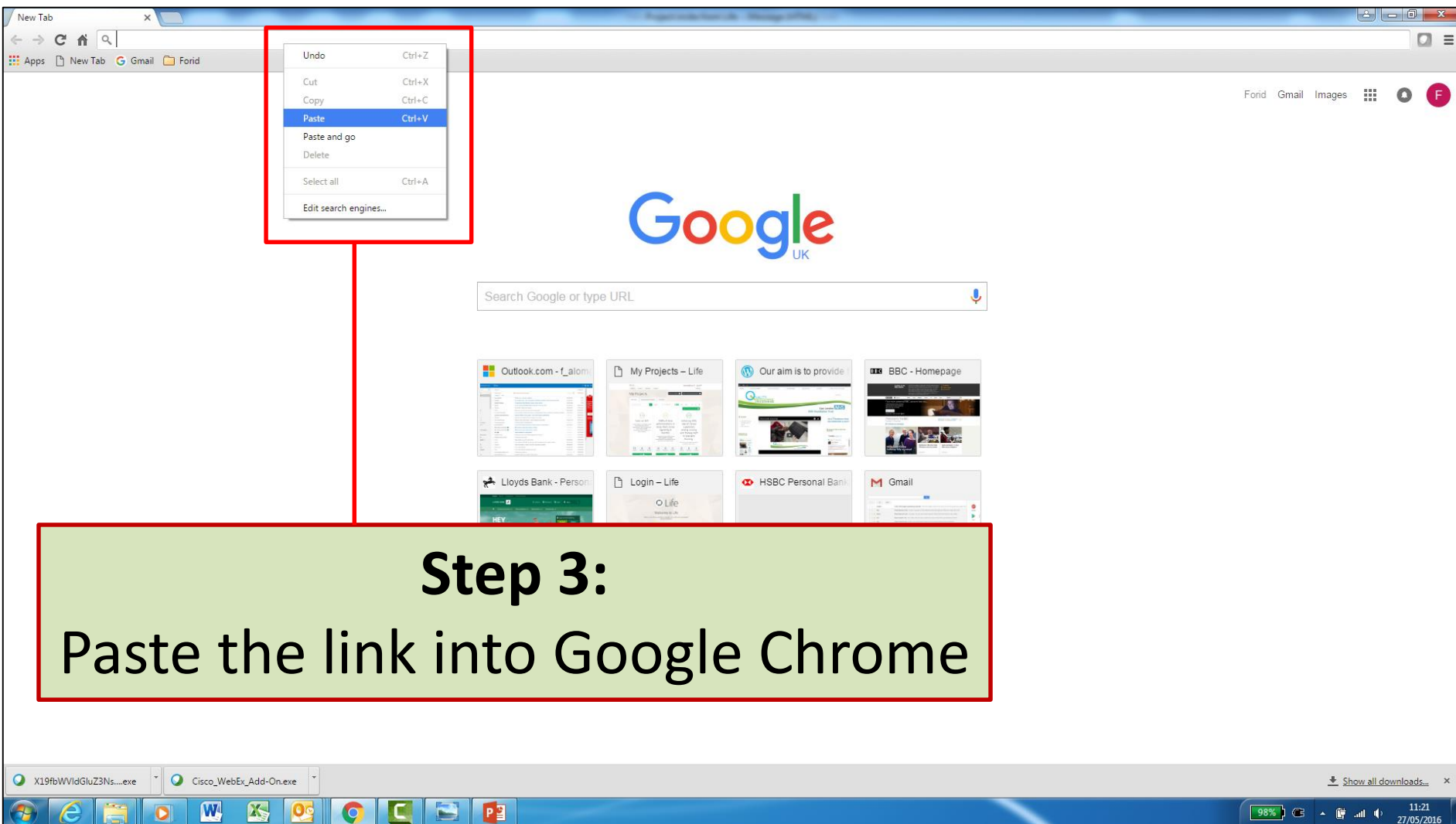
Please head over to <https://life.seedata.co.uk/projects/view?rid=100788> to check the project out.

All the best,  
Life team

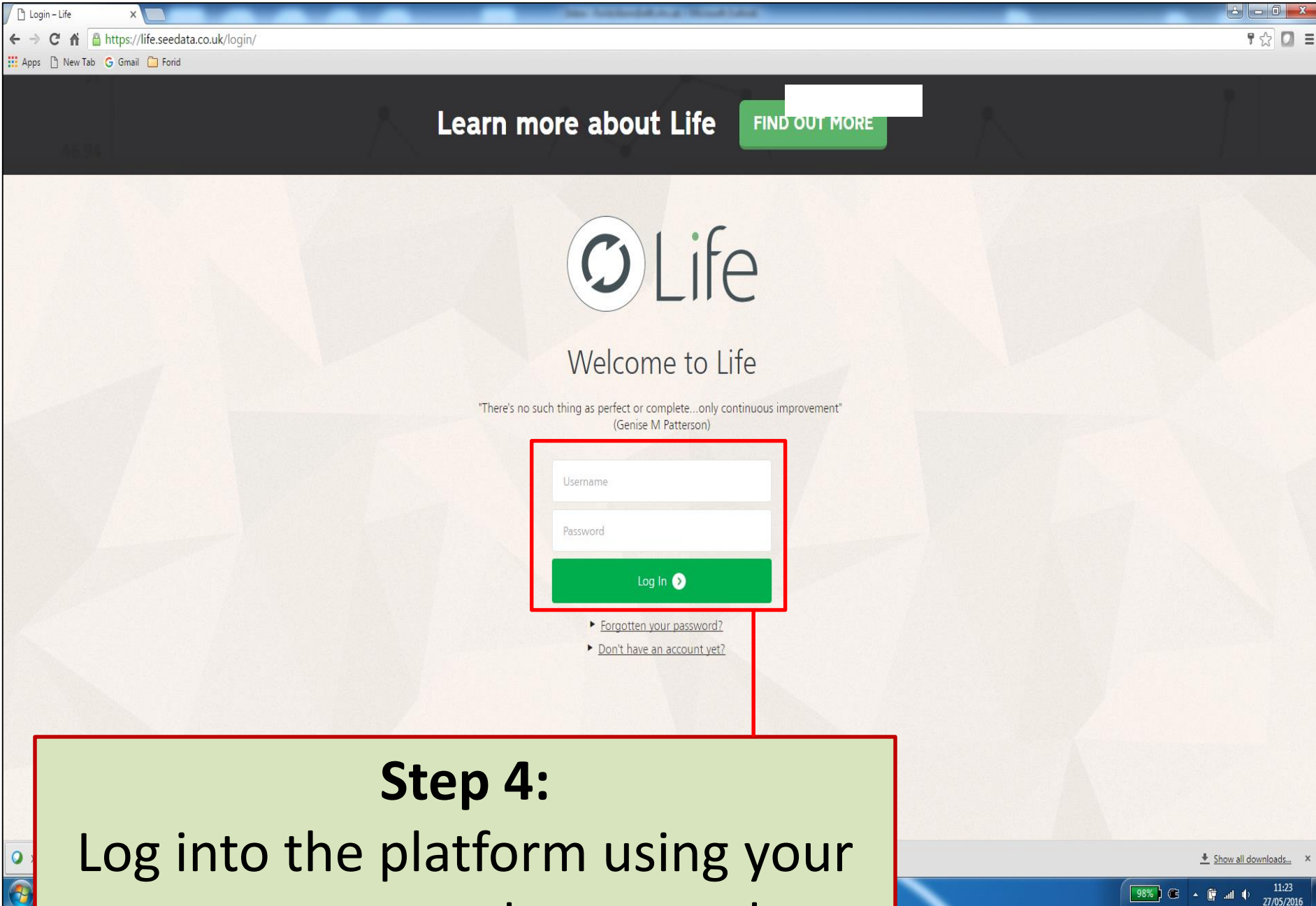
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Twitter: [twitter.com/@ELFT](https://twitter.com/@ELFT)



**Step 2:**  
Copy the link provided in the  
email



**Step 3:**  
Paste the link into Google Chrome



Learn more about Life

FIND OUT MORE



Welcome to Life

"There's no such thing as perfect or complete...only continuous improvement"  
(Genise M Patterson)

Username

Password

Log In

- ▶ [Forgotten your password?](#)
- ▶ [Don't have an account yet?](#)

**Step 4:**  
Log into the platform using your  
username and password

The screenshot shows a web browser window with the URL <https://life.seedata.co.uk/projects/view/general/?rid=100788>. The page title is "General - Life". The user is logged in as "forid.alm@alfit.nhc.rk" and has a "Log Out" button. The navigation menu includes "Projects", "Connect", "Resources", "Analytics", and "Settings". The main content area displays the project name "'Lean on RiO'" with a PDF icon. A red box highlights a notification: "You have been invited to join this project!" with "Accept" and "Decline" buttons. Below this, there are tabs for "General", "Drivers", "Measures", "Change Ideas", "PDSAs", "SPC Charts", and "Documents". The "General Information" section includes buttons for "Edit", "Close Project", and "Generate Monthly Report". The project ID is 100788. The title is "'Lean on RiO'" and the status is "Active". The aim is "Increase effective, qualitative & valid record keeping in all time. Reduce time to record keeping with 50 % within one year. Improve work environment in to Record Keeping." The location field is empty. The start and end dates are also empty.

## Step 5:

You will then be taken to the project you have been invited to. On the top of the project, you will see the option to either **“Accept”** or **“Decline”** the invitation. Please click **“Accept”** and you will be added as a team member on the project.

Any questions or queries, get  
in touch with the QI team:



**0207 655 4078**



**qi@elft.nhs.uk**

