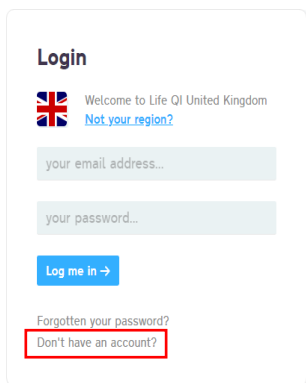# How to register on

LifeQI

Life QI

Life QI is an online project management tool for Quality Improvement projects. All of ELFT's projects are stored and managed on the platform. To access the platform, please follow the instructions below.

Registering on the platform
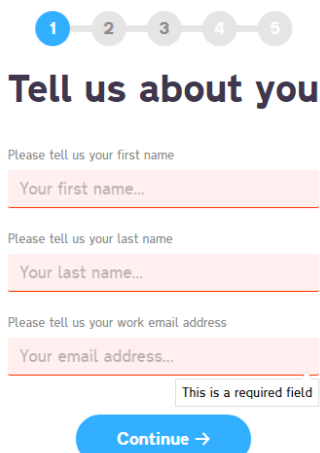
Step 1 – Go to www.uk.lifeqisystem.com

Step 2 – Click on "Don't have an account?"

Step 3 – Complete the form
Please remember to use your work email address
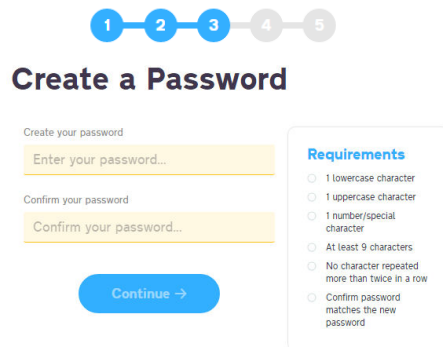
Step 4 – An email will be sent from bot@lifeqisystem.com with a confirmation code to verify your email address. You can either enter the code into the next stage of the registration form or click on the link in the email.
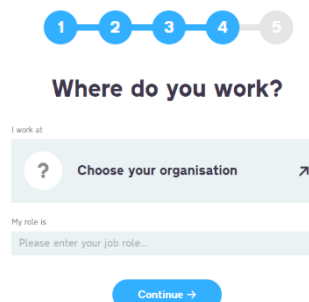
Step 5 – Set yourself a password
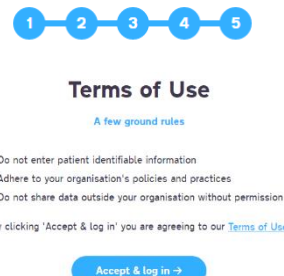
Step 6 – Enter where you work and your job title.
*Please remember to select "**East London NHS Foundation Trust**"*

**Step 7** – Read the terms of use and verify that you accept them.

Step 8 – You will now be able to log into the platform. Your registration form will be sent to the ELFT administrators to approve. Once approved, you will be able to access all of the ELFT projects on the platform.

For instructions on how to find specific projects, please turn over.

Finding ELFT projects

Once ELFT administrators have approved your account, you will be able to access all the ELFT projects on the platform. To search for projects, follow the instructions below.

Step 1 – Log into the platform and then click on "Projects" from the menu on the left. Here is where you can access all the projects on the platform.
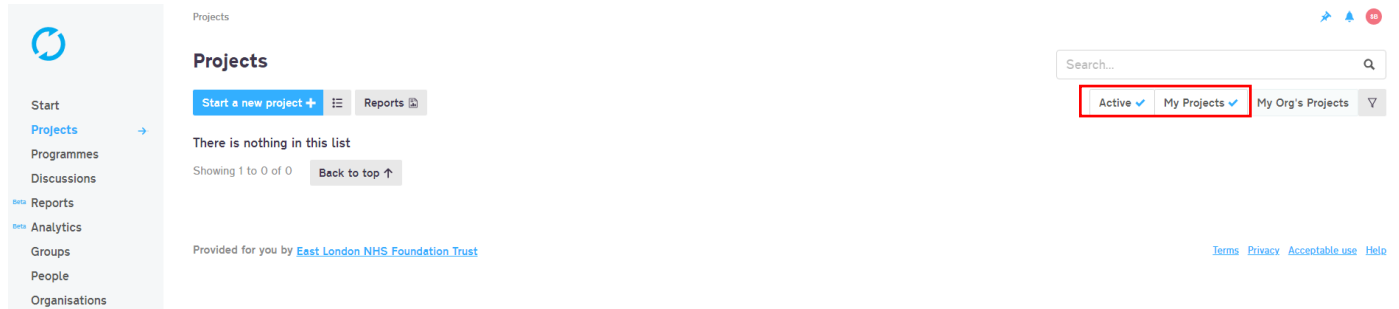

The page will automatically default to showing you all the active projects you're linked to. If you are not part of any projects, nothing will appear here. You can use the filter options on the right to search for specific projects.

Step 2 – Click on the "My Projects" filter to get rid of it. Then click on the "My Org's Projects" to view all the projects that are taking place in ELFT.
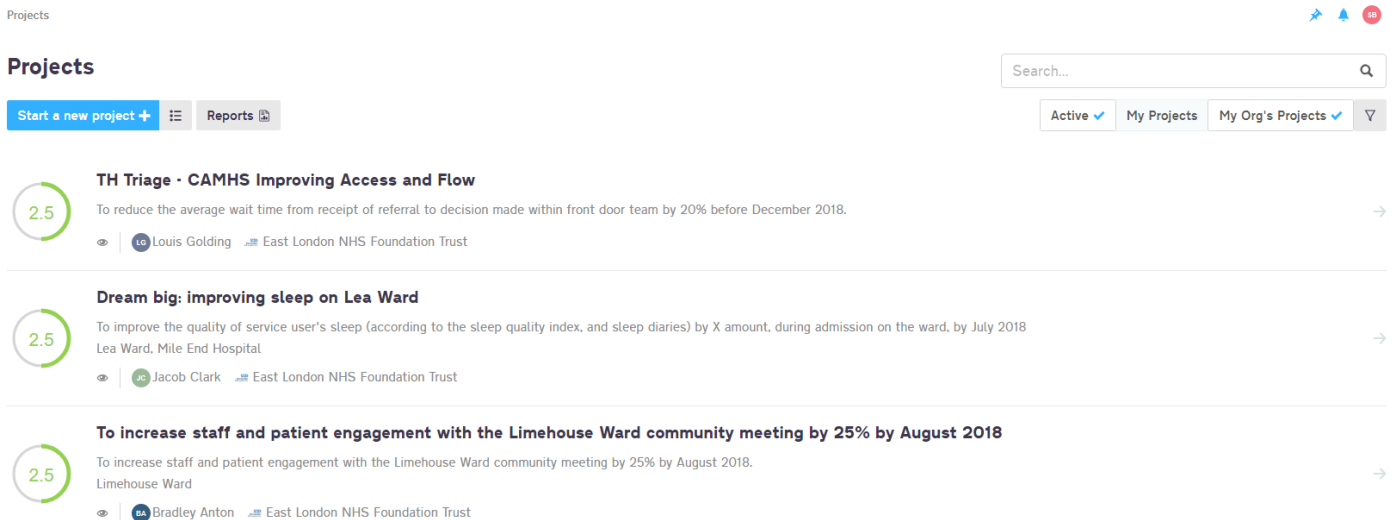
Step 3 – You can now use the search bar to filter out specific projects.
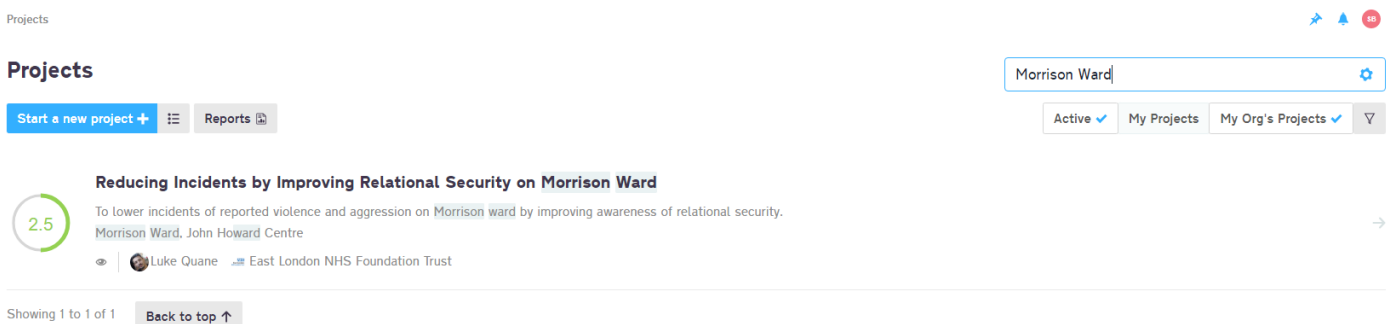
If you need further assistance, please do not hesitate to get in touch with the QI team at elft.qi@nhs.net