

Orchid Live Employee Dashboard User Guide

The Orchid Live **Employee Dashboard** contains documents and reports which have been shared with an employee following an Occupational Health referral or assessment.

If you are a Line Manager or Referrer, please go to the [Orchid Live Referral Dashboard User Guide](#) for information on making a referral, accessing documents for your employees' referrals, and moving between the referral and employee dashboards.

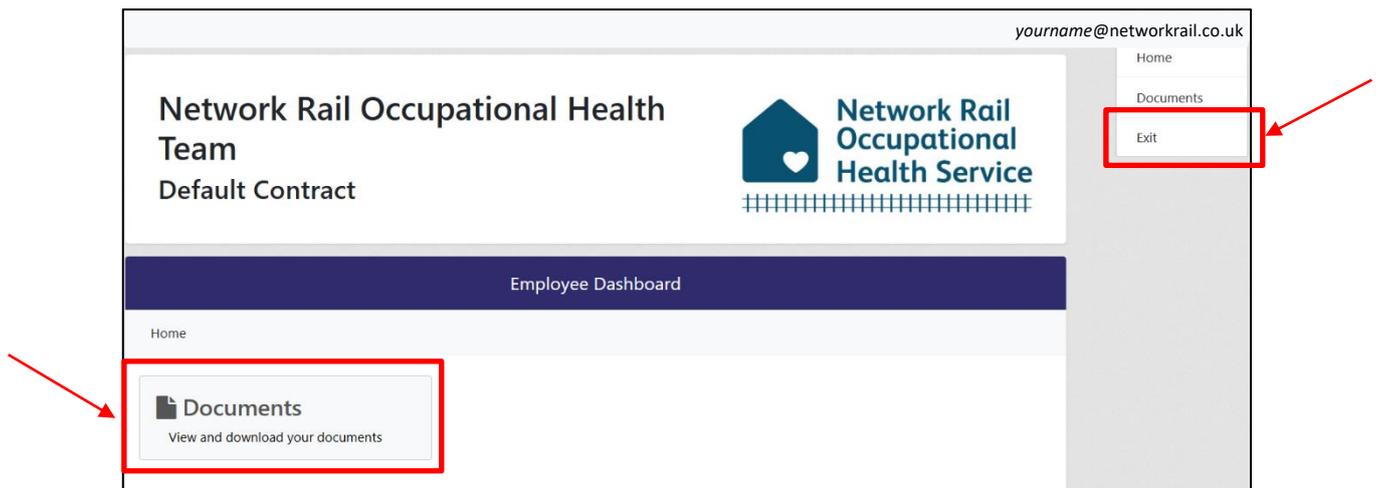
Before accessing the **Employee Dashboard**, make sure you're in a private space so confidential information cannot be seen by others. Remember to always lock your device if you step away.

How to view your Documents:

Once a document has been uploaded to Orchid Live and made available for you to view, you will receive an email notification from the Occupational Health Service with an access link that will take you directly to your **Employee Dashboard** homepage. Please note, this email is sent from **notification@orchidlive.com**.

Select '**Documents**' to view your documents.

If you wish to exit, select your name (email address) in the top right corner of the window, a dropdown menu will appear. Select '**Exit**'.



To access Orchid Live's **Employee Dashboard** at any time, please select the following link:
<https://networkrail.orchidlive.com/orchid/dashboard/default/sso>

If you log out of the dashboard, simply click on the ‘**Login using Network Rail account**’ button to re-enter. Your Network Rail identity will automatically give you access to the Orchid Live dashboard.



Network Rail Dashboard

CONFIDENTIAL MEDICAL DATA

E-mail or username

Password

Login ↗

Login using Network Rail account ↗

[I've forgotten my login details](#) | Looking for the [clinician login?](#)

**If you need to contact the Occupational Health team for guidance please call:
0800 3160066.**