

Download instructions for Forth Valley EScro Vision guideline templates

Download the guidelines from the Escro website:
http://www.escro.co.uk/Trusts/ForthValley/gdln_templates.htm

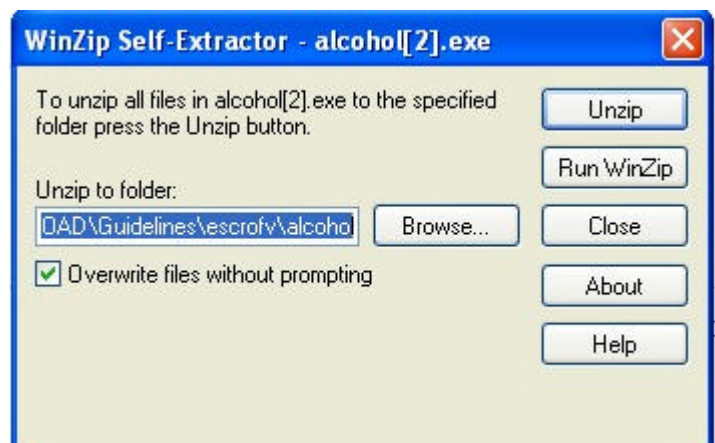
1. Highlight the required guideline
2. Select Run.



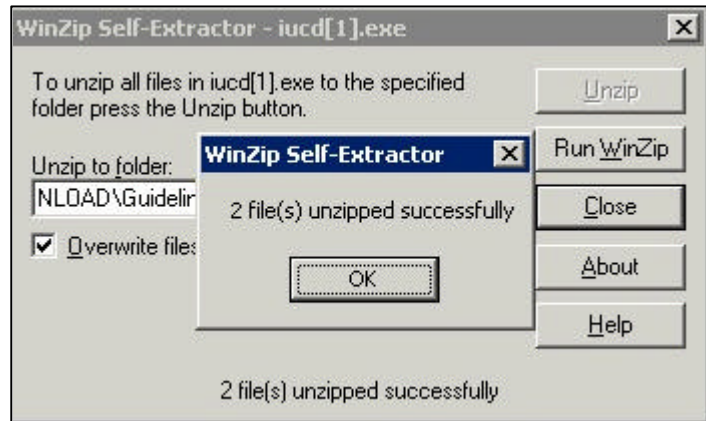
3. Click on Run again.



4. Select the required Guideline (e.g. alcohol).
5. Click on **Unzip** (The set up routine will install these to...
O:\DOWNLOAD\Guidelines\escrofv).



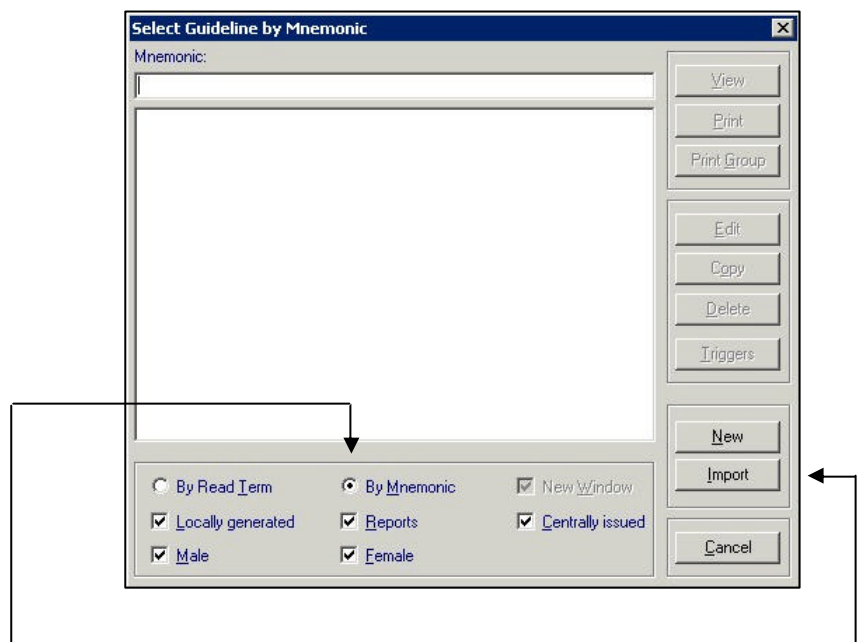
6. If the files have been unzipped successfully, you will see the following pop up:



7. Click ok > Close.

Importing the files into Vision

- 1) Open vision and click on **Consultation Manager**.
- 2) From the main menu, select **Guidelines** and then Select Guideline from the dropdown menu.
- 3) A new screen will pop up. Check that the radio button **By Mnemonic** has been selected.



- 4) Click on import.
- 5) Select **O:\DOWNLOAD\Guidelines\escrofv**.
- 6) Double click on the required folder to open (e.g.iucd).
- 7) Click on the file and select open (e.g. @ESF_IUD.txt).
- 8) Click on **Import** - this will now import the guideline into vision.
- 9) Close the new guideline screen.

In order that everyone in the practice has access to any newly imported or created local guidelines, place it in the Local Guideline index so it can be selected within Patient Records tab.

Local Guideline

8. Display the **Select Guideline by Mnemonic** screen from **Guidelines > select guideline**.
9. Type **U_INDEX** in the Mnemonic window and press Enter. This should list the U_INDEX:
Local Guideline Index (this may vary depending on your set up)
10. Highlight this and click on **View**
11. Click on Design mode (blue protractor icon) which displays a floating toolbar.
12. Click where you want to insert the guideline.
13. From the floating toolbar, click on the **open book** (beside the blue figure on the floating toolbar).
14. Select the radio button **By Mnemonic**.
15. Type **@ESF** and press Enter (this will display the ES guidelines).
16. Select the required guideline and click ok.
17. This should now place the guideline in the Local Guideline Index.

If you require further help or information (Escro Enhanced Service guidelines only),
please call the Help Desk **Tel: 01463 667315**

Mnemonics:

Type @ESF then press Enter and a list of Escro guidelines will show in the window

Sub Documents

Type MI_ then press Enter and a list of Escro sub documents for Minor Injury will show in the window

