



How to amend an Escro guideline – grey button (electronic screen)

1. From the main menu > Consultation Manager> Guideline >Select Guideline
2. In the Mnemonic type @ESL >press Return
3. Highlight the guideline you want to open > View
4. Click on the ' Maintenance' icon (blue protractor icon). This will take the guideline into maintenance mode.
5. Double click on the first grey button at the top of the guideline
6. From the pop up box, click on Browse
7. Click on the dropdown at the top: Look in....and go to..

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PROGRAM

Escro

8. Locate the required file (e.g. hi_diabetes.exe)
9. Highlight > Open
10. The Command line should now say O:\PROGRAM\Escro\hi_diabetes.exe
11. Select ok
12. Save > Click **off** the blue protractor icon and test the button works.

Note: It may take a few moments for the screen to open up, so please be patient!

Say ok to any pop ups

Repeat for all other guidelines

O:\PROGRAM\Escro\file name of guideline e.g. hi_diabetes.exe