

Download instructions for Vision (Escro) guideline templates

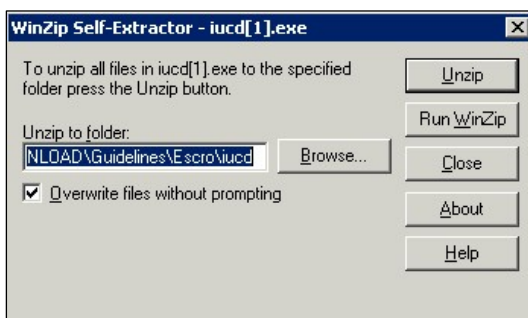
1. Download guidelines from the Escro website: <http://www.escro.co.uk> . To do this...
2. Click on your area of the map.
3. From the menu buttons along the top, select 'Guideline templates'
4. Click on the required guideline from the list on the left hand side and select 'Run'>Run>Unzip
5. NOTE: If you see the following image after inserting you practice No...



6. Right click and select 'Download File'
7. Select Run.



8. Click on Run again.



9. Select the required Guideline (e.g. iucd).
10. Click on Unzip (The set up routine will install these to... O:\DOWNLOAD\Guidelines\escrov2).

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



12. Click ok > Close.

13. The files have now been unzipped to the appropriate folder in O \ Download \ Guidelines \ escrov2

IMPORTANT! Please rename or delete any existing escro guidelines or sub documents from vision before downloading and importing new/updated guidelines from the escro website.

To do this....

From Vision > Consultation Manager....From the Main Menu... Guideline > Select Guideline. In the Mnemonic field type in @ES_ and press return (Enter) on your keyboard. This will bring up a list of your current Escro guidelines. To rename a guideline select it from the list and click on edit. In the Guidelines Description field, type OLD at the end of the description. Click ok.

You are now ready to import the new guideline!

Step 2

Importing the files into Vision

- 1 From the main menu, select Guideline and then 'Select Guideline' from the dropdown menu.
- 2 A new screen will pop up. Check that the radio button 'By Mnemonic' has been selected.
3. Click on import.
4. Click on the drop down and go to O :-> DOWNLOAD>Guidelines>escrov2.
5. Double click on the required folder to open (e.g. iucd).
6. Click on the file and select open (e.g. @ES_IUD.txt).
- 7 Click on Import - this now imports the guideline into vision.
- 8 Save >Close the new guideline screen.



Step 3

So 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 Index – (this may vary depending on your set up).

1. Display the Select Guideline by Mnemonic screen from Guidelines > select guideline.
2. Type U_INDEX in the Mnemonic window and press Enter. This should list the U_INDEX:
3. Local Guideline Index
4. Highlight this and click on View
5. Click on Design mode (blue protractor icon) which displays a floating toolbar. This will take you into 'Edit' mode, you should see a list of EScro guidelines.
6. Click where you want to insert the guideline.
7. From the floating toolbar, click on the open book (beside the blue figure on the floating toolbar).
8. Select the radio button By Mnemonic.
9. Type @ES and press Enter (this will display the ES guidelines).
10. Select the required guideline and click ok.
11. This should now place the guideline in the Local Guideline Index.
12. If there are any UNKNOWN GUIDELINE, these are guidelines which have been renamed or deleted. Right click > Delete on the text to delete them from your local guideline index.

If you require further help or information please call the Help Desk Tel: 01463 667315

Mnemonics:

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

For an updated list:

http://www.escro.co.uk/Trusts/Highland/vision/hi_vi_mnemonics.pdf

Escro Sub Documents (these are imbedded into a guideline) – these should also be deleted before importing any new ones