

## INSTRUCTIONS FOR IMPORTING VISION GUIDELINES

### Create a new folder

Create a folder in **O:\download\guidelines** named **UTI (this should reflect the name of the guideline you are downloading)**

1. Open **My Computer** from your desktop.
2. Open the **O** drive
3. Open **download**
4. Open **guidelines**
5. From the **File** menu select **New, Folder**.  
A new folder is displayed with a default name
6. Type a name for the new folder e.g. **UTI**, and then press **Enter**.

### Downloading files

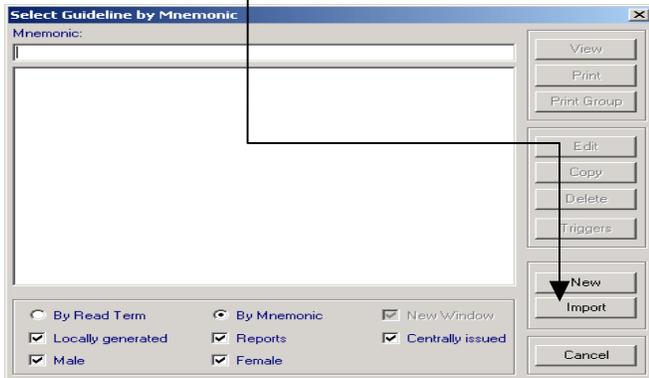
The guideline consists of two files **UTI.txt** and **UTI.htm**. These should be in a zipped file on staffnet/web page.

7. Navigate from Staffnet Home – Our Websites/Pharmacy/Medicines Governance. Below 'Prescribing Documents' click on VISION-TADF.
8. Right click on the file and choose **save target as**, change the **save in** location to **Desktop**, take a note of name being saved, click **save** button.
9. Now look for file on your desktop, double click to open (N.B this will only work if you have winzip or your machine is currently XP, if you are unable to open the zipped file please ask your Practice Manager/IT Administrator if you can download it onto GPC or another machine with XP in the practice)
10. For the guideline to function properly all files should be extracted to the folder on the O: drive named **O:\download\guidelines\UTI**.

Go to file menu, click on extract follow instructions and when prompted use browse button to change location to **O:\download\guidelines\UTI**. Follow instructions to finish.

## Importing the Guideline into Vision

11. Open **Consultation Manager**
12. Select **Guidelines** from the menu bar.
13. Click on **Select Guideline** from Drop Down Menu.
14. This will open the Select Guideline by Mnemonic window.
15. Click on **Import**



16. Using the **Look in:** box find the **O:\download\guidelines\UTI**
17. If you have saved the files correctly you will see a file named **UTI**
18. Select the file **UTI** then click **Open**
19. Click **Import** on the next screen
20. The Guideline will Import and will open a new window
21. Close the guideline by clicking on the  icon on the second toolbar

## Attach the guideline to local index

1. From **Consultation Manager** click on Local Index Icon   
The Local Guideline Index will load.
2. Click on the **Maintain** icon .
3. Scroll down to the bottom entry on screen and select it by clicking once.

The last entry will now have a faint line around it.

NB You do not have to add to end of the list, you could add anyplace within the guideline for example in alphabetical order etc.

4. Click **Guideline** icon  from the floating toolbar at RHS.
5. Type in guideline name **UTI**, press **Enter**.

6. Click on **OK** button

You should be returned to the maintain guideline window and your guideline should now appear at the bottom of the list.

7. Click on Maintain icon  to close and save the changes.

Your guideline is now in the Local Index and is available to all users on the system.

You may also wish to add your guideline to a specific tab in Consultation Manager. If you wish to do this please follow instructions below?

### **Add UTI Guideline to a Tab**

1. **Open consultation manager and bring up a patient.**
2. **Right click on one of the tabs e.g. Journal and choose “organise tabs”.**
3. **Click on add. Select Guideline View, click ok, and then click ok again.**
4. **Right click on guideline tabs, choose “view options”.**
5. **In tab label call it UTI**
6. **Select Show Specific Guideline Initially and browse.**
7. **Type UTI in where it asks for Mnemonic and enter.**
8. **Select ok until returns you to consultation screen.**

**Your UTI guideline is now attached to a specific tab. (N.B. as this is user specific this would need to be done for each user who would like it attached to a tab.)**

If you are having problems downloading this guideline please contact your GMS facilitator.