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The development of the Toolkit and its delivery is sponsored by GlaxoSmithKline.
GlaxoSmithKline was involved in scoping for the Toolkit and has reviewed the Toolkit for compliance with the ABPI Code.



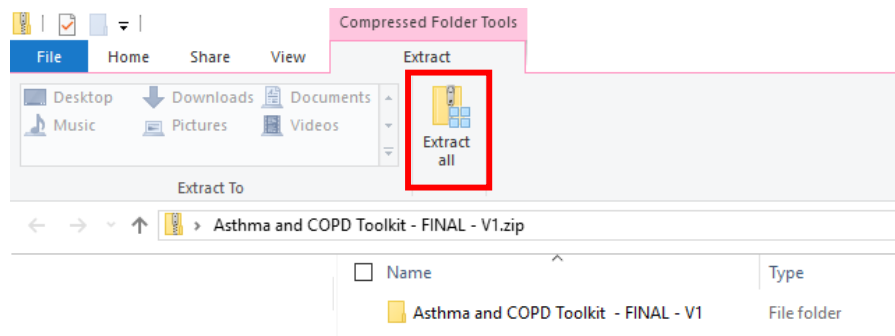
Asthma & COPD Toolkit

Installation Guide

Import Process

Save & Extract ZIP folder

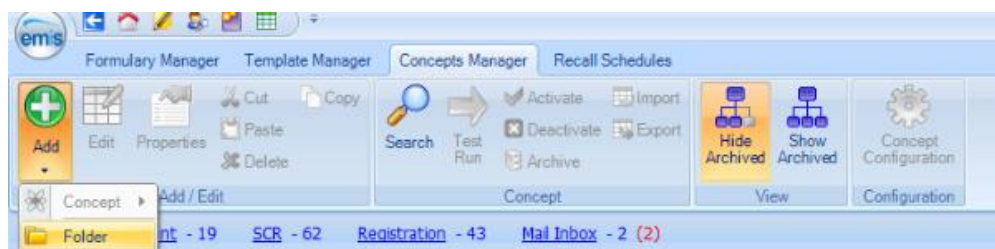
1. Save the ZIP folder named Asthma and COPD Toolkit either on your desktop or documents
2. Navigate to the ZIP folder
3. Click Extract
4. Select Extract All



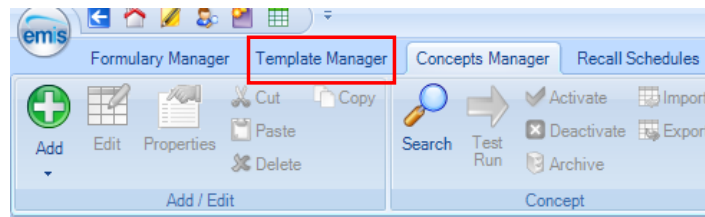
5. Click Extract
6. A new folder will have been created and displayed
7. Close folder

Importing Protocol Alerts into EMIS Web

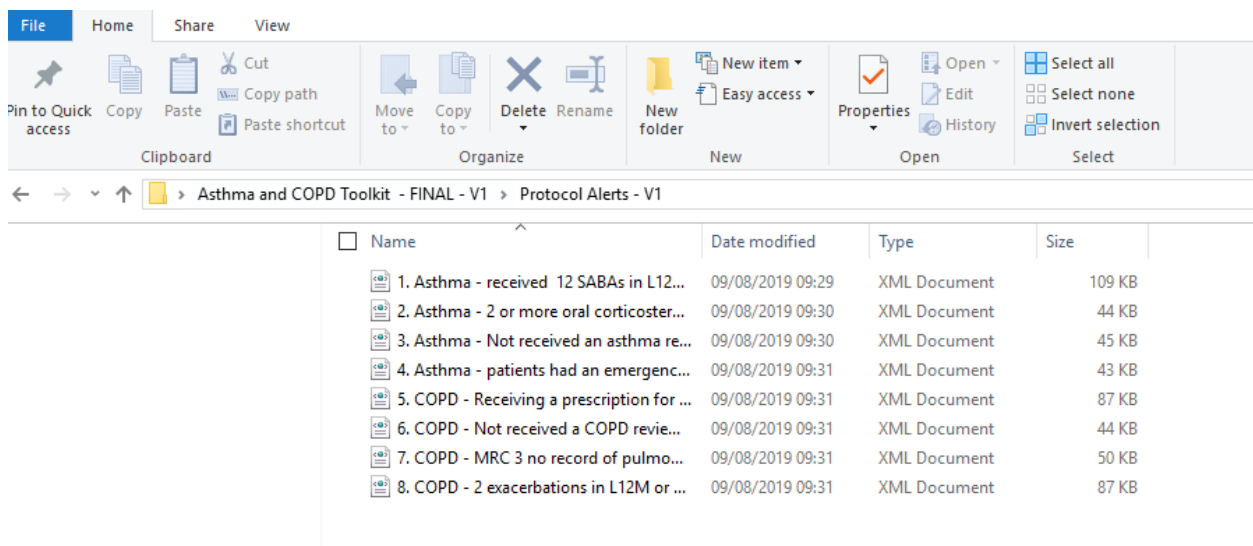
1. Login to EMIS Web
2. Click EMIS Ball
3. Hover above configuration
4. Select Concepts Manager
5. Click Add
6. Select Folder



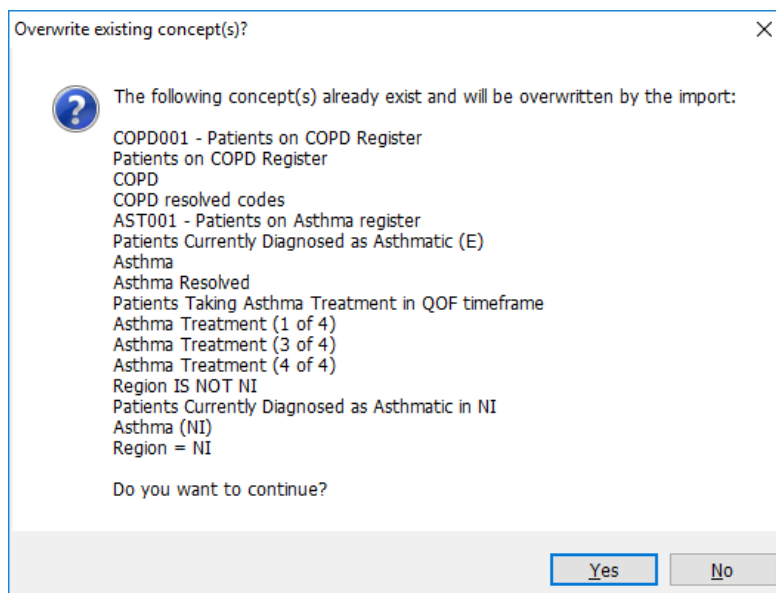
7. Name the folder Asthma and COPD Toolkit
8. Click Ok
9. Click Template Manager



10. Click Add
11. Select Folder
12. Name the folder Asthma and COPD Toolkit
13. Click Import
14. Navigate to the location you saved the extracted folder and select Protocol Alerts
15. Select the first file
16. Click Open

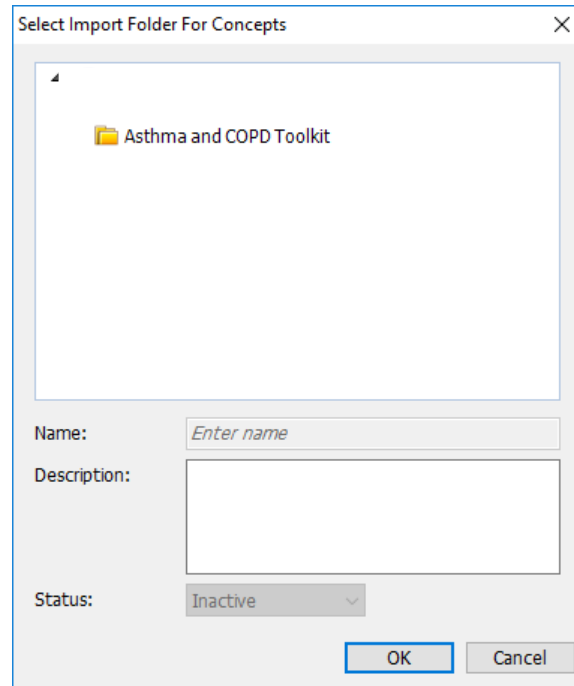


17. You may receive the following message:



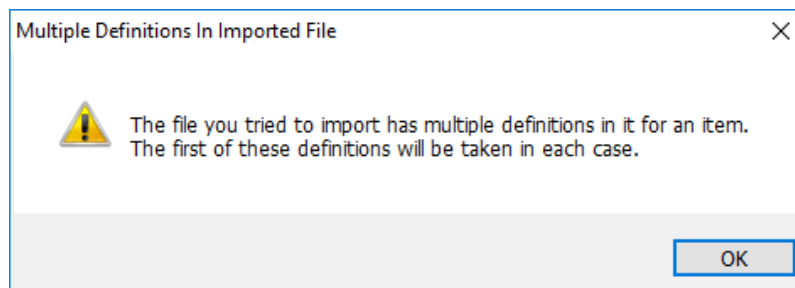
18. Click Yes

19. A prompt will appear asking where you wish to save the concepts, select the folder you created in step 7



20. Click Ok

21. The following message will appear:

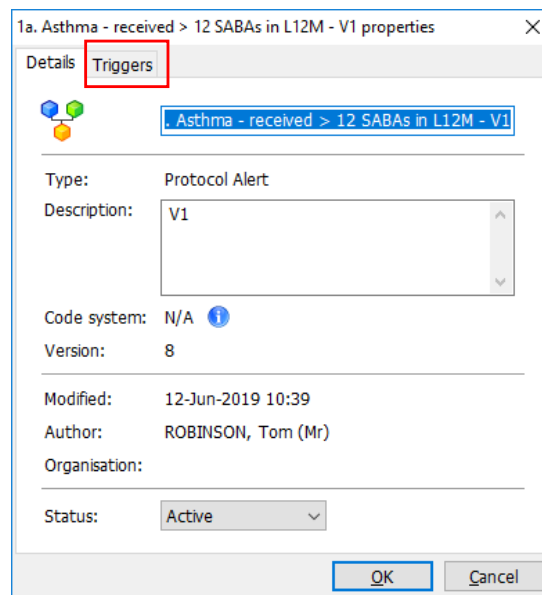


22. Click Ok

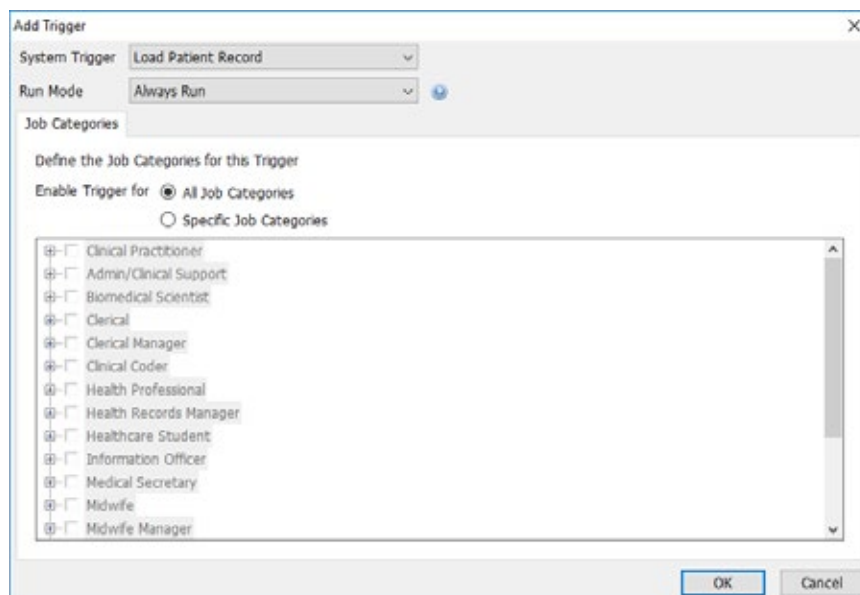
23. Repeat steps 13 - 21 until all resources are imported

Adding Triggers

1. Right click the protocol 1
2. Select Properties
3. Select Triggers



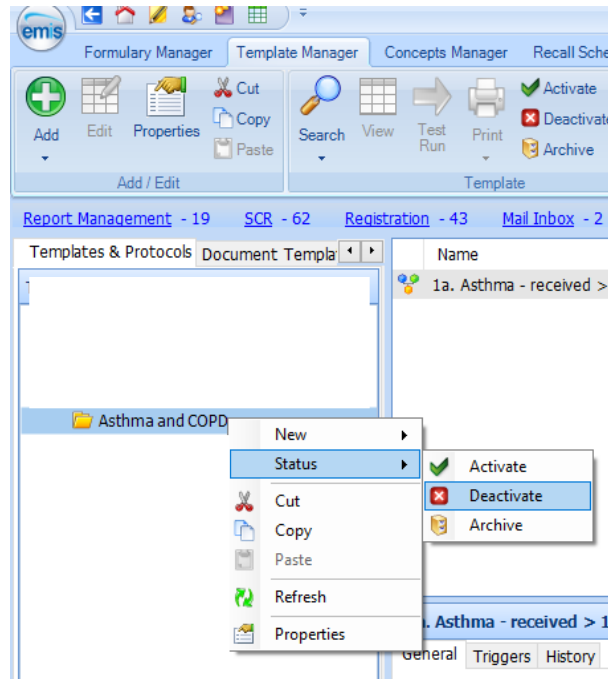
4. Click Add
5. Select System Trigger as Load Patient Record
6. Select Run Mode as Always Run



7. Click Ok
8. Click Add
9. Select System Trigger as Update Patient Record
10. Select Run Mode as Always Run
11. Click Ok
12. Click Ok
13. Repeat these steps for all other protocols

Uninstalling Toolkit

1. Click EMIS Ball
2. Hover above configuration
3. Select Template Manager
4. Right click the Asthma and COPD Toolkit folder
5. Hover above status



6. Select Deactivate
7. Click Yes
8. Right click the Asthma and COPD Toolkit folder
9. Hover above status
10. Select Archive
11. Click Yes



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Developed in partnership between the Midlands Practice Pharmacy Network and Prescribing Decision Support Ltd at the Centre for Medicines Optimisation, Keele University.

Both parties reserve the right to update and change the Asthma and COPD Audit and Review Toolkit at any time in order to address changes in clinical guidance and best practice, improve functionality and reflect changing user and business needs. Both parties also reserve the right to withdraw the Toolkit if and when its content is out of date and no longer consistent with clinical guidance.

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July 2020

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