



How to upload and add the Treating your patient protocol to your SystemOne computer clinical system toolbar.

1. The TARGET Treating Your Infections Leaflets are only available to organisations enabled for Integrated Word functionality.
2. The integration can be configured through Setup> Users & Policy> Organisation Preferences> Word).
3. There are two versions of the leaflet that can be printed:
 - a. The self-care only version
 - b. The self-care and back-up antibiotics version. The back-up/ delayed antibiotic version has been adapted by TPP to take into account that if a back-up antibiotic script is issued, the patient is not asked to return to the GP to collect it.
4. The Protocol will automatically add the appropriate Read code to the record which will help to audit the usage of the leaflets.
5. A copy of the leaflet will also be saved to the patient's record along with a short textual note. This note assumes that the clinician has explained the purpose of the leaflet to the patient to ensure that they have understood the advice it gives.
6. System Administrators can follow the below steps to add the Treating Your Infection Protocol to the organisations default Toolbar:
 - i. Navigate to Setup> Users & Policy> Organisation Preferences
 - ii. Select the Toolbars section
 - iii. Select the default Toolbar and click Amend Toolbar
 - iv. Select a Toolbar to amend and click Amend Button Set
 - v. Search for "protocol" and select the option 'Specific protocol...'
 - vi. Select the Treating Your Infection Protocol and click Ok.
7. To add the Treating Your Infection Protocol to your user configured Toolbar follow the below steps:
 - i. Navigate to User> Users Preferences> Navigation
 - ii. Select the Toolbars section
 - iii. Select your default Toolbar and click Amend Toolbar
 - iv. Select a Toolbar to amend and click Amend Button Set
 - v. Search for "protocol" and select the option 'Specific protocol...'
 - vi. Select the Treating Your Infection Protocol and click Ok.