Download instructions for Vision (Escro) guideline templates

To download guidelines from the Escro website: http://www.escro.co.uk

1. Go to http://www.escro.co.uk
2. Click on the Highland 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
5. Run'>Run>Unzip.
6. The set up routine will download these to... O:\DOWNLOAD\Guidelines\escrov2.
7. Click ok > Close.
8. Do the same with all other guidelines required

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.

From Vision > Consultation Manager....From the Main Menu... Guidelines > Select Guideline. In the Mnemonic field type in @ES and press return (Enter) on your keyboard. This will bring up a list of the 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 into Vision!

Step 2 - Importing the files into Vision

1 From the menu in Vision Consultation, > Guidelines > Select Guideline.

2 A new screen will pop up. Check that the radio button 'By Mnemonic' has been selected.

3. Click on import and go to O:\DOWNLOAD\Guidelines\escrov2.

5. Double click on the required folder to open (e.g. diabetes)

6. Click on the .txt file and select open.

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.

Click on the brown book with the yellow L (Local Guideline Index)

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.

Click where you want to insert the guideline.

From the floating toolbar, click on the open book (beside the blue figure on the floating toolbar).

Select the radio button By Mnemonic.

Type @ES and press Enter (this will display the ES guidelines).

Select the required guideline and click ok.

This should now place the guideline in the Local Guideline Index.

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 255922