# Importing the BP Quality Improvement Dashboard for TPP SystmOne

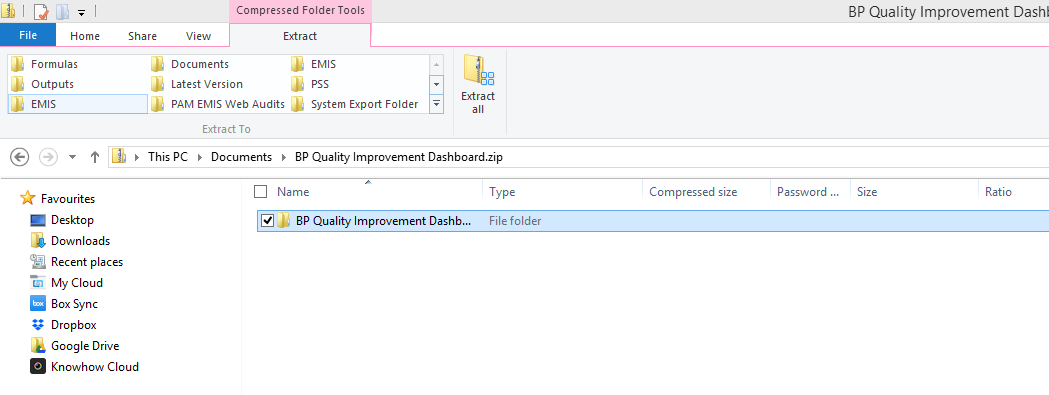
The dashboard comprises of reports to export the data required and a spreadsheet that provides the analysis and worklists identified for your patients. To use the dashboard you will need to have:

The zip file will extract files and folders required for the dashboard to run. It is recommended that you extract the files contained within the zip file to your shared drive.

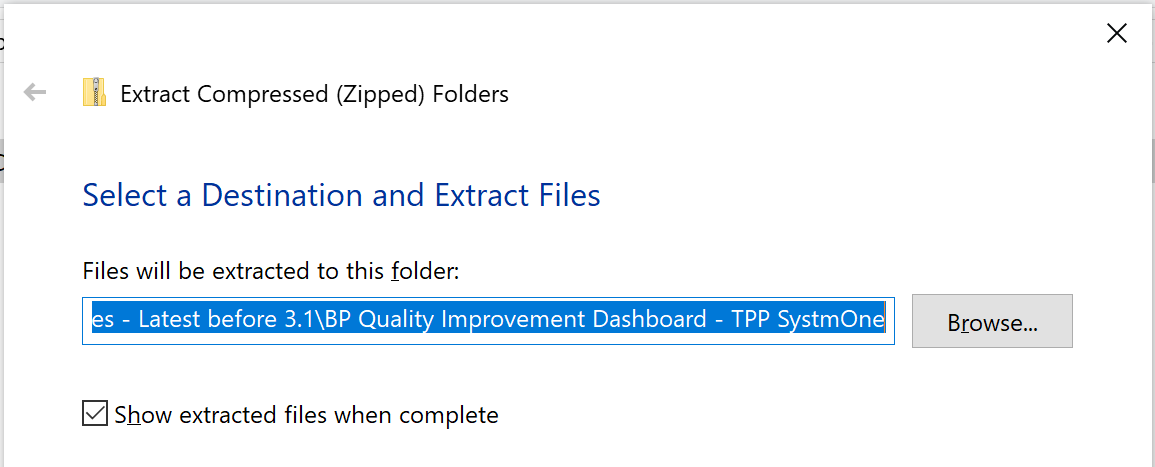
## Extract the files from the ZIP file

The dashboard and reports have been provided as a zip file which should be extracted to a secure folder on your shared drive. The zip file ‘**BP Quality Improvement Dashboard - TPP SystmOne.zip**’ will default to creating a folder called ‘**BP Quality Improvement Dashboard - TPP SystmOne**’ on the drive selected

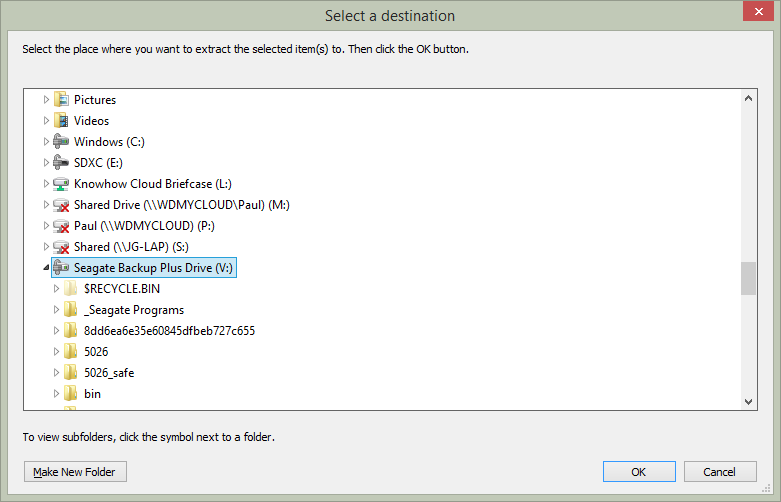
* **Open the received ZIP file** by double clicking



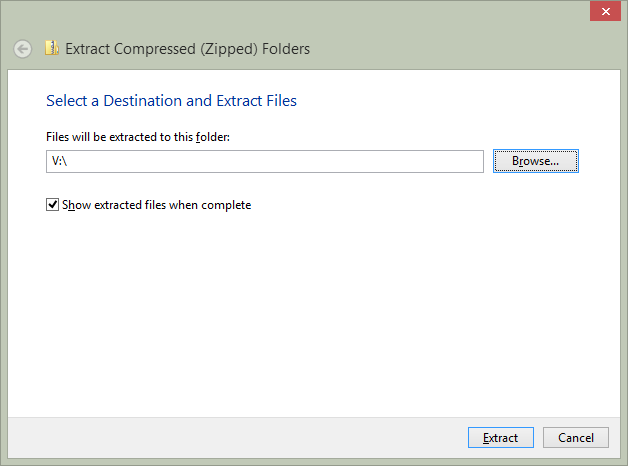
* Click **Extract all files**



* Click **Browse**



* **Browse to the shared drive (or create new folder in another location) to save** **the report file to** and click **OK**

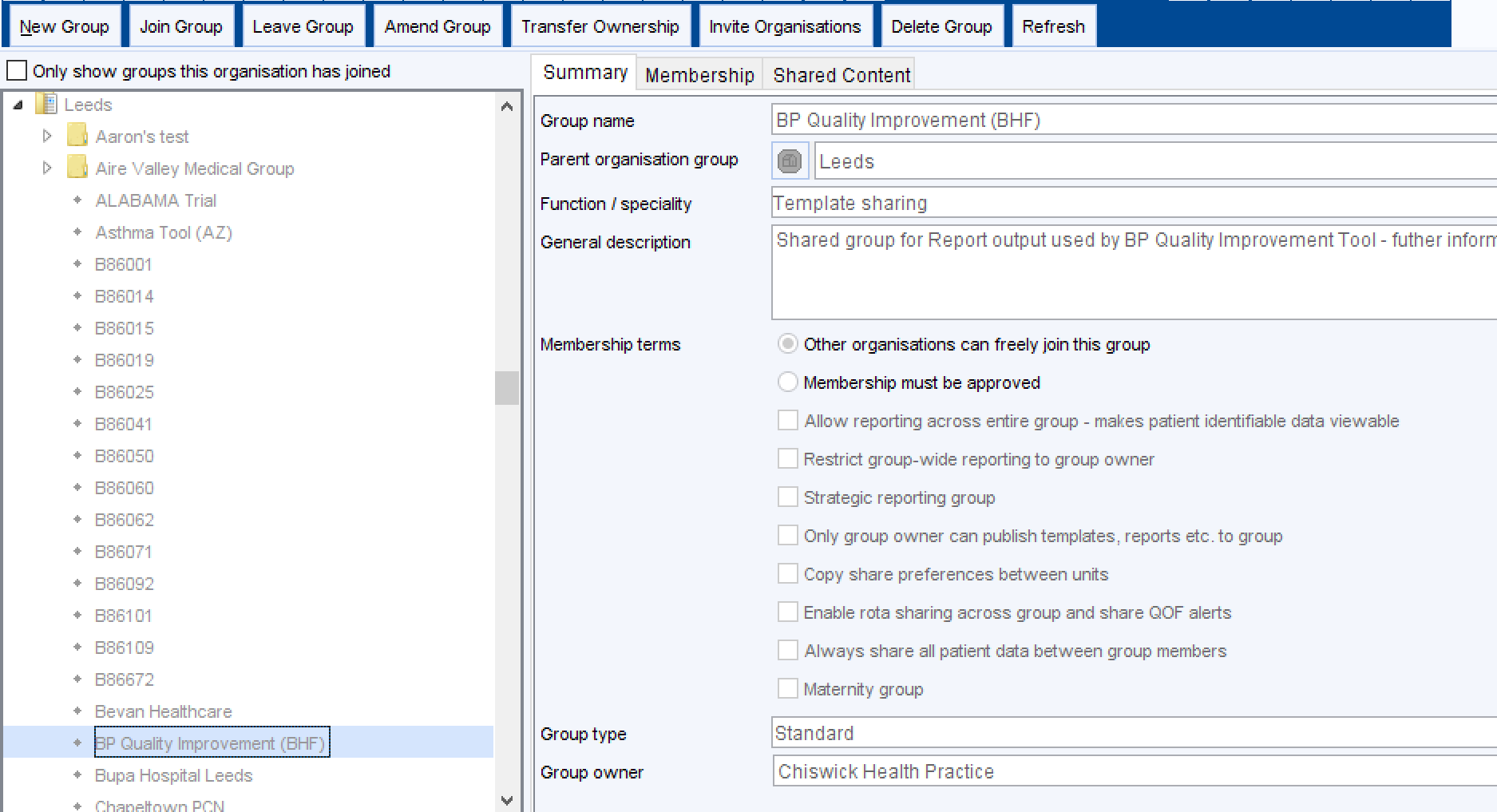


* Click **Extract** and confirm the folder saved to correct location and accessible

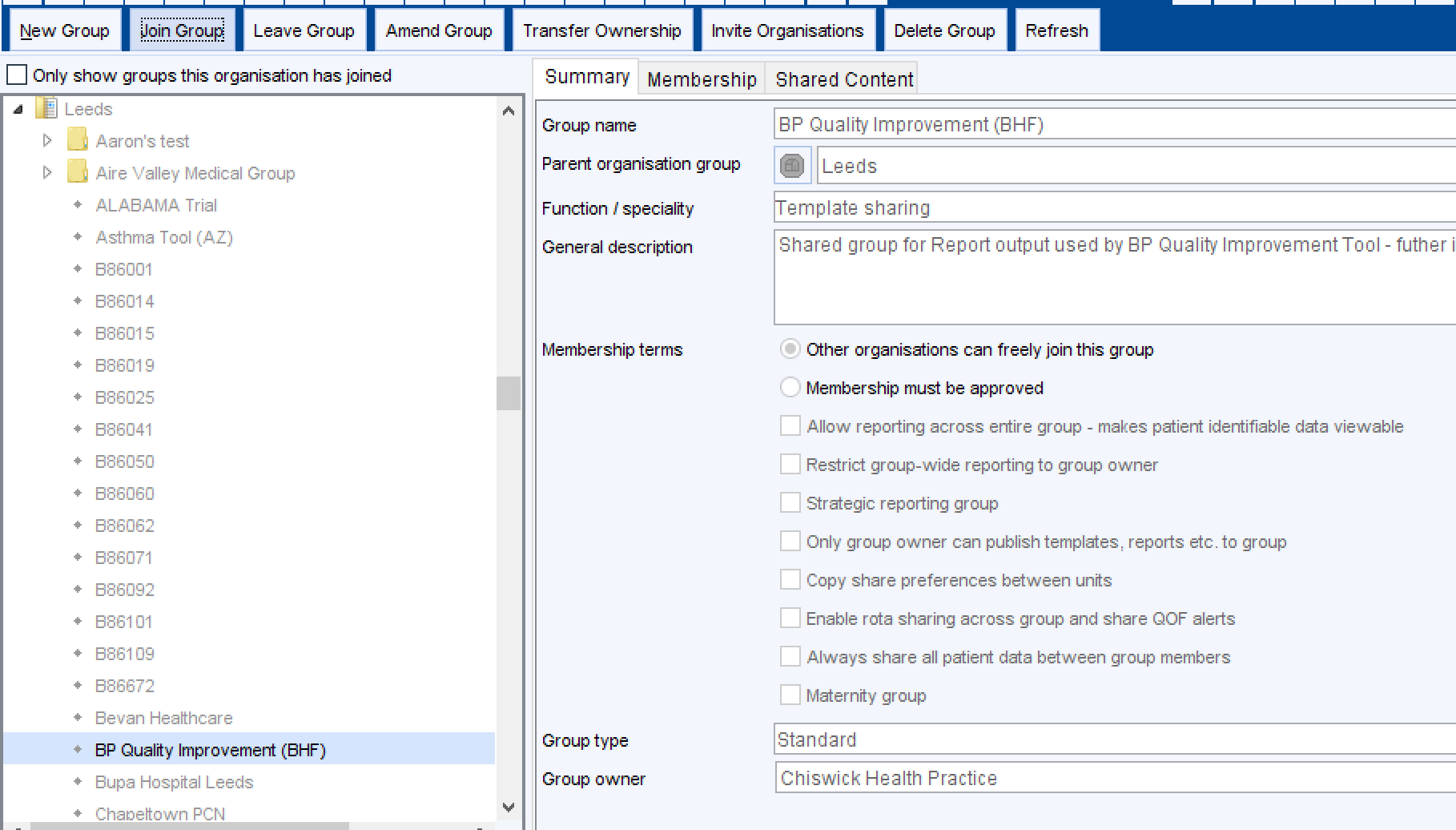
## Copy the Report Output

A shared group has been created from a practice that hosts the report output and this can be copied by joining this group. The group has no ability to report or access your data and is used for the purposes of sharing this output.

* Within SystmOne select **Setup -> Users & Policy -> Organisation Groups**



* Ensure that ‘**[ ] Only show groups this organisation has joined**’ has been **deselected**
* **Expand the group ‘Leeds’** and select ‘**BP Quality Improvement (BHF)**’ from the sub groups displayed
* Click **Join Group**



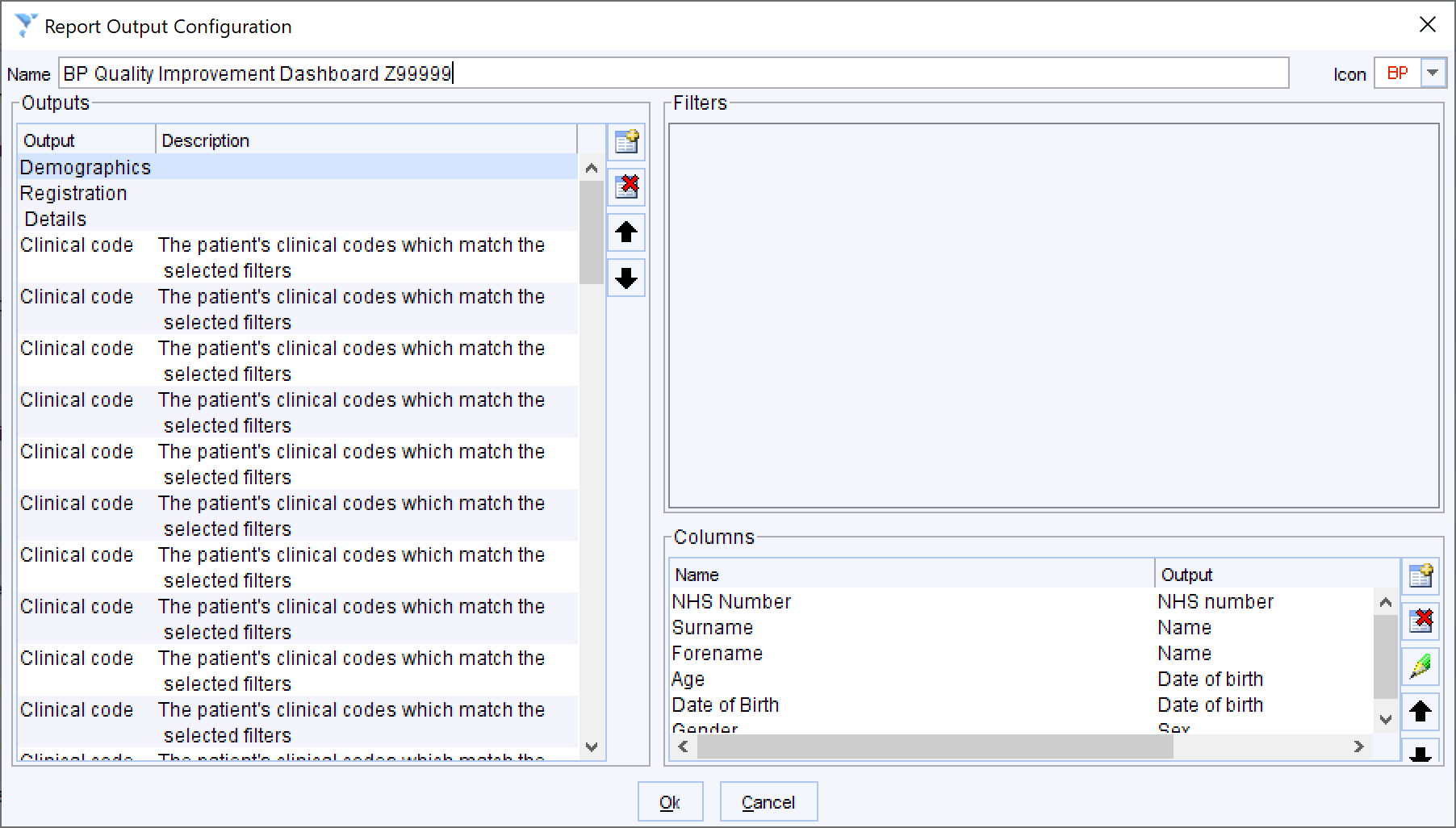
* The ‘**BP Quality Improvement (BHF)**’ group will no longer be ‘greyed out’ to indicate that you have joined this group
* **Restart SystmOne** to enable access to the shared output

After SystmOne has restarted

* Select **Setup -> Data Output -> Report Output Maintenance**

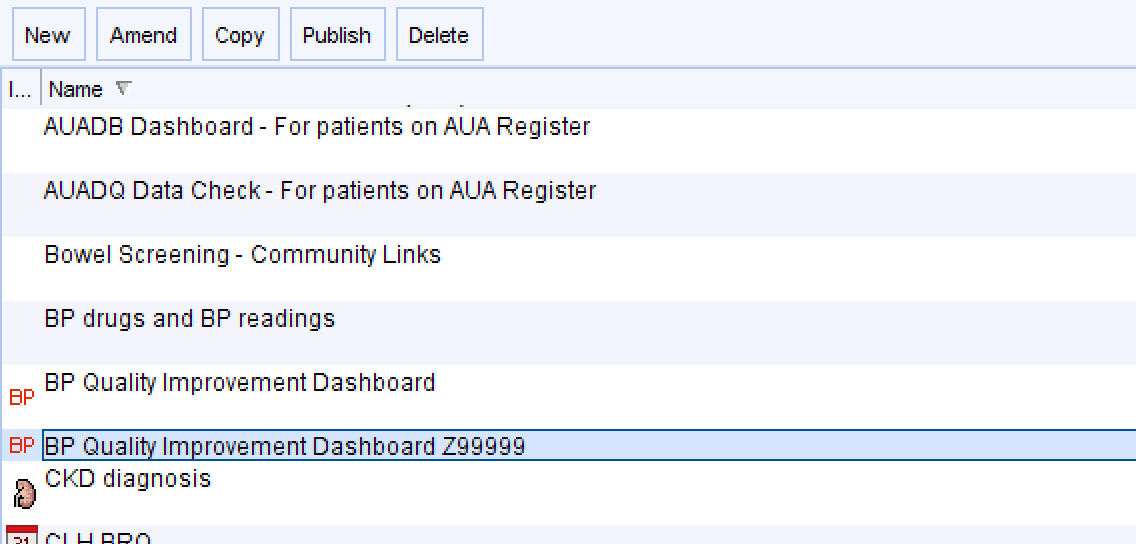


* Select the Ouput ‘**BP Quality Improvement (BHF)**’ from the list and click **Copy**

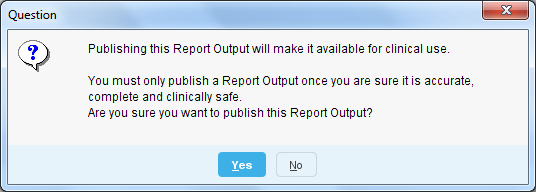


* Rename the Output to **BP Quality Improvement (BHF) <Practice Code>** and click **OK**

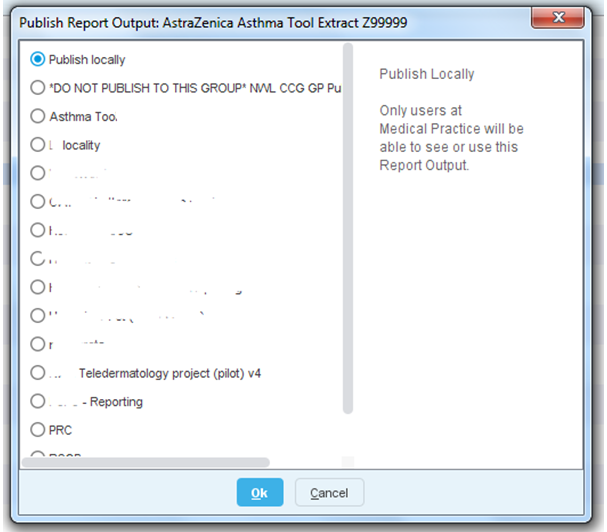
After a short time the copied output will be added to your SystmOne unit



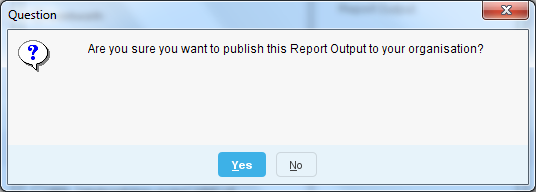
* Select the copied output e.g. ‘**BP Quality Improvement (BHF) <Practice Code>’** and click **Publish**



* Click **Yes** to confirm the message



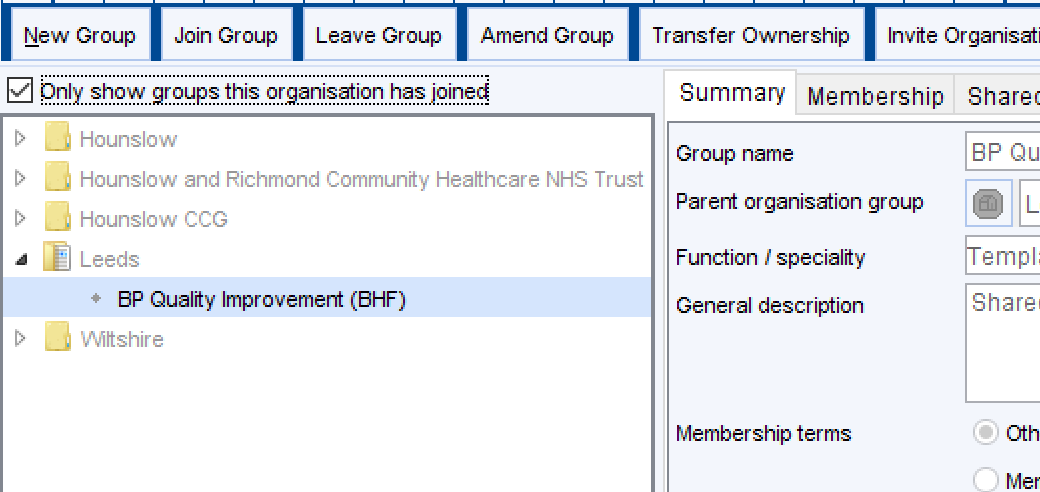
* Ensure 🞊 **Publish Locally** is selected and click **OK**



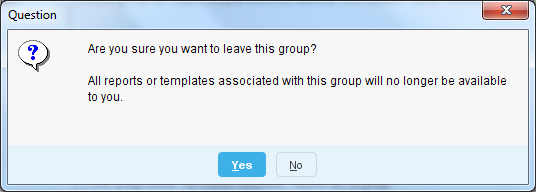
* Click **Yes** to confirm the message

You should now leave the group used to copy the report output

* Within SystmOne select **Setup -> Users & Policy -> Organisation Groups**



* Ensure that ‘**[✔] Only show groups this organisation has joined**’ has been **selected**
* **Expand the group ‘Leeds’** and select ‘**BP Quality Improvement (BHF)**’ from the sub groups displayed
* Click **Leave Group**



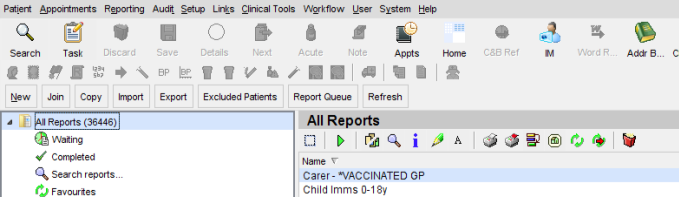
A message will be displayed with countdown for 30 seconds.

* **Confirm** leaving the group by clicking **Yes**

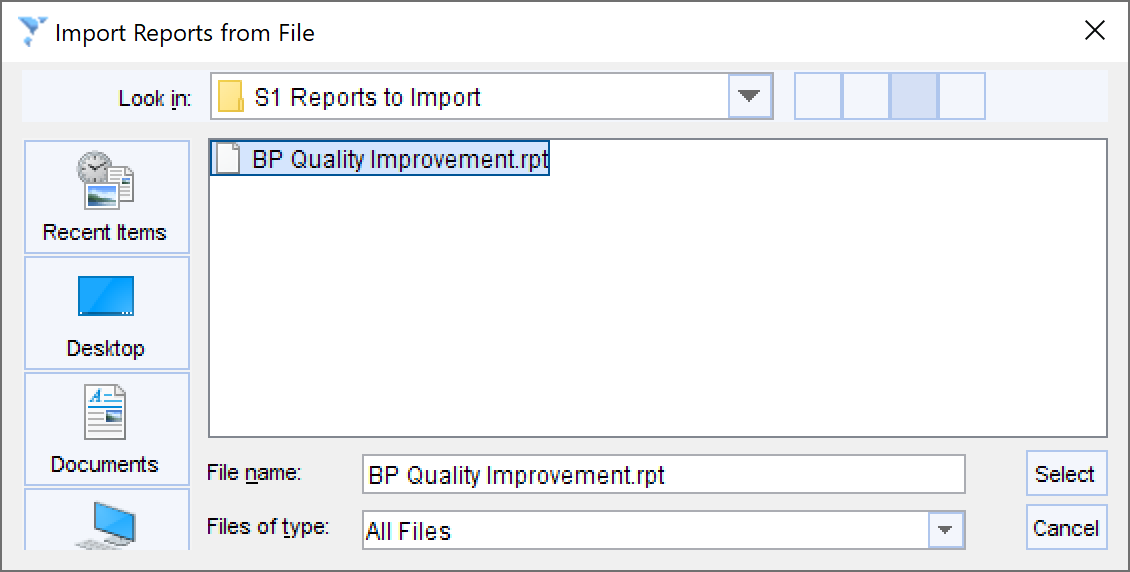
After a short time you will be removed from the group. SystmOne should be restarted to ensure all screens are refreshed

## Importing the Reports

* You should be logged in to SystmOne as a user with permission to access Clinical Reporting
* Within SystmOne select **Reporting** -> **Clinical Reporting** from the **Menu Bar**

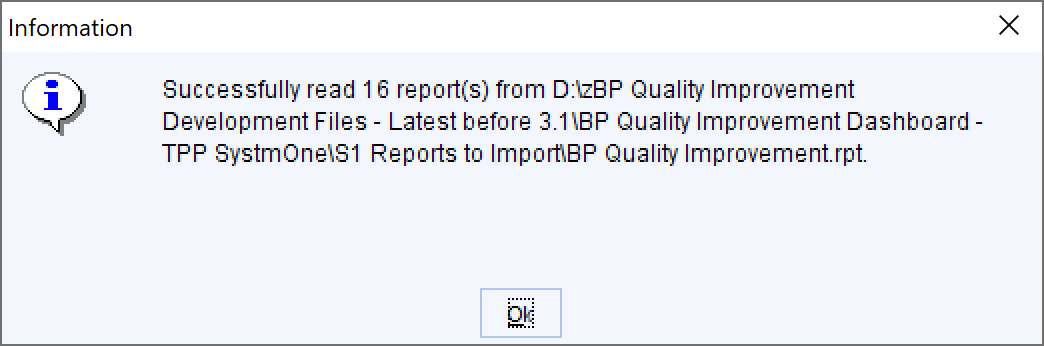


* Click **Import**

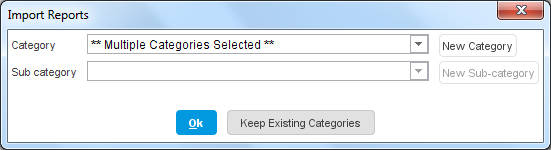


* Navigate to the folder **BP Quality Improvement Dashboard - TPP SystmOne** extracted from the zip fileand select the **Clinical System - SystmOne Files for Import -> S1 Reports to Import** sub folder.
* Highlight the ‘**BP Quality Improvement Reports.rpt’** filethen click **Select**

**Note** – The number of reports may not match exactly the screenshot below



* Click **OK**

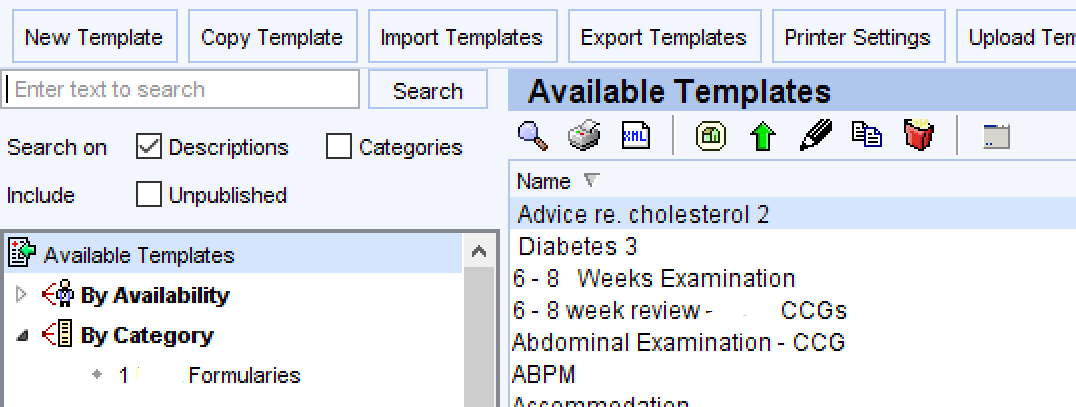


* Click **Keep Existing Categories**

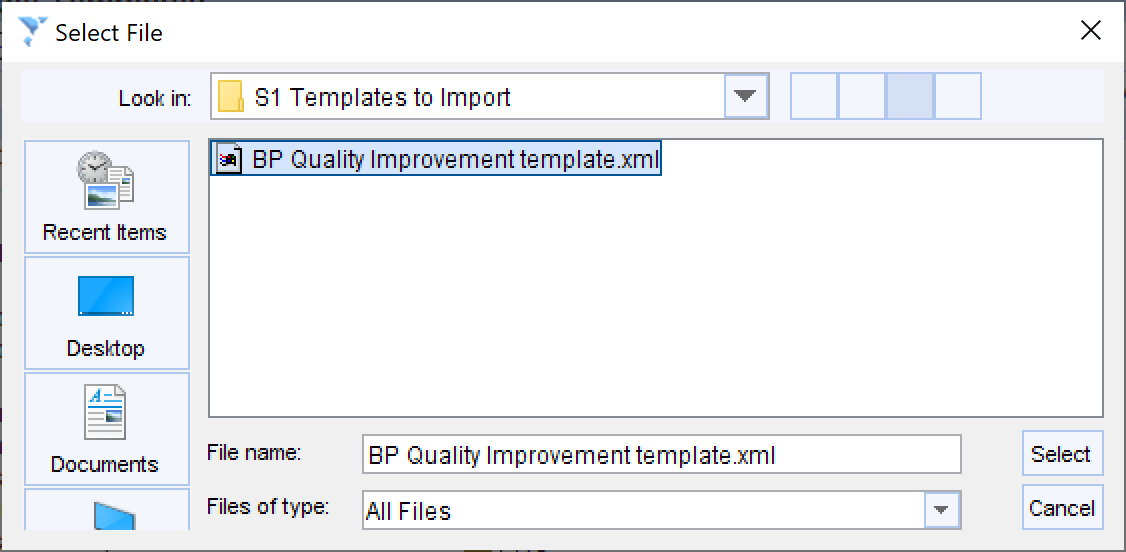
After a short time the reports will display on screen

## Importing the Template

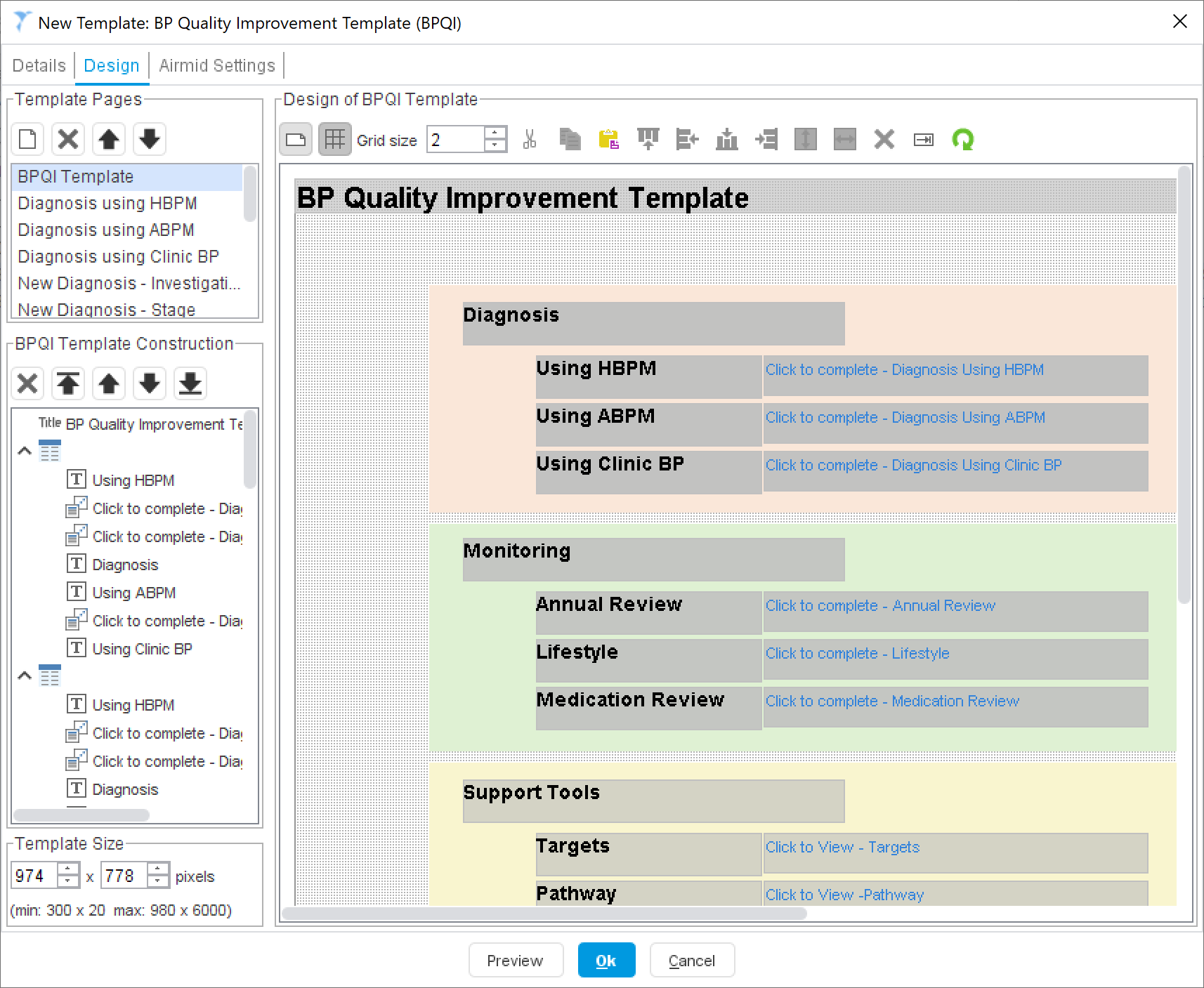
* You should be logged in to SystmOne as a user with permission to access Templates
* Within SystmOne select **Setup** -> **Data Entry -> New Template Maintenance** from the **Menu Bar**



* Click **Import Templates**

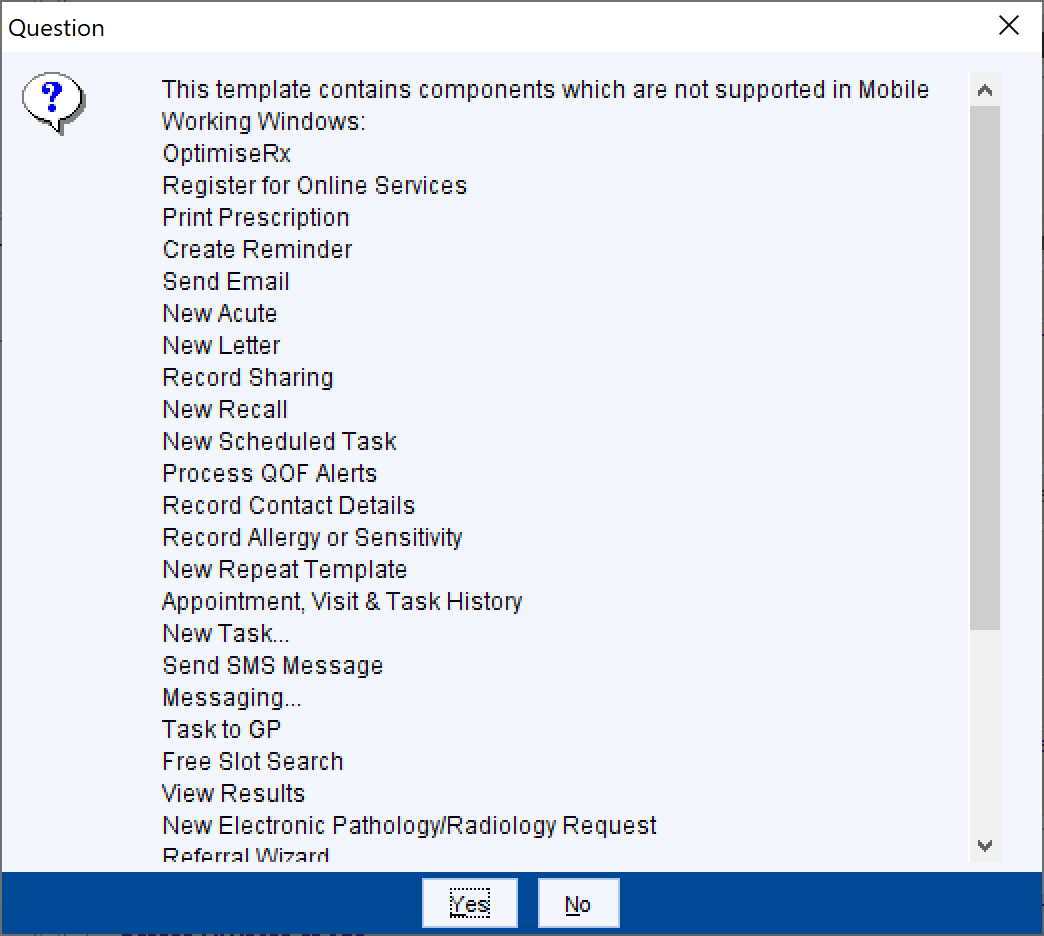


* Navigate to the folder **BP Quality Improvement Dashboard - TPP SystmOne** extracted from the zip fileand select the **Clinical System - SystmOne Files for Import ->** **S1 Templates to Import** sub folder.
* Highlight the ‘**BP Quality Improvement template.xml’** filethen click **Select**



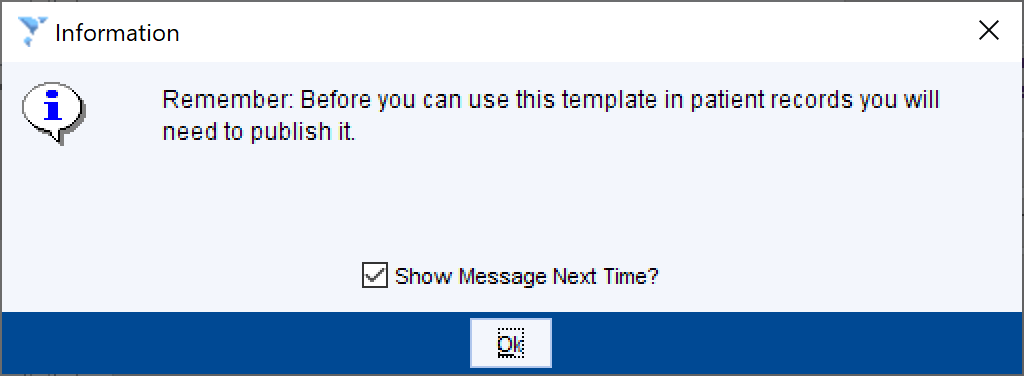
**Note:** If the template exysts already you will be prompted to update the existing or create a new template

* Click **Ok** to confirm import of template

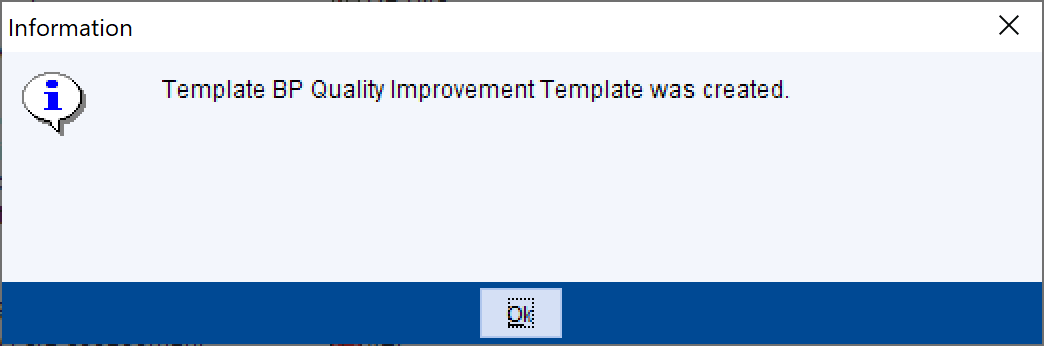


You will be prompted that there are some components not supported by Mobile Working.

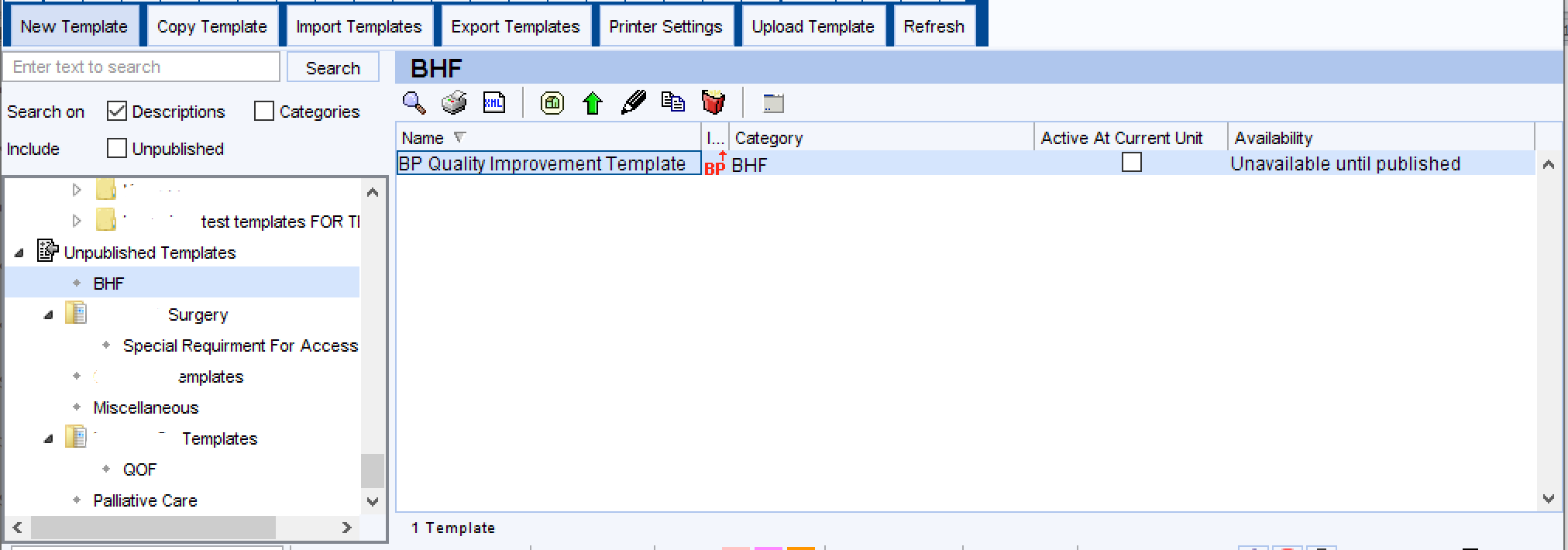
* Click **Yes** to confirm



* Click **Ok** to confirm reminder to publish the template

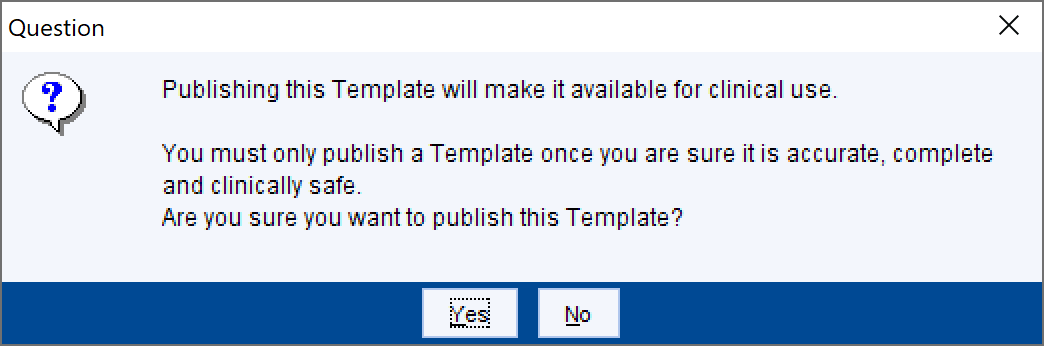


* Click **Ok** to confirm import

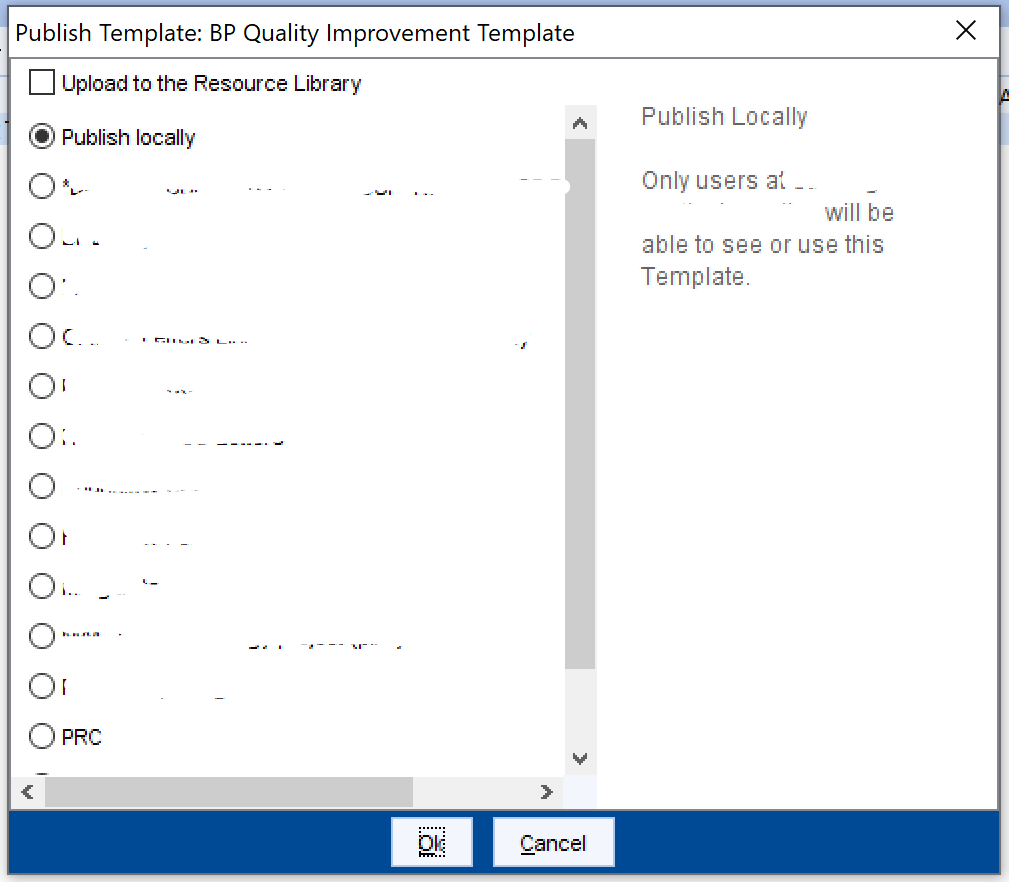


The template will be added to the **Unpublished -> BHF category** until you are ready to make available within the practice

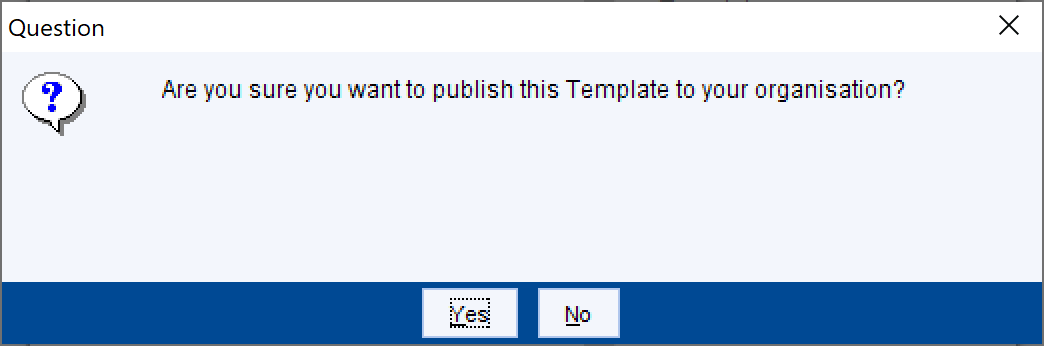
* Select the ‘**BP Quality Improvement Template**’ from the **Unpublished -> BHF category**
* Click  to **publish the template** for use



* Click **Yes** to confirm publishing the template



* Ensure 🞊 **Publish Locally** is selected and click **OK**

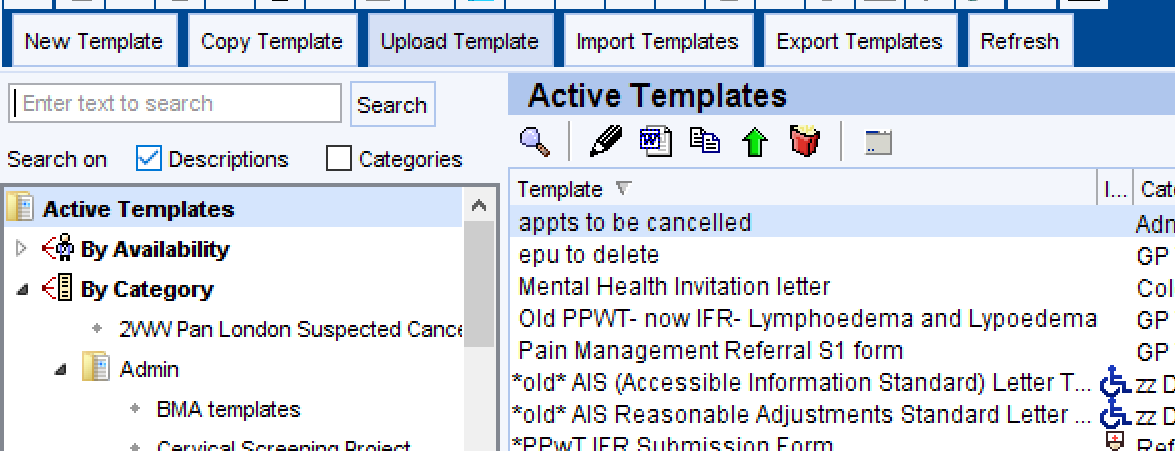


* Click **Yes** to confirm publishing the template making it available to be used in your practice

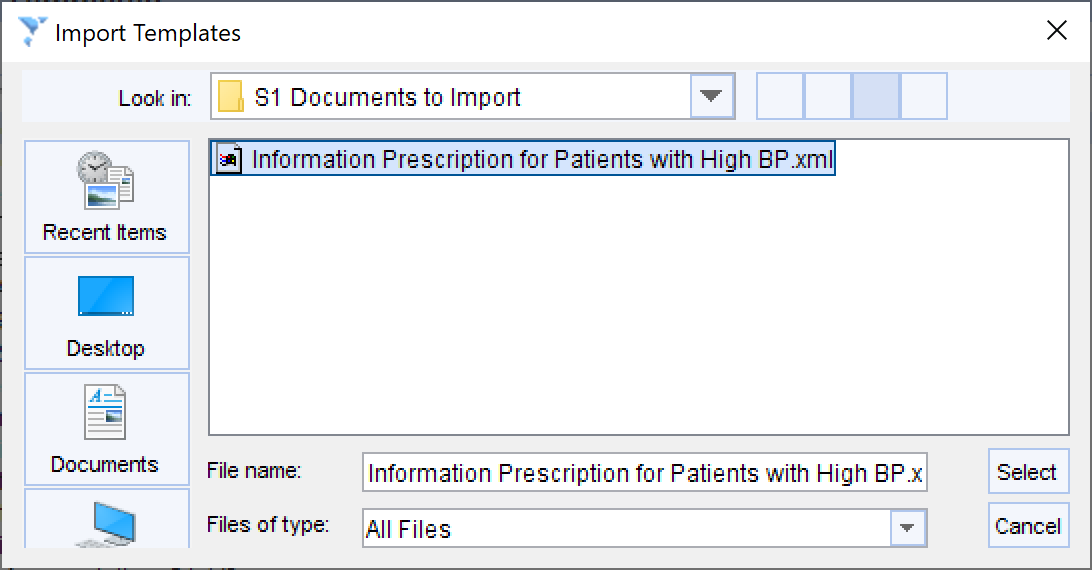
## Importing the Information prescription Document Template

The Patient Information Prescription provides information for the patient and can be printed when the template has been completed.

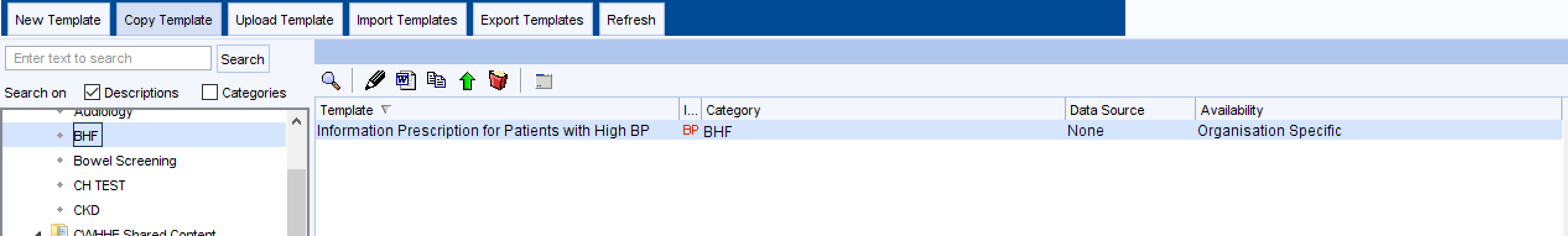
* You should be logged in to SystmOne as a user with permission to access Letters
* Within SystmOne select **Setup** -> **Referrals & Letters -> ‘New’ Word Letter Templates** from the **Menu Bar**



* Click **Import Templates**



* Navigate to the folder **BP Quality Improvement Dashboard - TPP SystmOne** extracted from the zip fileand select the **S1 Documents to Import** sub folder.
* Highlight the ‘**Information Prescription for Patients with High BP.xml’** filethen click **Select**

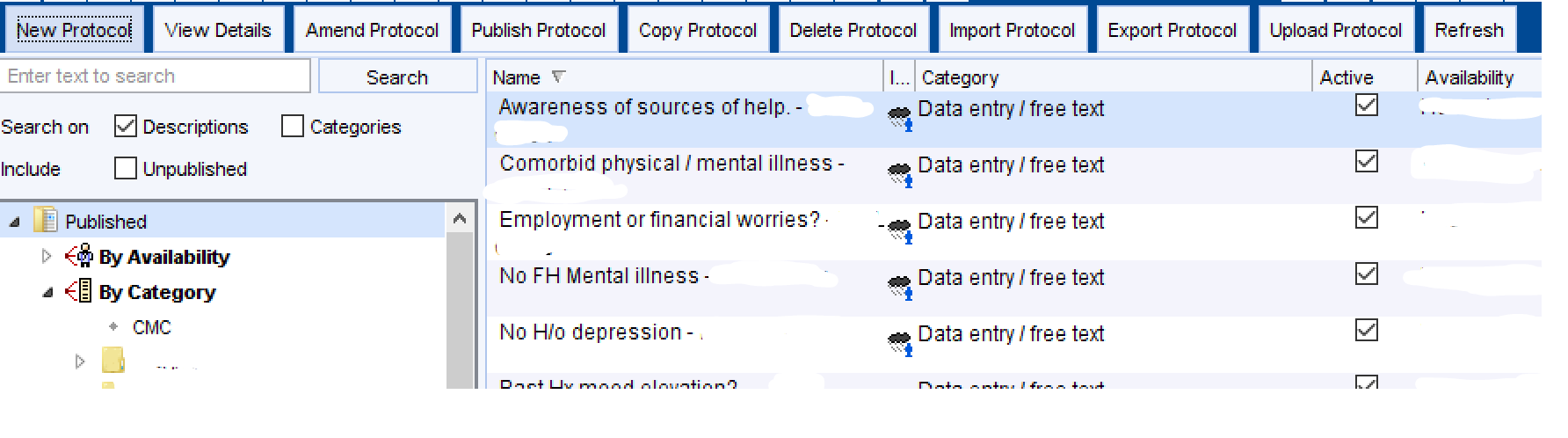


The Document template will be imported into the BHF category and can now be used within the practice

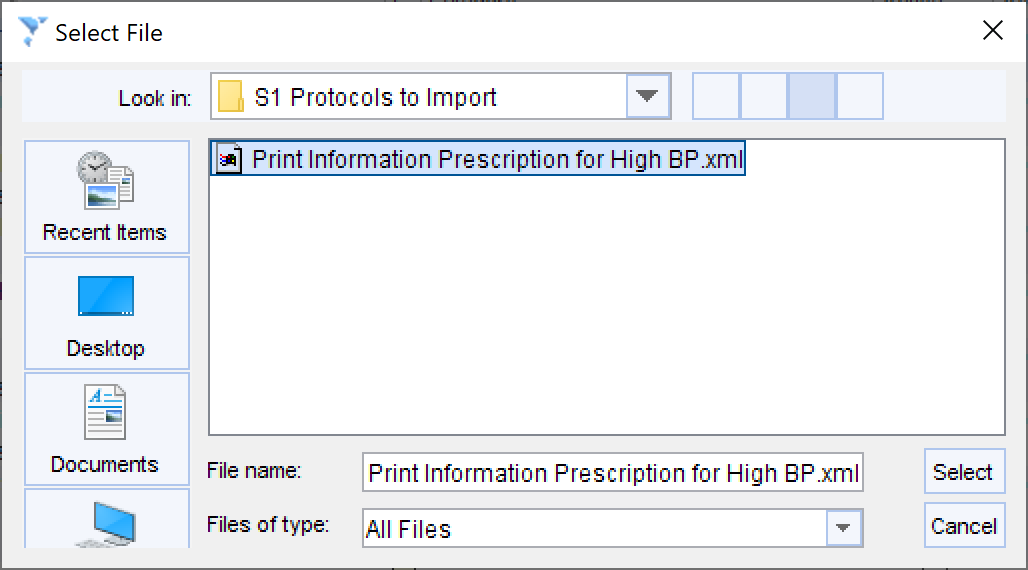
## Import the protocol and configure to launch the Information Prescription automatically

A protocol has been created that can be imported but due to an issue with importing protocols linked to documents you will be required to update this protocol so that the document will launch automatically

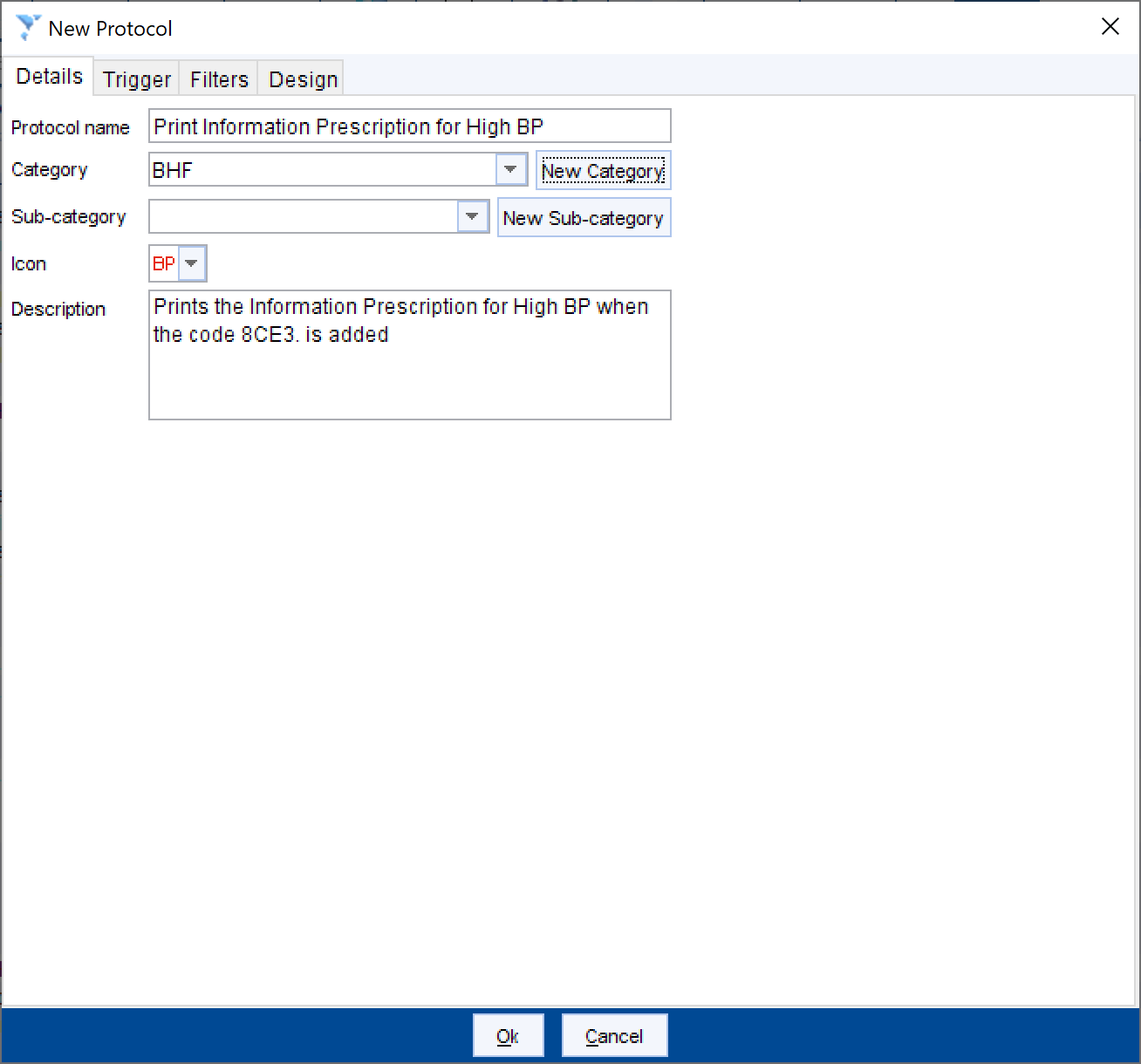
* You should be logged in to SystmOne as a user with permission to access Templates
* Within SystmOne select **Setup** -> **Workflow Support -> Protocols** from the **Menu Bar**



* Click **Import Protocol**

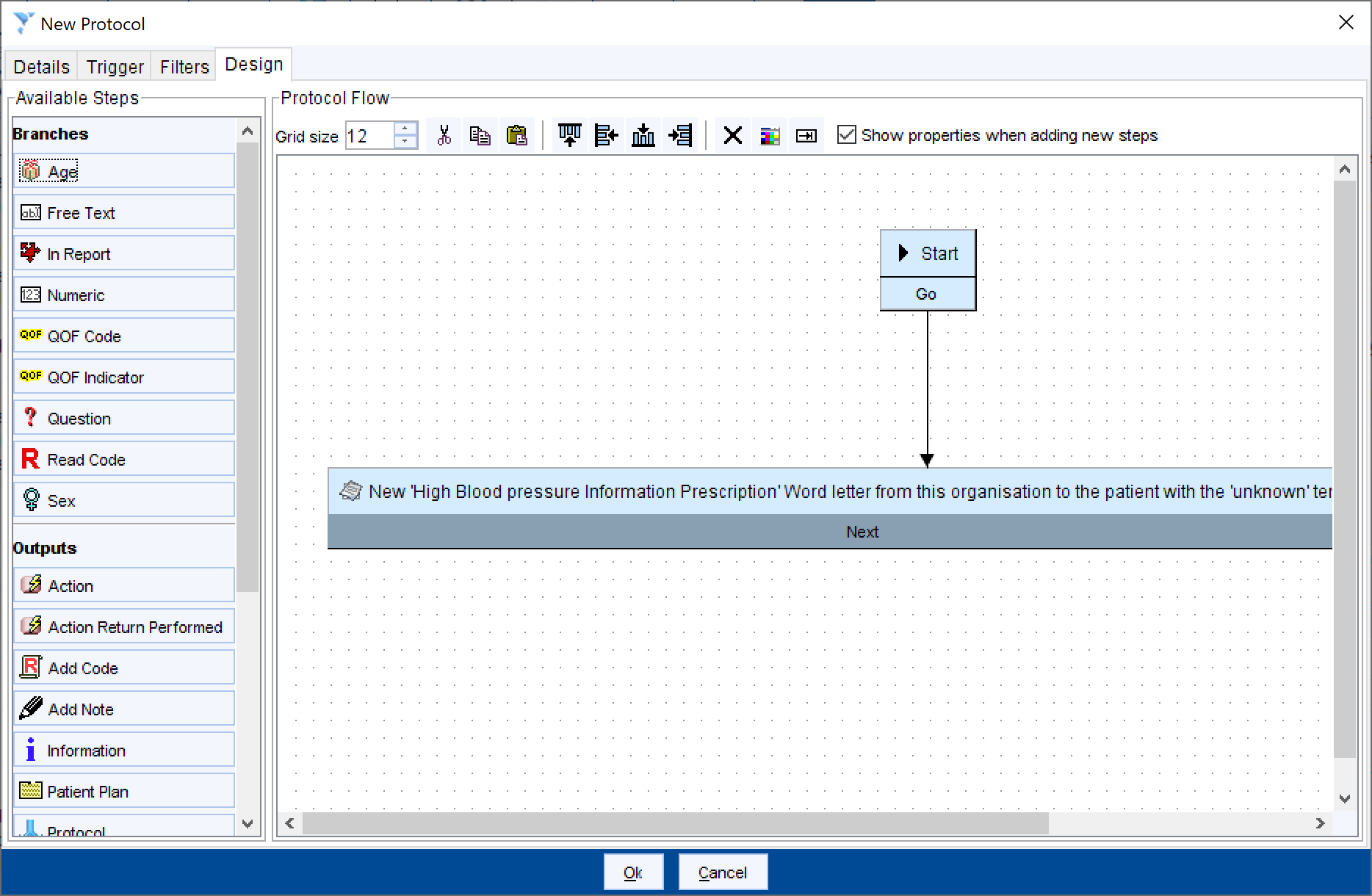


* Navigate to the folder **BP Quality Improvement Dashboard - TPP SystmOne** extracted from the zip fileand select the **Clinical System - SystmOne Files for Import -> S1 Protocols to Import** sub folder.
* Highlight the ‘**Print Information Prescription for High BP.xml’** filethen click **Select**

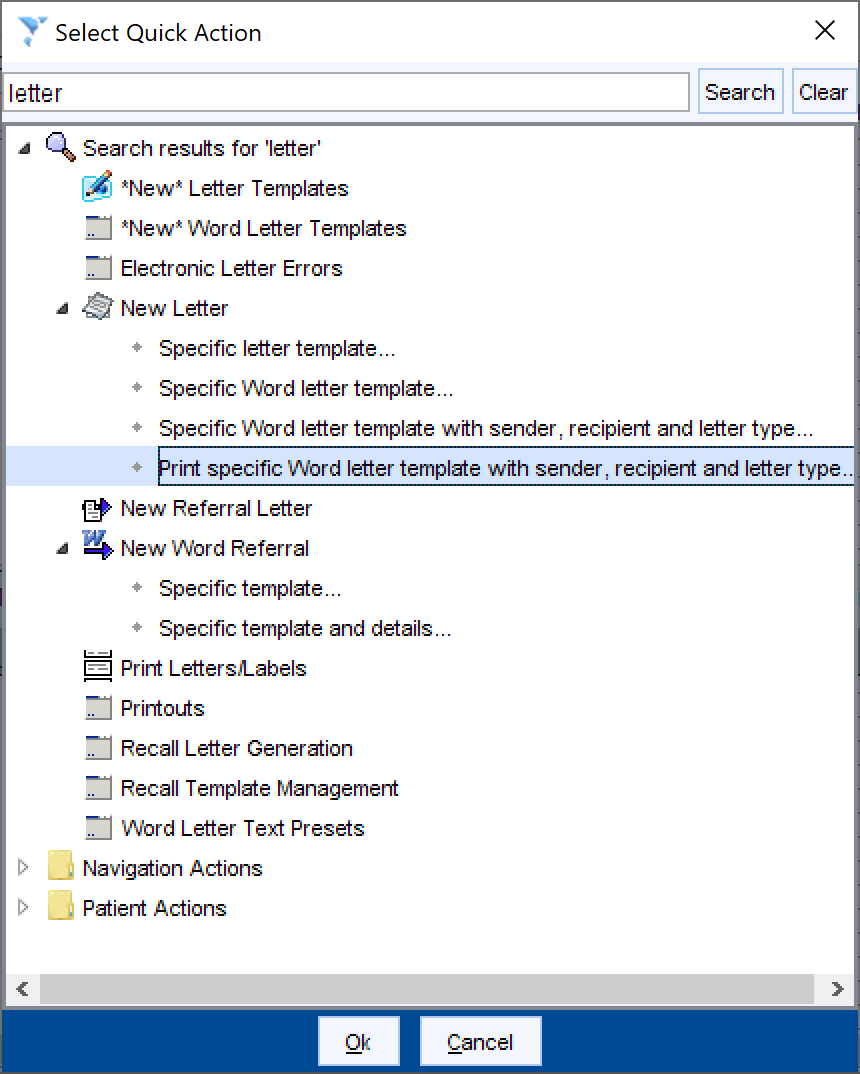


The protocol information will display

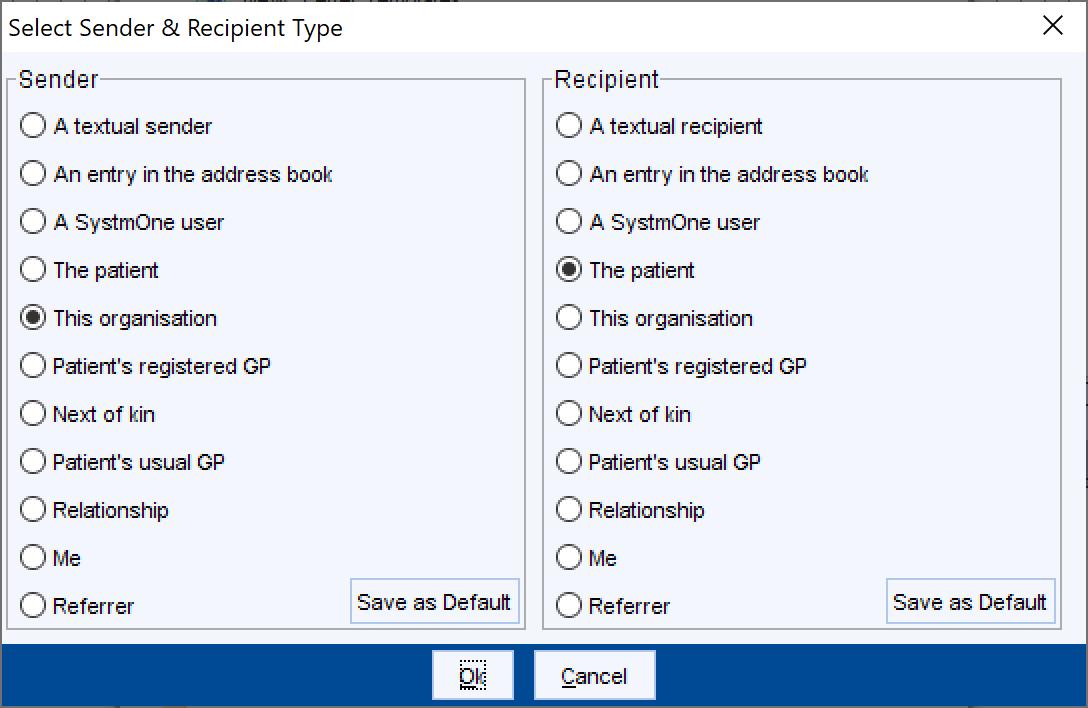
* Click **New Category** and create a category called **BHF**
* Click the ‘**Design**’ Tab



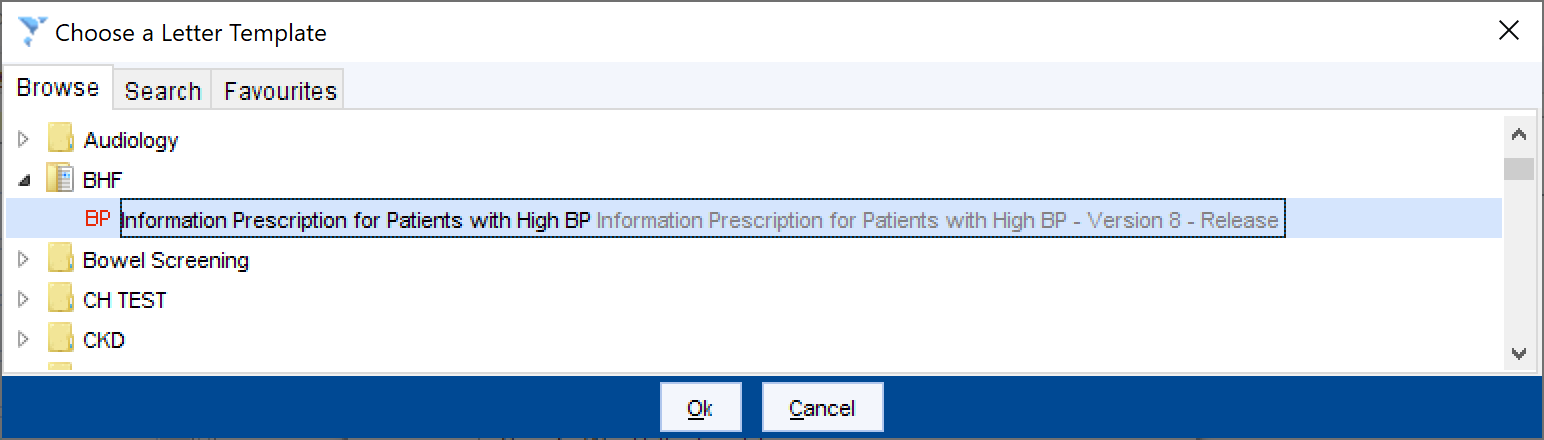
* Double click the New ‘**High Blood Pressure Information Prescription’ Word Letter………….** Box in the protocol design



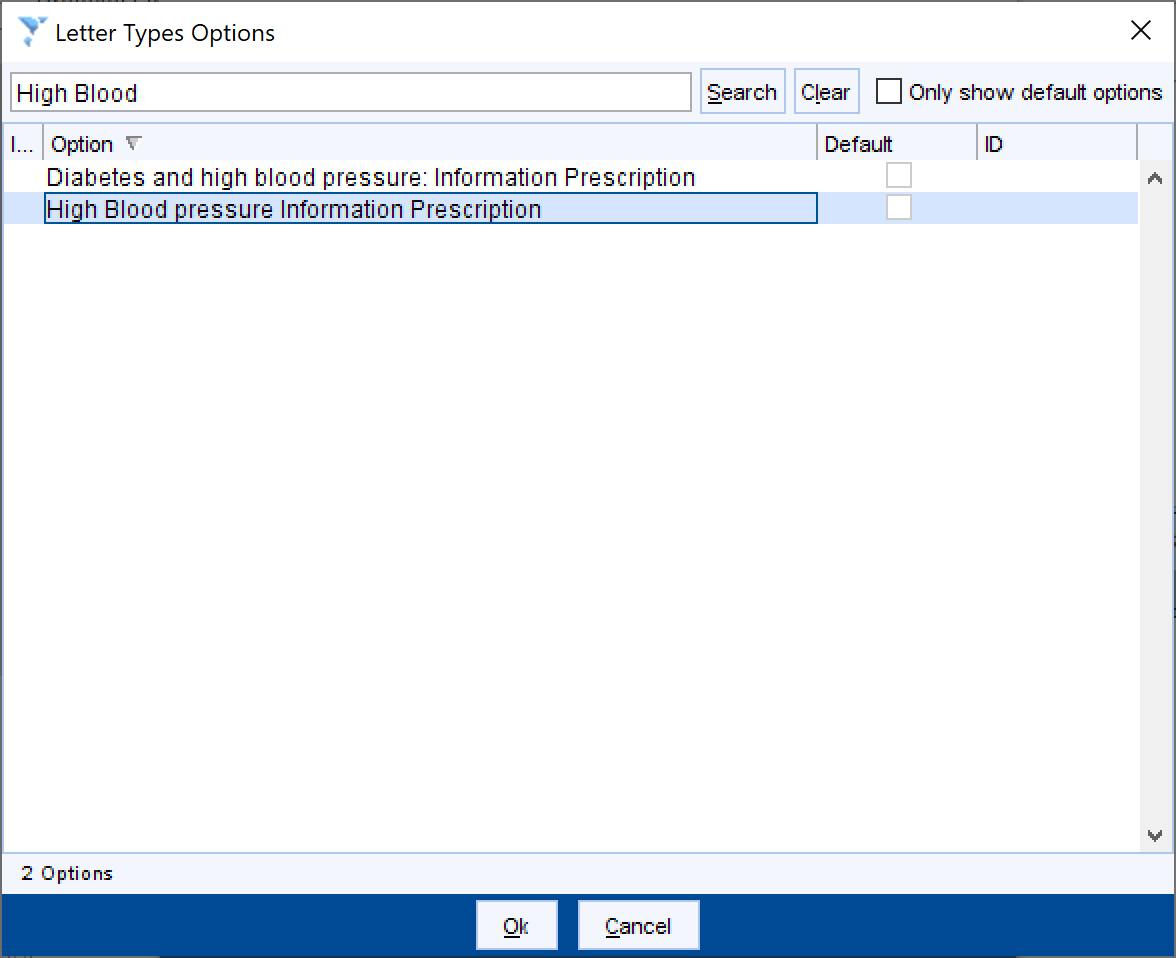
* Type ‘**Letter**’ and click **Search**
* Select the ‘**Print specific Word letter template with sender, recipient and letter type..’** from within the ‘**New Letter**’ section
* Click **Ok**



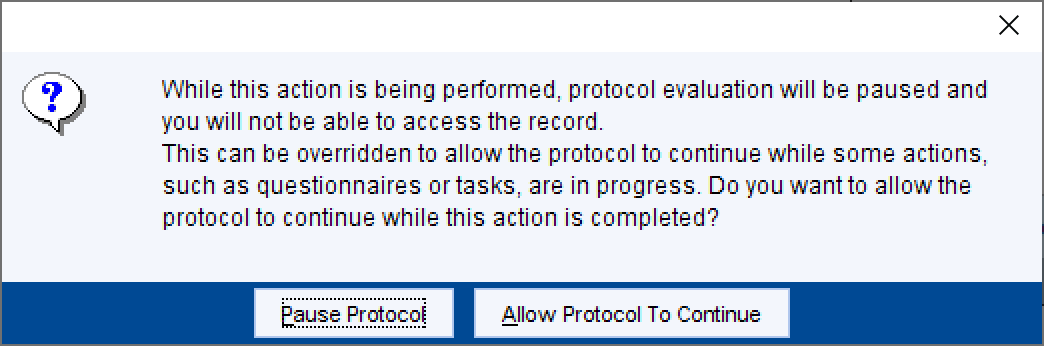
* For Sender Ensure 🞊 **This Organisation** is selected
* For Recipient Ensure 🞊 **The Patient** is selected
* Click **OK**



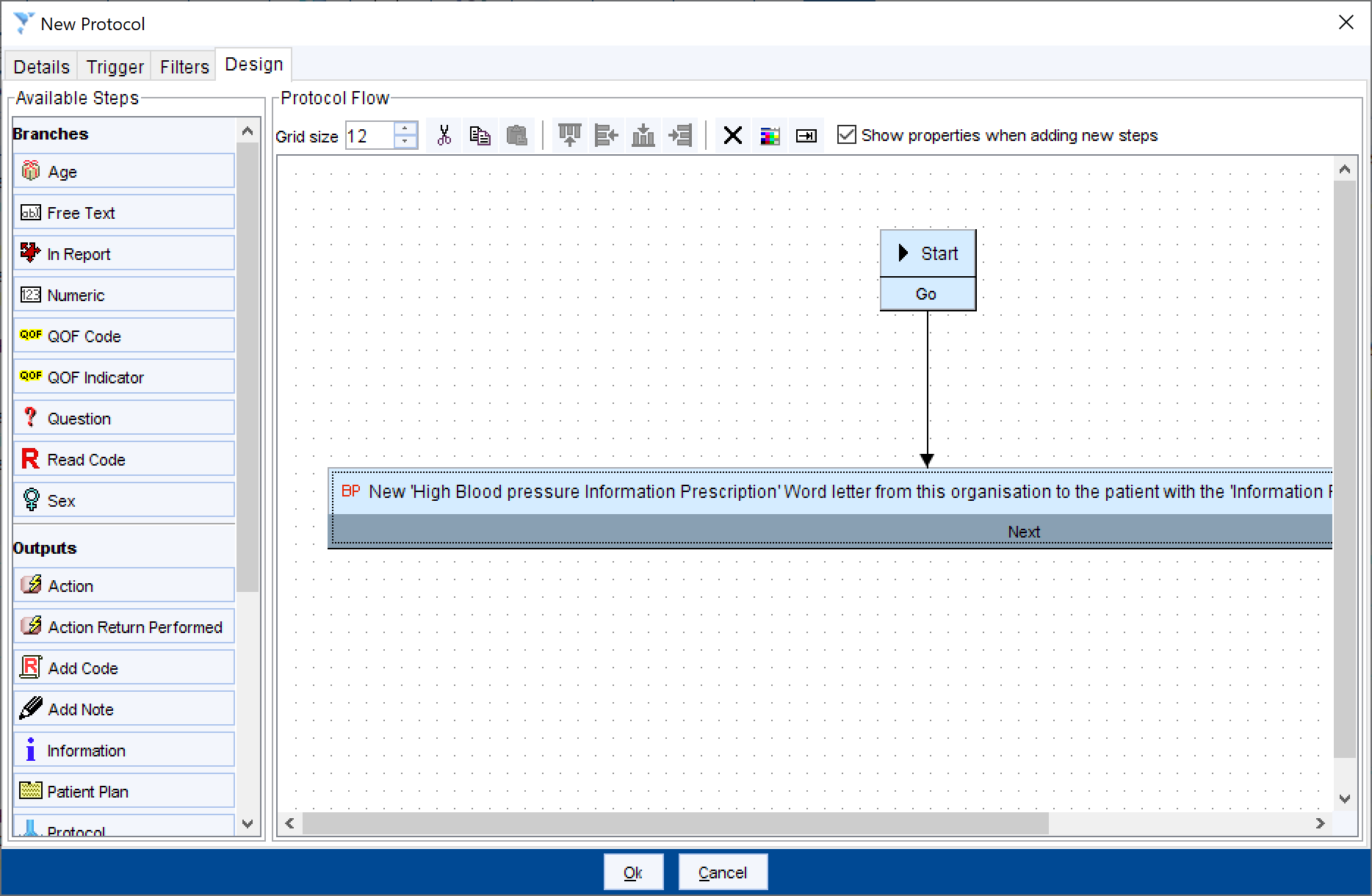
* **Expand the BHF** Folder by clicking **▷**
* **Select** the **‘Information Prescription for Patients with High BP Information Prescription for Patients with High BP - Version 8 – Release’** letter
* Click **OK**



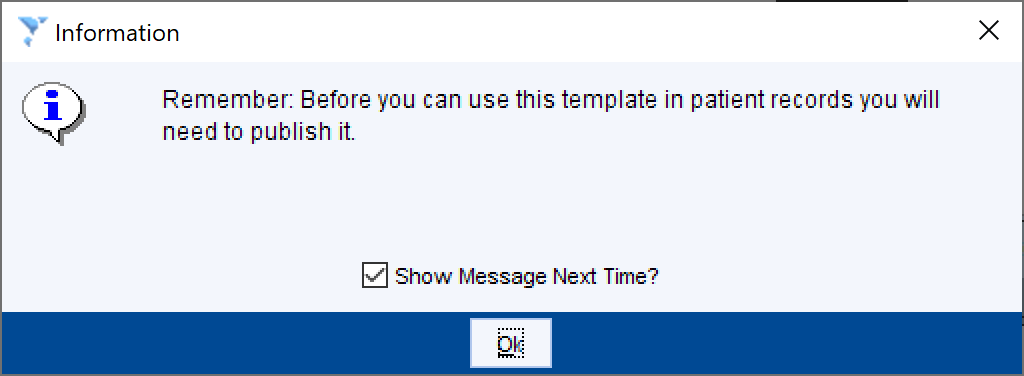
* Deselect the **[ ] Only show default options**
* Type ‘**High Blood**’ in the search box and click Search
* Select the ‘**High Blood pressure Information Prescription**’ letter type
* Click **Ok**



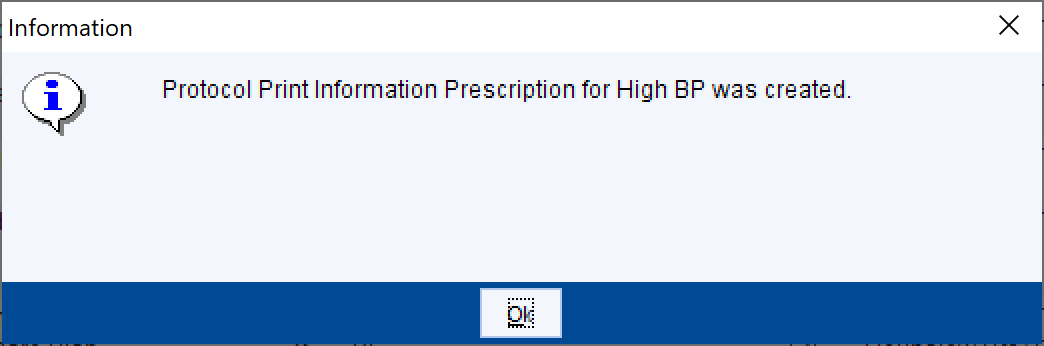
* Click to select the ‘**Pause Protocol**’ button



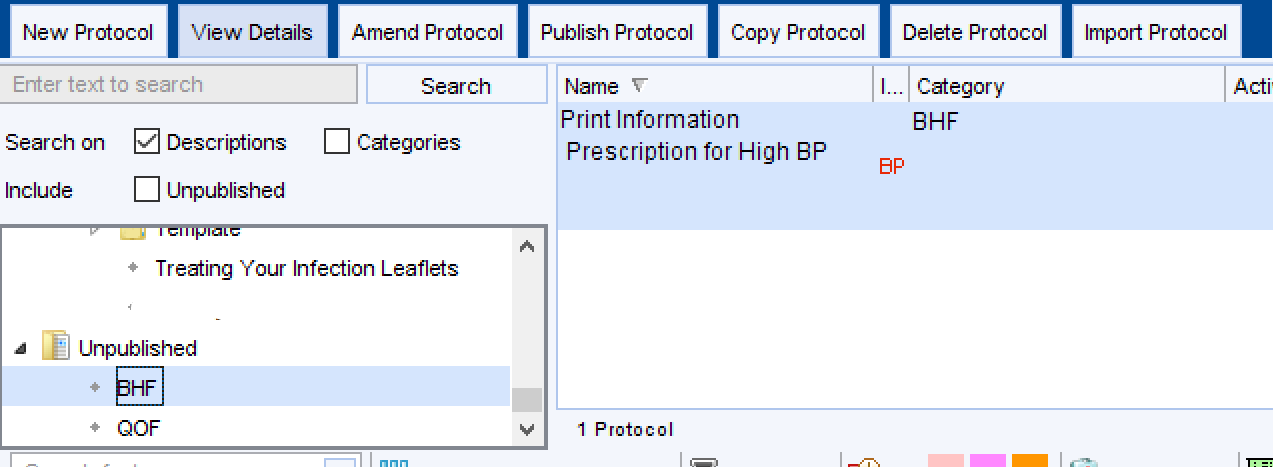
* Click **Ok** to complete the updating



* Click **Ok** to confirm reminder to publish the template

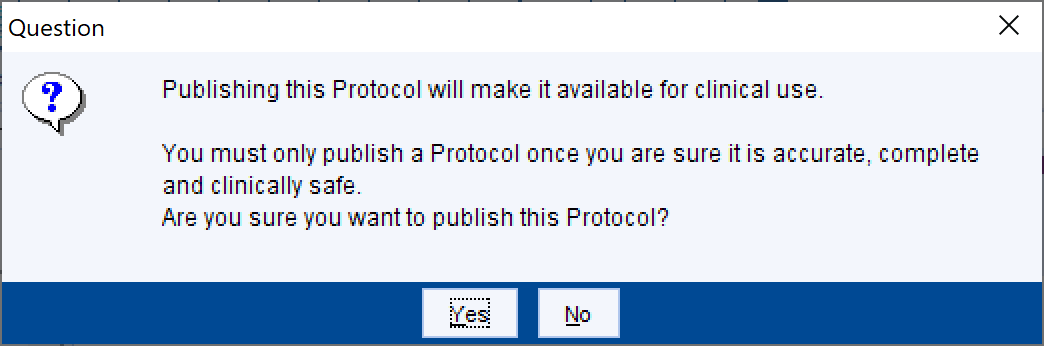


* Click **Ok** to confirm import

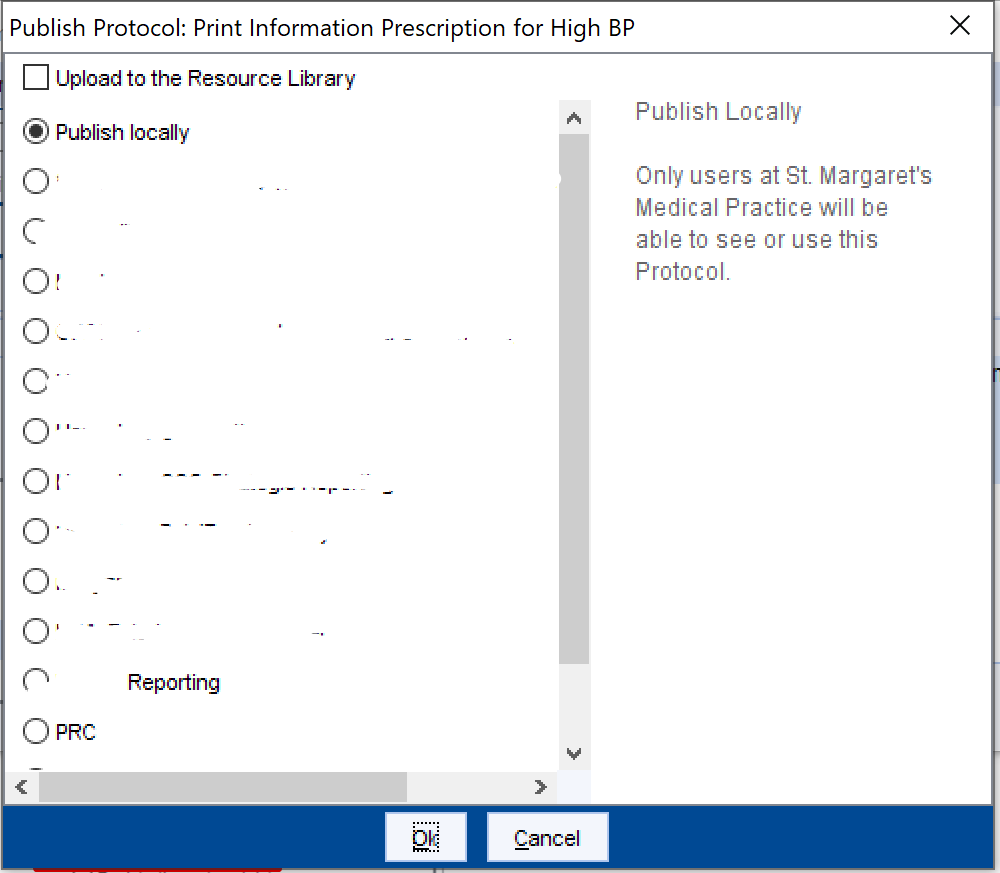


The protocol will be added to the **Unpublished -> BHF category** until you are ready to make available within the practice

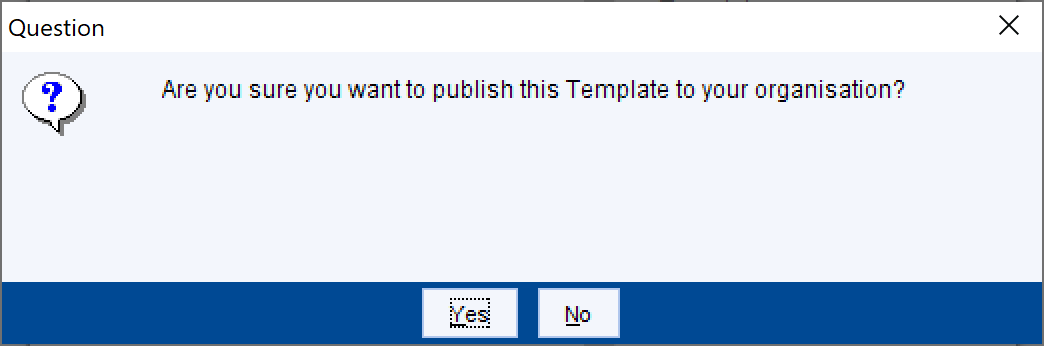
* Select the ‘**Print Information Prescription for High BP**’ from the **Unpublished -> BHF category**
* Click the **Publish Protocol** button



* Click **Yes** to confirm publishing the Protoicol



* Ensure 🞊 **Publish Locally** is selected and click **OK**



* Click **Yes** to confirm publishing the protocol making it available to be used in your practice.

The protocol is triggered to run every time the code Blood pressure leaflet given (8CE3.) is added

# Support

Any problems with Installing, Running or using the dashboard you should contact:

Paul Carnduff

[Paul.carnduff@nhs.net](mailto:Paul.carnduff@nhs.net)

07913 403587