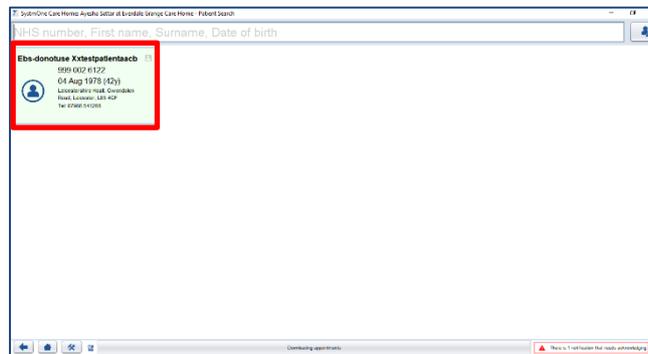


IMPORTANT:

- New users **must** have training before using SystmOne.
- Staff **should not use** any other users log in details. (This will result in a breach of confidentiality.)
- You will see the blue bar downloading at the bottom of the screen **please always let this complete**.
- If you have **forgotten your SystmOne username/password** or you have been **locked out of the SystmOne**, Please contact our **Service Desk** team on **0116 295 3500** (select the **option for general assistance**). A member of our team will then call you back to assist you.
- If you are **unable to log in to SystmOne** please check your internet connection. You can also close Mobile working and re-open to try again, if the problem persists, please call our **Service Desk** team.

How to add data onto a template

1. Open a Residents Record



2. Select 'Templates' from the toolbar.



3. Select 'Care Home Observations', this would have been added as a favourite during training.



- Enter your observations as required using boxes for readings, drop down boxes, and tick boxes e.g. blood pressure reading, urine dip, temperature. Use the notes icon to the right, to add any additional information.

- You can enter weight in stones instead of kgs if you follow the number with an 's'. SystemOne will convert this to kgs

Please note: - There is an Early Warning Score chart associated with the observations appearing in the bottom section of the template. If the patient's score seems to have increased, make sure you have reported this to a more senior member of staff.

Early Warning Score Chart for Reference

Chart 1: The NEWS scoring system

Physiological Parameter	3	2	1	0	1	2	3
Respiratory rate	>30	30-35	16-20	12-20	<10	<10	<10
Systolic blood pressure	>180	160-179	133-159	106-132	70-105	40-95	<40
Urgent need for oxygen	>40	30-39	20-29	15-19	10-14	5-9	<5
Urgent need for IV fluids	>40	30-39	20-29	15-19	10-14	5-9	<5
Urgent need for IV fluids	>40	30-39	20-29	15-19	10-14	5-9	<5
Urgent need for IV fluids	>40	30-39	20-29	15-19	10-14	5-9	<5

6. Click 'Save Changes'

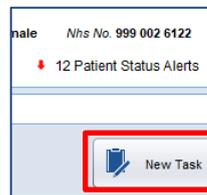


Please send a task to the GP Practice to inform them of data that has been added to the template.

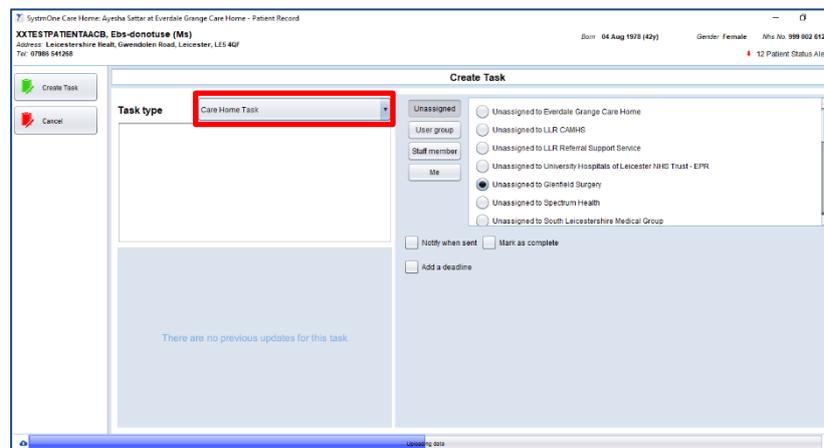
7. From the toolbar on the left hand side select **Tasks**.



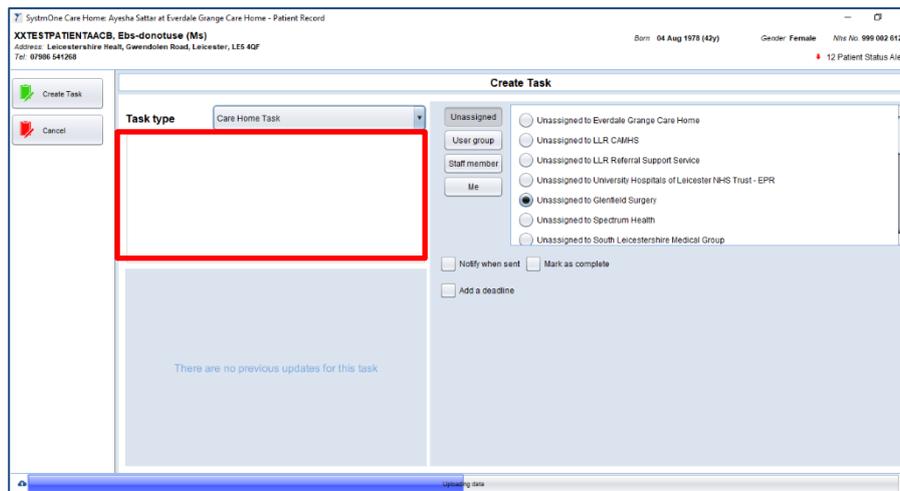
Select **New Task** from the top right-hand corner.



Select the most appropriate **Task Type** e.g., Care Home Patient Information



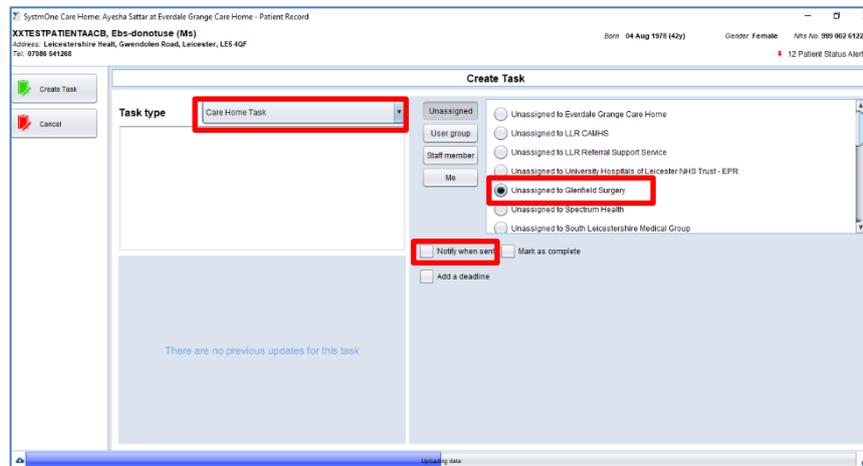
Write as many details as possible in the box e.g. what data has been added to the templates.



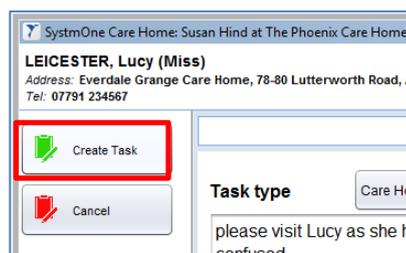
Select the name of the **GP Practice from the list** on the right.

Please **do not** select a user group or staff member.

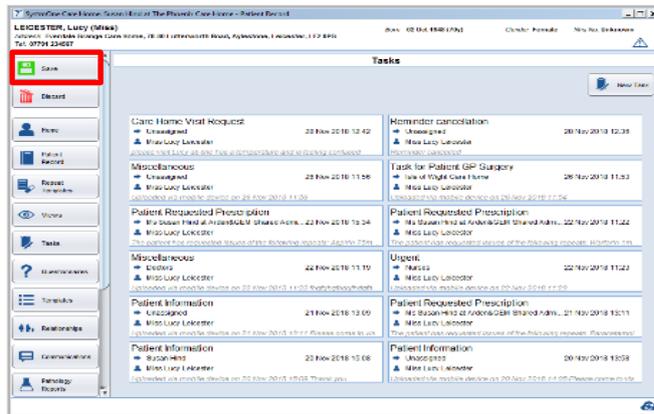
You can select the option '**Notify when sent**' this gives you a reminder that you have sent a task.



Select **create task** in the top left-hand corner, if you cancel out of the task screen, the information will be lost.



Select **Save** in the top left hand corner, if you select **Discard**, the task will not be sent to the GP Practice and the task will disappear.



End of Guide