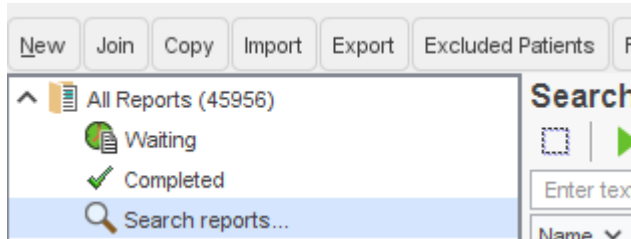# Importing resources for SystmOne
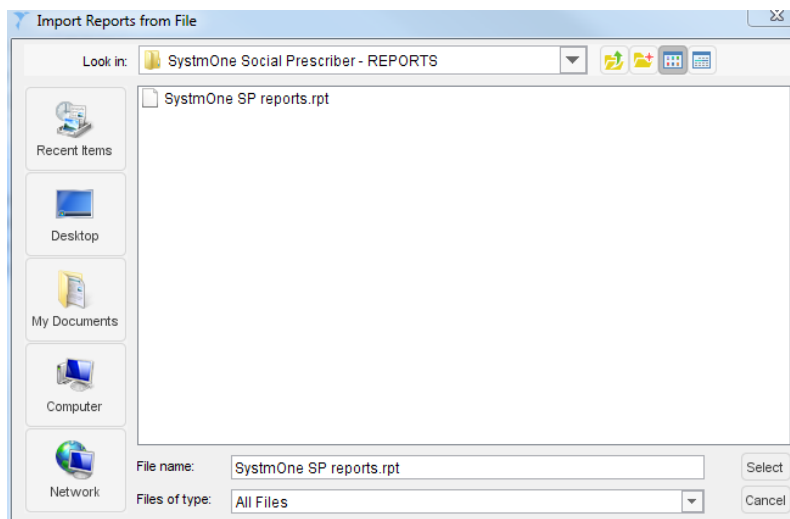
Importing Reports:

- Save the Zip tile to your desktop/documents
- Right click on the Zip file > extract all > select the location > extract
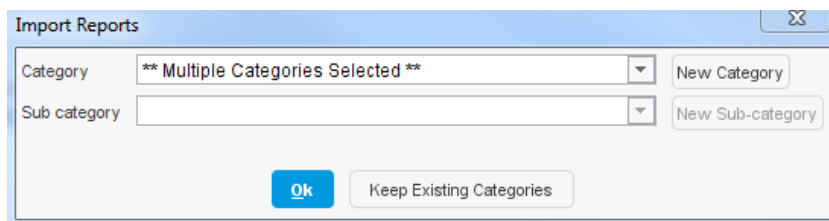
In SystmOne go to:

- Reporting > Clinical reporting
- Click import

- Navigate to where you have saved the reports files

- Single click the file
- Click select

- Click on the popup box
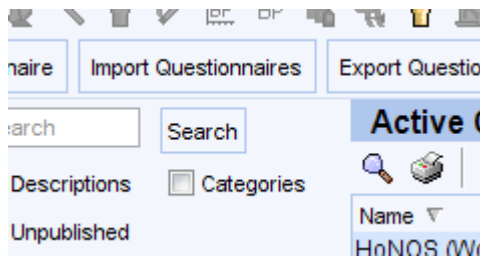- Click Keep existing categories

The reports will now be in the Social Prescriber folder (on the left hand side)
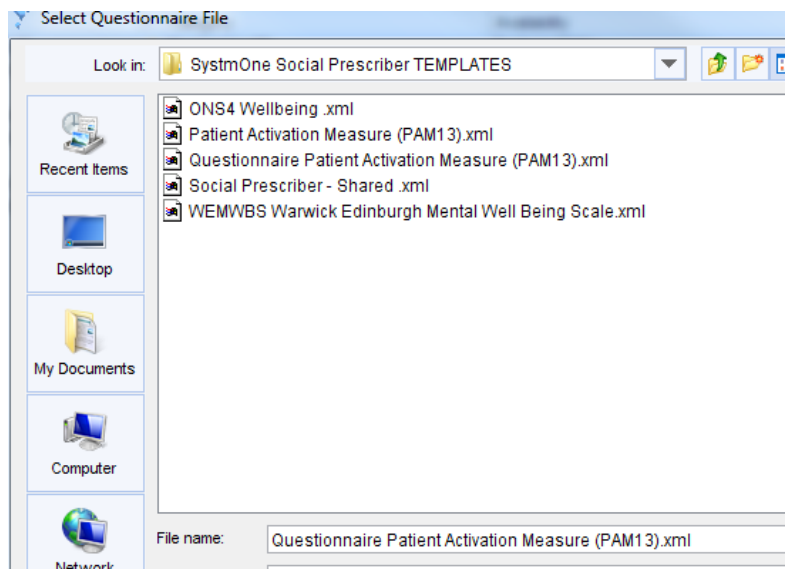

You now need to import the questionnaire for the PAM tool to work correctly.

In SystmOne go to:

- Setup > Data entry > Questionnaires
- Import Questionnaire

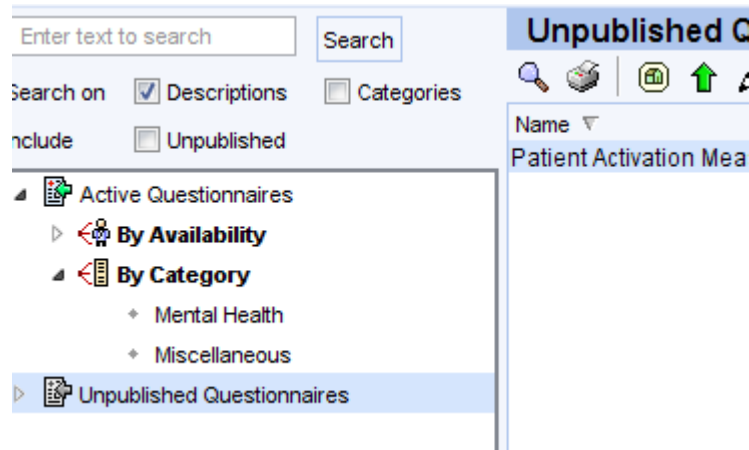Navigate to the template folder you have extracted and saved on to your desktop

Select Questionnaire Patient Activation Measure > Click Select

- Click Ok
- Click Yes
- Click OK
- Click OK

You will now need to publish the questionnaire

Click on unpublished questionnaires on the left hand side

Right click on Patient Activation Measure

Click publish questionnaire

Click Yes

Select publish locally

Click OK

Click Yes

Importing the template:

There are 4 templates that need to be imported, and done so in this order:

1. ONS4 Wellbeing
2. Patient Activation Measure (PAM13)
3. WEMWBS Warwick Edinburgh Mental Well Being Scale
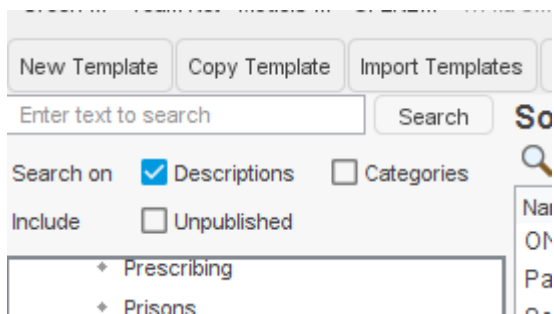4. Social Prescriber – Shared

- As above, save the folder to your desktop and extract the files from the TEMPLATE folder.
- In SystmOne go to:
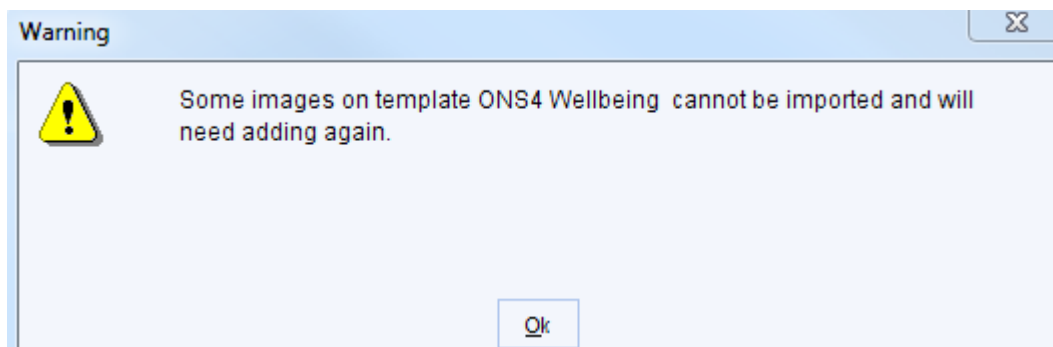- Setup > Data entry > New template maintenance

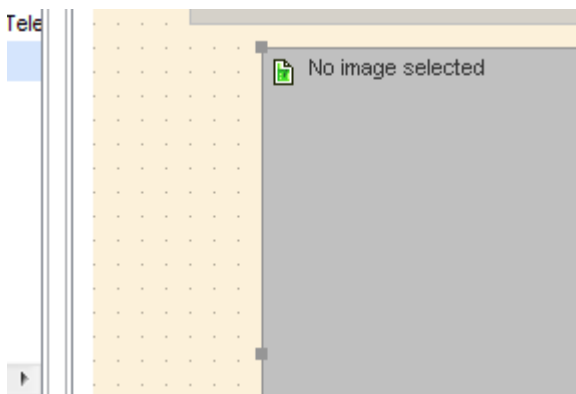## ONS4 TEMPLATE

- Click import templates

- Select the ONS4 template
- Click select

Click Ok

Double click on the grey box that says "No image selected"
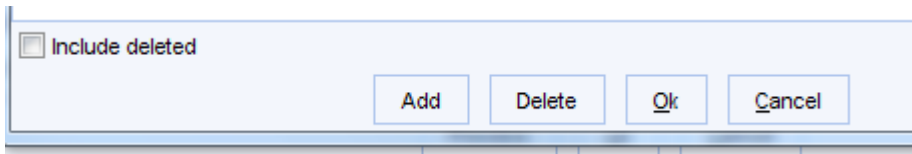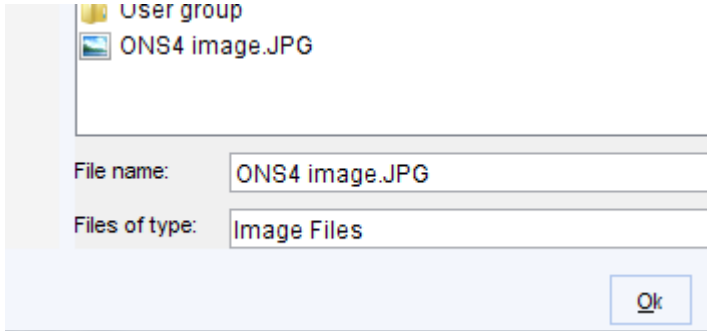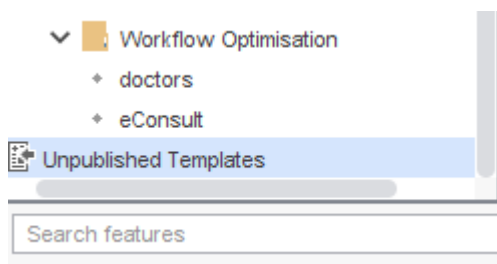
Click the folder icon

Click Add

Navigate to the folder on your desktop that has the templates in and select ONS4 image

- Click OK until all of the boxes close (should be 7x OK's in total)
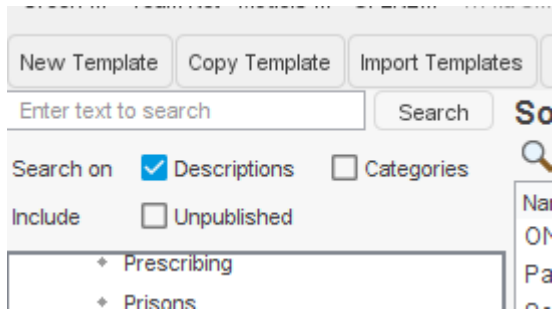
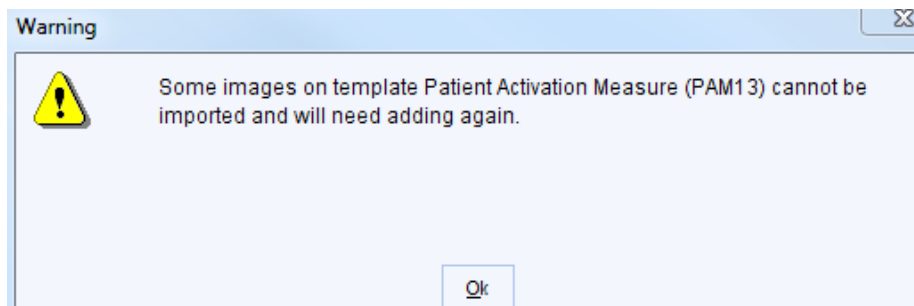- Scroll down to unpublished templates (on the left hand side)

- Right click on the template you have imported i.e. ONS4 Wellbeing
- Click publish template

- Click **Yes** on the popup that appears
- Select locally from the list

- Click **Ok**

- Click **Yes**

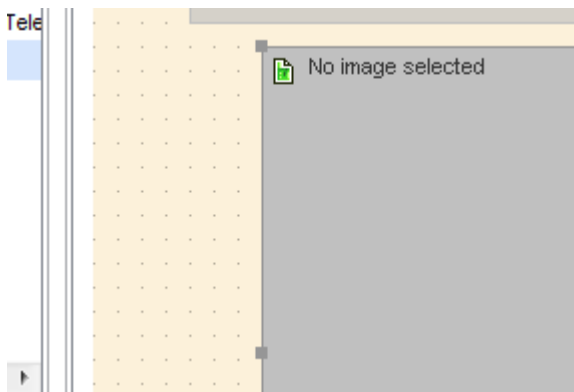# PAM template

- Click import templates

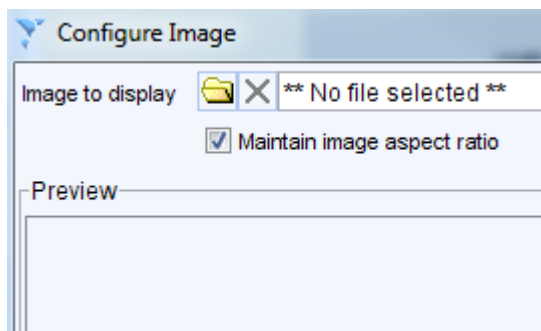- Select the Patient activation measure template
- Click select

Click Ok

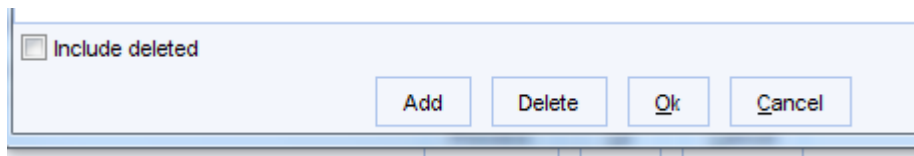Double click on the grey box that says "No image selected"
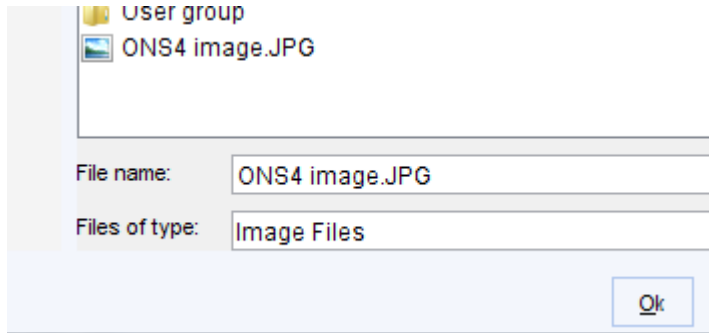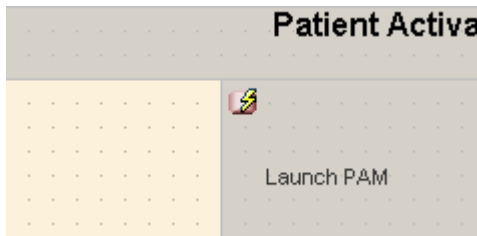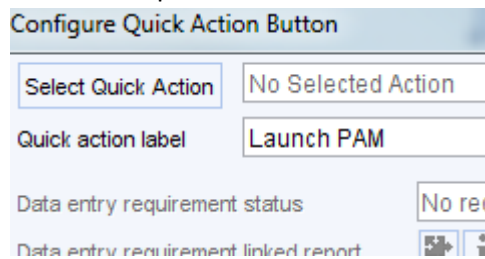

Click the folder icon

Click Add

Navigate to the folder on your desktop that has the templates in and select PAM13 image

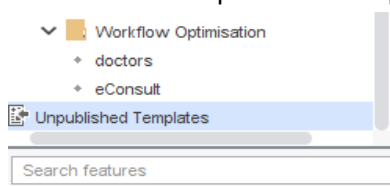- Click OK until all of the boxes close
- Then double click Launch PAM

Click select quick action

Navigate to Patient Actions > Questionnaires > Mental Health > Patient Activation Measure

- Click OK
- Click OK
- Click Yes
- Click OK
- Click OK

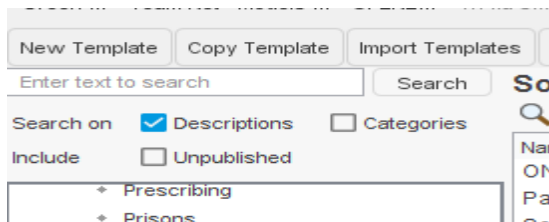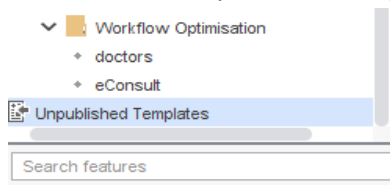- Scroll down to unpublished templates (on the left hand side)

- Right click on the template you have imported i.e. Patient Activation Measure (PAM13)
- Click publish template
- Click **Yes** on the popup that appears
- Select locally from the list
- Click **Ok**
- Click **Yes**

WEMWBS TEMPLATE

- Click import templates

- Select the WEMWBS template
- Click select
- Click OK
- Click Yes
- Click OK
- Click OK
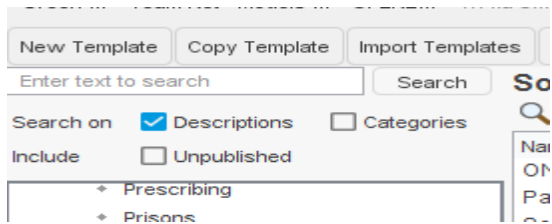   - Scroll down to unpublished templates (on the left hand side)

- Right click on the template you have imported i.e. Patient Activation Measure (PAM13)
- Click publish template
- Click **Yes** on the popup that appears
- Select locally from the list
- Click **Ok**
- Click **Yes**

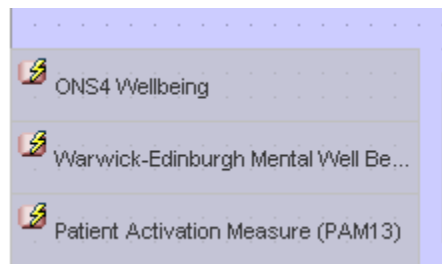**Social prescriber template**
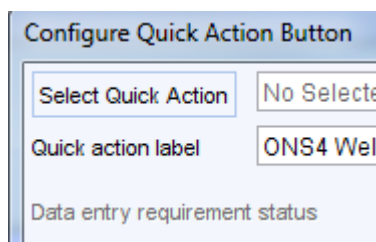
- Click import templates

- Select the Social Prescriber – Shared template
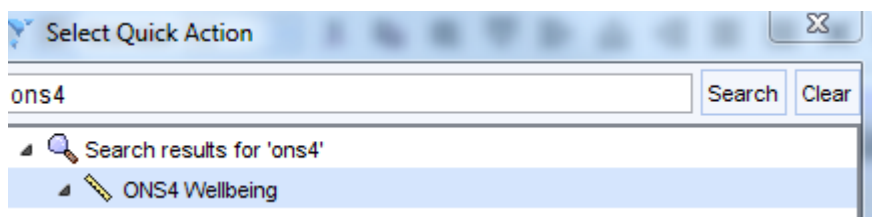- Click OK

Double click ONS4 Wellbeing
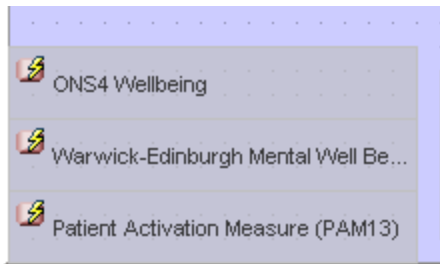

Click select quick action

Type ONS4 and click search
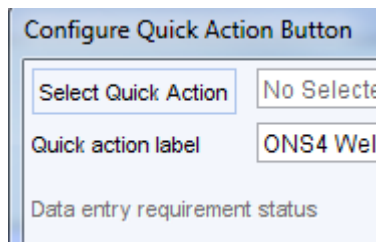
Double click ONS4 Wellbeing

Click OK

Double click Warwick-Edinburgh Mental Well Be…

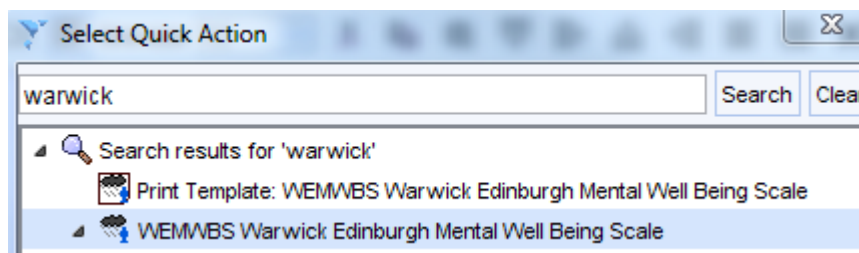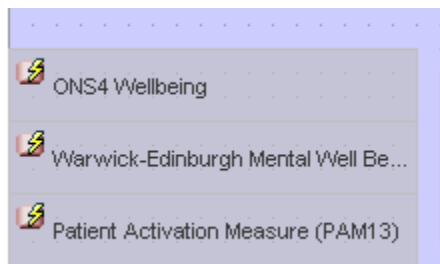Click select quick action

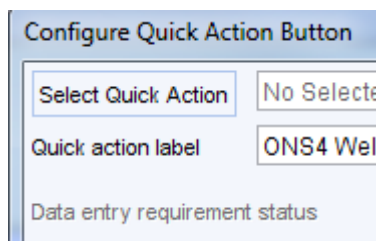Type Warwick and click search

Double click WEMWBS Wellbeing

Click OK

Double Patient activation measure PAM13

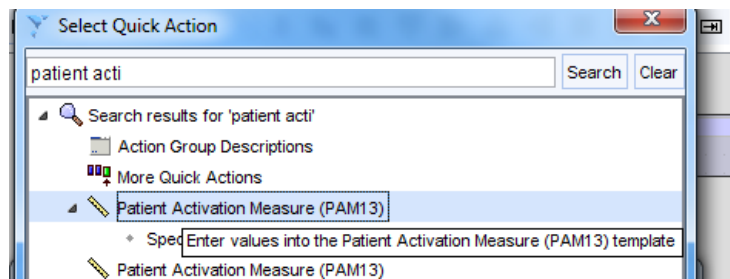
Click select quick action

Type Patient activation and click search
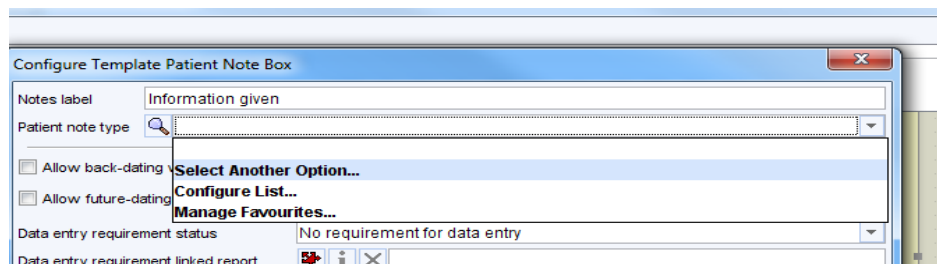
Hover your mouse over the Patient Activation Measure and ensure it says TEMPLATE in the bubble

- Click OK
- Click OK
- Click OK
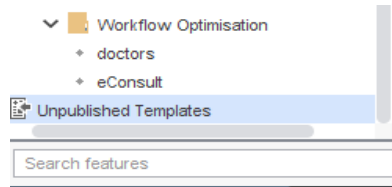- An error should appear
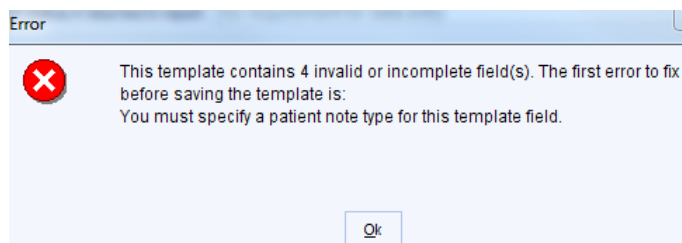
- Click OK
- Click on the patient note type drop down
- Click Select another option

- From the list, choose information given
- Click OK
- Click OK
- Click Yes
- Click Ok
- Click OK

- Scroll down to unpublished templates (on the left hand side)

- Right click on the template you have imported i.e. Patient Activation Measure (PAM13)
- Click publish template
- Click **Yes** on the popup that appears
- Select locally from the list
- Click **Ok**
- Click **Yes**