

‘NWLH A&E Protocol System’

Operational requirement and User manual
Version 1.0.5

Document Information

Title: 'NWLH A&E Protocol System' Operational requirement and user manual
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Introduction

Protocol System is a Windows-based application designed to help consultants and doctors to manage different protocols and print them as and when required. This application gives a vast flexibility of adding and removing any document to the Protocol list with a user-friendly title for each.

System Requirements

- Windows98 or later version of Windows operating system
- 64 MB ram
- 5MB hard disk space
- 1.4" Floppy Drive (If installation setup in a Floppy)
- CD Rom (If installation setup in a CD)
- And all basic hardware to support the operating system and respective softwares.

Setup Help

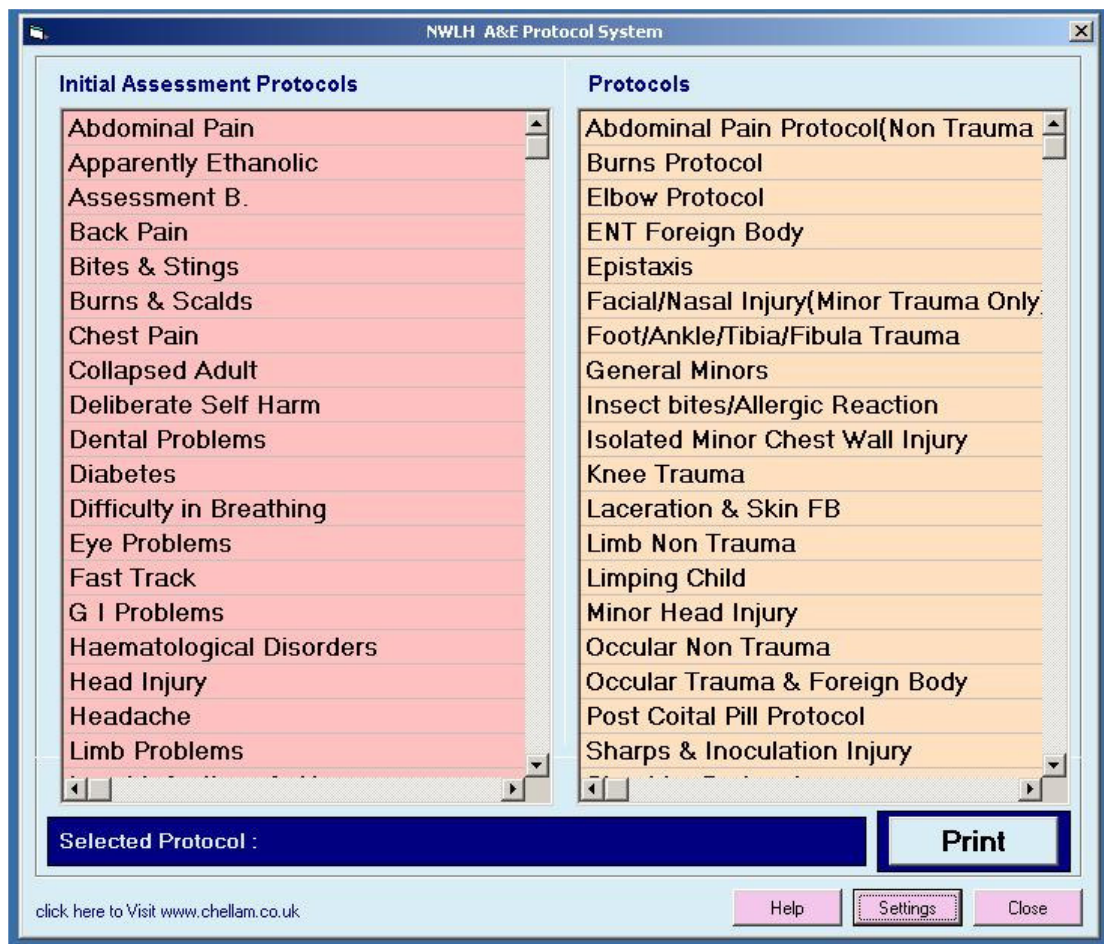
Setup Floppy disk

- Insert the setup floppy disk 1 into the floppy drive.
- Open Windows Explorer and open the floppy drive (usually A drive) Double click on the Setup.exe and follow the instructions, you will have to insert the floppy disk 2 during this process.

- Windows may request you to restart your computer as and when it finds a requirement to update the registry details. In this case please restart the computer and run the setup.exe again.
- If windows recommend keeping a certain registry since the file you have in your system in the latest version, then select keep.
- Follow instructions during setup and install the application in the default path, recommended by the software.
- A shortcut will be created under 'Start' menu and under 'Programs' as ProtocolSystem.
- Right click on this ProtocolSystem menu and select Send to and then select Desktop (create shortcut), this will place a new shortcut on the desktop for you.

User Manual

Protocol System



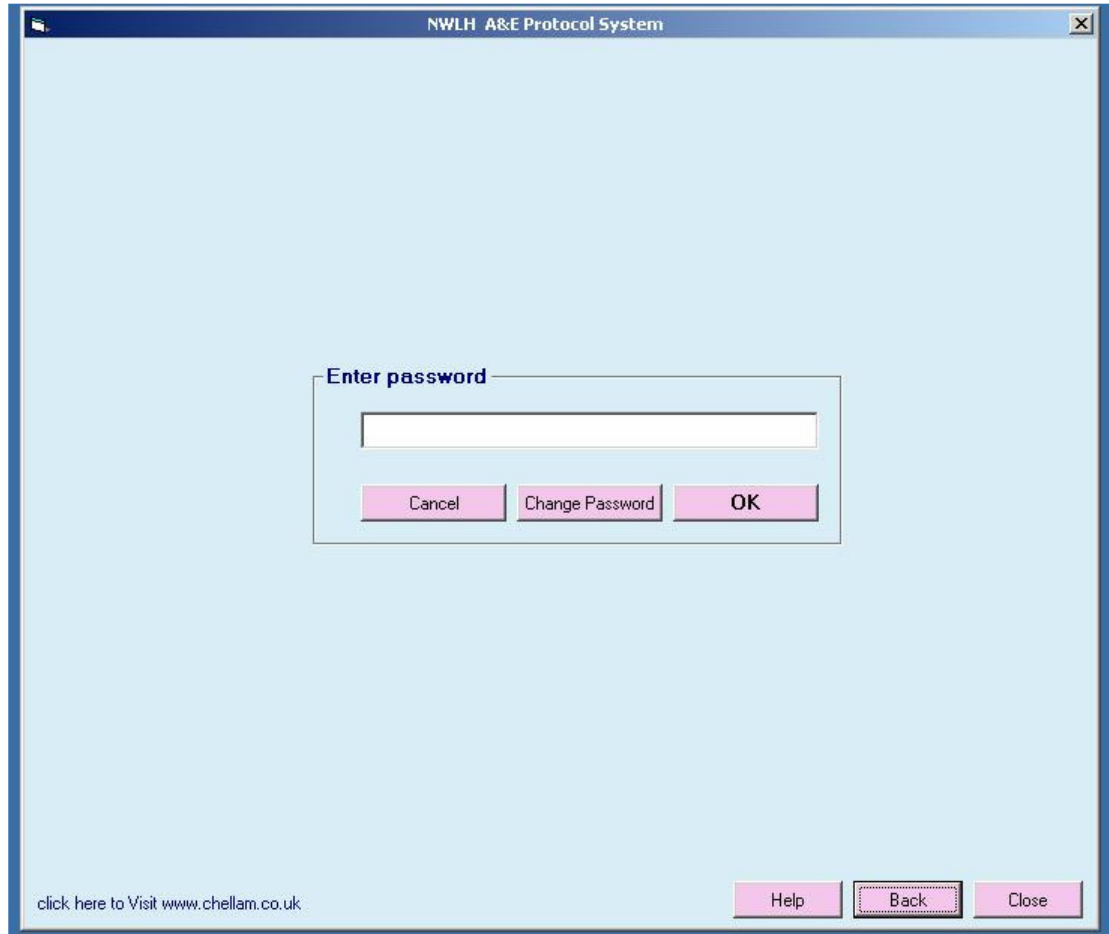
Printing a Protocol

- Select the required protocol by clicking on it, which also shows up on the bottom bar next to the 'Selected Protocol'.
- Click 'Print' button to print the selected protocol.
- If you get a message as "File does not exist", it means that the Protocol is not present in the right folder or may not be created.

- 'Help' provides you necessary help.
- 'Close' closes down the NWLH A&E Protocol System.

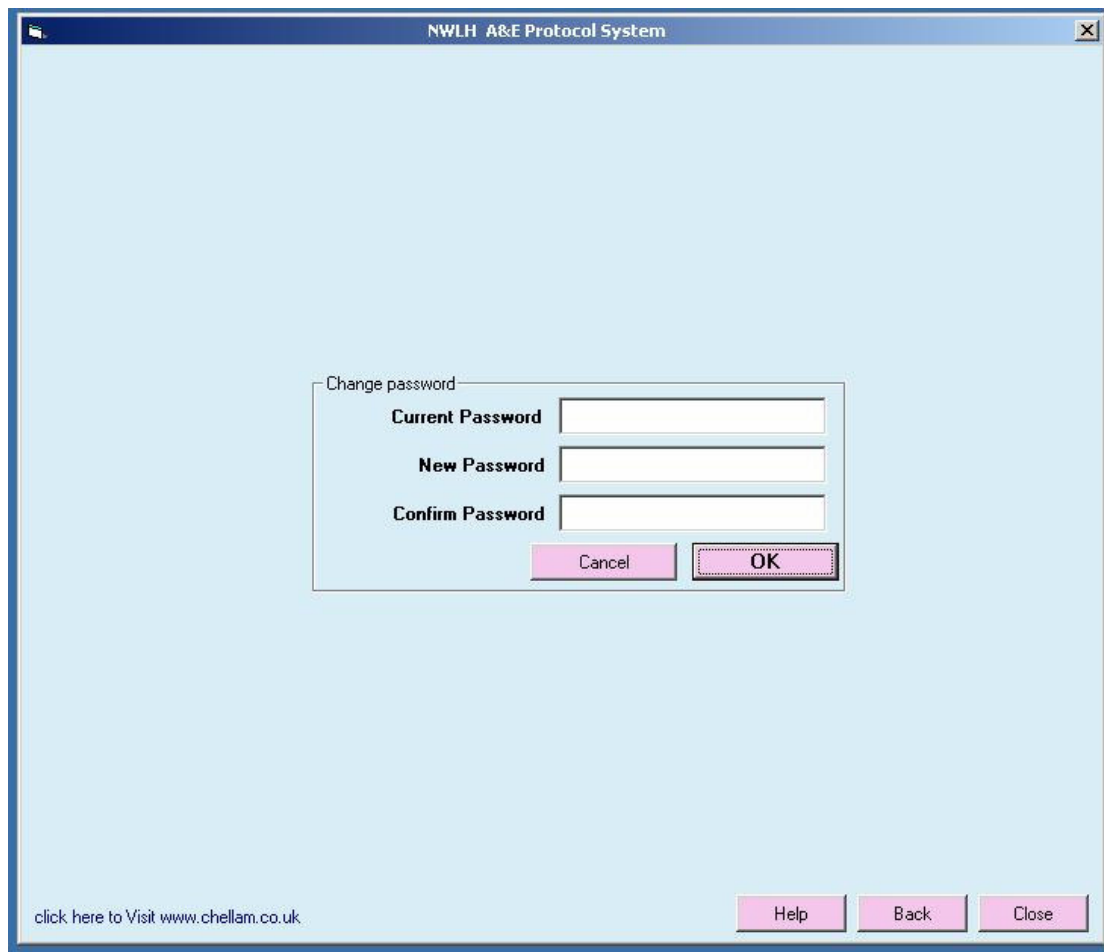
Settings:

Password Screen:



'Settings' button on the main screen is protected by password. Only users with a valid password have the privilege to enter into the settings. To change an existing password, click 'Change password'.

Changing Password:



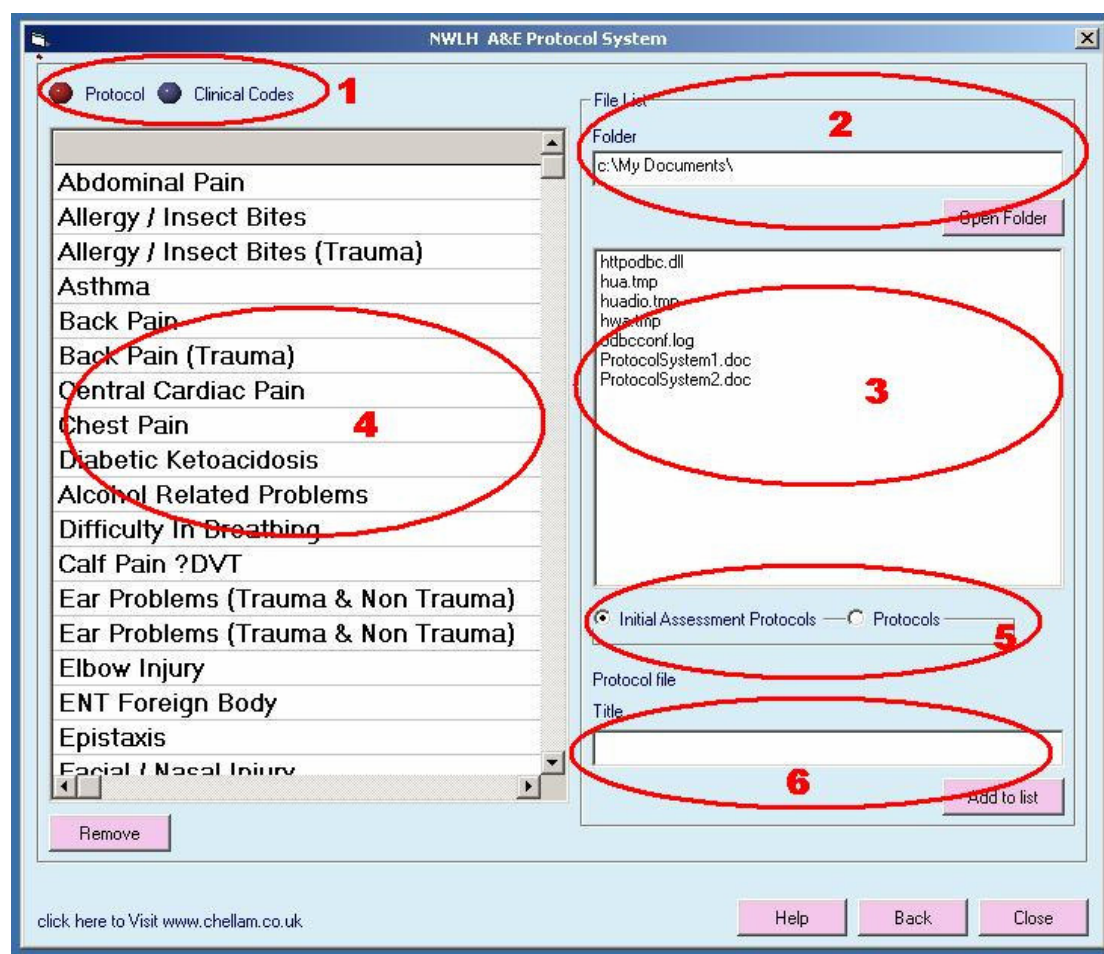
The screenshot shows a window titled "NWLH A&E Protocol System" with a light blue background. In the center, there is a "Change password" dialog box. This dialog box contains three text input fields labeled "Current Password", "New Password", and "Confirm Password". Below these fields are two buttons: "Cancel" and "OK". At the bottom left of the main window, there is a link: "click here to Visit www.chellam.co.uk". At the bottom right, there are three buttons: "Help", "Back", and "Close".

- Enter the current password, new password and confirm the new password by re-entering the new password in the 'Confirm password' text box.
- Click 'OK' to save the new changed password.
- You get a message " New password has been successfully saved".
- This will take you to the settings screen straight away.

You have to enter the current password (case sensitive) correctly to change it to a new password

Settings Screen:

This option gives additional facilities to the management to add new protocols into the protocol list as and when required or even remove any protocols from the protocol list.



As soon as you enter the settings screen as shown above, first change the folder settings (if it is different from “C:\My Documents”). If all your Protocols are under My Documents folder you don’t need to change the folder setting.

Folder Settings:

- There is a default folder always present in the folder text as shown in 2.
- Make sure all these Initial Assessment Protocols and Protocols are in one folder.
- Type in the folder name with its path, where all your Initial Assessment Protocols and Protocols are residing.
- For Example: If your files are in folder called ‘FolderName’ under My Documents in C Drive, you need to type “c:\My Documents\FolderName\” in the text shown in 2.

Please note if there is a single mistake in the path you won't be able to print the protocol.

- After typing in the folder click save and you will be shown a message as “New folder settings saved successfully. ” Immediately you can see the files under that folder appearing in the list 3.
- This setting will be saved forever until you change it again next time.
- Now you can add or remove any files from that folder whenever you want to.
- Click 'Back' button to go to the main screen.

Adding new protocol document or an excel file (Clinical Coding file):

- To add a new protocol to the list, first make sure the protocol document is added into the right folder.
- Get into the ‘Settings’ in the main screen after entering your password.
- In circle 1 if you click on ‘Protocol’ button, the list 4 shows all the protocol documents, which are shown on the main screen. If you click Clinical Coding, all the Excel files, which you have added, will show up in list 4.
- Based on what you want to add you need to click on one of the buttons shown in 1. If it is a protocol document or any other word or rtf document then click ‘Protocol’ or if it an excel document then click ‘Clinical Coding’.
- To add another file onto the main screen, select the file (to be added) from the list box 3.
- You need to select one of the category in circle 5 (the category in which list the new document should appear on the main screen) either Initial Assessment Protocols or Protocols.
- Enter the title, which you intend should appear in the Protocol system list on the main screen
- Click "Add" button to add the newly selected protocol or clinical codes to the list.
- Once you add the protocol to the list, it will appear in the list box 4.
- Click 'Back' to return to the main screen

Removing a Protocol or Clinical Codes files:

- Get into the ‘Settings’ in the main screen after entering your password.
- In circle 1 if you click on ‘Protocol’ button, the list box 4 shows all the protocol documents, which are shown on the main screen. If you click Clinical Coding, all the Excel files, which you have added, will show up in list box 4.
- To remove a protocol or a clinical code, select the respective name you want to remove from the list and click ‘Remove’ button.
- You will find that the document you have removed will not appear again in the list box 4.
- Click 'Back' to return to the main screen.

Any enquiries...?

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Visit our website for more details, explore what more we can do for you or for your company. <http://www.chellam.co.uk/services.asp>

You can even get in touch with us by Email

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