

Built-in Email Client EMIS Web

A guide on how to use the DXS built-in email client



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1. Introduction

This document outlines the steps required to send an email using the DXS built-in email client. Configuration can be set up on a per-user basis or practice-wide to align with the process used by your practice to manage email referrals.

2. Using the DXS Email Client to Send an Email

When you are ready to email the referral form from DXS please click the "Email" button located on the DXS Toolbar:

✓ <u> </u>	٨			0			<i>2</i> -	1
✓		Print	Email	Organise	Auto-Populate	Clear	Sign	Save
2000 Rreast Cancer Deferral Form					1			

Figure 1: The Email Button Located in DXS

A confirmation box will appear asking if you would like to "Mark Form as Complete". Marking the form as complete removes the "Draft" watermark. The below image shows the default settings.

Email	×			
You have chosen to Email a DRAFT co Suspected Colorectal Cancer Referral Patricia Ginny - 9435454283	py of form "2WW (FH) Form" for patient GREEN,			
Once this form has been output, a draft copy will be saved to the Inbox folder in the Forms section of the product The form will include the DRAFT watermark. To remove this, please select the "Mark form as Complete" checkbox below				
Mark Form as Complete Marking the form as Complete means no futher edits can be made to the form. The Form will be filed under the Complete folder in the Forms section of the product and saved into the Patient Record.				
	Email Cancel			

Figure 2: Marking a Form as Complete

NB. If for some reason you need to email the form as a draft BEFORE it is completed, please untick the checkbox.

It is recommended that all required fields are filled out before emailing the form.

You may email the form as is, but please be aware that the form may be rejected by the Service Provider.

Informational boxes may appear offering to add the entry to your PDP log.

NB. Ticking the "Do not prompt again" box will ensure that you do not see this message in the future. You only have to tick this box once. A message advising you that the form is saving to the patient record will appear while DXS in running in the background.



Figure 3: Saving Form to Patient Record

When the form has been saved successfully, the "Send Email" window will be displayed.

Send Email X						
Details						
To	service.provider@nhs.net <u>C</u> C					
Subject	GREEN, Patricia Ginny (Mrs) - 2WW (FH) Suspected Colorectal Cancer Referral Form					
<u>O</u> ptions	 ✓ Send Copy of Email to content@dxs-systems.com ✓ Reply to no-reply@dxs-systems.co.uk ✓ Prefix [SECURE] to Subject 					
Attached	GREEN, Patricia Ginny (Mrs) - 2WW (FH) Suspected Colorectal Cancer Referral Fo Remove					
Message						
Please find	your document attached. Sent by Dr DXS					

Figure 4: Sending the Form per Email

All the features shown here are explained on the following pages.

2.1 Automatic populating of "To" field

If the Service Provider has specified an email address to which the referral can be sent, the address will automatically be populated into the "To" field. This will circumvent having to manually add the address, therefore avoiding mistyped email addresses.

If the referral form can be sent to multiple Service Providers then the "To" field will be blank.

Detaile	
To pulmrehab@nhs.net CC	

Figure 5: Populated "To" Field

2.2 Options

The DXS email client provides you with the opportunity to deselect certain options before sending the email. Simply find the option which you regard as unnecessary and untick the checkbox next to it. The changes made will only be applied to the current email.

- "Send Copy of Email to" the name of the email account that the DXS email client has been configured with
- "Reply to" the address to which replies will go (if configured)
- "Prefix [SECURE]" the option to send the email with encryption to non-NHS email accounts (if configured)

<u>O</u> ptions	 Send Copy of Email to content@dxs-systems.com Reply to no-reply@dxs-systems.co.uk Prefix [SECURE] to Subject 	
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Figure 6: Selecting and Deselecting for Current Email

2.3 Attaching files

You can choose to attach supplementary documents to your email referral, including DocMan file extensions (.TIF.xx2) saved to disk.

1. Click the "Attach" button.

Attached	2WW (GWH) Breast Cancer Referral Form.pdf 3778	Attach
		Remove

Figure 7: The Attach button in DXS

2. The "Select Attachment" window will appear.

🗊 Select Attachment 🛛 🕹 🗙							
← → × ↑ 💺 > T	✓ ♂ Search Local Disk (C:)	م					
Organise 🔻 New fold		•					
📃 Desktop \land	Name	Date modified	Туре 🔨				
🚆 Documents	h boot	5/5/2015 8:49 AM	File fol				
👆 Downloads	Briefcase	3/29/2017 1:14 PM	File fol				
b Music	Briefcase - Copy	6/2/2015 12:45 PM	File fol				
Pictures	Briefcase 2015	1/12/2016 2:10 PM	File fol				
Videos	Drivers	5/24/2016 9:57 AM	File fol				
Local Disk (C:)	DXSLive	1/22/2018 10:32 AM	File fol				
🕳 Local Disk (D:) 🗸	 Intel 	5/24/2016 9:58 AM	File fol ∨				
File	name:	✓ All Files (*.*)	~				
		Open Can	cel				

Figure 8: Selecting an Attachment

3. Select the location where your file is stored by using the standard file explorer icons (outlined above).

4. Click the "Files of Type" drop-down (outlined above) and choose the file type you require. It is set to "All Files" by default, but you may narrow your search by selecting, for example, "DocMan Files", as illustrated below.

All Files (*.*) V					
All Files (*.*)					
Image Files (*.jpg;*.bmp;*.tiff;*.gif;*.png;*.jpeg)					
PDF Documents (*.pdf)					
DocMan Files (*.xx*)					
MS Office Files (*.xls;*.xlsx;*.doc;*.docx)					
XPS Documents (*.xps)					

Figure 9: Type of Files

5. The filtered list of files will now show in the main pane, outlined in the screenshot below.



Figure 10: Filtered List of Files

- 6. Please select the file you wish to attach and then click the "Open" button.
- 7. The file that has been selected will now appear in the list of "Attached" files on the Send Email screen. To attach additional files please repeat steps 1 to 6.

Attached	2WW (OWII) Breast Cancer Referral Form.pdf	077K	Attach
	DXS Point-of-Care (transparent).png	27K	Demous
			Remove

Figure 11: Selected File to be Attached

8. When all the files have been attached click the "Send" button to send the email.



Figure 12: Sending the Email

2.4 Email sent confirmation

A notification will appear stating "Your email was successfully sent" to confirm that the email has been sent.



Figure 13: Confirmation Dialogue Box

Simply click "OK" when you are ready to move on.

3. DXS Support

3.1 Problems?

If you are having any problems regarding using the DXS email client or experiencing any technical issues with DXS Point-of-Care, please get in touch with our service desk and one of the members of our team will be more than happy to help you.

support-uk@dxs-systems.com

20800 028 0004 option 1

3.2 Service desk hours of operation

Monday–Friday	07:30–19:00
Saturday	09:00-13:00
Sunday	Closed

3.3 DXS Training

To view more DXS Training Guides visit our training website at http://training.dxs-systems.com/.