

How to Use Electronic Signatures in DXS SystmOne

A guide on how you can use the electronic signature functionality to sign referral forms



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1. Introduction

This Electronic Signature functionality allows users to sign referral forms electronically without the need to print, sign and scan the forms before sending them to the service provider. The user only has to set up the electronic signature once in DXS where after it can be used in any form which has a signature field.

If you cannot see this functionality, please contact your CCG to raise this with DXS. Alternatively you can contact our support service desk using the details supplied on <u>page 5</u>.

2. Using the Electronic Signature

1. Navigate to a document with a signature field.

View All - BOND, Helen (Mrs) - 576 788 3281		– 0 X
Home Education Professional Medicines Services	s Forms Tavel POFLog Read Lookup Cptons - Update - Yoo - Peedback	
🔥 All Publishers 💌	L DXS Media > Cancer Search	17 🗎 ?
Wy Favourities A State State State State DXS Media Constant	Print Email Organise City Sign Save Add to PDP Add to PDP Add Content Favourites Form History Notes	* • • * *
2WW Breast Cancer Referral Form	Patient BOND, Helen (Mrs) - 576 788 3281 is currently loaded	
TWR Breast Cancer Referral Form	1 Instructions	*
> 🔥 Falls Prevention		^
> 🔥 Alerts		
> 🔥 Allergy/Immunology		
Cardiovascular Disease		
> 🔥 Community Health		
Complementary/Alternative Medicine		
> H Dentistry		
> bermatology		
Ear/Nose/Throat (ENT)		
Endocrine disorders	Breast Referral (including 2 week wait referrals)	
Forms and protocols		
Gastrointestinal Disorders		
> 🔥 General	Date of decision to refer: 28-Jun-2018 Date referral received at Trust:	
Cenetic disorders		

Figure 1: Document with a Signature Field

2. At the top of the screen, there will be a toolbar. Located on this toolbar is a "Sign" button. The sign button will display a drop-down menu when clicked. Click on "Sign" to add the signature to the form.

	Print	5 Email	Crgan	ise	Auto-Popul	ate Clear	Sign	▼ 📂 ▼ Save	Assign	Discard	Add to PDP	Add Content	Favourites
	Save	d Draft		His	story	Notes	Ø	Sign					
ſ	i Instructions					\diamond	Clear Sig	jnature					
	This is a previously saved Draft from 07 Setup Signature rd it to replace with a fresh version												

Figure 2: The "Sign" Button on the Drop-down Menu

3. If the signature has already been set up for the user, it will populate in the signature field.



Figure 3: Document Populated with the Electronic Signature

3. Setting up the Electronic Signature

If the user has not set up their signature, they will be prompted to do so through the "Preferences" dialogue box.

🔆 Preferences		×
Signature Conduits		
Form Signatures Certain Forms may allow a signature to be added. Please select an image file containing your signature Image	below for it to be use	ed on these forms.
	Load	Clear
	Ok	Cancel

Figure 4: Setting up an Electronic Signature

The user can also select the "Setup Signature" option on the drop-down menu which will also display a "Preferences" screen.



Figure 5: The "Setup Signature" Button on the Drop-down Menu

🔆 Prefe	rences						×
General	Printer	Email	Header & Footer	Signature	Updating	Conduits	
Form S Certain I Please s Image	ignature Forms ma select an	es iy allow i image file	a signature to be ac e containing your si	lded. gnature belo	w for it to I	be used on	these forms.
					Load		Clear
					Ok		Cancel

Figure 6: Setting up an Electronic Signature

- 1. From here, they can click "Load" to upload their signature file.
- 2. This will open an explorer dialogue box. Browse to the signature file location.

NB: The "Files of type" box displays "Signature Files", including .jpeg, .bmp, .png or .gif – the explorer window should **ONLY** display these files.

🔀 Load Signature File			×
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Organise 👻 New fold	er		
^	Name	Date	Туре
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> 🝊 OneDrive	🖻 Image 01.2.png	06 Feb 2018 11:35 AM	PNG File
This DC	🖻 Image 01.png	02 Feb 2018 1:23 PM	PNG File
	📓 Image 02.png	02 Feb 2018 1:31 PM	PNG File
> Desktop	📓 Image 03.png	02 Feb 2018 1:36 PM	PNG File
> 🔮 Documents	📓 Image 04.png	02 Feb 2018 1:40 PM	PNG File
> 🕂 Downloads	📓 Image 05.png	02 Feb 2018 1:43 PM	PNG File
> 🁌 Music	📓 Image 06.png	02 Feb 2018 1:46 PM	PNG File
> 💽 Pictures	🖻 Image 07.png	06 Feb 2018 9:52 AM	PNG File
> 📕 Videos	🖬 Image 08.png	06 Feb 2018 11:14 AM	PNG File
> 🏪 Local Disk (C:)	🖬 Signature.png	02 Feb 2018 1:42 PM	PNG File
×	<		>
File n	ame:	∽ Signature F	iles (bmp,jpg,jpeg,p \vee
		Open	Cancel
		Ok	Cancel

Figure 7: The Explorer Dialogue Box

When saving and selecting your signature file, please be aware of the file size, in terms of both MB/GB file size and pixels.

- File size may cause problems with sending as it could cause the file size of emails or attachments to be too large. This could be attributed to a number of factors including what image file and quality you have saved your file as. Your IT providers or helpdesk should be able to advise you on how to reduce the size.
- Actual pixel size may cause problems with the display on referral forms, especially when
 printing or emailing. You should be able to crop the image in any basic editor to make it
 smaller. Your IT providers or helpdesk should be able to advise you on how to reduce the
 size.
- 3. The relevant file should then be selected, and "Open" clicked.

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Organise 🔻 New fold	der		
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> 🐔 OneDrive	Image 01.2.png	06 Feb 2018 11:35 AM	PNG File
	📓 Image 01.png	02 Feb 2018 1:23 PM	PNG File
V 💻 This PC	📓 Image 02.png	02 Feb 2018 1:31 PM	PNG File
> Desktop	🔟 Image 03.png	02 Feb 2018 1:36 PM	PNG File
> 🔮 Documents	📓 Image 04.1.png	06 Feb 2018 12:58 PM	PNG File
> 🕂 Downloads	🖻 Image 04.png	02 Feb 2018 1:40 PM	PNG File
> 🁌 Music	🖻 Image 05.png	02 Feb 2018 1:43 PM	PNG File
> 📰 Pictures	🖻 Image 06.png	02 Feb 2018 1:46 PM	PNG File
> 🖼 Videos	🔟 Image 07.png	06 Feb 2018 9:52 AM	PNG File
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		Open	Cancel
		Ok	Cancel

Figure 8: Selecting the Signature Image

4. This will populate the "Image" viewing window within the "Preferences" dialogue box with the selected signature image.



Figure 9: Uploading a Signature

- 5. Click "OK" on the "Preferences" dialogue box.
- 6. This will then automatically populate the signature field with the selected signature file. This will be added automatically every time "Sign" is clicked, unless the settings are changed within "Preferences".

NB: if the user would like to change these settings, they can change the settings from the sign drop-down menu or through the overall Options > Preferences menu.



Figure 10: The Populated Signature within the Document

7. The document can be printed, saved or emailed from here following the usual processes.

4. DXS Support

4.1 Problems?

If you are having any problems with using the electronic signature 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.

⊠ <u>support-uk@dxs-systems.com</u>

2000 028 0004 option 1

4.2 Service desk hours of operation

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

4.3 DXS Training

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