



# How to Use the Practice Content Folder SystemOne

A guide on how you can view your  
practice content and add new content



## Content

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## 1. Introduction

This document provides guidance on how to navigate to and view practice content. It also outlines the steps required to add new content and details on how you can search for any specific practice content.

## 2. How do I Navigate to and View My Practice Content?

You will first need to open the clinical system and navigate into DXS. The method to access DXS is listed below.

Click on the “Home” button on the DXS floating toolbar.

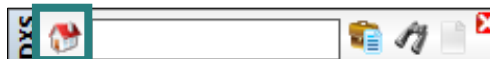


Figure 1: Home Button on the DXS Toolbar

This will take you to the DXS home page. Practice content is available in the “Professional” section, as well as the “Education” section.

To view practice content in the “Professional” section, select the “Professional” button located in the main toolbar at the top of the screen.

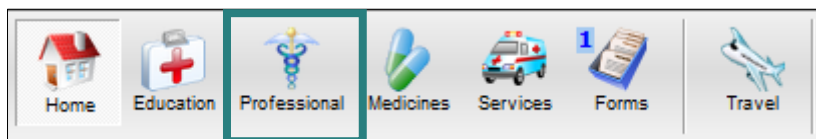


Figure 2: Professional Button on the DXS Home Page

A list of folders containing various content will be displayed on the left-hand side of the screen.

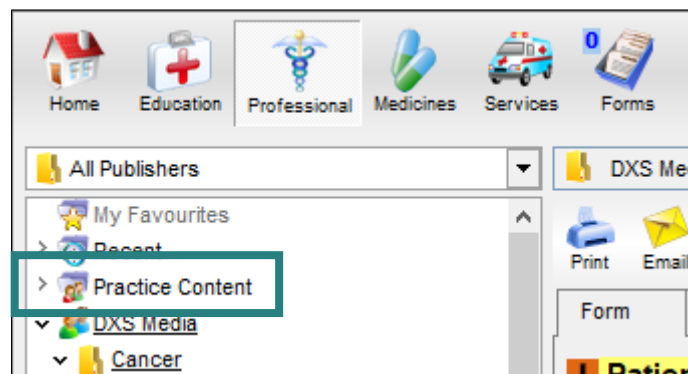


Figure 3: Practice Content Folder in DXS

To view practice content in the “Education” section, select the “Education” button located in the main toolbar at the top of the screen.

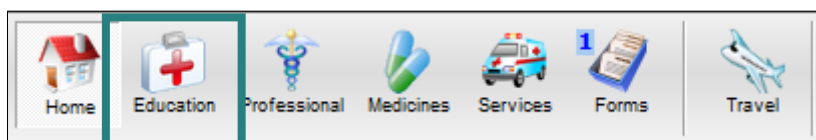


Figure 4: Education Button on the DXS Home Page

A list of folders containing various content will be displayed on the left-hand side of the screen.

### 3. How can I Add Content to My Practice Content?

Once you have followed the above steps and have navigated to the “Professional” section, select the “Practice Content” folder. The folder will highlight as demonstrated in the screenshot below.

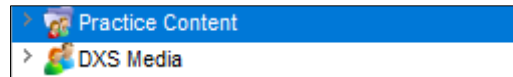


Figure 5: Highlighted Practice Content Folder

Click the “Add Content” button located on the “Professional” toolbar.

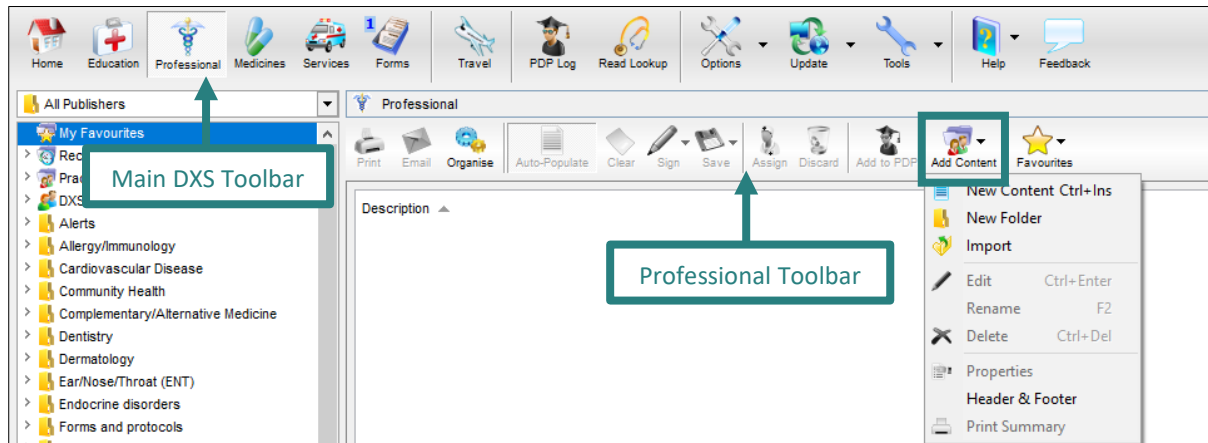


Figure 6: Professional Toolbar in DXS

Select “New Content” from the drop-down menu.

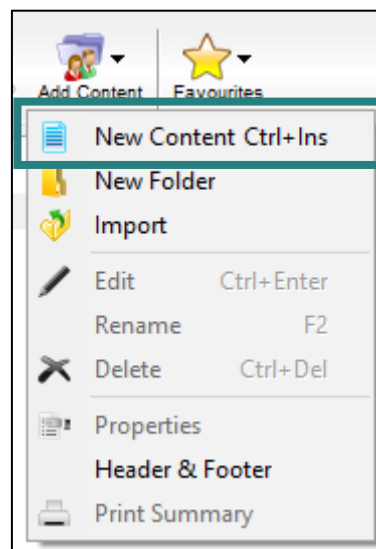


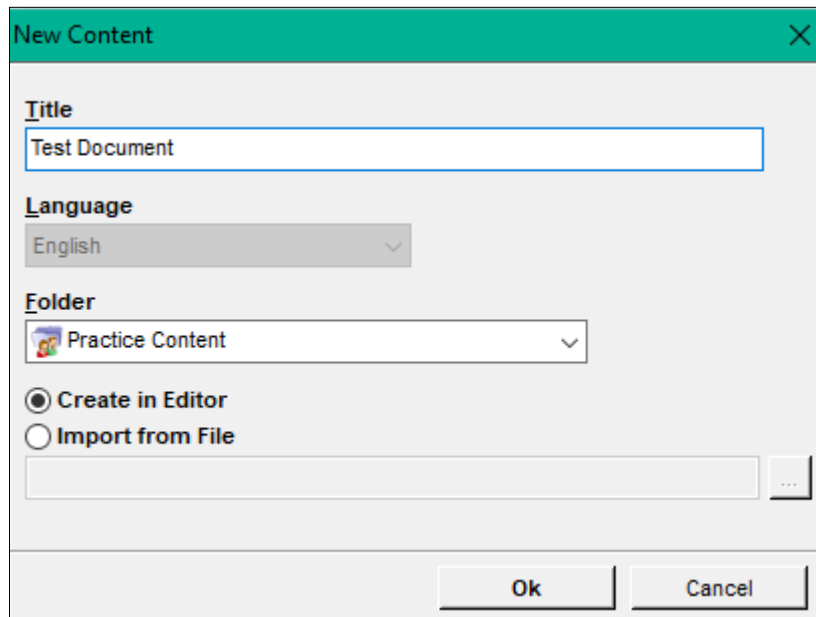
Figure 7: Adding New Practice Content

Note: There is also a shortcut available. By pressing ‘Ctrl’ + ‘Ins’ on your keyboard, you can add new content without having to use the menu buttons.



Figure 8: ‘Ctrl’ + ‘Ins’ Shortcut

The following input box will appear where you can then fill out the necessary details i.e. Title.



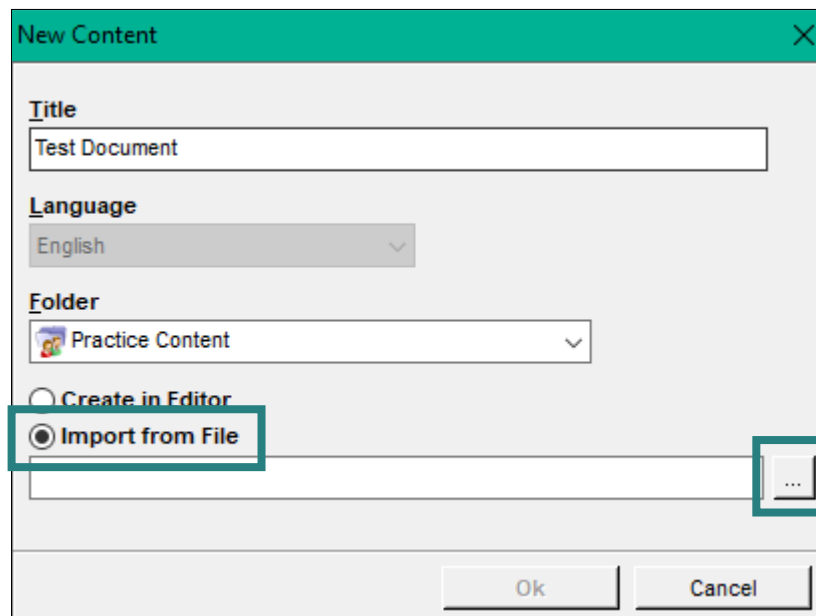
The screenshot shows a dialog box titled "New Content" with a close button (X) in the top right corner. It contains the following fields and controls:

- Title:** A text input field containing "Test Document".
- Language:** A dropdown menu currently showing "English".
- Folder:** A dropdown menu currently showing "Practice Content".
- Creation Method:** Two radio buttons: "Create in Editor" (which is selected) and "Import from File".
- File Selection:** An empty text input field with an ellipsis button (...) to its right.
- Buttons:** "Ok" and "Cancel" buttons at the bottom right.

Figure 9: Input Box for Adding New Content

You can select to either create a file from scratch using the editor or import the file from another location.

To import the file, select the "Import from File" radio button. Click on the ellipsis button to the right of the white input box.



This screenshot is identical to Figure 9, but with two red boxes highlighting specific elements:

- A red box around the "Import from File" radio button.
- A red box around the ellipsis button (...) to the right of the empty input field.

Figure 10: Importing a File from Your Workstation

This will open your file location browser. Select the file you want to import and then press “Open”.

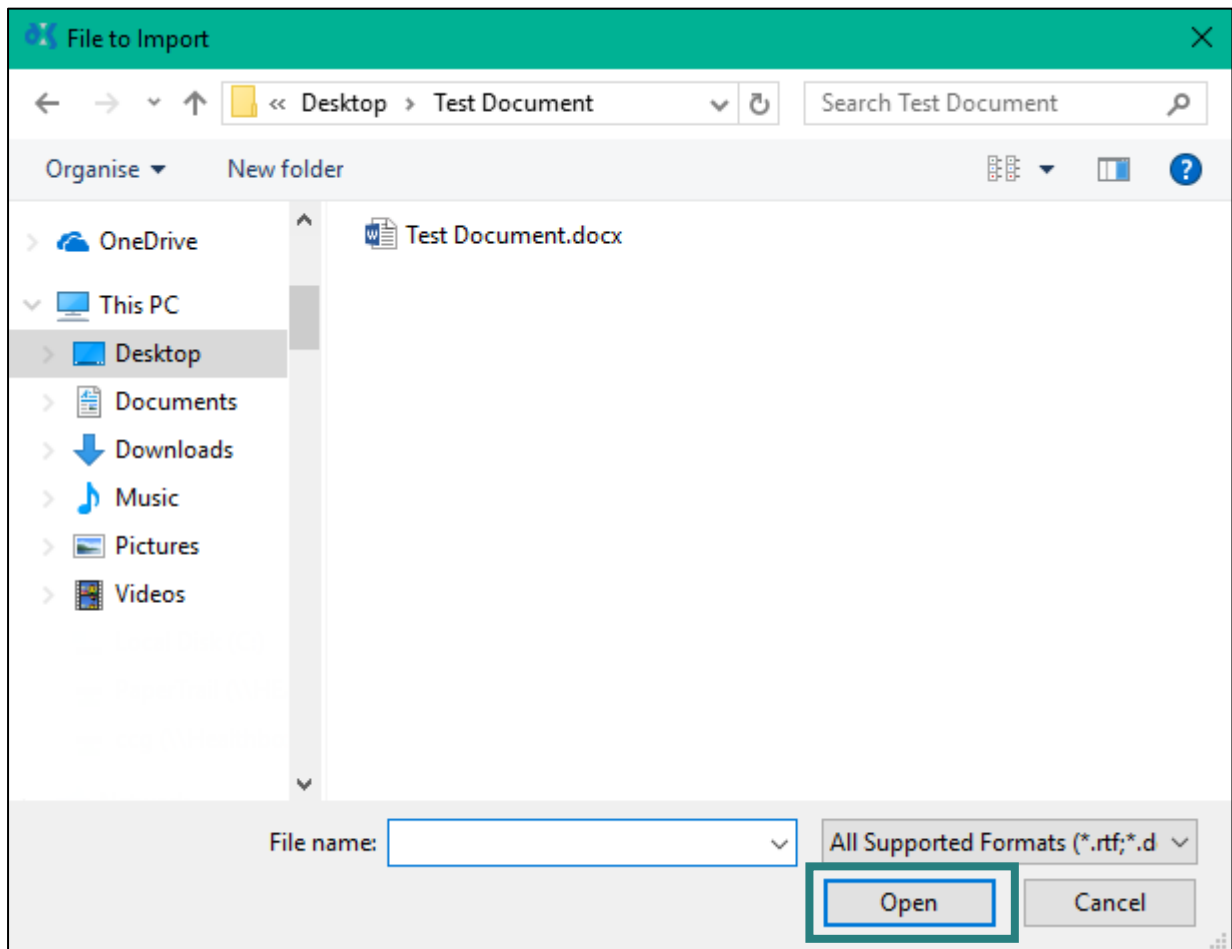


Figure 11: File Location Browser

Ensure that the file path is in the white input box. Finish the process by clicking “Ok”.

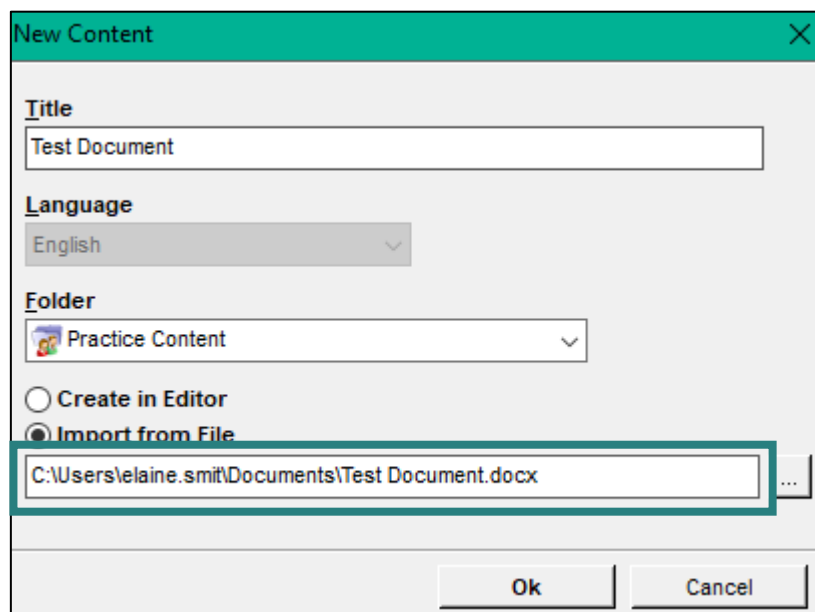


Figure 12: File to be Imported Displays in Input Box

The file has now been added to the practice content folder. You can subsequently delete or edit this document. To do so, highlight or open the document you wish to change/delete and right click. You will then see a list of available options.

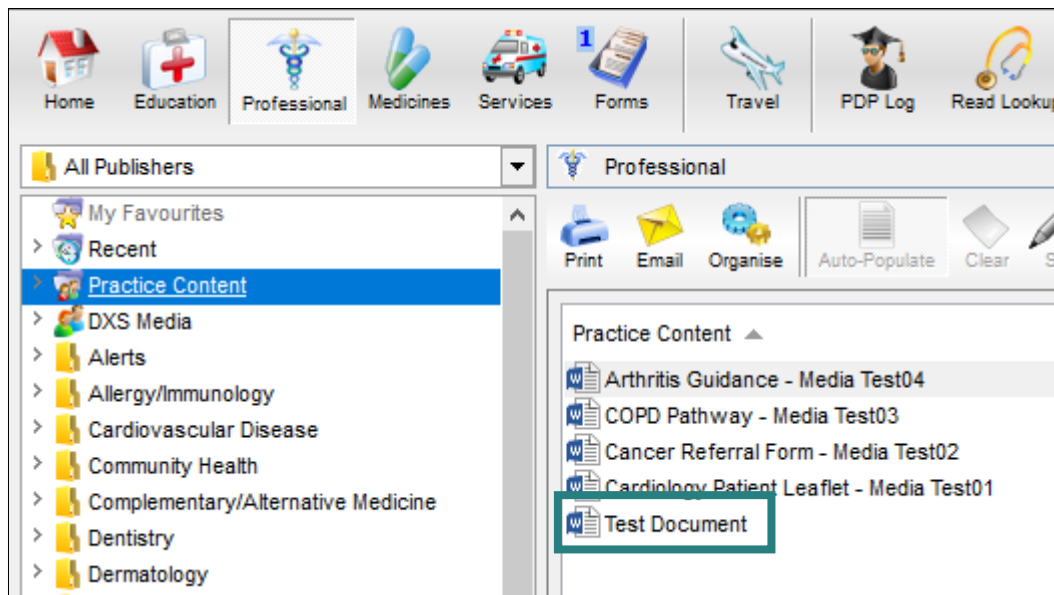


Figure 13: File to be Imported Displays in Input Box

#### 4. How do I Search for My Practice Content?

To search for practice content, type the name of the relevant document in the DXS floating toolbar. Press enter on your keyboard or click on the find button to initiate the search.

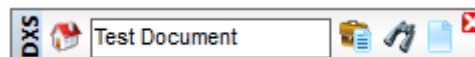


Figure 14: Type Name of Document in DXS Toolbar

DXS will open, displaying a list of search results. The document you have added will be visible.

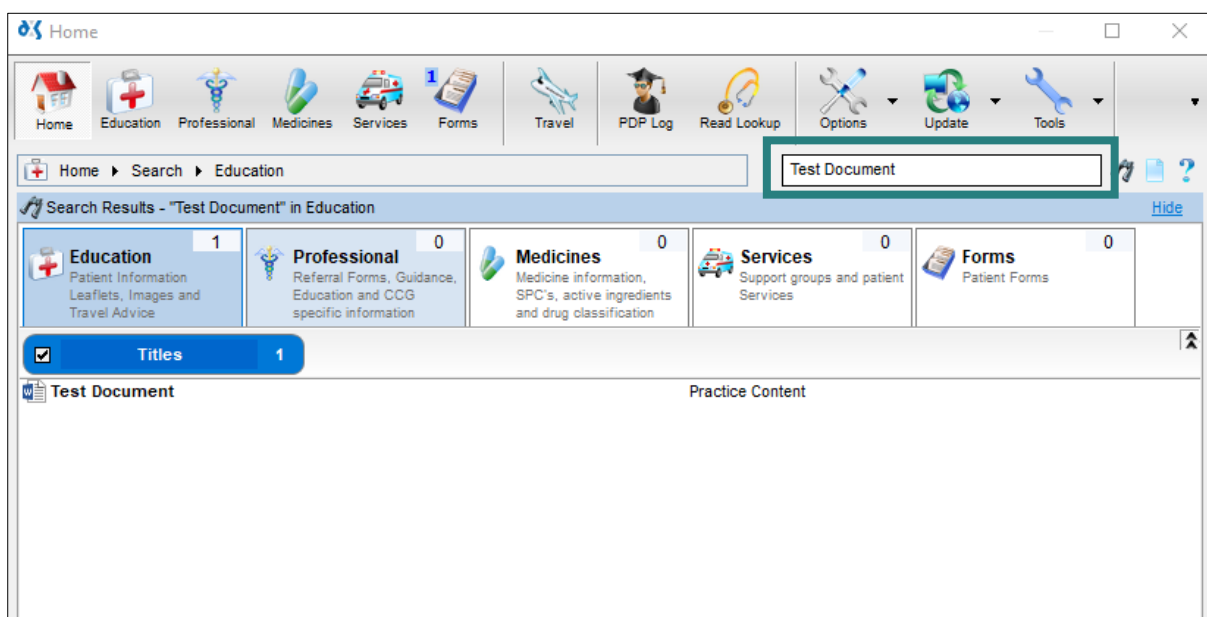


Figure 15: List of Search Results

Alternatively, you can search from within the relevant section, e.g. Education or Professional. Type the name of the document in the search bar and press enter on your keyboard or click on the find button to initiate the search.

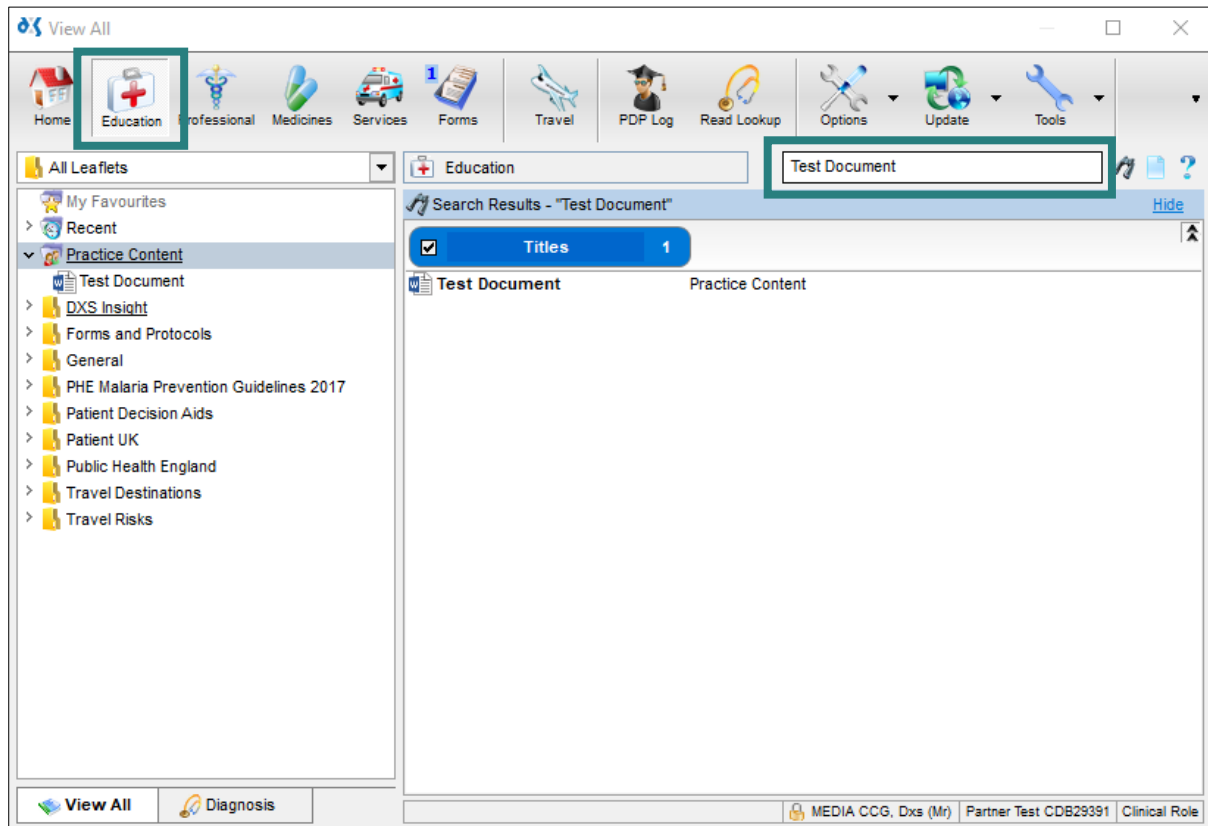


Figure 16: Search for Practice Content from within Education

## 5. DXS Support

### 5.1 Problems?

If you are having any problems regarding practice content 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](mailto:support-uk@dxs-systems.com)

☎ 0800 028 0004 option 1

### 5.2 Service desk hours of operation

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

### 5.3 DXS Training

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