

# How to Use the Practice Content Folder Vision

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 "DXS Home" button on the Vision toolbar.

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Figure 1: DXS Button within the Vision System

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.

There is also an alternative method to access practice content within the "Professional" section and "Education" section respectively. You can use the buttons on the DXS menu located in the right-hand corner of the Vision home screen.

To view practice content in the "Professional" section, select the "Professional" button on the DXS menu.



Figure 5: Professional Button on the DXS Menu

To view practice content in the "Education" section, select the "Patient Education" button on the DXS menu.



Figure 6: Patient Education Button on the DXS Menu

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

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



Figure 7: Highlighted Practice Content Folder

All the Options 1 18 PDP Log ê, ę Update + Read Lookup Travel Education Feedback Home Professional Medicines Services Forms ▼ 🚏 Professional All Publishers 🐺 My Fa 0 P-10-1 ^ 8 2 ∽-Print 0 . 27 Recent Email Organise Clea rites > 📝 Pract New Content Ctrl+Ins > 💋 DXS Main DXS Toolbar Description 🔺 New Folder Alert Allergy/Immunology 🔰 Import > 📙 Cardiovascular Disease / Edit Ctrl+Enter > 🔥 Community Health **Professional Toolbar** F2 Rename Complementary/Alternative Medicine Dentistry 🔀 Delete Ctrl+Del > 🔥 Dermatology Properties Ear/Nose/Throat (ENT) Header & Footer H Endocrine disorders > Forms and protocols Print Summary

Click the "Add Content" button located on the "Professional" toolbar.

Figure 8: Professional Toolbar in DXS

Select "New Content" from the drop-down menu.

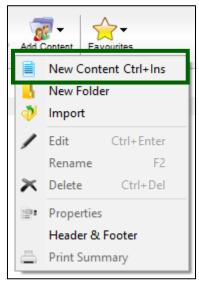


Figure 9: Adding New Practice Content

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 10: 'Ctrl' + 'Ins' Shortcut* 

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

New Content			×
Title			
Test Document			
Test Document			
<u>L</u> anguage			
English	$\sim$		
Folder			
7 Practice Content		~	
Create in Editor			
O Import from File			
	_	Ok	Cancel

Figure 11: 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 the ellipsis button to the right of the white input box.

New Content			×
Title			
Test Document			
Language			
English	$\sim$		
Folder			
7 Practice Content		~	
○ Create in Editor			
Import from File			
		Ok	Cancel

Figure 12: Importing a File from Your Workstation

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

File to Import	×
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Organise 🔻 New folder	EE - 🔲 ?
<ul> <li>OneDrive</li> <li>Test Document.docx</li> <li>Desktop</li> <li>Documents</li> <li>Downloads</li> <li>Music</li> <li>Pictures</li> <li>Videos</li> </ul>	
• • • • • • • • • • • • • • • • • • •	
File name: 🗸 🗸	All Supported Formats (*.rtf;*.d ~ Open Cancel

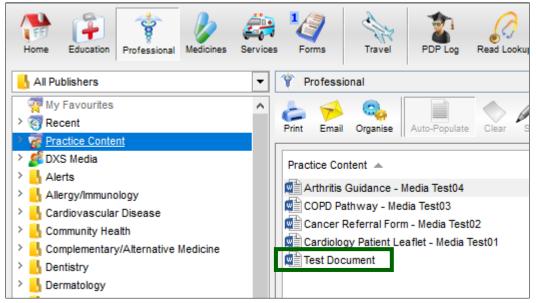
Figure 13: File Location Browser

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

New Content	$\times$
Title	
Test Document	
Language	
English V	
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Practice Content ~	
O Create in Editor	
Import from File	
C:\Users\elaine.smit\Documents\Test Document.docx	
Ok Cancel	

Figure 14: 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 15: 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 search bar on the DXS home page. Press enter on your keyboard or click on the find button to initiate the search.

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

Image: Search Results - "Test Document" in Education       Hide         Image: Search Results - "Test Document" in Education       Image: Search Results - "Test Document" in Education         Image: Professional Leaflets, Images and Travel Advice       Image: Search Results - "Test Document" in Education       Image: Search Results - "Test Document" in Education         Image: Travel Advice       Image: Search Results - "Test Document" in Education       Image: Search Results - "Test Document" in Education	K Home			
Image: Search Results - "Test Document" in Education       Hide         Image: Search Results - "Test Document" in Education       Image: Search Results - "Test Document" in Education         Image: Professional Leaflets, Images and Travel Advice       Image: Search Results - "Test Document" in Education       Image: Search Results - "Test Document" in Education         Image: Travel Advice       Image: Search Results - "Test Document" in Education       Image: Search Results - "Test Document" in Education	Home Education Professiona	Medicines Services Forms Travel PDP Log	Read Lookup Options Update Tools	
Image: Professional Referral Forms, Guidance, Education and CCG specific information, SPC's, active ingredients and drug classification       0	∔ Home 🕨 Search 🕨 Educ	ation	Test Document	19 🗎 ?
Education       Professional       Medicines         Patient Information       Referral Forms, Guidance, Education and CCG specific information, SPC's, active ingredients and drug classification       Services       Support groups and patient Services         Image: Travel Advice       Titles       1	🎢 Search Results - "Test Docur	ment" in Education		Hide
	Education Patient Information Leaflets, Images and	Professional Referral Forms, Guidance, Education and CCG Medicine information, SPC's, active ingredients	Support groups and patient Support groups and patient	0
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Figure 16: Type Name of Document in Search Bar on DXS Home Page

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.

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Home Education Professional Medicines Service	Forms Travel PDP Log	Read Lookup Options Update	Tools
🔥 All Leaflets 💌	Education	Test Document	11 🗎 ?
🧛 My Favourites	🎢 Search Results - "Test Document"		Hide
> 🛐 Recent	✓ Titles 1		\$
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Test Document	Test Document	Practice Content	
DXS Insight     DXS Insight     Forms and Protocols			
General			
PHE Malaria Prevention Guidelines 2017			
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Public Health England			
Travel Destinations			
Travel Risks			
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Figure 17: 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.

⊠ <u>support-uk@dxs-systems.com</u>

**2 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/.