



## **SystemOne – Instructions for uploading the TARGET Treating Your Infection Respiratory Tract Infection (RTI) Leaflet**

This instruction manual explains the process of uploading the TARGET Treating Your Infection Respiratory Tract Infection (RTI) leaflet onto SystemOne for all practice's in your CCG.

Before starting this process you must have access to the SystemOne Reporting Unit. This allows you to publish templates, letters, protocols, and reports to SystemOne practices in your CCG

- Firstly, you will need to create an Organisation Group for your CCG. This allows you to make changes to your CCG's system all at once
  - You can create an organisation group via Setup > Organisation Groups
  - Each member practice is then sent a SystemOne task inviting them to join the group
  - The benefit of using this method is that all practices in your CCG will have access to the same leaflet and any changes or updates will appear automatically at the same time for all practices
- Secondly, in order to upload the leaflet to the system you will need to ensure that you have the leaflet available in .doc format. The Respiratory Tract Infection leaflet is available in .doc format from the RCGP website at the following link:  
<http://www.rcgp.org.uk/clinical-and-research/~/-/~/media/AB844515CA3E4E2F9C05DEB8DB1C7871.ashx>
- Once you have downloaded the leaflet in .doc format from the website you can import it onto the system via Setup > Referrals & Letters
  - By adding the leaflet to a clinical template it allows you to add text guidance with easy-access read codes to indicate that the leaflet has been given and is also convenient for clinicians already familiar with using templates

