

Savience APC Configuration Tool



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Initial screen display

Clinical system type is protected to avoid customers accidentally changing this field

Both the general settings and Connection settings are dependant on the surgery number selected. In this example, surgery1 is selected.

More often than not only surgery 1 will be present. If there is more than one surgery then the Main Page Title and the Disclaimer Text are not available for the second and third surgeries. The Languages, Messages, Slip Printer and Adverts tabs will also be unavailable.

The screenshot shows the 'APC Configuration Tool V1.0' window. At the top, there are radio buttons for 'Emis LV', 'Emis PCS', and 'ODBC Connection'. Below this is a dropdown menu for 'Surgery 1' and buttons for 'Help' and 'Save Settings'. The 'General Settings' section has tabs for 'General', 'Staff', 'Staff/Clinic Aliases', 'Interrupt Messages', 'Locations', 'Languages', 'Messages', 'Slip Printer', and 'Adverts'. The 'General' tab is active, showing fields for 'Main Page Title' (Surgery Name), 'Wait Message' (Please take a seat), and 'Disclaimer Text'. There are also time fields: 'Before Time' (45 mins), 'After Time' (10 mins), and 'Timeout period' (10 secs). The 'Connection Setting' section at the bottom has fields for 'User Name', 'Password', 'Svr IP Address', 'UCI', 'VGP', 'DataBase Name', and 'ODBC DSN Name'. A 'Close' button is at the bottom right.

General

- **Surgery Name**
Enter your surgery name here to display the name of your surgery at the top of the home page
- **Before Time**
You can specify how early a patient can check in before their appointment time.

The default is 45 minutes.

- **After Time**

You can specify how late a patient can check in after their appointment time. The default is 10 minutes.

Note: In general the larger the surgery the shorter this time slice should be.

- **Time Out**

The time out parameter determines how long a page is displayed on screen. If no buttons are touched the APC reverts to the home page after the set amount of seconds. The default is 10 seconds.

- **Wait Message**

This is the default message that is given to the patient when they check-in successfully.

e.g.

You have been checked in for your appointment with

Dr Jones at 3:30pm.

Please take a seat

Location directions are appended to this message.

Click the Save Settings button the save your entries.

Connection Settings

These settings are setup at install time. Please contact support if you need to change them.

Staff

Staff only need to be set up if you need to add a location direction, an interrupt message for them or an alias name.

Click the **Add new staff name below** text box and enter the staff name.

Click on the **Add Staff Member** button to add the name.

The name you enter must be exactly the same as it appears in your clinical system.

- **Note - Setting up names with InPS Vision**

To find out the format for names that are sent to the APC go to the Vision control panel/staff.

The APC system selects the title and the surname from this screen. If you would rather a different name was displayed i.e. just the first name this can be achieved using the [alias](#) option.

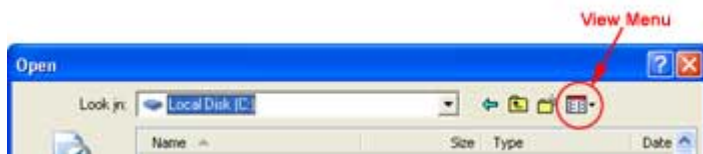
Pictures

To include a picture click on the relevant **Staff Name** and then click on the **Attach Image** button.

Browse to the location of your pictures.

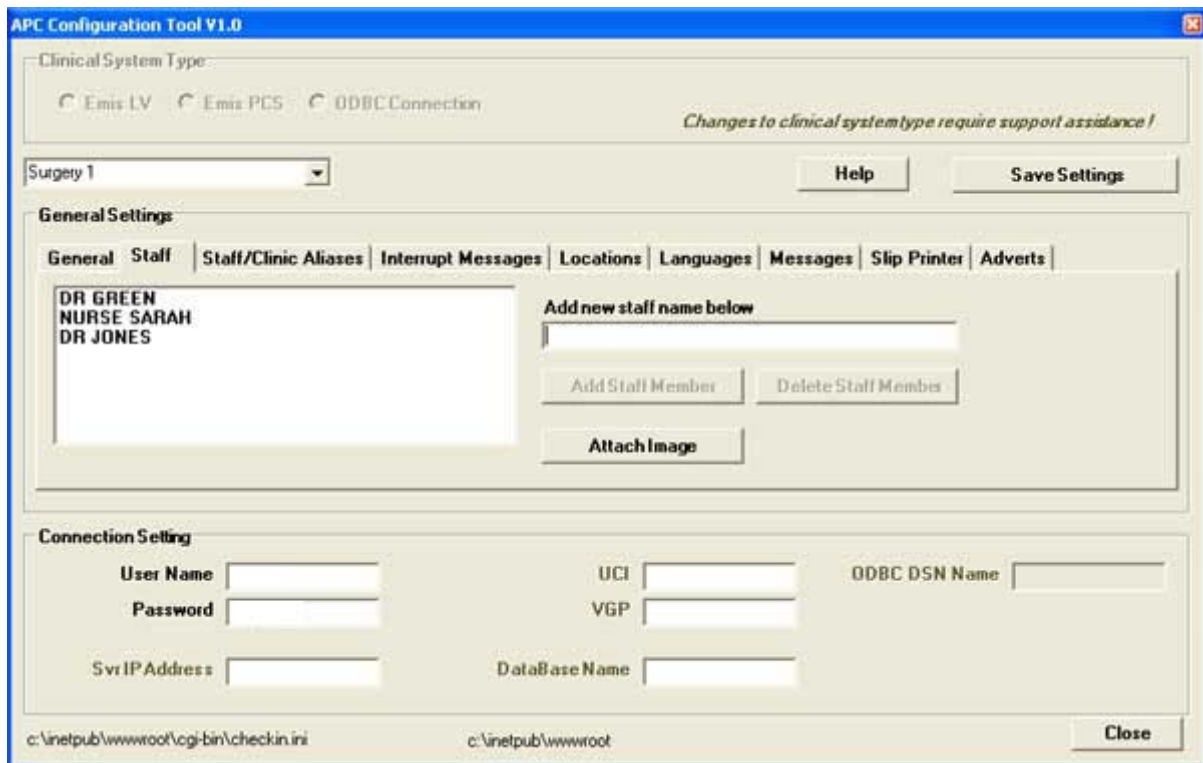
Click on the Windows "View Menu" option and select "View Thumbnails".

This will display small "thumbnails" of your images.



Select the relevant picture and click on the open button.

Click the **Save Settings** button to save your entries.



Notes:

All photos must be in JPG format and must be no larger than 100x100 pixels.

Double Appointments

If pictures have been added for only one of the relevant staff then only one picture will be displayed and the patient will not know which staff the picture relates to. Therefore either ensure pictures are added for all staff or use the generic images supplied for staff that do not wish to have their pictures shown.

Your appointment is with a Female Doctor
 Your appointment is with a Female Nurse
 Your appointment is with a Male Doctor
 Your appointment is with a Male Nurse

These images can be found c:\inetpub\wwwroot\selfcheckin\userVars\pics

Deleting Staff and Images

Select the relevant staff member and click on the delete button.

If the member of staff has an image attached you will need to delete the image before you can delete the staff member.

Preview

To view how a clinician will be displayed click on the relevant staff name and click on the Preview Button.

Staff/Clinic Alias

Staff must first be added using the staff tab.

The **Staff/Clinic Alias** option allows you to mask the name of a clinic for privacy purposes

This option can also be used if your patients know GPs and nurses by names other than those stored in your clinical system i.e. if Dr Green is more commonly known as John.

Click the **Staff/Clinic Alias** tab and click in the **New Alias** text box.

Enter the alias by which you want a staff member or clinic to be referred as and click the **Add Alias** button.

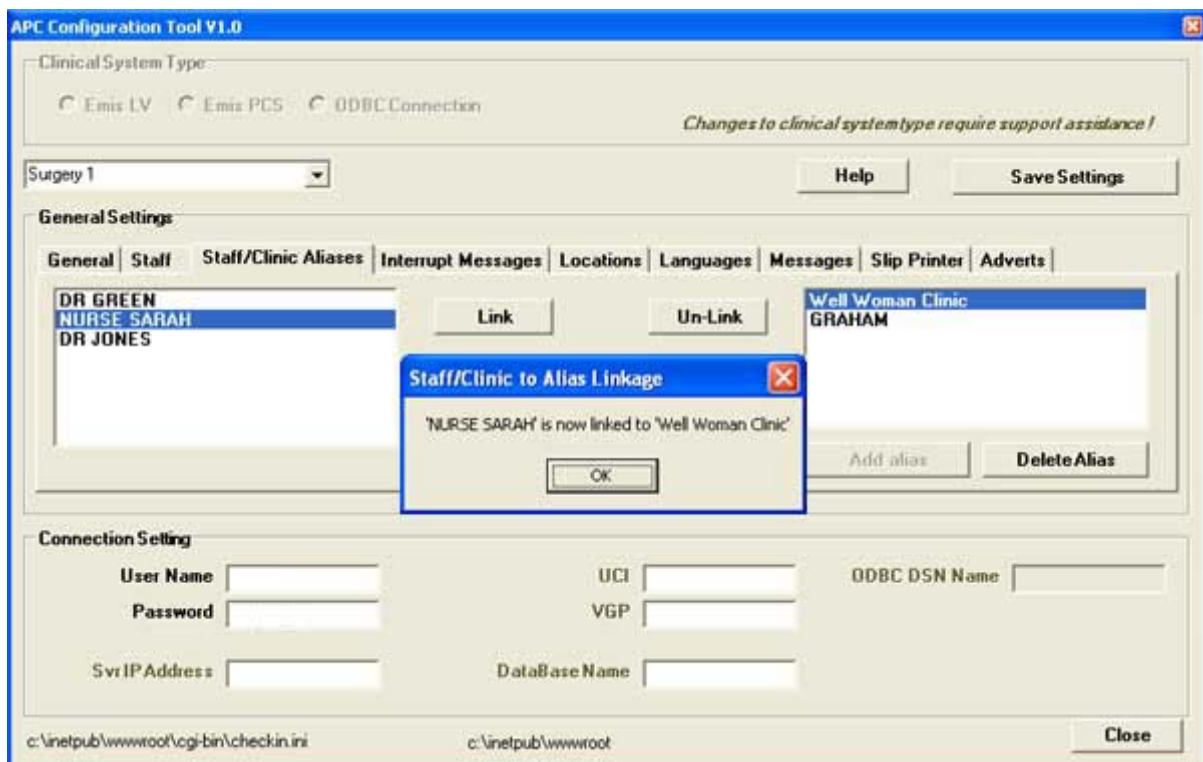
Click on the **Staff Member** or clinic to be masked then click on the **Alias**.

Click on the **Link** button to activate the alias. A small window will confirm the link is active. Click OK to accept the link.

Now whenever a patient checks in for this staff member or clinic the screen will display that they have been check-ed in with the alias name instead of the staff or clinic name.

To delete an alias click on the alias you wish to delete and click the **Delete Alias** button.

Click the Save Settings button the save your entries.



Locations

Staff must first be added using the staff tab.

If you have more than one waiting area you will need to direct patients to the relevant waiting area once they have checked in. To do this you will need to set up location directions.

The default direction for a patient is setup in the General tab (This is normally "Please take a seat"). Whatever you add for a location is appended to this message.

Therefore if Dr Watson's waiting room is upstairs you could add the location message "in the waiting room upstairs". Then when a patient successfully checks in for Dr Watson they will be given the direction "Please take a seat in the waiting room upstairs".

If several clinicians share the same waiting area all clinicians should be linked to the relevant location message.

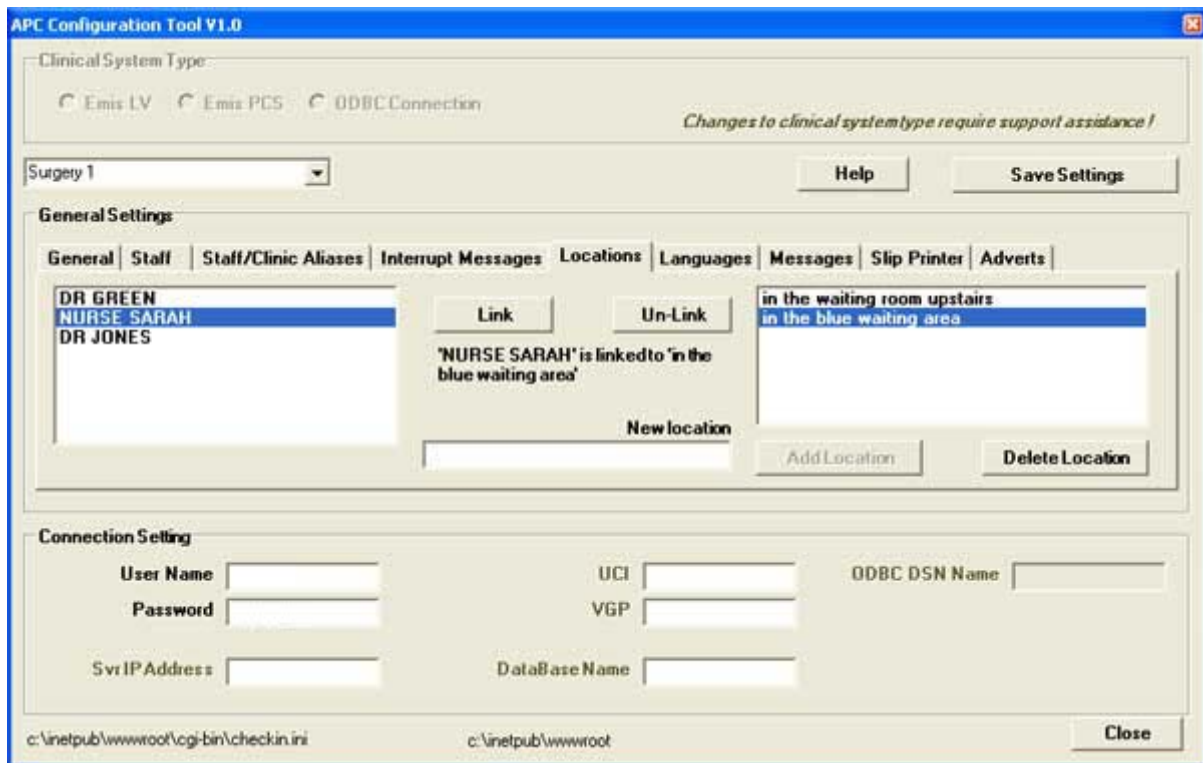
To add a location simply click in the New Location text area and enter the relevant details. Click the Add location button to add the location.

To link a clinician with a location direction click on a clinician in the staff list and click on the location in the location list. Then click the **Link Staff to Location** button. A small window will confirm the link is active. Click ok to accept the link.

In some surgeries clinicians regularly move to different locations. If this is the case simply choose the Clinician from the staff list, choose the new location message and click link to update the new direction.

To delete a location click on the location you wish to delete and click the **Delete Location** button.

Click the Save Settings button to save your entries.



Double Appointments

If a patient has a double appointment i.e. an appointment with a nurse followed by a doctor and they both have a location set both locations will be displayed.

If the first staff member has a location and the second does not then just the first location will be displayed

If the second staff member has a location and the first does not then the default wait message will be displayed as well as the location for the second staff member

Messages

These messages scroll along the bottom of the home page.

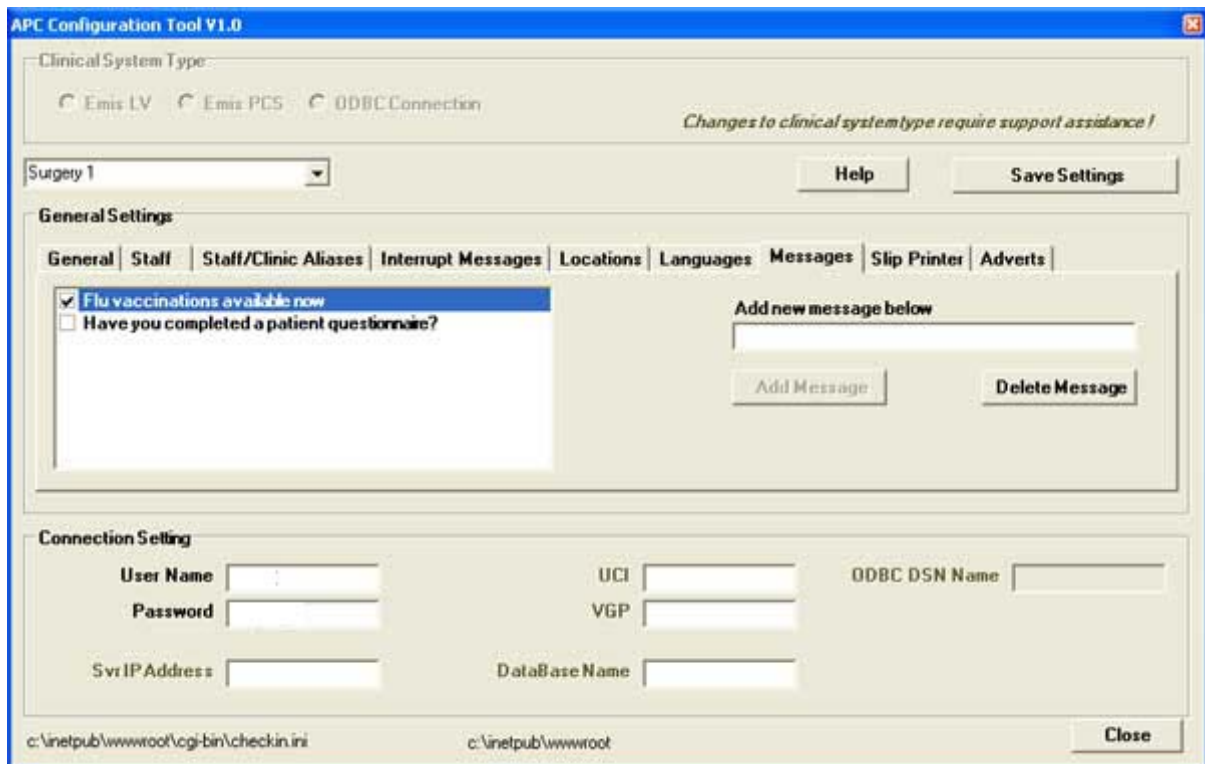
Click in the **Add New Message Below** text box and enter the message.

Click on the **Add Message** button to add the message to the messages list.

To include a message in the scrolling list check the tick box for the relevant message.

To exclude the message from the current scrolling list simply un tick the tick box.

Click the Save Settings button the save your entries.



Languages

Click the Language tab to view all installed languages.
Click the tick box to select the languages that you require.
You can have up to 8 languages on the home page at any one time.
Additional languages can be requested from sales@savience.com

Click the Save Settings button the save your entries.

The screenshot shows the 'APC Configuration Tool V1.0' window. At the top, there are radio buttons for 'Clinical System Type' with options 'Emis LV', 'Emis PCS', and 'ODBC Connection'. A note states 'Changes to clinical system type require support assistance!'. Below this is a dropdown menu set to 'Surgery 1' and buttons for 'Help' and 'Save Settings'. The 'General Settings' section has several tabs: 'General', 'Staff', 'Staff/Clinic Aliases', 'Interrupt Messages', 'Locations', 'Languages', 'Messages', 'Slip Printer', and 'Adverts'. The 'Languages' tab is active, showing a list of languages with checkboxes: Bengali (checked), Farsi (unchecked), Gujarati (checked), hindi (checked and highlighted), Punjabi (unchecked), Urdu (checked), and Welsh (unchecked). A text box explains: 'This list represents all of the languages installed on your system. Tick any number of languages to have them show on the main check in screen.' The 'Connection Setting' section at the bottom contains input fields for 'User Name', 'Password', 'Svr IP Address', 'UCI', 'VGP', 'DataBase Name', and 'ODBC DSN Name'. The status bar at the bottom shows the file path 'c:\inetpub\wwwroot\cgi-bin\checkin.ini' and a 'Close' button.

Interrupt Messages

These messages scroll along the bottom of the home page.

Interrupt messages are special messages that you can add when a clinician is recording, training etc. These messages can be assigned to any clinician at the touch of a button.

Click in the **New Interrupt Message** text box and enter the message.

Click on the **Add Message** button to add the message to the interrupt messages list.

To link a clinician with an interrupt message click on a clinician in the staff list and click on the interrupt message in the messages list.

Then click the **Link Staff to Interrupt Message** button. A small window will confirm the link is active. Click ok to accept the link.

Click the Save Settings button the save your entries.

Double Appointments

If a patient has a double appointment i.e. an appointment with a nurse followed by a doctor and either the doctor or the nurse has an interrupt message set then the relevant interrupt message will be displayed. If both the nurse and the doctor have an interrupt message set then both interrupt messages will be displayed.

The screenshot shows the 'APC Configuration Tool V1.0' window. At the top, there are radio buttons for 'Emis LV', 'Emis PCS', and 'ODBC Connection'. Below this is a dropdown menu set to 'Surgery 1' and buttons for 'Help' and 'Save Settings'. The main area is titled 'General Settings' and has several tabs: 'General', 'Staff', 'Staff/Clinic Aliases', 'Interrupt Messages', 'Locations', 'Languages', 'Messages', 'Slip Printer', and 'Adverts'. The 'Interrupt Messages' tab is active. It contains two lists: a list of staff members ('DR GREEN', 'NURSE SARAH', 'DR JONES') and a list of interrupt messages ('has a trainee with him today'). Between these lists are 'Link' and 'Un-Link' buttons. Below the staff list is a text input field labeled 'New Interrupt Message' and an 'Add message' button. To the right of the message list is a 'Delete Message' button. At the bottom, there is a 'Connection Setting' section with input fields for 'User Name', 'Password', 'Svr IP Address', 'UCI', 'VGP', 'DataBase Name', and 'ODBC DSN Name'. The window title bar shows the file path 'c:\inetpub\wwwroot\cgi-bin\checkin.ini' and a 'Close' button.

Slip Printer

If you have the optional printer attached click the tick box. If not leave this un ticked.

To include your telephone number and/or website at the bottom of the printed slip enter the details in the relevant text boxes.

Adverts can also be printed on the printed slip.

Click in the Add Advert text box and enter the advert.

Click on the Add Advert button to add the message to the adverts list.

To include an advert in the current adverts list check the tick box for the relevant advert.

To exclude the advert from the current adverts list simply un tick the tick box.

If there is more than one advert in the current active list the advert to be printed to the slip is chosen at random.

Click the Save Settings button the save your entries.

The screenshot shows the 'APC Configuration Tool V1.0' window. At the top, there are radio buttons for 'Clinical System Type' with options 'Emis LV', 'Emis PCS', and 'ODBC Connection'. A note states 'Changes to clinical system type require support assistance!'. Below this is a dropdown menu set to 'Surgery 1' and buttons for 'Help' and 'Save Settings'. The 'General Settings' section has tabs for 'General', 'Staff', 'Staff/Clinic Aliases', 'Interrupt Messages', 'Locations', 'Languages', 'Messages', 'Slip Printer', and 'Adverts'. The 'Slip Printer' tab is active, showing a 'Slip Printer Installed' checkbox (unchecked), and text boxes for 'Tel Number' and 'Web Site'. The 'Connection Setting' section at the bottom contains text boxes for 'User Name', 'Password', 'Svr IP Address', 'UCI', 'VGP', 'DataBase Name', and 'ODBC DSN Name'. The status bar at the bottom shows the file path 'c:\inetpub\wwwroot\cgi-bin\checkin.ini' and a 'Close' button.

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