EMIS Electronic Lothian Joint Formulary INSTALLATION Guide

Import the electronic Formulary

1. From the main menu, click **Dictionaries** in the Configuration section, or type **DT**.

2. Click **Formulary Manager** or press **A**. The Formulary Manager screen is displayed.

3. Click **Import Formulary** then select the required format (**Import EMIS Formulary**).

4. Navigate to the required location, click the file name to select it then click **Open**.

5. A message box will pop up **Importing formulary, please wait…**

6. Once the import is complete the Formulary is added to your list of formularies.

   NB While the installation is in progress the computer may appear to frozen – please leave the installation to run for 30 minutes and if it has not successfully completed by this time then contact Paul Donnelly - paul.donnelly@nhslothian.scot.nhs.uk

7. To double check the Formulary has been properly imported the number listed in the **Items** column to the right of the **Formulary Name** (final column) should be 1314.

Set the newly imported electronic Formulary as default

1. Click **User Default Formulary** or type **U**. The User Default Formulary screen is displayed which shows the default formulary currently applied to users.

2. Hold control (**Ctrl**) on the keyboard and **left click** with the mouse the names of the users to apply the formulary to. **NB** There is an issue at the moment whereby the formulary cannot be used for nurse prescribers – please ensure that any nurse prescriber is **not** selected.

3. Click **Set Options**, **Default Formulary** and select the newly imported formulary from the list.

4. The selected formulary is displayed next to the user's name on the **Default User Formulary Screen**.

5. To delete the previous version of the formulary, click on it to highlight it then right click to open the shortcut menu. Click **Delete**.

6. A box pops up asking for confirmation, select **Yes**.

8. **NB** Any user still assigned to the deleted formulary is re-assigned to the default formulary.