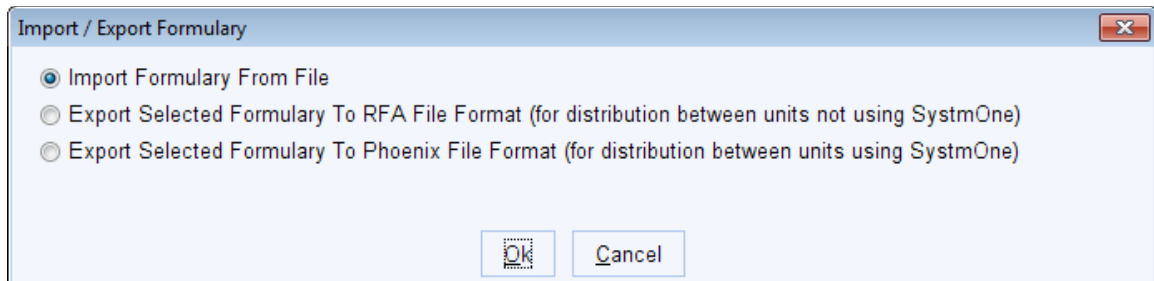
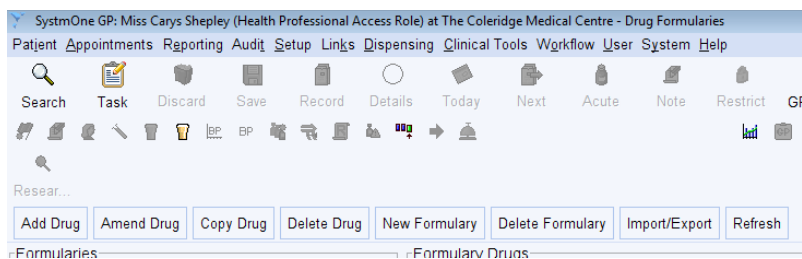


Importing and Updating the SystmONE Formulary:

1. Go to the South & West Formulary Page - <https://southwest.devonformularyguidance.nhs.uk/>
2. Select Formulary; Updates; GP Systems
3. Right click on the formulary you require
4. Select 'save link as' or 'save target as' dependent on which browser you are using
5. Save in a location easy to find
6. Go to SystmONE
7. Click on Set Up; Prescribing; Drug Formularies
8. Click Import/Export from the toolbar
9. Select Import from file and click Ok



10. Find the formulary you just saved and click select
11. You will still see the Import/Export Formulary dialog box – don't click anything, when this box disappears you should see the imported formulary listed in the left-hand column
12. Repeat this process for the dressings and stoma formularies if you do not have the latest one installed (check the month next to the formulary to see if you have the latest version – not all formularies are updated every month)
13. To complete the process, delete the old formulary:
14. If you are replacing an outdated formulary, click on the old formulary from the list on the left-hand side and click delete formulary on the tool bar. A dialog box will appear asking you to confirm you want to delete
15. Click yes



Top Tip:

If you can't read the full name of the formulary to know which is the new one and which is the old one, widen the column by hovering over the edge of the column and left click and drag it wider.

To check you are using the SystemONE formulary:

This is for prescribers and for staff who add drugs to repeat templates only.

In order to make the most of the formulary and synonyms the following selections are recommended in the drug browser. To access the drug browser, select 'new repeat template' from any patient's record. In the 'Select Drug or Appliance' box please make sure you have the following boxes checked.

These need to be selected by each user but will be remembered the next time they log on.

Select:

- Brands
- Formulary Entries
- Non-Prescribable/Unlicensed (N.B. this allows some synonyms to work)
- Full Sorted List

Deselect:

- Discontinued
- Frequently Used

Once these selections have been made, formulary items will be displayed above the line with a full alphabetic list matching your search below the line.

