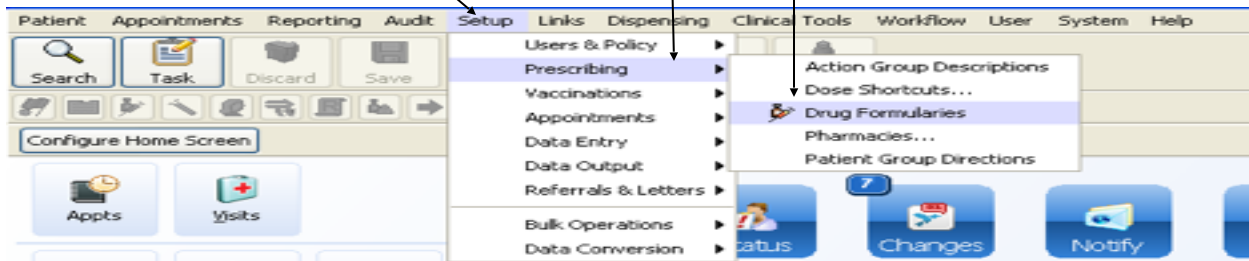


Importing and updating the SystemOne Formulary:


Save the formulary file from email somewhere you can easily retrieve e.g. create a folder labelled – SystemOne updates (as next time you get sent an update you can save it here).

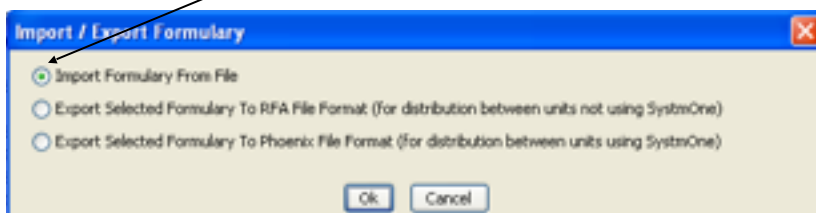
Opening the Formulary

- From top tool bar select “Setup”, then “Prescribing”, then “Drug Formularies”

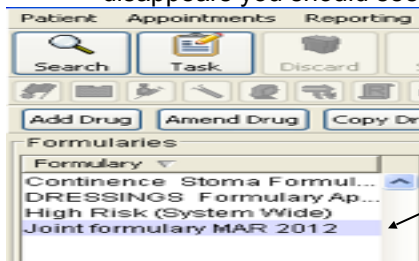


Importing the Formulary:

- Click  from the Formulary Toolbar
- Select Import from file and click OK




- Find formulary you previously saved using browser and click Select
- Import
- You are left seeing 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



- Repeat this process for the dressings and stoma formularies.

To complete process delete the old formulary:

- If you are replacing an outdated formulary now highlight the **old formulary** and click  on the formularies tool bar. A dialog box will appear asking you to confirm you want to delete. 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.