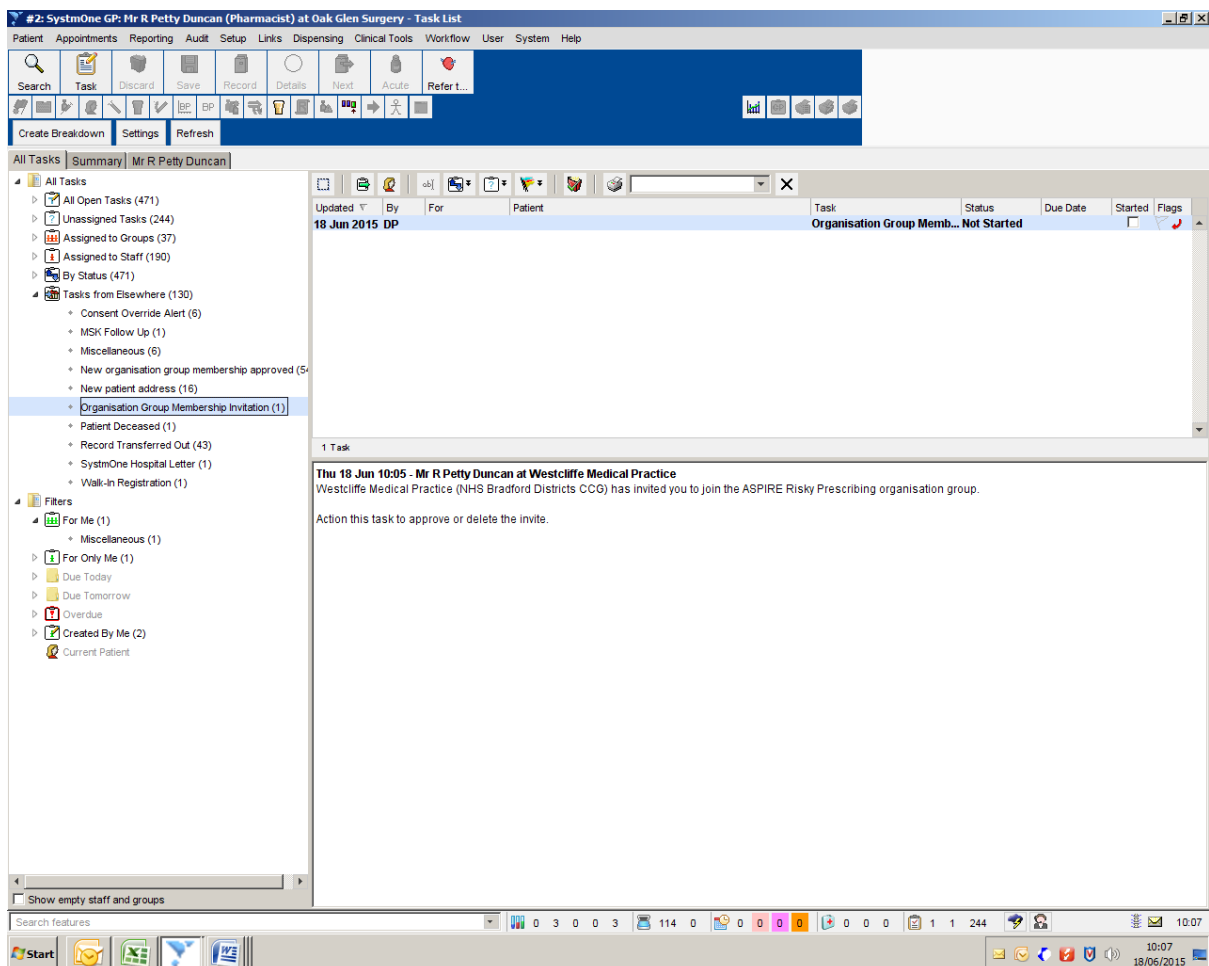


ASPIRE study: How to find the SystemOne searches

This is a guide on how to upload the searches for the ASPIRE study. The searches are the basis of the reports that we have sent to you previously. By sharing these with practices, you can see how we have obtained the data in the reports. They will also allow you to see which of the patients at your practice could benefit from action.

1. You will have been sent a task inviting the practice to join the ASPIRE Risky Prescribing group.



The screenshot shows the SystemOne software interface. The window title is "#2: SystemOne GP: Mr R Petty Duncan (Pharmacist) at Oak Glen Surgery - Task List". The interface includes a menu bar (Patient, Appointments, Reporting, Audit, Setup, Links, Dispensing, Clinical Tools, Workflow, User, System, Help) and a toolbar with various icons. A task list is displayed on the left, with "Organisation Group Membership Invitation (1)" selected. The main pane shows the details of this task:

Updated	By	For	Patient	Task	Status	Due Date	Started	Flags
18 Jun 2015	DP			Organisation Group Memb...	Not Started			

Below the table, the task details are shown:

Thu 18 Jun 10:05 - Mr R Petty Duncan at Westcliffe Medical Practice
Westcliffe Medical Practice (NHS Bradford Districts CCG) has invited you to join the ASPIRE Risky Prescribing organisation group.
Action this task to approve or delete the invite.

The bottom of the screen shows a search features bar with various filters and a task count of 114. The system tray at the bottom right shows the time as 10:07 on 18/06/2015.

2. Please approve the invite by clicking “action”.

The screenshot displays the SystemOne GP software interface for Mr R Petty Duncan at Oak Glen Surgery. The main window shows a task list with the following columns: Updated, By, For, Patient, Task, Status, Due Date, Started, and Flags. A task titled "Organisation Group Memb... Not Started" is selected, and an "Action" menu is open over it, listing options: Action, Update, Retrieve Patient, Change Status, Assign, Set Flag, Print Task, and Table.

The task details pane shows the following information:

- 1 Task**
- Thu 18 Jun 10:05 - Mr R Petty Duncan at Westcliffe Medical Practice**
- Westcliffe Medical Practice (NHS Bradford Districts CCG) has invited you to join the ASPIRE Risky Prescribing organisation group.
- Action this task to approve or delete the invites.

The left-hand navigation pane shows a tree view of tasks, with "Organisation Group Membership Invitation (1)" selected under the "Tasks from Elsewhere (130)" category. The bottom status bar shows the date and time as 10:08 on 18/06/2015.

- You should see reports as shown below. The important ones are called “patients to be reviewed” (the others in the list have been created by ASPIRE when developing these searches).
- You can run these reports as frequently as you wish to check how your practice is performing against these evidence-based indicators.

