Importing and Updating the SystmONE Formulary
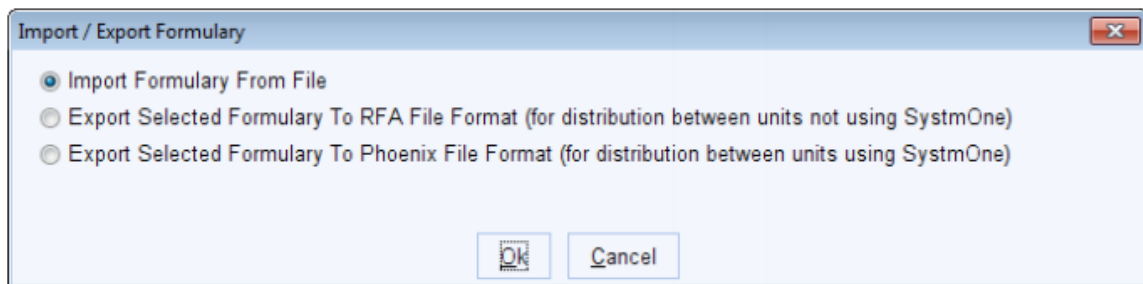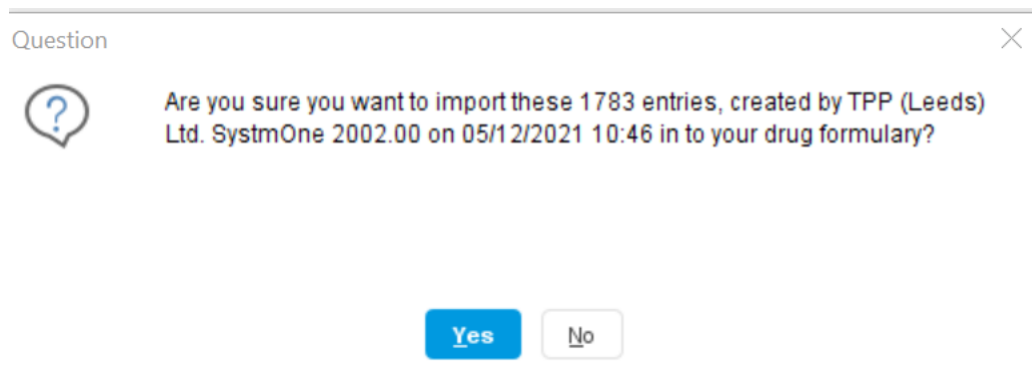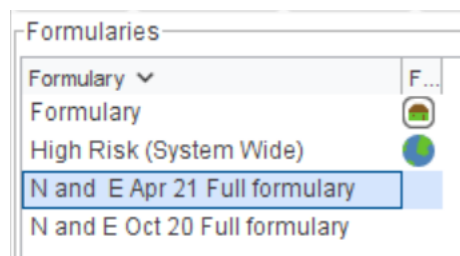
1. Go to the appropriate Formulary Updates Page –
   North & East Devon Formulary GP Systems Updates
   South & West Devon Formulary GP Systems Updates

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 at this point.
12. This box will be replaced with the question below. Select yes.
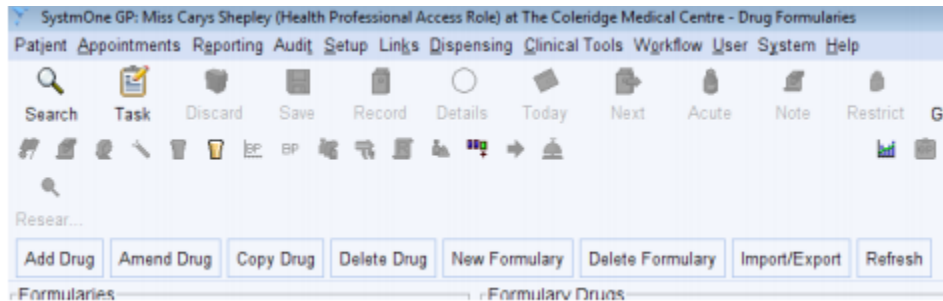

13. You should see the imported formulary listed in the left-hand column

14. To complete the process, delete the old formulary:

15. If you are replacing an outdated formulary, click on the old formulary from the list on the left-hand side and click delete formulary on the tool bar.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
16. 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 SystmONE 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

Select Drug or Appliance

Drug & Appliance Browser | Formularies | A Free Text Drugs & Appliances | Settings

☑ Brands   ☑ Full sorted list   ○ Free text search
☐ Discontinued / Withdrawn ☐ Frequently used   ○ Product order number
☑ Non-prescribable / unlicensed ☑ Formulary entries ● Product-based search

Enter text to search   [Search]

▲ 🔍 Search results for MUCODYNE
    💊 Carbocisteine 375mg capsules 🖋
    ------------------ Generics ------------------
    💊 Carbocisteine 375mg capsules 🖋
    💊 Carbocisteine 250mg/5ml oral solution
    ------------------ Branded ------------------
    💊 Mucodyne 375mg capsules (Sanofi)
    💊 Mucodyne 250mg/5ml syrup (Sanofi)
    💊 Mucodyne Paediatric 250mg/5ml syrup (Sanofi)
▷ 🔧 Actions
▷ 🌿 Appliances

Sensitivities & Allergies: Not checked.

[Ok]   [Cancel]