



Installation

1. Open your web browser and go to www.escro.co.uk
2. When on the ESCRO homepage, select “Install ESCRO SV Tool” on the bottom right of the page

The screenshot shows the ESCRO homepage with a navigation bar at the top containing 'Home', 'EScro', 'About Us', and 'Contact Details'. Below the navigation bar, there are several sections: 'Enhanced Services' with the ESCRO logo and 'Contract Reporting Options'; 'Primary Care Research' with links to 'TTP (Trusted Third Party) Services', 'UK Biobank', 'SHARE - Patient Information', and 'Partners'; 'Other Services' with links to 'The Scottish Therapeutics Utility (STU)', 'Escro - Flu Vaccination import', 'Escro - In-hours Dashboard', and 'Escro - Submission Verification Tool'. A map of Scotland is displayed in the center, with the text 'Please select your NHS Board from the map' and 'NHS Scotland'. A red box highlights the 'Install ESCRO SV Tool' button in the 'Other Services' section. A small text box at the top right states: 'Escro integrates data held in disparate clinical systems, which can inform better local decision-making and help improve services for patients.' A note at the bottom of the map area says 'Escro(2) now has 100% coverage in Scotland'.

3. On the new webpage, select the “Install” button. This will download an installer.

The screenshot shows the ESCRO SV Tool - V4 installer window. The title bar reads 'EScro' and the main title is 'EScro SV Tool - V4'. Below the title, the following information is displayed: 'Name: ESCro SV Tool - V4', 'Version: 1.2.3.47', and 'Publisher: ESCro'. At the bottom of the window, there is a blue 'Install' button.

4. Run the installer and go through the installation process.
5. When running for the first time, you will be taken to the settings to enter in your practice details.

The screenshot shows a dialog box titled 'Welcome to the SV Tool'. The text inside reads: 'Please enter your Health Board and practice code/name to allow the SV Tool to configure for your locality.' At the bottom right of the dialog box, there is a blue 'OK' button.



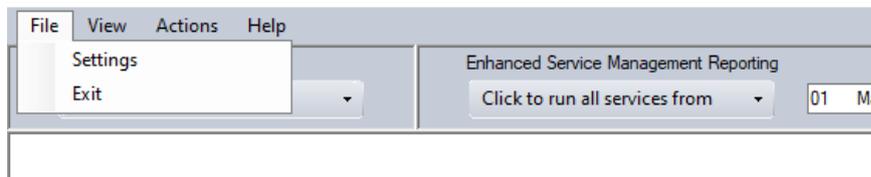
6. Enter the required data into the text boxes, select the Health Board and Clinical system (EMIS/Vision) you are using. Once this is complete, select Save

A screenshot of the 'Settings' dialog box, specifically the 'Practice Details' tab. The dialog has three tabs: 'Services', 'Database Server', and 'Practice Details'. The 'Practice Details' tab is active and contains the following fields:

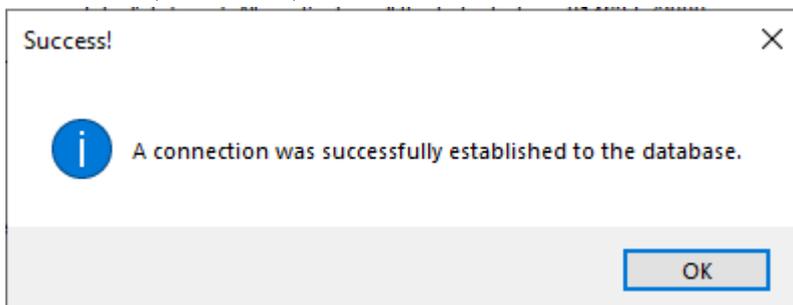
- 'Practice Name' text box containing 'Albasoft'
- 'Practice Code' text box containing '99999' with '(numbers only)' to its right
- 'Health Board' dropdown menu showing 'Highland'
- 'Clinical System' section with two radio buttons: 'EMIS' (unchecked) and 'Vision' (checked)

At the bottom of the dialog are two buttons: 'Save' and 'Cancel'.

7. If you have not previously run any Escro products before, you will need to also enter in your database details. To do this when on the main page, select File> Settings



8. In Settings, select the "Database Server" tab. If the details are already populated. Select the Test Connection button. If you get a message back saying, "the connection was successful", select OK, then Save.





9. If the Database Server section is blank, Enter Practice Code, Server Name and Reporting Database details into the relevant text boxes.
If you do not know these details, follow the onscreen instructions. Once the information has been entered, select Test connection to confirm is details are correct. If you get a message back saying, “the connection was successful”, select OK, then Save.

Settings

Services Database Server Practice Details

If you do not know your server and database settings, please follow these instructions:

- 1) Enter your practice code
- 2) Click 'Get server settings'
- 3) When the server & database have auto-populated, click 'Test connection'

If successful, click 'save'. Alternatively, call the help desk on 01463 572000.

Practice Code (numbers only)

Server Name

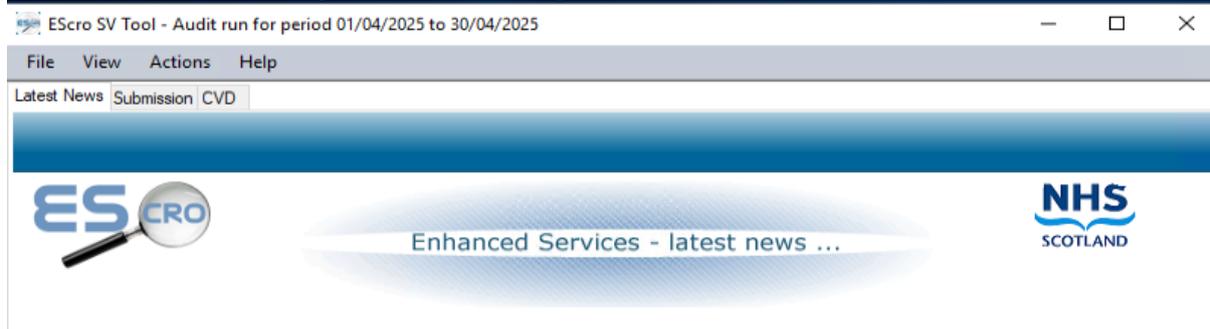
Reporting Database



Once the submission data has been loaded, you will be presented with 3 tabs.

Latest News
Submission
CVD

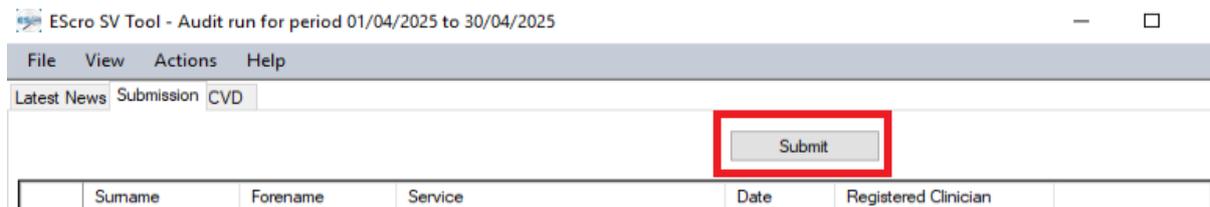
The CVD Tab will take you to the CVD report



Select the Submission Tab.

You will now see a list of all the patients who have fulfilled the service's criteria and can now be claimed for.

If the list is acceptable, select the "Submit" button.



The application will submit the list of patients and you will be presented with a confirmation message once it has been completed.