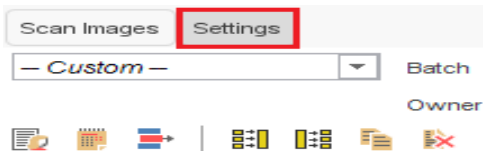


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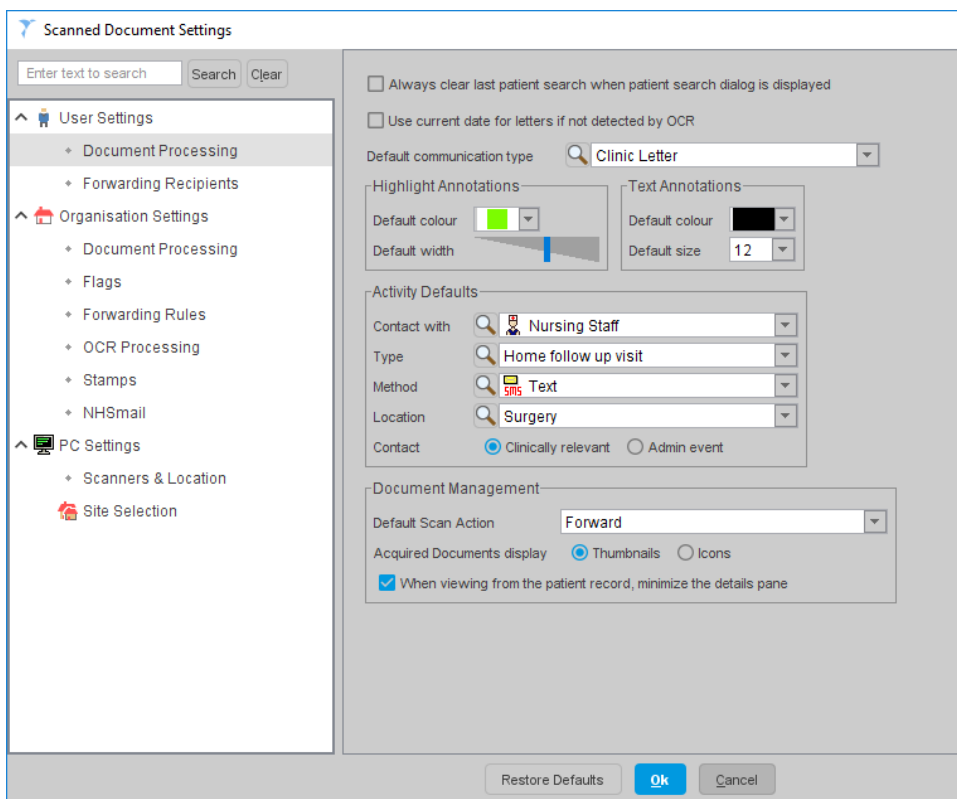
NECS Clinical Systems Specialist Team SystemOne - Scanning User Settings

Scanning User Settings

1. Within the **Acquired Documents** screen, click **Settings**



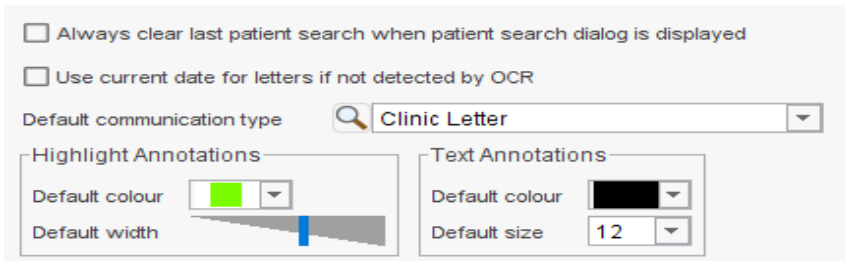
2. The Scanned Document Settings dialog will display



There are three types of settings available (located on the left hand side): **User Settings / Organisation Setting / PC Settings**. This guide will focus on the Document Processing within the User Settings.

Document Processing

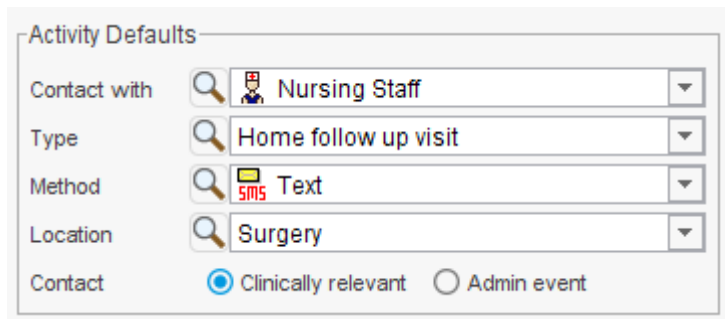
Scanning Defaults



The screenshot shows the 'Scanning Defaults' configuration panel. It includes two checkboxes at the top: 'Always clear last patient search when patient search dialog is displayed' and 'Use current date for letters if not detected by OCR'. Below these is a dropdown menu for 'Default communication type' set to 'Clinic Letter'. There are two sections for annotations: 'Highlight Annotations' with a color picker set to green and a width slider, and 'Text Annotations' with a color picker set to black and a size dropdown set to 12.

- **Always clear last patient search**, tick if appropriate
- **Use current date for letters if not detected by OCR**, tick if appropriate
- **Default Communications type**, select as appropriate

Activity Defaults

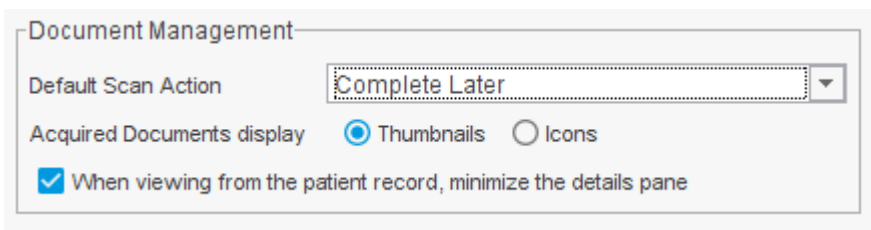


The screenshot shows the 'Activity Defaults' configuration panel. It features four dropdown menus: 'Contact with' (Nursing Staff), 'Type' (Home follow up visit), 'Method' (Text), and 'Location' (Surgery). At the bottom, there are two radio buttons for 'Contact': 'Clinically relevant' (selected) and 'Admin event'.

Select relevant options you want to be preselected by default e.g.:

- **Contact With** – Medical Staff / Consultant
- **Type** – Assessment/ Ante Natal
- **Method** – Letter/ E-mail/ Fax
- **Location** – Hospital/ Surgery
- **Contact** – Clinically relevant/Admin event

Document Management



The screenshot shows the 'Document Management' configuration panel. It includes a dropdown menu for 'Default Scan Action' set to 'Complete Later'. Below this are two radio buttons for 'Acquired Documents display': 'Thumbnails' (selected) and 'Icons'. At the bottom, there is a checked checkbox for 'When viewing from the patient record, minimize the details pane'.

- **Default Scan Action** – select as appropriate from Complete / Complete Later / Forward