



Activation Guide: TPP SystmOne

FDB OptimiseRx is fully integrated into the workflow of SystmOne. Before OptimiseRx can be used by prescribers it must first be activated within the practice, by someone who has Administrator rights for the GP Practice clinical system.

Please see the Prescriber User Guide for further details about using OptimiseRx once it is installed.

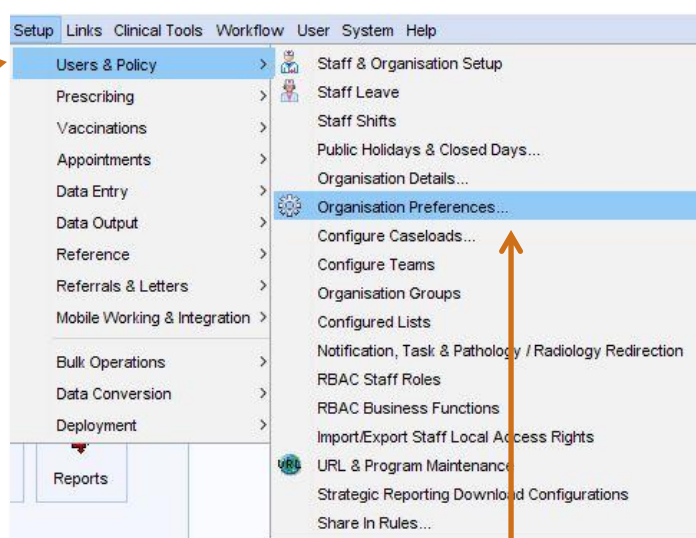
Activating OptimiseRx

Activation only needs to be done once, on one computer. This will turn on OptimiseRx for all users who have prescribing rights within the practice, including any branch surgeries. The code (sometimes referred to as a GUID) is held by your ICB/LHB, if you do not yet have your GUID please contact your ICB/LHB directly.

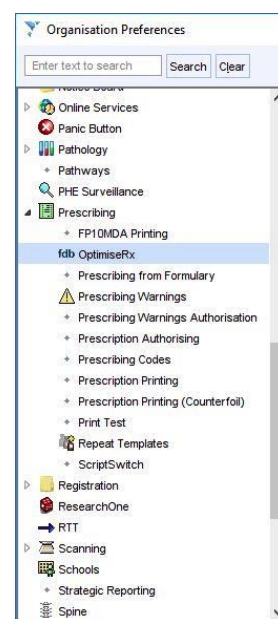
FDB recommends that OptimiseRx is activated out of hours e.g. before surgery or at a quiet time of day when few consultations are taking place e.g. lunchtime.

To enter the GUID into TPP SystmOne a user with administration rights should:

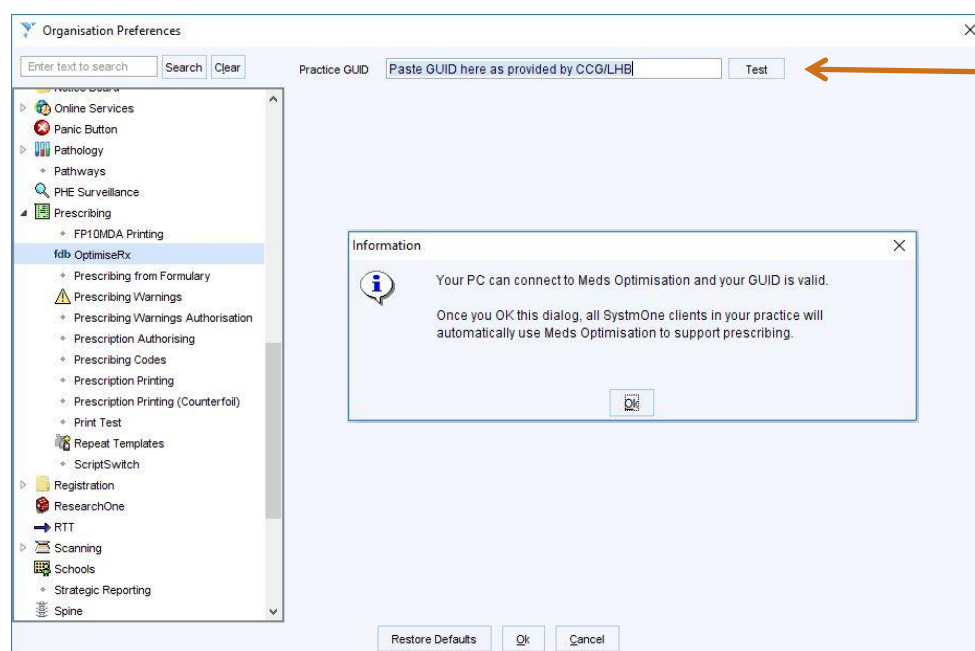
- 1 Navigate to **Setup > Users and Policy > Organisation Preferences**
- 2 Select **Prescribing > fdb OptimiseRx**
- 3 Paste the GUID directly into the box labelled 'Practice GUID'
- 4 Press the 'Test' button to verify that your practice can communicate with the OptimiseRx service
- 5 If the tests pass press 'OK'
- 6 You may have been provided with an example medication that is expected to present an OptimiseRx message. Try prescribing this medication for a test patient now
- 7 In some circumstances this first prescription may take 2-3 minutes to complete. This is to be expected on the first prescription following activation and it is important that SystmOne is not shut down during this period.



Users & Policy > Organisation Preferences (step 1)



Organisation Preferences > OptimiseRx (step 2)



Insert GUID (step 3)

NB If at step 4 'Test' an error has been encountered then you will receive an error message in which the specific nature of the error will be reported. Please take a screen shot of any such message and contact your ICB/LHB Medicines Optimisation team to request additional support from FDB.