Installing SystmOne Appointments with R2 of FlexaTrace

Preliminaries

Install the label printer to be used with the SystmOne Appointment system. If this a Zebra printer and is to be used with card media, download the font: Arial, bold, 12 point, 90Deg as font "a" with the Standard character set. Remember that the font does not start to download until you click the OK on the window which claims the font has been downloaded! Some experimentation with font size may be required as printers have been known to respond differently to the same font download!

Install FlexaTrace Central

On the practice server, install FT Central, selecting the "systmone_appointment" option to be installed and selecting the appropriate drive as the destination for the FlexaTrace data folder.

Install the licence either by copying the "flexatrace.lic" file to the ftdata folder on the server or by pasting in the ASCII version after installing the client.

Edit the template file(s) to have the practice data in the header etc.
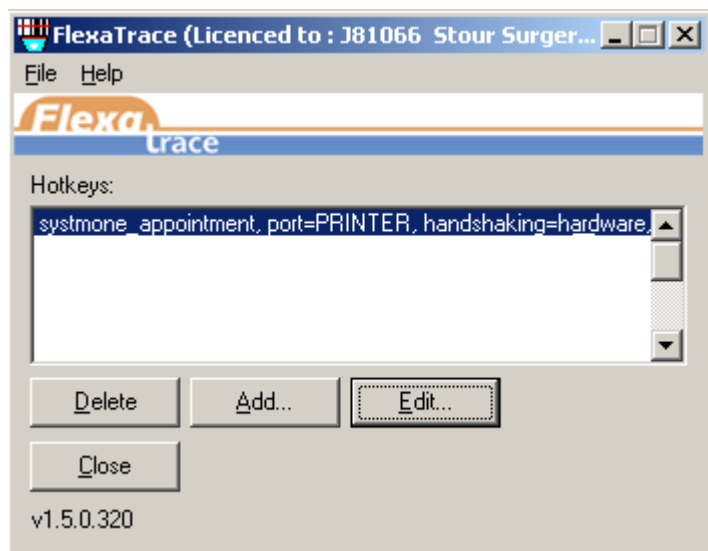
Install FlexaTrace Client

Now install the FlexaTrace client, accepting defaults and choosing to run it at the end of the installation process.
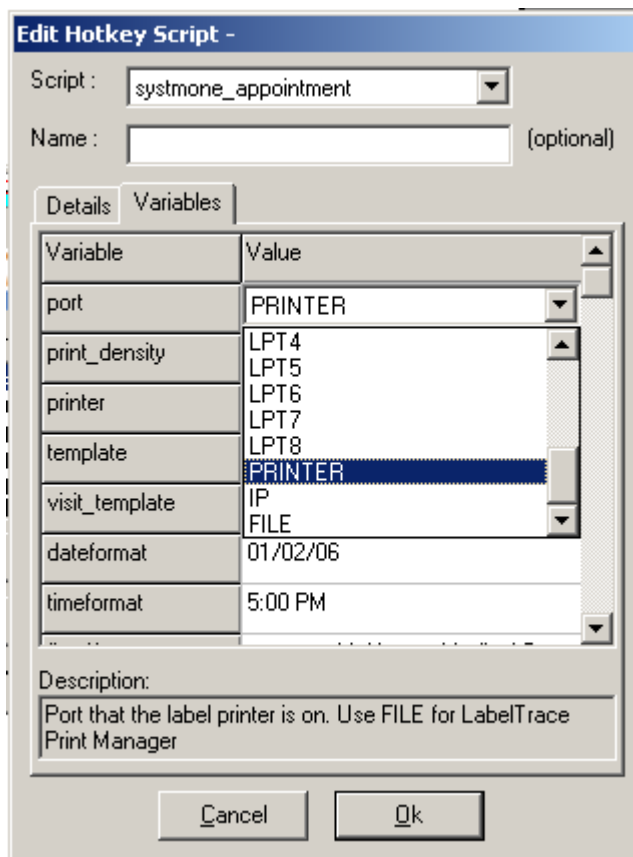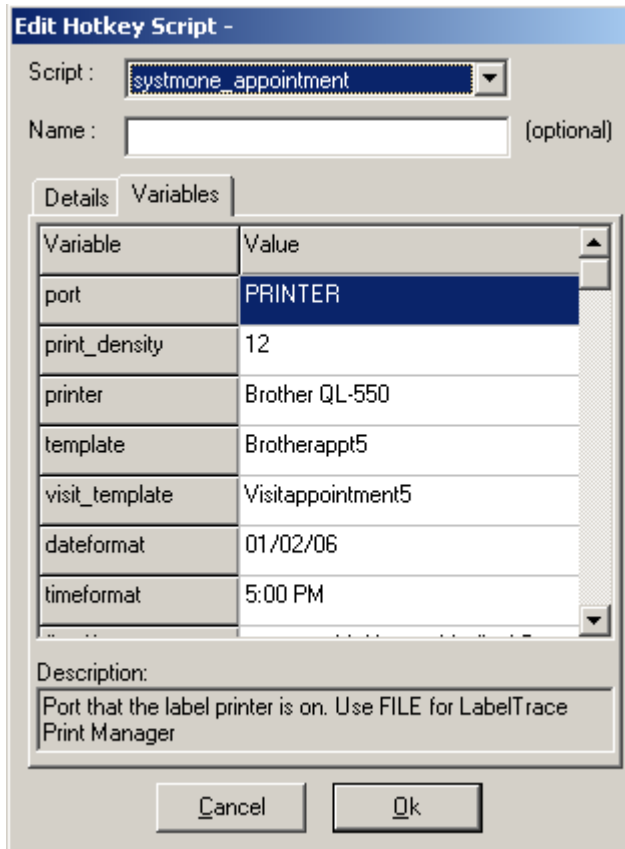

FlexaTrace in the System Tray

Open the FlexaTrace Client by right clicking on the FlexaTrace icon in the system tray then selecting Open.

Double click the "systmone_appointment" entry to edit the configuration settings.

Set the port and if appropriate, printer name as required.

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Set the print density to 10 for an LP2824 printer.
Choose the required appointment template by clicking on the existing entry which will then cause a drop down list to be presented.
Choose the required visit template by clicking on the existing entry which will then cause a drop down list to be presented.

Select the required date and time formats from the examples available in the drop down list
OK out of the interface.

Enter the data to be included as fixed fields

Fixed!,2,3 are header fields on card

Fixed4,5 are footer fields on cards

Fixed 6 is a header field on labels

Fixed7,8 are footer fields on labels

Templates Available

appointment1 – EPL, label with one header line, no patient name and 2 message lines
appointment2 – EPL, label with one header line, no patient name and 2 message lines, including premises name.
appointment3(card) – EPL, card with 3 header lines, no patient name, and 2 message lines.
appointment4(card) – EPL, card with 3 header lines, no patient name, 2 message lines, including premises name
appointment5 – EPL, label with one header line, patient name and 2 message lines
appointment6(card) – EPL, card with 3 header lines, patient name, and 2 message lines.
appointment7 – EPL, label with one header line, patient name and 2 message lines, including premises name.
appointment8(card) – EPL, card with 3 header lines, patient name, 1 message line, including premises name

Meta EPL label.txt – Metaprinter label with one header line, patient name and 2 message lines,

All the following are cards with three header lines, patient name plus …
Meta EPL (card) – 1 appt , 2 message lines
Meta EPL (card) - as above with logo
Meta EPL (card) 3 appt inc message - up to 3 appts, 2 message lines
Meta EPL (card) with logo 3 appt inc message - as above with logo
Meta EPL (card) 3 appt inc site and message- up to 3 appts with premises name, 2 message lines
Meta EPL (card) with logo 3 appt inc site and message – as above with logo
Meta EPL (card) 4 appt- up to 4 appts
Meta EPL (card) with logo 4 appt - as above with logo
Meta EPL (card) 4 appt inc site- up to 4 appts with premises name
Meta EPL (card) with logo 4 appt inc site - as above with logo
Meta EPL (card) 6 appt- up to 6 appts
Meta EPL (card) with logo 6 appt - as above with logo

Brotherappt1 – Brother, label with one header line, no patient name and 2 message lines
Brotherappt2 – Brother, label with one header line, no patient name, including premises name.
Brotherappt3(Card) – Brother, card with 3 header lines, no patient name, and 2 message lines.
Brotherappt4(Card) – Brother, card with 3 header lines, no patient name, 2 message lines, including premises name
Brotherappt5 – Brother, label with one header line, patient name and 2 message lines
Brotherappt6(Card) – Brother, card with 3 header lines, patient name, and 2 message lines.
Brotherappt7 – Brother, label with one header line, patient name, including premises name.

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Brotherappt8(Card) – Brother, card with 3 header lines, patient name, 1 message lines, including premises name

Brotherappt9(Card) – Brother, card with 3 header lines, patient name, 1 message lines, including premises name where header lines 2 and 3 use premises fields automatically from the Premises Options, as described below.

systmone_appointment - the EPL default, a reminder to select the required template.

print_siteid.txt – text only template used to determine internal Site IDs for a multi-site practice

Call our office to enquire regarding alternative or custom templates which may include e.g. NHS Number.
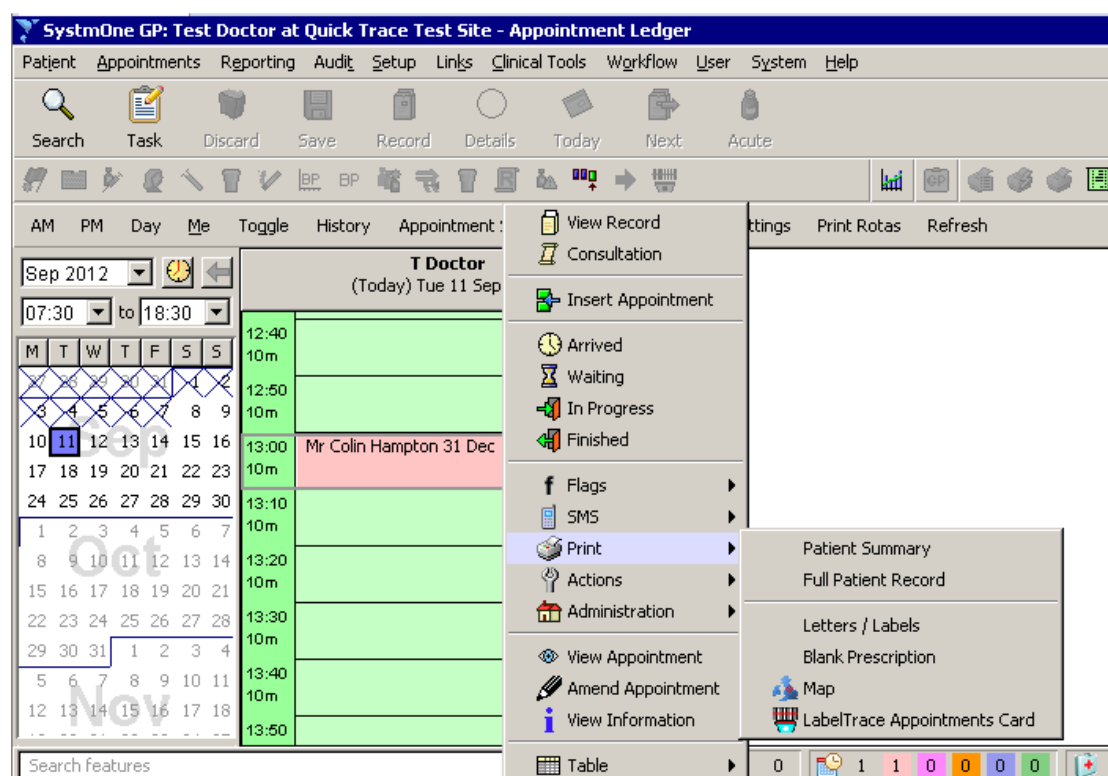

Test Printing

With FlexaTrace configured as above, the configuration may be tested by running the batch file "appt info for systmone.bat" included with the installer.

Configuring and Printing from the SystmOne Appointment Book

To print a LabelTrace® Appointments Card when booking an appointment, you first need to configure the settings:
1. Select 'Appointments>Appointments Settings' from the Main Menu.
2. Select 'Organisation Settings>Booking' from the tree.
3. Select 'When printing confirmations use LabelTrace Appointment Cards from QuickTrace'.
4. Click 'Ok'.
5. Then book the appointment as normal, selecting 'Print confirmation' on the 'Book New Appointment' dialog.

To print an appointments card using LabelTrace®:
1. Do one of the following:
a. Select 'Appointments>Appointments Overview' from the Main Menu and double-click to zoom in on a rota.
b. Select 'Appointments>Appointments Ledger' from the Main Menu.
c. Select 'Appointments>Visits' from the Main Menu.
2. Right-click on the appointment or visit and select 'Print>LabelTrace Appointments Card'.

Note that the card printed from the Appointment shows the site's address and phone number, whereas the card printed from the Visit shows the patient's address and phone number.