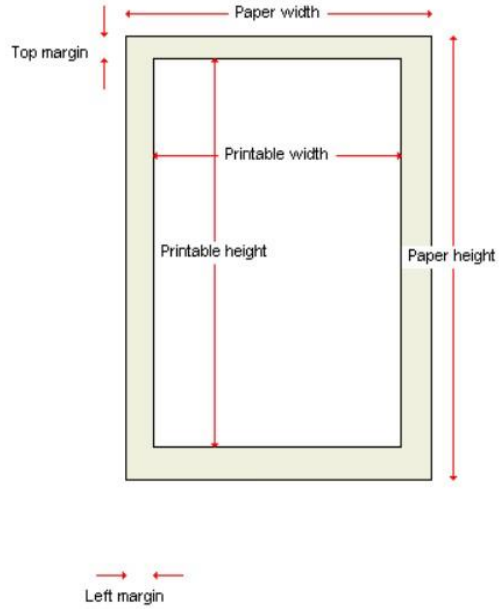
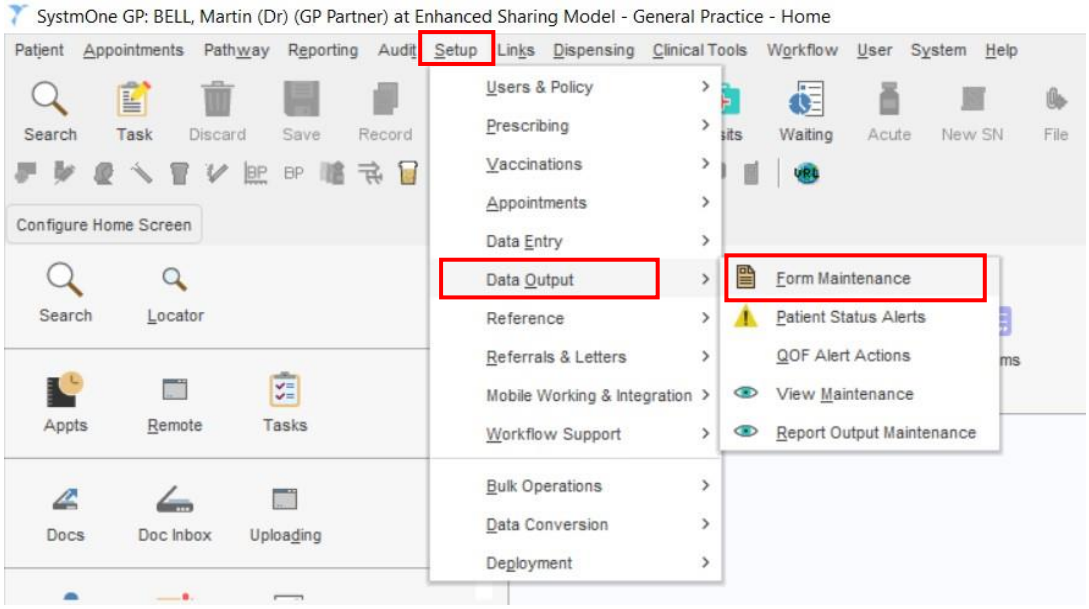
Making a Custom Label - SystmOne

Measure the label that needs to be used on the Dymo or Brother Printers - You will see why you need this later in this document.



SystmOne – Setup – Data Output – Form Maintenance.



Select - New Form.

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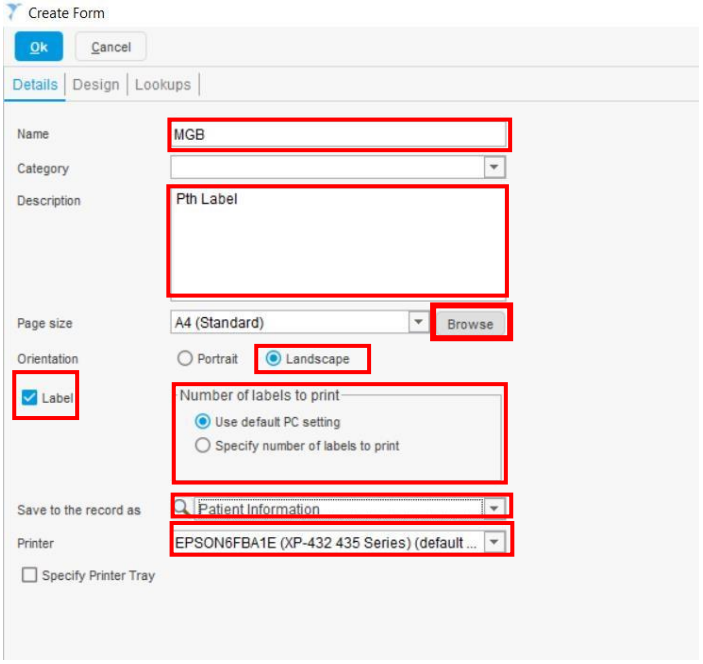
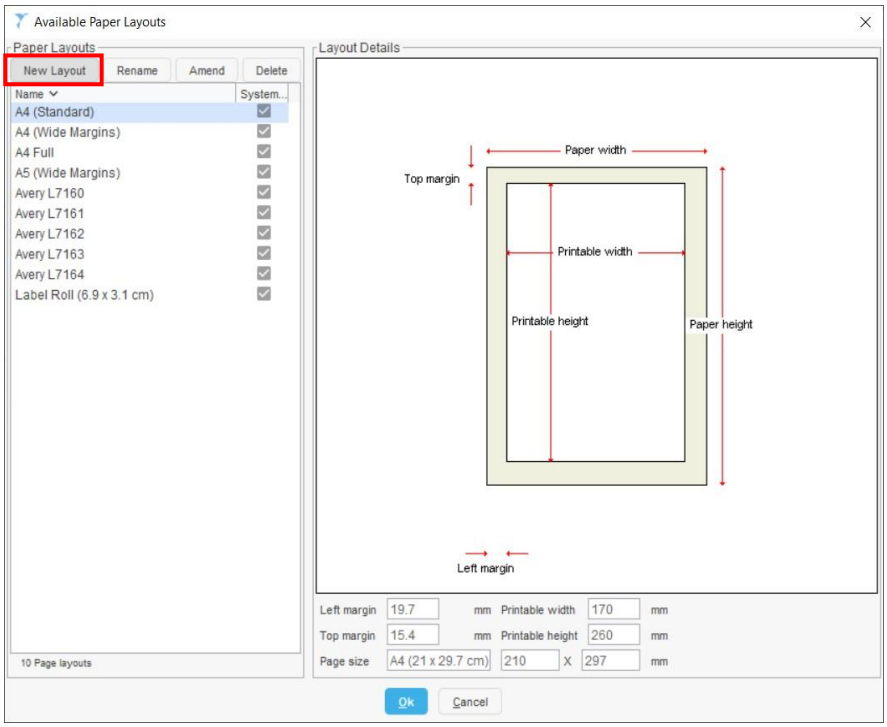
Give the Form a Name and enter all the details and Select Browse.



Select - New Layout



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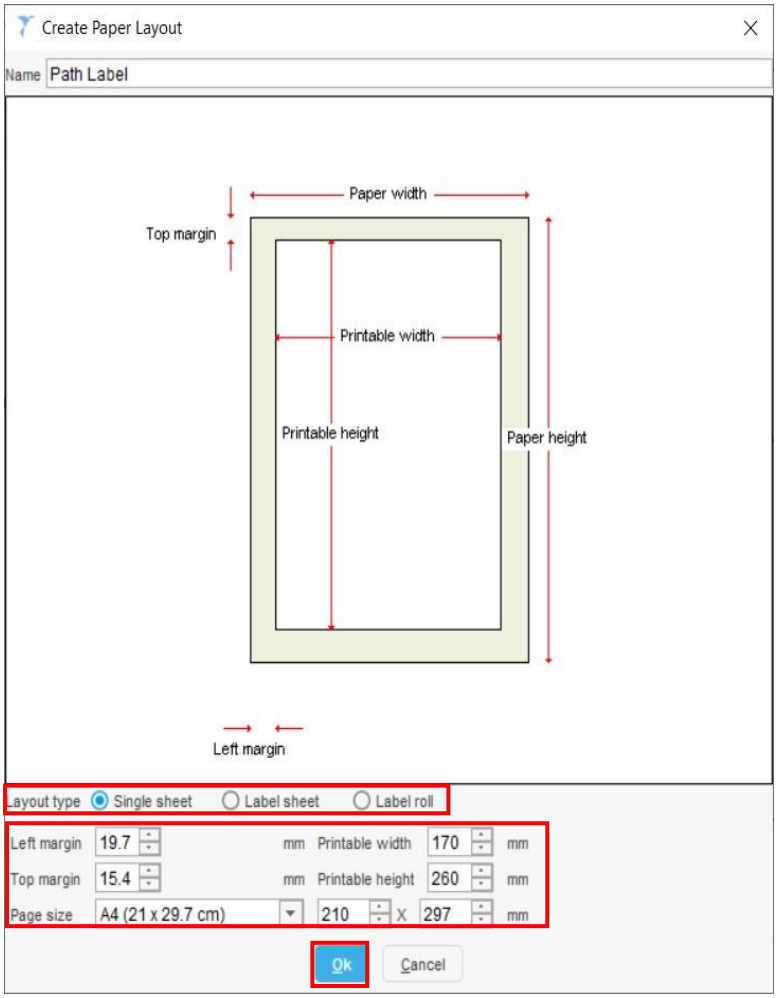
Give the Custom Label a Name

Now choose the options required – Layout Type

1. • **Single Sheet • Label Sheet • Label Roll**

And put in the measurements you took from the label you measured.



Select OK

You are now ready to build your label on the Pathology Label Custom.

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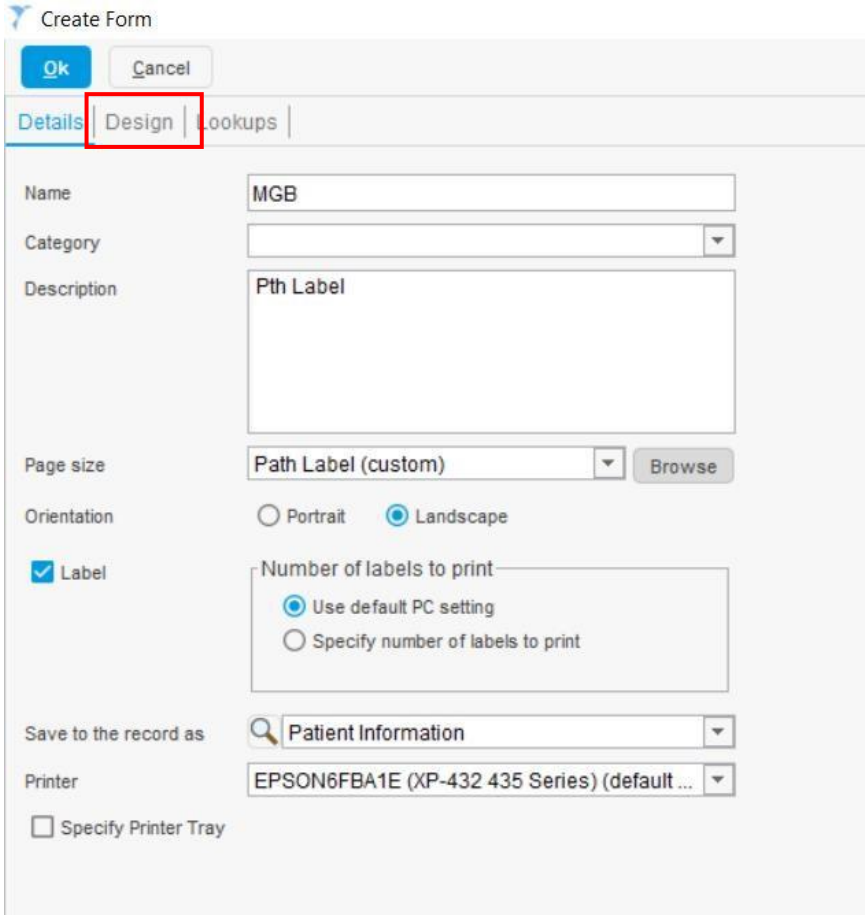
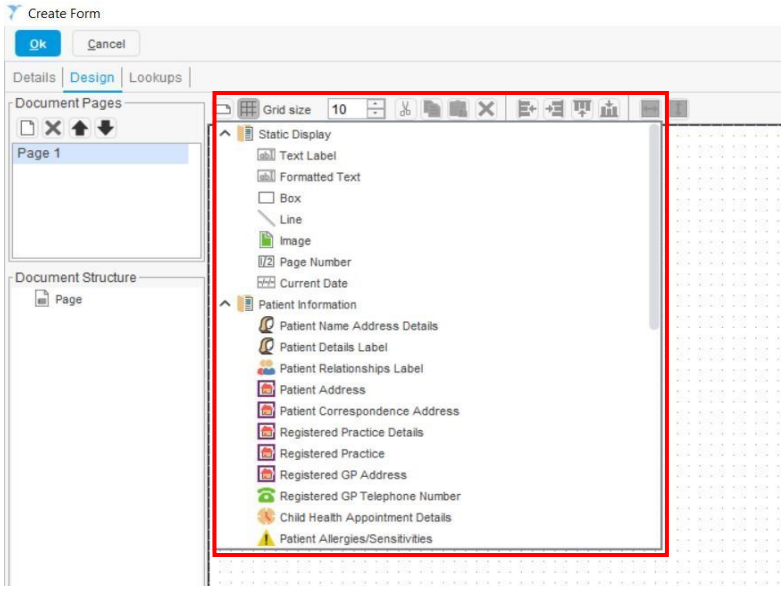
Select - Design Tab



From the options build your label and select OK



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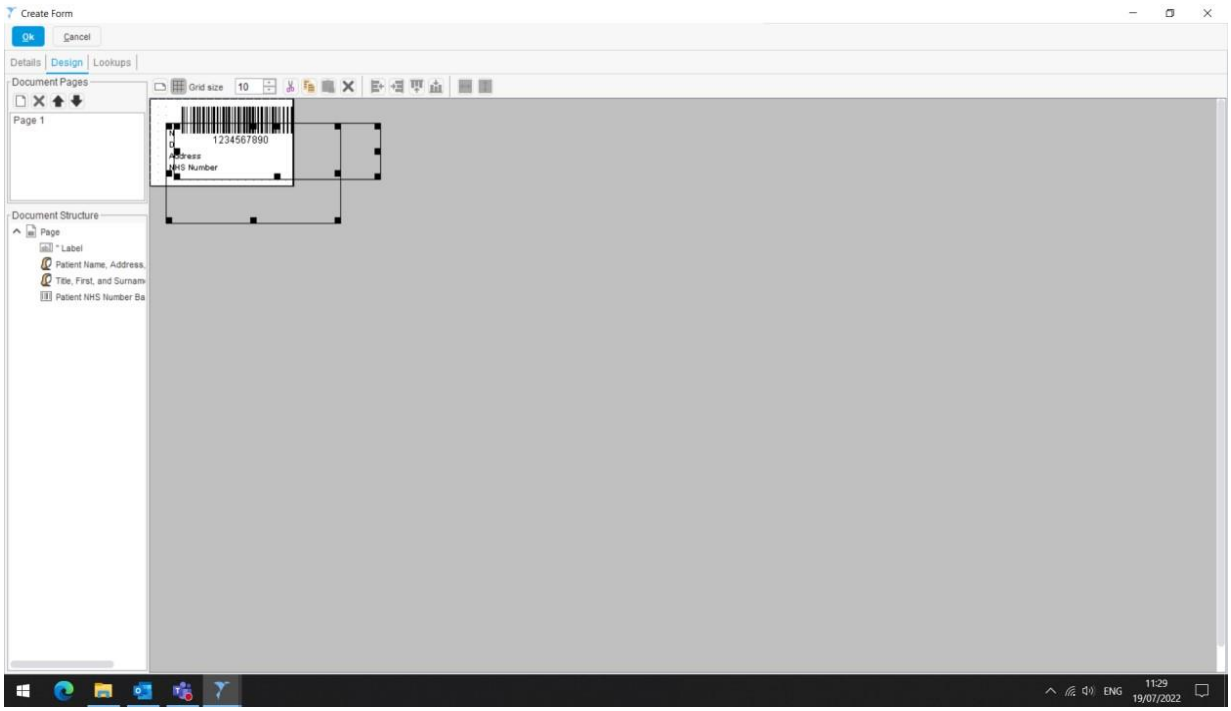
You now have a Pathology lab label to select when printing.

Example of a finished label:



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Set Up a New Form **User needs** **Template Manager** **Access Right**	**Set Up > Data Output > Form Maintenance > New Form** The form is constructed using 3 tabs: • **Details** – Name, Category and Description of the form including paper size, orientation and other default settings • **Design** - Creates the layout of the form • **Lookups** – Specifies what text is printed on the form when a specific read code is found within the patient record **The Details Tab:** • Complete the sections as required • Tick the **Label** checkbox if creating a label and set the number to be printed if required • **Save the Record as** – Select the most appropriate letter type • Specify a printer if the form is only going to be printed on one printer **The Design Tab:** • **Document Pages** – Use the toolbar to add, delete and re-order pages. • **Document Structure** – Displays each field added to the form in a list view and is populated as items are added. When a field is selected from this section, the corresponding field is highlighted in the page The main part of the screen then becomes the form as it is created using the options in the toolbar at the top of the screen. • **Add a New Form Field** - Displays all the fields available to build up the form • Some items allow text to entered on to the form where others function like mail merge and populate the form with patient data • **Show Grid** - Toggles the grid on/off • **Grid Size** – Resizes the boxes within the grid • **Cut, Copy, Paste** & **Delete** options – Standard functionality • **Alignment options** – Copies alignment of a selected field to other item(s) • **Width & Height options** – Copies height or width of a selected field to other field(s) • **Tip** – Hold down the Control key to multi-select fields for formatting

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Add Fields	Select a field from the **Add a New Form Field** button and click in its general position in the grid. In most cases a dialogue box opens **Static Display Folder**: • **Text Label** – Enables text to be written on to the form and is mainly used for short text such as 'Dear'. Can add borders, colours and limited formatting • **Formatted Text** – Adds a larger text label with additional formatting and this is generally used for larger sentences or phrases

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	• **Box** – Adds a box with optional colour and borders. No text can be entered • **Line** – Adds a line in any direction – Can apply colour and thickness • **Image** – Imports an image from the Image Library • **Page Number** - Adds a page number with general formatting • **Current Date** – Same as Page Number but adds the current date **Patient Information Folder**: • **Patient Name Address Details** – Adds Name, DoB, Address and NHS number – Allows simple formatting – Can show descriptive boxes • **Patient Details Label** – Adds patient and GP items • **Patient Address** – Adds patient's current home address - limited formatting • **Patient Correspondence Address** – Adds patient's current correspondence address - limited formatting • **Registered Practice Details** – Adds the name of the patient's registered practice - limited formatting • **Registered Practice** – Adds practice address - limited formatting • **Registered GP Address / Telephone Number** – Adds the registered GP/telephone number - limited formatting • **Child Health Appointment Details** – Only used for CH scheduling • **Patient Allergies & Sensitivities** – Adds patient allergies or sensitivities • **Patient NHS Number Barcode** – Adds patient barcode **Appointments Folder**: • **Appointment Details** - Adds patient specific appointment details • **Unit details** imports the '**branch'** clinic address attached to the rota • **Appointment Footer** – This is taken from the Letter / Label printing set up screen from within the Appointment Settings - rarely used • **Appointment Patient Message** – This is taken from the Letter / Label printing set up screen from within the Appointment Settings - rarely used • **Appointment Rota Triggered Text** - This is taken from the Letter / Label printing set up screen from within the Appointment Settings **Practice or Unit Information Folder**: • **Organisation Address –** Adds the main unit's address • **Usual Branch Address –** Adds the patient's usual branch address (not address the clinic is attached to) • **Current User's name –** Adds the logged on user's name

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	Read Coded Information Folder: • **Read Code Check Box** – Adds a tick box when a specified read code is present in patient record • **Read Code Label** – Adds selected data if read code present in patient record
	• **Read Code Qualifier –** Adds a selected read code with a qualifying read code. E.g. Respiratory Tract Infection is the main read code with a qualifier of Upper or Lower etc. • **Numeric Reading -** Adds selected data if read code present in the patient record **Drawings & Graphs Folder:** • **Medical Drawing** – Adds a selected drawing if present in the patient record • **Graph** – Adds a graph of selected items **Tables Folder:** • **Data Table** – Allows a list of clinical data to be viewed, i.e. issues • **SPOTRN Overview** – Template information from Child Health
Tip!	If the field is importing data, ensure it is long and tall enough to accommodate all the text that might be entered in to that position in the form. Also, try not to let the field overlap as this can make then difficult to select when amending them.

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