# How to: Import protocols and add triggers in Resource Publisher

#### Overview

- 1. Access Resource Publisher
- 2. Highlight the CEG destination folder
- 3. Import
- 4. Add triggers

### **Step 1: Access Resource Publisher**



# Step 2: Highlight the CEG destination folder

(If you don't, it will install in a default location)









## Step 3: Import

Click 'Import' and browse to where you have saved the protocol.



Click 'Open'. This will begin the import process and you will see the following screen:



Once Imported, the protocol will **not** work until a system trigger is set as per step 4.

### **Step 4: Add triggers**

Click to highlight the protocol and click on 'Manage triggers':

Organisation Configuration Data S			Data Sharing	a Sharing Manager		Confidentiality Policy Manager			Formulary Manager		Resource Publisher		Device Manager	
Edit	Properties	Copy	Import	Search	View	Test Run	Pţint	Manage Publishing	Activate Contractivate Activate Archive	Hide	Show Archived	Refresh	Manage Triggers	Trigger Viewer
	Add / Ed	it					Templa	ite			View		Trig	ger

The box below will appear. Click 'Add':

🚟 Manage triggers		×
Local Triggers:		
🛟 📶 🔣 Edit 💥 Remove		
L		
	OK	Cancel







On the System Trigger picking list, select 'Load Patient Record':

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dd Trigge	er		/
System T	rigger	~	
Run Mode	e	Add a Code Add a Consultation	
Job Categories		Add a Drug Add proxy user	
Define	the lob	Administration Hospital Drug	
Danne	che 500	Cancel a Drug Issue	
Enable	Trigger	Consultation Data Changed	
		De-Registration (Deduction) Death	
	Clinical	Hospital prescription	_
÷	Admin	Load Patient Record	
÷	Biomed	Register Patient	
÷	Clerical	Select a drug	
<b>.</b>	Clerical	Update Patient Record	
<u></u>	Clinical	Coder	
÷	Health	Professional	
±	Health	Records Manager	

Click on the Run Mode picking list and choose 'Always Run':

Ruu myyer			
System Trigger	Load Patient Record	~	
Run Mode		~	0
Job Categories	Always Run Kun Run Only When Single		
Define the Jol	b Categories for this Trigger		
Enable Trigge	r for <ul> <li>All Job Categories</li> </ul>		
	O Specific Job Categories		

### **Further support**

If you have any difficulties, please contact Tracey Gibbons (<u>t.gibbons@qmul.ac.uk</u>) or your <u>local CEG facilitator</u>.

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