

Protocol to install Scriptswitch on computer terminals in a practice before you activate the user on Emis/Vision

Process to installing Script switch on a computer and then activate as a user on Emis/Vision.

Scriptswitch help desk – 02476214700

Scriptswitch support - support@scriptswitch.com

There are two stages to enabling Script switch on a computer, see stage 1 followed by stage 2.

Stage 1

To install Scriptswitch on to a computer the user will need administration rights on that computer. Some practice managers (or admin carrying out the task) have them, but it is down to the local I.T teams who do.

Call Scriptswitch and they will try the install, if the practice manager does not have admin rights Scriptswitch will advise to call the local IT team. An admin login will be issued or an install carried out, if you have spoken to scriptswitch beforehand they can make sure the correct license key is available for when local IT requires it.

If the practice manager has admin rights then it is recommended they ring the Scriptswitch help desk (see contact details above), whilst at the computer they wish to install Scriptswitch on. The Scriptswitch team will talk them through the process of going to the download site, downloading the software and installing it.

Scriptswitch will then send over the license key via email as well as giving it to them, so they have a copy and to ensure it is entered correctly.

If a practice has more than one computer to install Scriptswitch on they can save the installer to a shared area, then run it on other Computer's when suitable.

Scriptswitch do not send instructions out to complete the install, they prefer to talk through the process on at least one machine to ensure it is done correctly.

If for any reason IT cannot install it, or there are multiple computers, it can be arranged for one of their engineers to go out to the site to complete the install.

Approved by: East Kent Prescribing Group (*Representing Ashford CCG, Canterbury and Coastal CCG, South Kent Coast CCG and Thanet CCG*)

Date: April 2018

Address: c/o Canterbury and Coastal CCG, Ground Floor, Council Offices, Military Road, Canterbury, Kent, CT1 1YW

Contact: T: 01227 791267 | E: accg.eastkentprescribing@nhs.net

East Kent Prescribing Group

Stage one is to install on the terminal, the next step is to activate the user on Vision/Emis to be able to use Script switch.

Stage 2

Activate the user on Emis or Vision by selecting the correct PDF for your operating system.



Setting up a Script
Switch user on Emis.



Setting up a Script
Switch User on Vision

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