

Antimicrobial Companion

Content Editing Guide

Version 1.2

tactum

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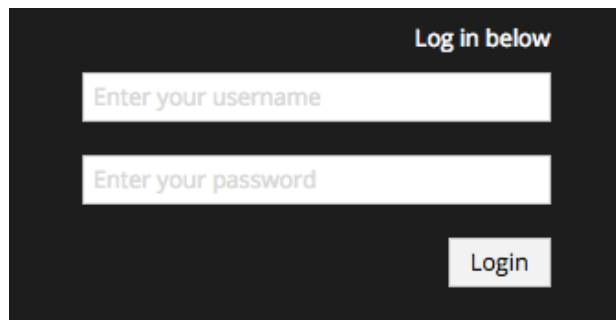
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Before you start

You should use as up-to-date a browser as possible as the system is optimized for the latest browsers, preferably Internet Explorer 10+, Chrome (latest version), FireFox (latest version).

Login

Login to the web-based Clinical Content Management System (CCMS). You should have received information with the URL providing access to this login page, and your login credentials. Keep these safe and secure.

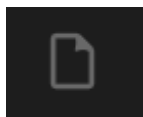


The image shows a login form with a dark background. At the top right, it says "Log in below". Below this are two white input fields. The first is labeled "Enter your username" and the second is labeled "Enter your password". At the bottom right of the form is a white button labeled "Login".

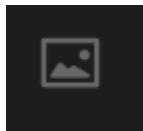
If you have problems logging in then you can contact support@tactuum.com for assistance.

Main Screen

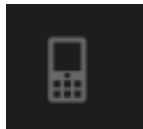
Once logged in, depending upon your role privileges, you will see one or more options on the left hand side:



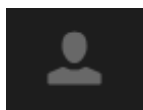
The main **content** section. This is where you will do most of your editing work.



The **media** section where you upload and manage images and electronic files, e.g. PDFs etc.



The mobile **publishing** section where you publish changes to mobile devices.










The **user** management section where you control who gets access to the system, and what they can do.














Click on the relevant section to see the content of that section.

Navigating Around

1. Click the **content** section.
2. Expand the content by clicking on the little arrow/triangle ▶ to the left of each title in the list. This will show the contents of whatever you have clicked, e.g.

-  Vancomycin Dosage Calculator
-  Gentamicin Dosage Calculator
-  HEAT Audit
-  Hospital Guidelines
-  Primary Care Guidelines
-  Protected (Alert) Policy
-  UTI Decision Aid

3. Click on the little arrow/triangle to the left of the section name you want to edit. This will expand the content to show you what is contained within. For example: expand the “Hospital Guidelines” section to edit something with that section. This should reveal something like the following:

- ▼  Hospital Guidelines
 -  About Hospital Guidance
 - ▶  Cardiovascular system
 -  Central nervous system
 -  Ear, nose and oropharynx
 -  Endocrine system
 -  Eye
 - ▶  Gastro-intestinal system
 - ▶  Musculoskeletal & joint
 -  Nutrition & blood
 - ▶  Obstetrics, gynaecology & urinary-trac
 - ▶  Respiratory system
 - ▶  Skin & soft tissue

Editing Existing Content

Once you have found the relevant item of content (e.g. guidance), simply click on the title of the item you wish to edit. Depending upon what you have select to edit you will see a screen similar to this:

The screenshot shows a web-based editing interface for a document titled "Endocarditis". At the top, there is a search bar containing "Endocarditis" and an "Actions" dropdown menu. Below this is a navigation bar with tabs for "Condition", "Document Info", "Tagging", "List Settings", "Editorial", "Settings", and "Properties". The main content area is divided into three sections, each with a rich text editor:

- Notes:** The editor contains the text "See national BSAC guidance for additional information (hyperlink to guidance)".
- Micro-organisms:** The editor contains the text "Endocarditis".
- Duration:** The editor contains the text "Duration as per type of infection".

At the bottom of the page, there is a breadcrumb trail: "NHS Scotland / NHS Tayside / Hospital Guidelines / Cardiovascular system / Endocarditis". To the right of the breadcrumb are two buttons: "Preview" and "Save and publish".

The detail of the fields displayed will be dependent upon what you have selected to edit. The example above is content using the “Condition – Hospital” template. There are a number of different “templates” within the system. The key ones are:

- **Condition – Hospital:** used for most of the hospital guidance.
- **Condition – Primary Care:** used for some of the primary care guidance.

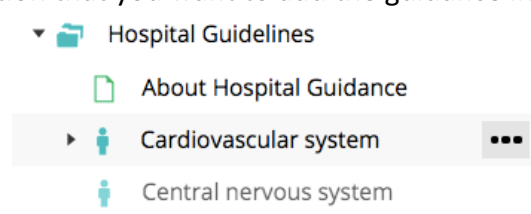
- **Body System** – used to create sections under which actual guidance resides. These can be BNF headings and/or anything else that allows the guidance to be well organized.

Most of the fields/information to edit is contained within the “Condition” tab (for guidance).

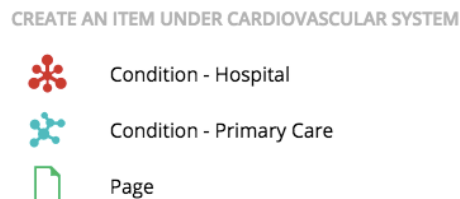
1. Make your changes using the fields provided and once you are ready with your changes you can either:
2. **Save** – this will save the changes but not publish them to the web or mobile.
3. **Save and Publish** – this will save the changes and immediately publish them to the web but NOT the mobile.
4. If you simply Save and not Publish then you can **Preview** your changes to check that all is as you expect before later publishing. Using Save and Preview allows you to pass the changes to someone else to view before finally publishing.

Adding New Guidance

1. Navigate to the relevant section of content you want to add new guidance to.
2. Hover over the section that you want to add the guidance into, e.g.



3. Click on the 3 dots – this will allow you to create new content. In the example above, this will add the new guidance into the ‘Cardiovascular system’ section. You should see something like:



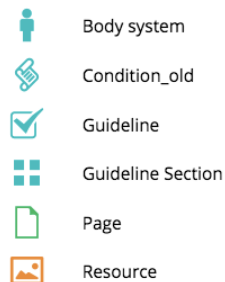
4. Select either:
 - a. **Condition – Hospital** – the format of the guidance is as per NHS Scotland general guidance.
 - b. **Condition – Primary Care** – the format of the guidance is as per Public Health England primary care guidance.
 - c. **Page** – a simple page of text/information.
5. Depending upon what you select, the format of the information will look different. It is up to you to determine what format works best for your own guidance. Typically, ‘Hospital’ is being used for hospital guidance and ‘Primary Care’ for primary care guidance.

6. Once you have selected the appropriate format, complete the relevant fields and save/publish the guidance as per the above instructions (see: Editing Existing Instructions).

Adding a New Guidance Section

1. Navigate to the relevant guidelines (e.g. Hospital or Primary Care).
2. Select 'Body System':

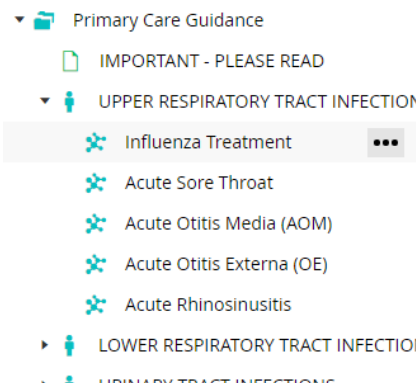
CREATE AN ITEM UNDER HOSPITAL GUIDELINES



3. Complete the form – the main is to simply give the section a title/name.
4. Save and publish the section as normal. You can now add guidance into the section as per the instructions above.

Deleting Content

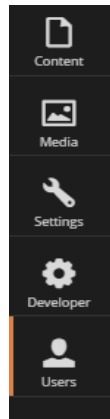
1. Navigate to the piece of content you need to delete.
2. Hover on the 3 dots to the right of the title:



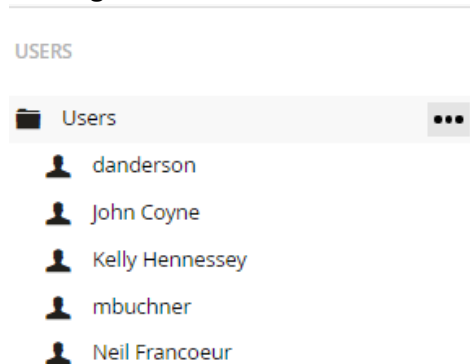
3. Right click on those dots and choose 'Delete'.
4. Hit the green 'OK' button.

Adding a New User for Content Editing

1. On the far-left side of the screen, choose the person icon 'Users':



2. Hover on the 3 dots to the right of 'Users':



3. Right click on those dots and choose 'Create'.
4. Create a Login name and fill-in their email and hit the 'Create' button.
5. On the next page, input the appropriate information about the user including resetting the password to the one you have created for them.

test Content Channel

Name

Username

Reset password

New password

Confirm new password

Email

User type

Language

Disable Umbraco Access

Disable User

Start Node in Content

Start Node in Media Library

Sections Content Media Settings

6. Chose the type of user you want them to be:

Email

User type

Language

Disable Umbraco Access

Start Node in Content

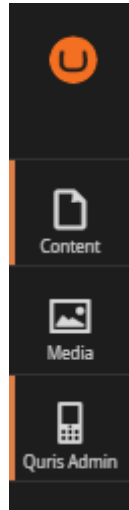
Start Node in Media Library

Sections Content Media Settings

7. Hit the Green 'Save' button in the top right corner.

Publishing Changes to Mobile Devices

1. On the far-left side of the screen, choose the phone icon 'Quris Admin'



2. Press the blue 'Build' to the far right of the content you edited.

About this Resource	29	3/6/2017 6:09:07 PM +00:00	418.36 KB	Build
Vancomycin Dosage Calculator	11	9/8/2016 11:07:25 PM +00:00	963.85 KB	Build
Gentamicin Dosage Calculator (GG&C)	11	9/8/2016 11:07:26 PM +00:00	127.18 KB	Build
Gentamicin Dosage Calculator (Hartford)	11	9/8/2016 11:07:27 PM +00:00	127.06 KB	Build
Primary Care Guidance	9	7/29/2016 4:02:11 PM +00:00	462.54 KB	Build
UTI Decision Aid	1	7/29/2016 2:01:02 PM +00:00	420.7 KB	Build

3. Check your app to see if the changes are reflected correctly.

Getting Help

For further help and support please email: support@tactuum.com