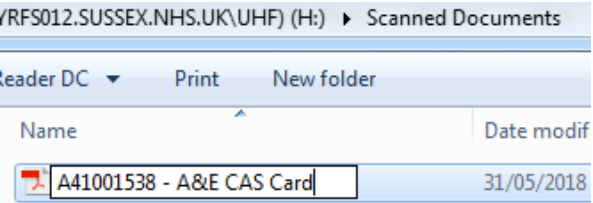
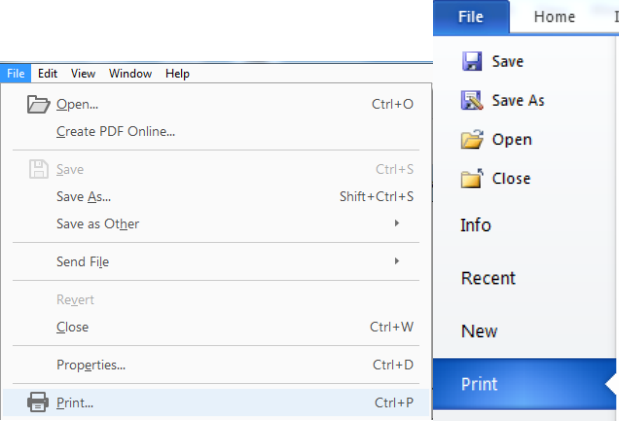
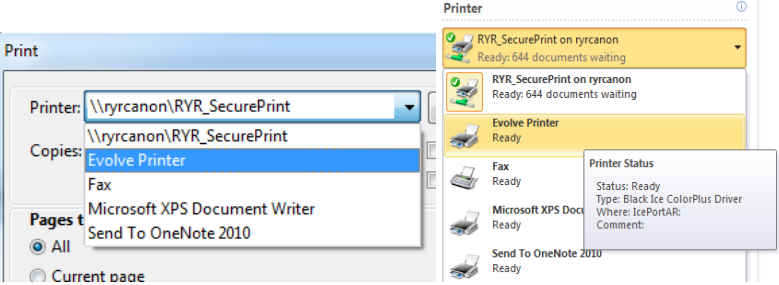


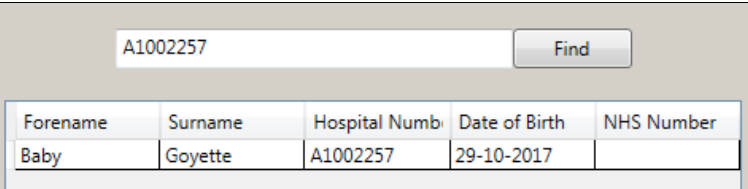
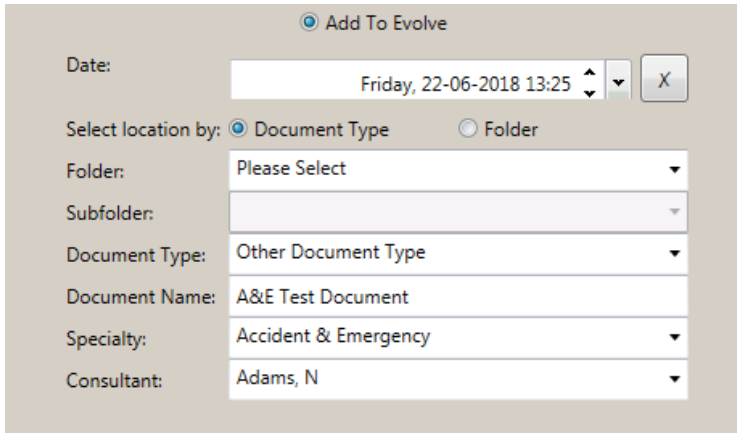
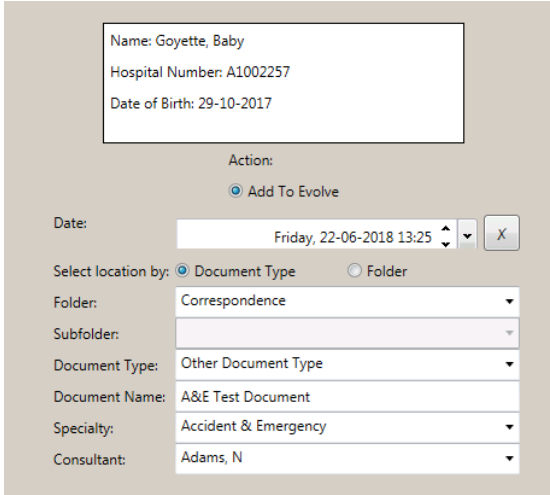

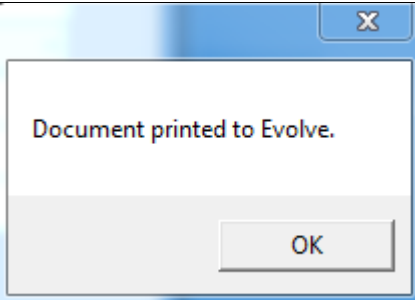


Print to Evolve	
<p>Find the document you have scanned, right mouse click on the file and select Rename – give the file a meaningful name (e.g. Hospital number + document name) so that it's easy to find when you upload. Press Enter on the keyboard to confirm new file name</p>	
<p>Double click on the document to open it</p>	
<p>Once you have opened the PDF or Word document, select File and Print (or Ctrl & P on the keyboard)</p>	
<p>From the Printer drop down box, change the printer to Evolve Printer</p>	
<p>Click on the Print button</p>	

Print to Evolve											
<p>The Evolve search box will open, enter the patient's Hospital Number into the box and click on Find (you can also search by Forename & Surname, Surname, Date of Birth in the format XX-XX-XXXX & NHS Number)</p>											
<p>Double click on the patient in the results window</p>	 <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Forename</th> <th>Surname</th> <th>Hospital Numb</th> <th>Date of Birth</th> <th>NHS Number</th> </tr> </thead> <tbody> <tr> <td>Baby</td> <td>Goyette</td> <td>A1002257</td> <td>29-10-2017</td> <td></td> </tr> </tbody> </table>	Forename	Surname	Hospital Numb	Date of Birth	NHS Number	Baby	Goyette	A1002257	29-10-2017	
Forename	Surname	Hospital Numb	Date of Birth	NHS Number							
Baby	Goyette	A1002257	29-10-2017								
<p>Double check the patient details at the top of the box before continuing</p>											
<p>You can change the Date & Time as required, e.g. to the date of the document</p>											
<p>Select location by will default to Document Type</p>											
<p>Select the Document Type i.e. Other Document Type</p>											
<p>Please Note – If you choose the Document Type of Other Document Type then you can free type the document name in the Document Name box below</p>											
											

Print to Evolve	
Select the correct Folder i.e. this is where the document will be stored in Evolve	
Select the Specialty i.e. Accident & Emergency, to reflect the document being uploaded	
Select the Consultant	
<p>Please Note – Once you have selected these options, next time it will remember the previous chosen options by default</p>  <p>The screenshot shows a form for adding a document to Evolve. It includes fields for Name (Goyette, Baby), Hospital Number (A1002257), and Date of Birth (29-10-2017). The 'Action' is set to 'Add To Evolve'. The 'Date' is 'Friday, 22-06-2018 13:25'. The 'Select location by' options are 'Document Type' (selected) and 'Folder'. The 'Folder' is 'Correspondence', 'Subfolder' is empty, 'Document Type' is 'Other Document Type', 'Document Name' is 'A&E Test Document', 'Specialty' is 'Accident & Emergency', and 'Consultant' is 'Adams, N'.</p>	
Click on Send to send the document to Evolve	
Click on OK to the dialog box confirming that the document has been printed to Evolve	

Print to Evolve	
<p>The document will now be found in Evolve under the folder you selected i.e. Correspondence with the Date, Document Name, Speciality & Consultant Initials</p>	<p>☐ Correspondence (7)</p> <p>☐ 22-06-2018 A&E Test Document Accident & Emergency AN</p>