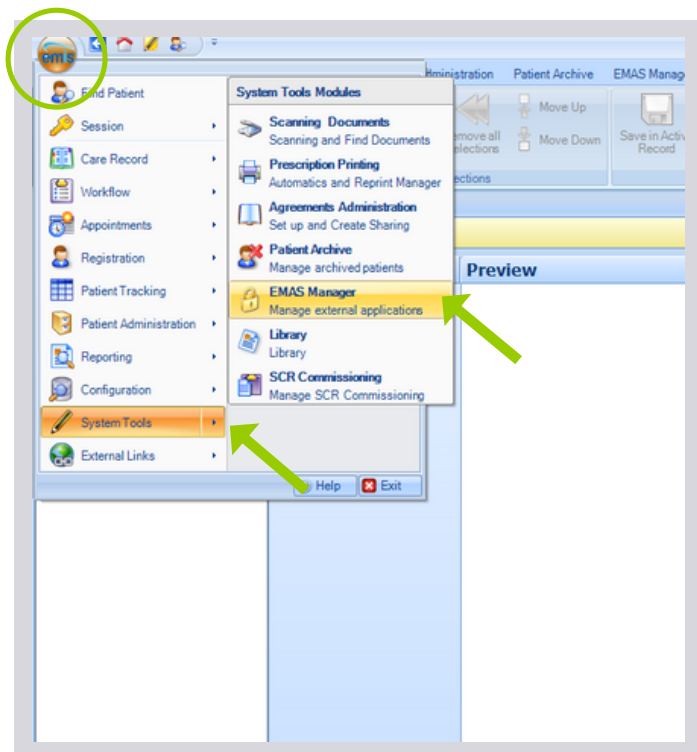


GP BUDDY INSTALLATION

Set up the VTSL GP Buddy on your PC using the following simple steps

STEP I: ACTIVATING GP BUDDY IN EMIS

1. Open the EMIS application, and click the EMIS symbol circled below. Select 'System Tools' and then 'EMAS Manager' in the sub-menu.



2. You will then see a screen like this (right). Select 'Partner API' at the very bottom on the left.

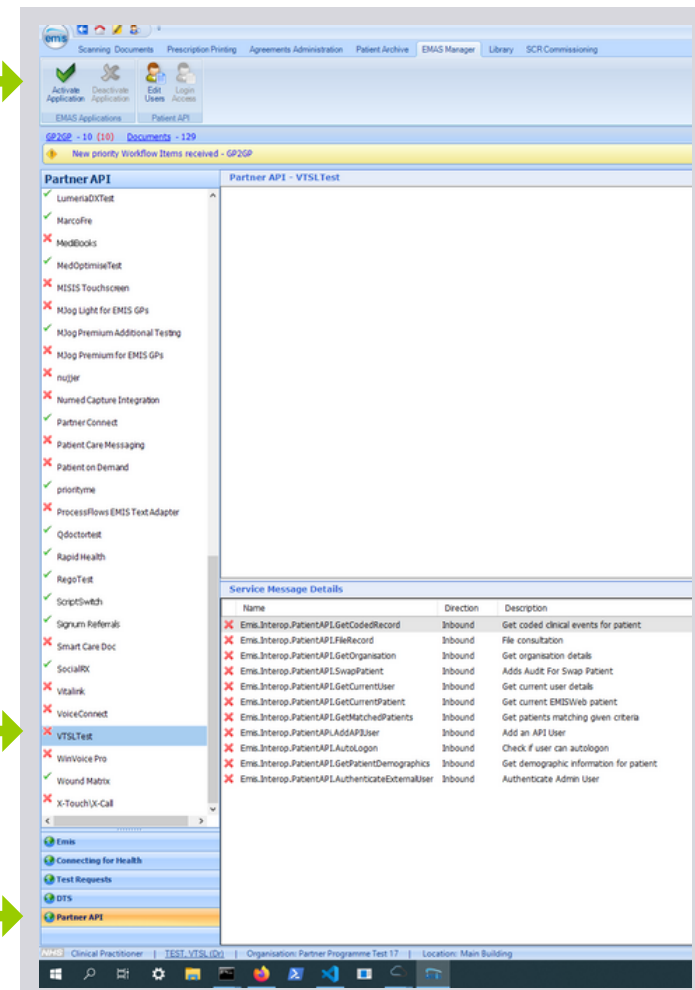
Then select the option from the long list that has 'VTSL' in the name.

Click 'Activate Application' at the top of the screen.

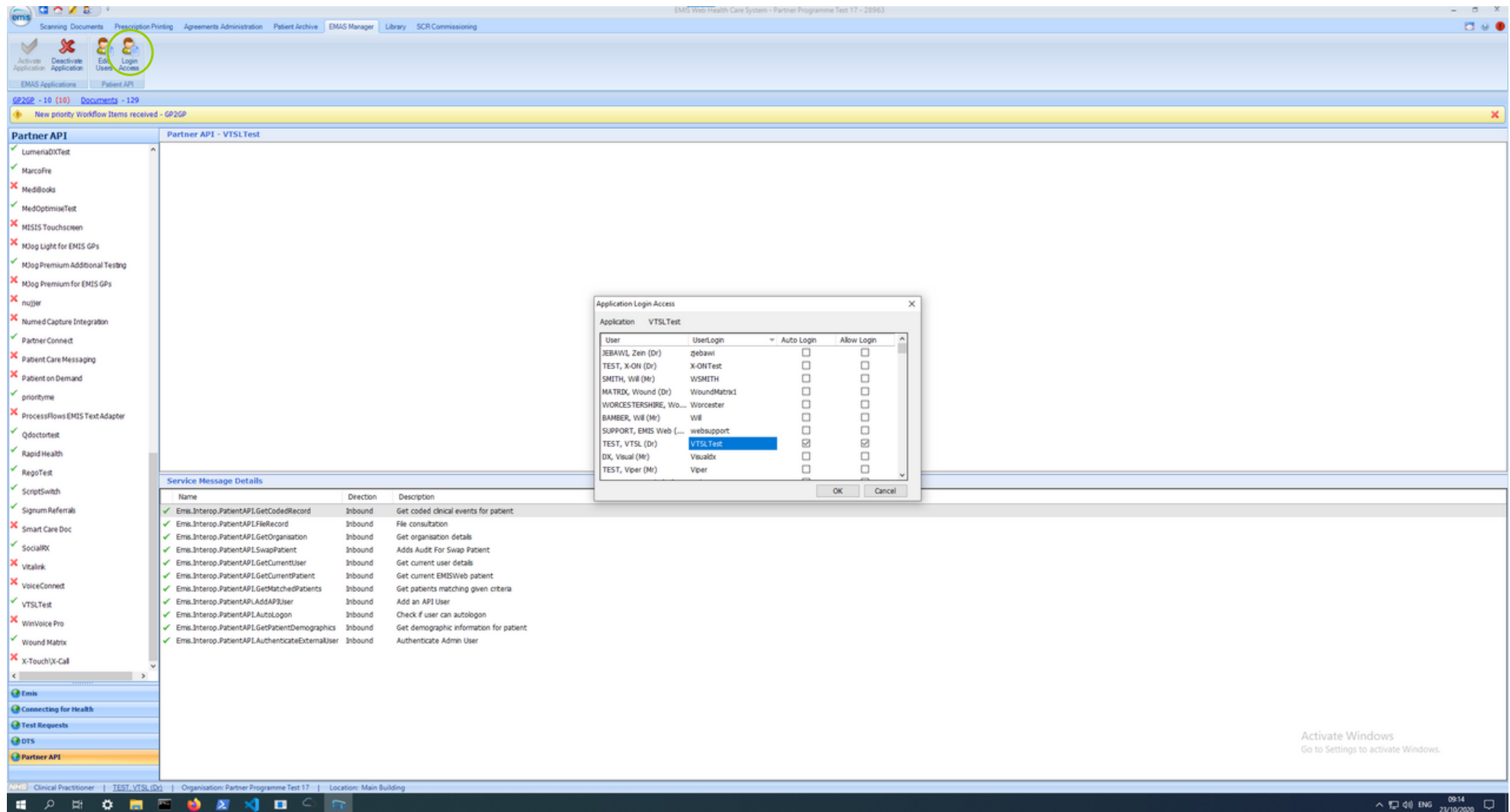
3

2

1

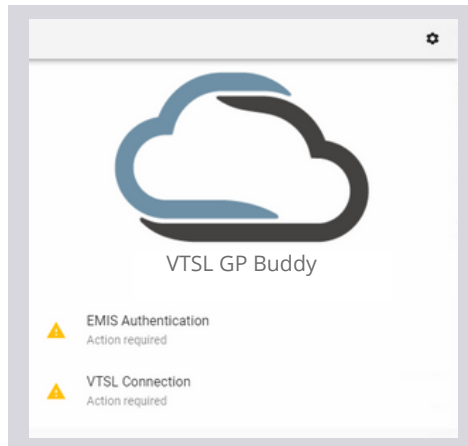


3. Finally, click 'Login Access' (circled below). A new window will open where you can determine which users you would like to be able to login to the application (Allow Login), and if they should be logged in automatically (Auto Login). Press 'OK' when done.



STEP 2: INSTALLATION

1. Using the link provided, download the application. This will be an .exe file. Once downloaded, launch the application. You will then see a window like this:

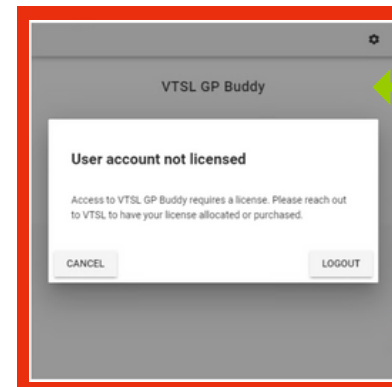
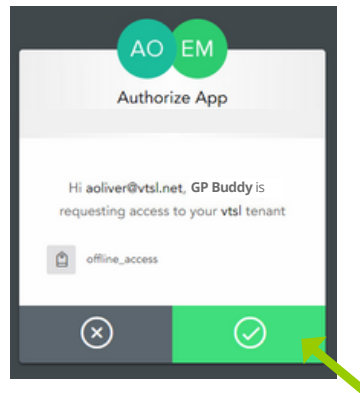
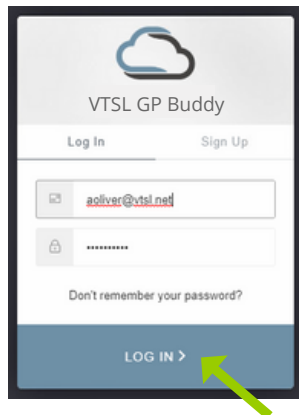
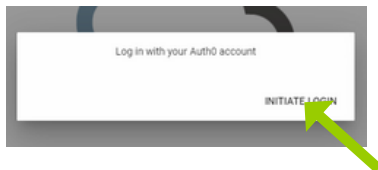


3. While in Settings, make sure the Organisation ID is entered correctly, and check that the version is the most up to date.

The Organisation ID is your surgery's CDB number and EMIS might ask to log in again to activate GP Buddy.

 Organisation ID
28963

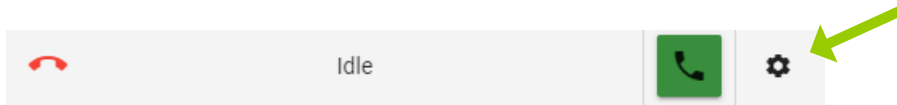
2. Click on VTSL Connection to link your GP Buddy to your phone extension via the VTSL Portal. Click 'Initiate Login' in the first window, then enter your VTSL portal log-in details. In the new window, click the tick mark to complete the connection. For some users it may automatically log you in and you will not need to go through this process.



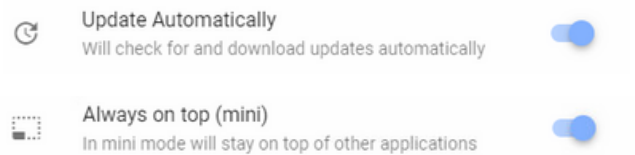
If you do not have a VTSL Portal login, you will need to contact your administrator, who will need to contact VTSL.



4. Click the 'Settings' icon in the Buddy bar.



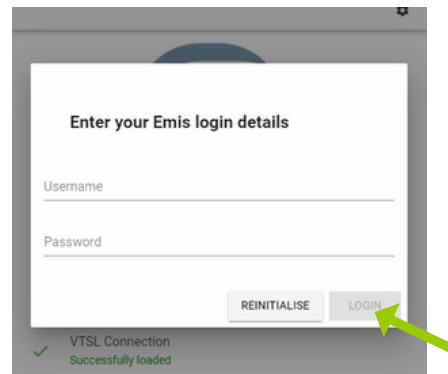
5. Scroll down and check that settings are as you wish to have them. We recommend the following two options are activated.



6. Click on EMIS Authentication. Your EMIS Partner API log-in details should be entered here. Note this is different to your normal EMIS Web log-in details.

Click 'Log-in' if this is the first time logging in.

Note: If your administrator has enabled auto-log-on and your EMIS is open, the app should authenticate with EMIS automatically. But if not, you need to enter your Partner API log-in information as shown here.



The VTSL GP Buddy is now ready.

