

# SystemOne QRG – Setting up Scanning in SystemOne

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## Introduction

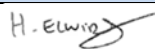
- This user guide has been created to show system functionality not clinical processes and should be used in conjunction with the relevant Standard Operating Procedures (SOP) for your appropriate service
- Any changes will be updated and published online, and staff should be aware that any printed copies of the guide are only correct at the time of printing and should constantly check the online version for updates
- The following support materials are available from these locations:  
[Course: Online System Resources \(cpft.nhs.uk\)](http://cpft.nhs.uk)
- When in SystemOne you can press F1 for Help (or choose Help on the Menu at the top of the screen)

## Revision History

Revision date	Version	Summary of Changes	Author
09/04/2025	1.0	Initial Draft	Megan Moore, Emma Tester

## Approvals

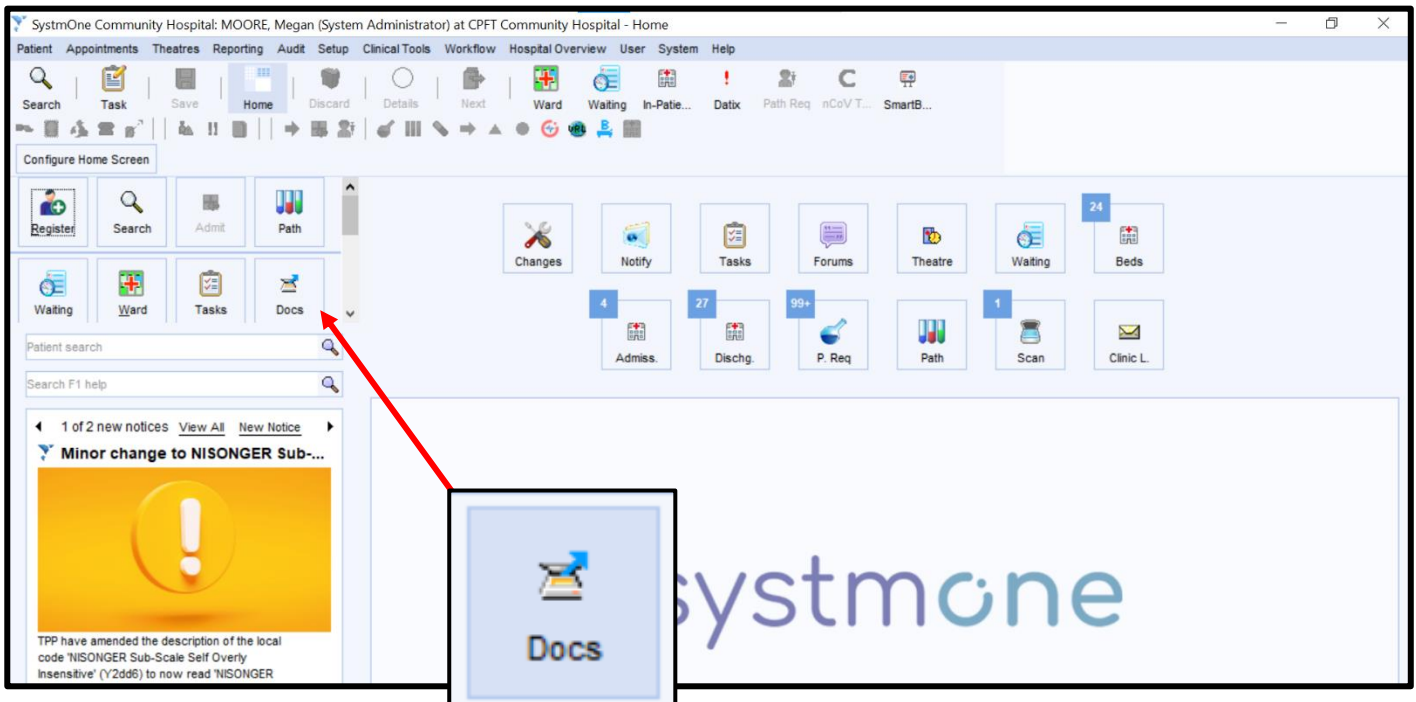
Version 1.0 and above of document requires the following approvals:

Name	Title	Signature	Date	Version
Hakim Elwidai	Clinical Systems Training Manager		15/07/2025	1.0

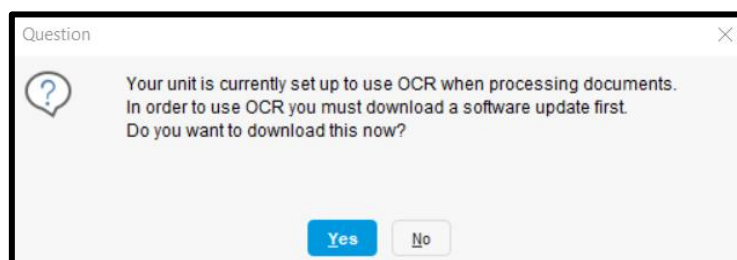
## Downloading Scanning Software

To scan documents into SystmOne you will need to download OCR Software. Follow the steps below to install the OCR software. This must be done for each SystmOne unit you wish to scan documents on to.

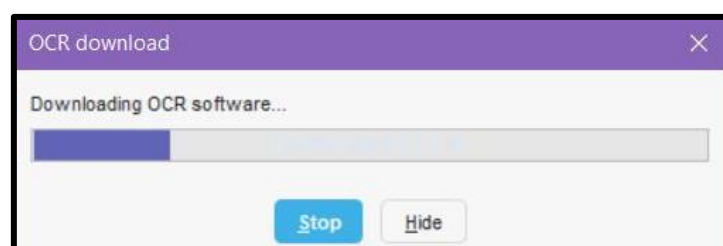
1. Login to SystmOne and open the relevant unit
2. Open Acquired Documents by **clicking** on to the Doc's Icon



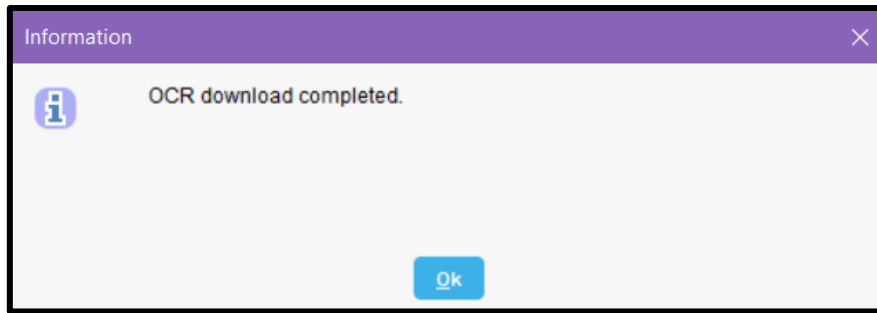
3. The pop up below will appear asking if you want to download the OCR software, **click** Yes to download.



4. The downloading of the OCR software will begin, **click** Hide to allow you to continue using SystmOne while the software is downloading (this can take up to 15mins to download).



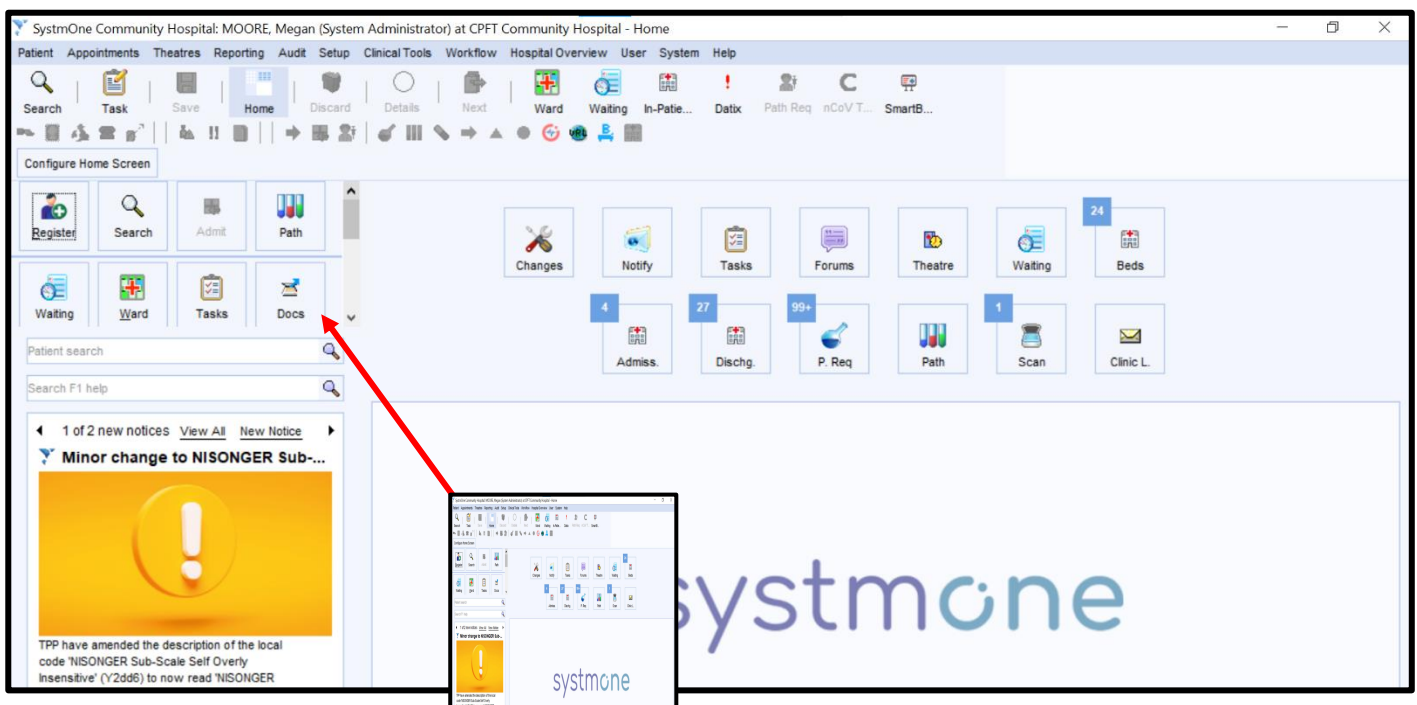
5. Once download the pop up below will appear. **Click** Ok to close the pop up.



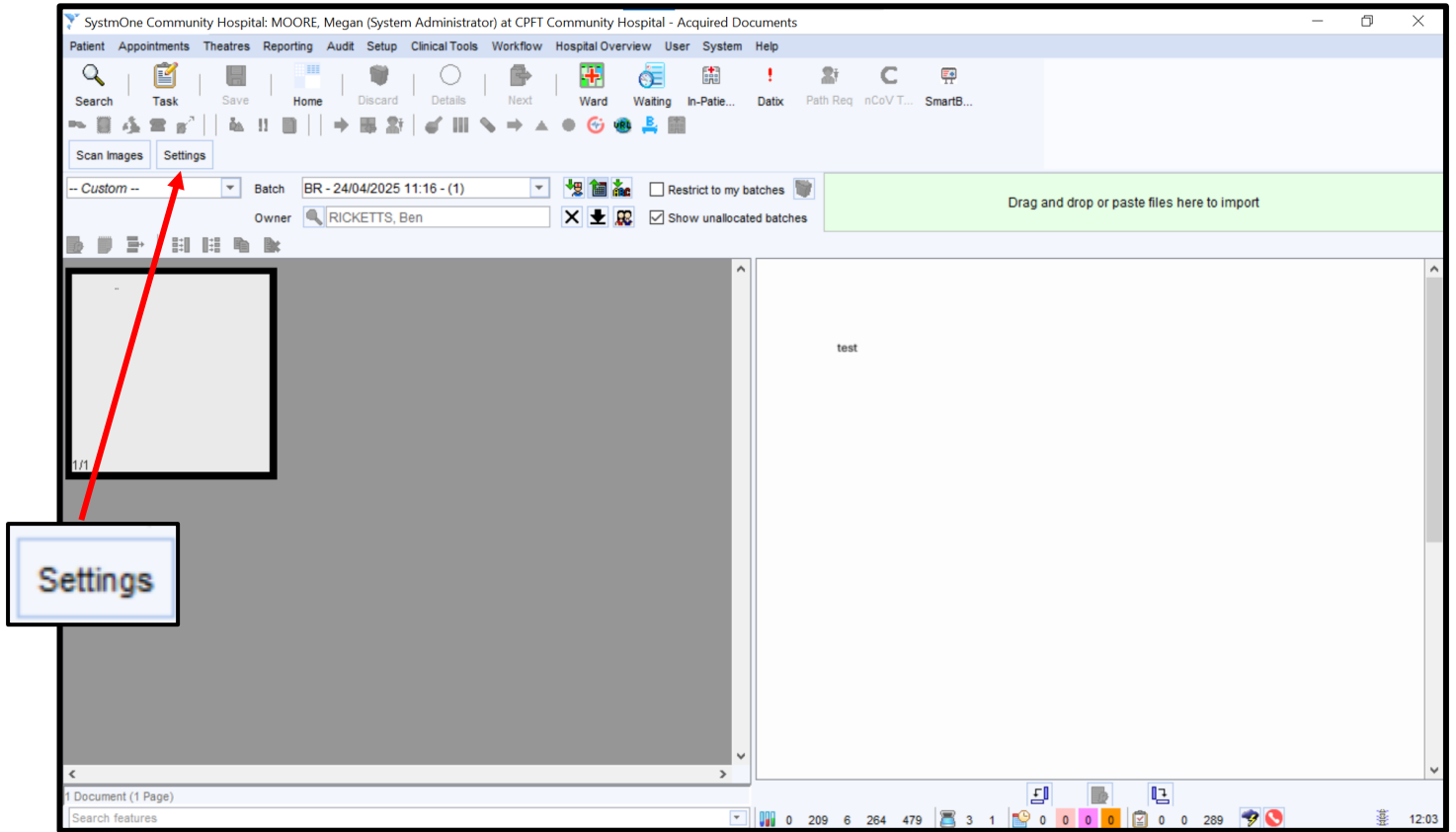
## Setting Up a Scanning Folder

In order to upload documents to SystemOne you will need to create a Scanning folder in your files this folder must be saved either on your desktop, documents or shared/ restricted drives. You will not be able to access folders on your OneDrive.

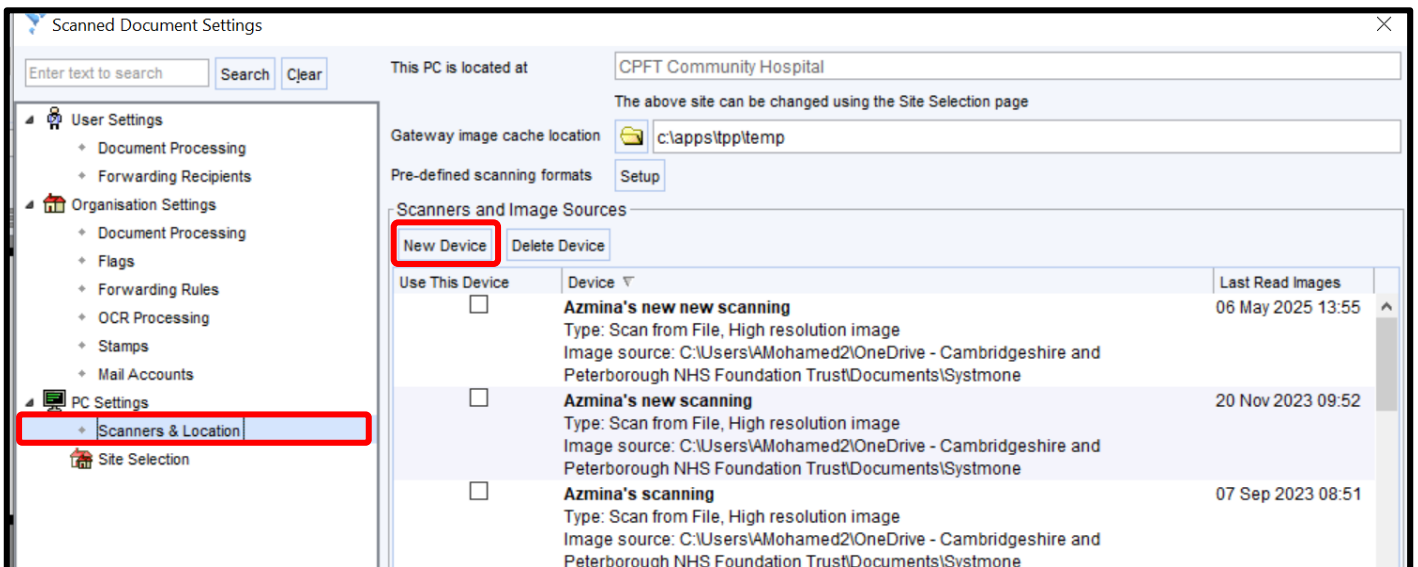
1. Login to SystemOne and open the relevant unit
2. Open Acquired Documents by **clicking** on to the Doc's Icon



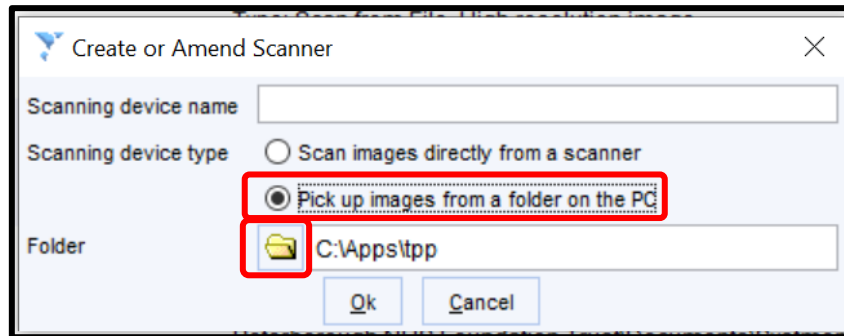
### 3. Click on settings to link your scanning folder



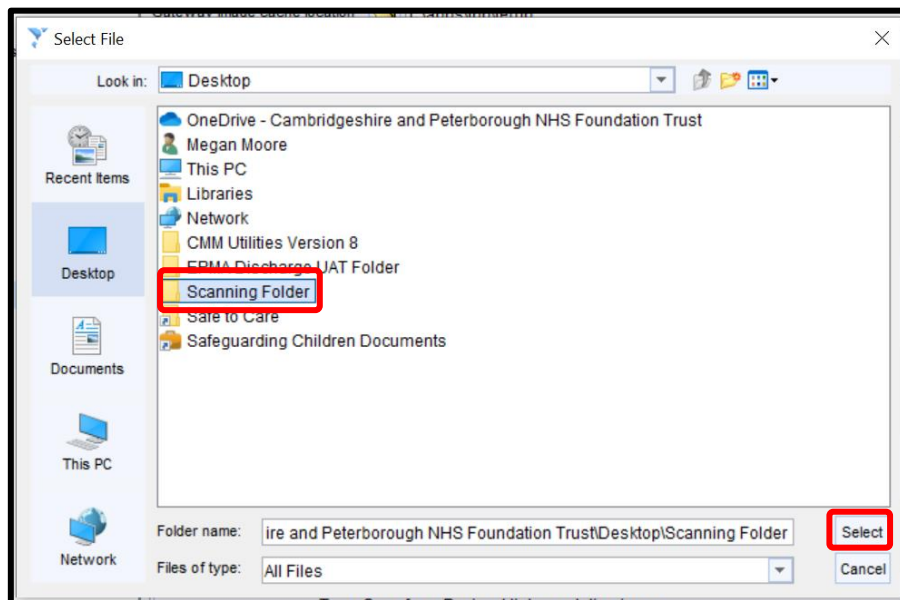
### 4. Click Scanners & Location then click New Device



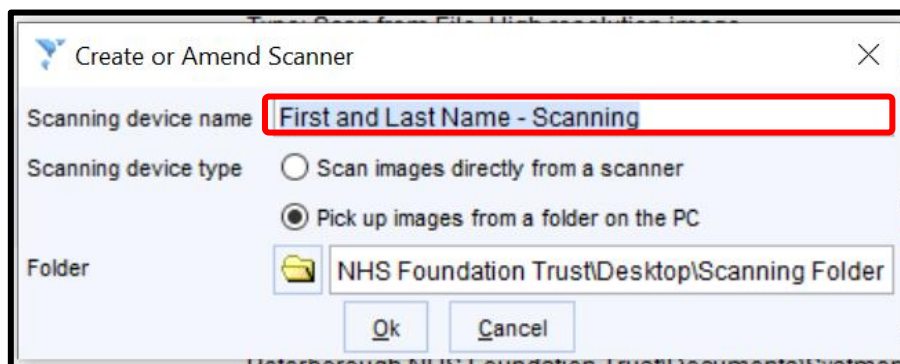
5. Select 'Pick up images from folder on the PC' then **click** the file icon to select a folder.



6. Search and **select** your scanning folder



7. Once the folder has been selected enter the Scanning Device name. This must be your first and last name then scanning as shown in the image below.



8. Your scanning device will now appear in the device list ready for you to upload scanning.