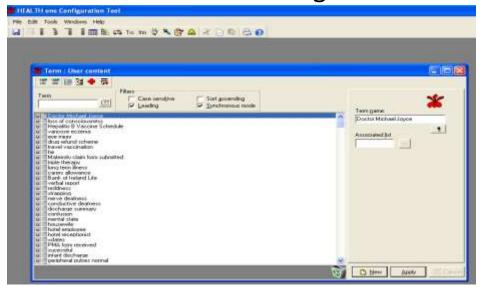


(above fig: Accessed through CONFIGURATION TOOL



- Firstly decide what you want in your schedule We will use Hepatitis B as an example
- Open your Configuration Tool in Heallth One
- There is no term in the HealthOne dictionary called 'HEPATITIS VACCINE SCHEDULE' so you will need to make a new Term to add to your dictionary. To do this go into FILE / OPEN / TERM
- Ensure you are in the 'USER DICTIONARY'



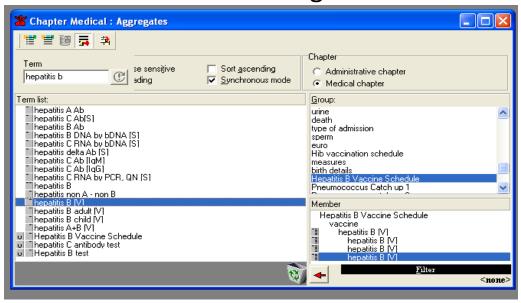
Click on 'NEW'



- Give it a Term name eg: Hepatitis Vaccination Schedule
- Then click Apply. This action has now added a new user term.

#### Now we need to make an AGGREGATE

- Access through FILE / OPEN / AGGREGATE (ensure the window that opens is maximized)
- Now find the term HEPATITIS VACCINEATION SCHEDULE
- Click and drag the term across into the GROUP box
- Click and drag 'VACCINE' across to the 'MEMBER' box
- Click and drag 'Hepatitis B (V) across into the 'MEMBER' box
- Repeat this action 3 or 4 times... (as there are 4 Hep B Vaccines in a complete schedule) if you count the Booster



Above is an example of how your aggregate should look.

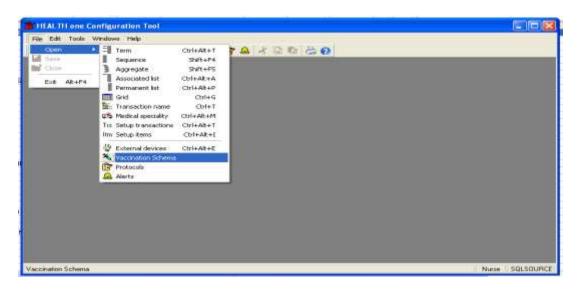
When you have completed and go to close the window down you will be asked

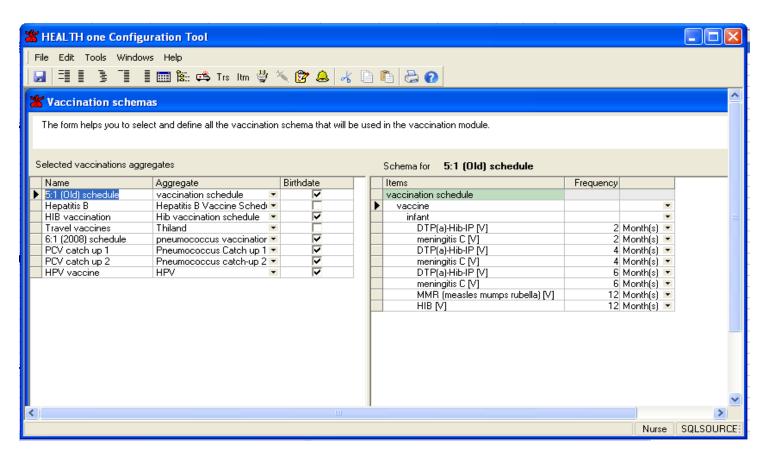
'The content has changed. Do you want to save' Click YES

Now we are ready to make the new Vaccination schedule

Keep the 'CONFIGURATION TOOL' open

Access the Vaccination Schedule Configuration by clicking 'file / open / Vaccination Schema



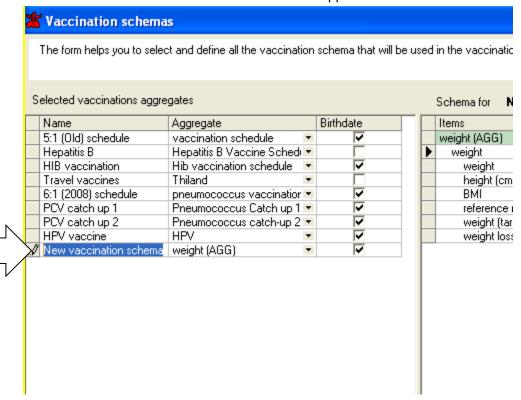


Above is the window that should open. You may not have all the Vaccination aggregates in your own programme as some of these have been added by me.

### To create a new schedule

- Ensure the window is maximized so that you see the Plus and Minus figures at the bottom of the page
- + -
- Click on the '+'

• You will now see a 'new vaccination schema' line appear in the column



- Double click on 'New vaccination schema' and name your new aggregate eg: Hepatitis B Schedule
- Choose from the aggregate dropdown menu 'Hepatitis B Vaccine Schedule'
- You will notice items from the schedule you have just created are now in the box on the Lt of your screen
- All you need to do is chose the frequency of the vaccine, ie: 0 mth / 1mth / 6mth / 12mth
- Now click 'close' (You will be asked again whether you want to save) Click 'YES'