

## LOCATING THE GENVASC CONSENT FORMS

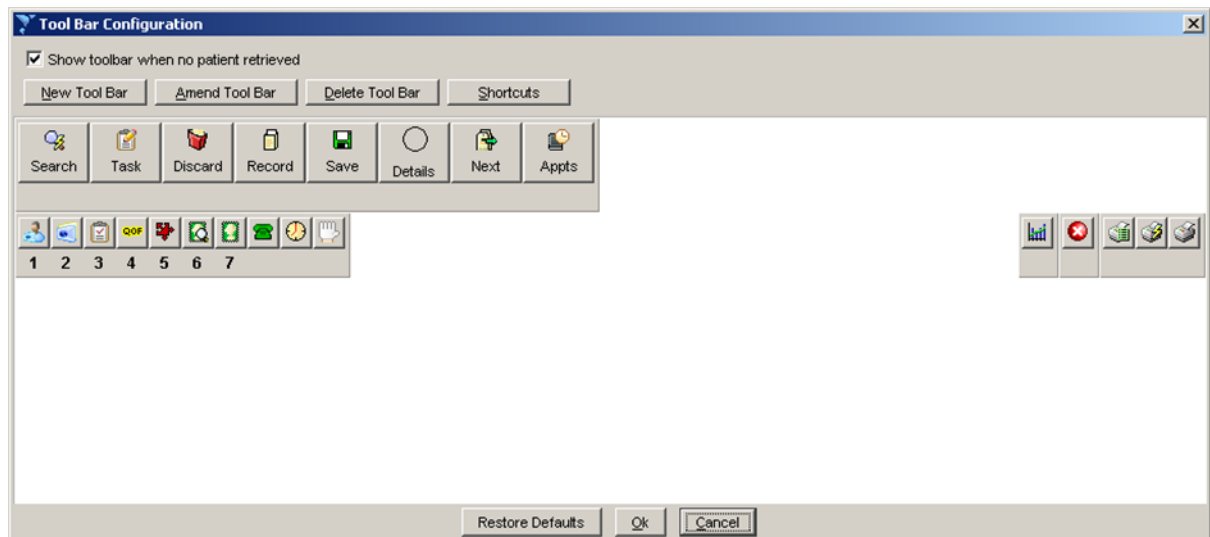
The GENVASC consent forms are located within a clinical template in SystemOne which has been shared only with those practices currently involved in the GENVASC study.

To print off the GENVASC forms for a patient you will first need to add the clinical template to your toolbar using the following instructions:

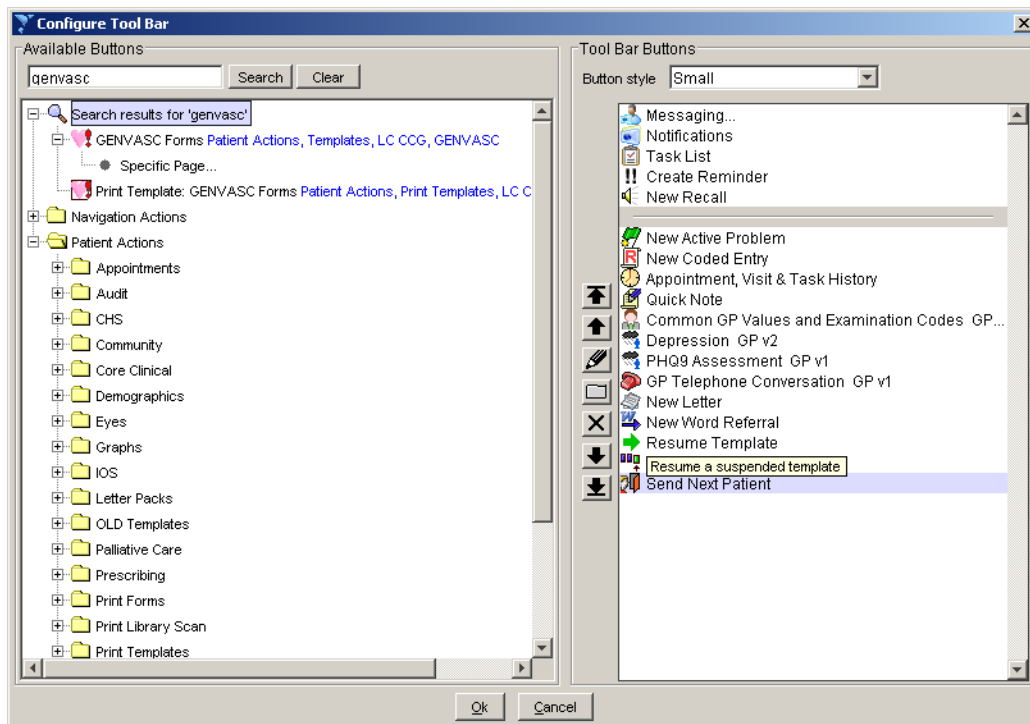
- 1) Right-click anywhere on your little button toolbar. Left-click on **Configure Tool Bar**.



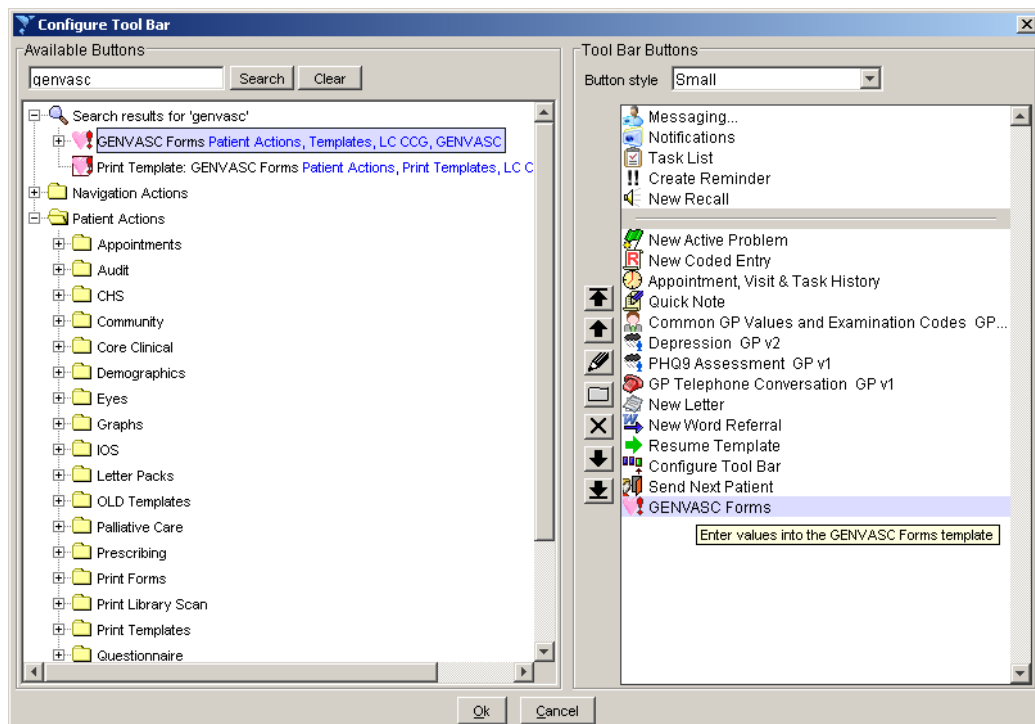
- 2) The below pop-up box will appear. Left-click the toolbar you would like to add the button to. Now left-click the **Amend Tool Bar** button.



- 3) Another pop-up box will appear. In the top-left corner, type “GENVASC” into the search box. Then click **Search**. The GENVASC template will appear on the left-hand side (the icon is a pink heart with exclamation mark).



- 4) You must double-click on the GENVASC Forms icon (NOT Print Template) to add the template to your toolbar. It will then appear selected on the right-hand side of your screen.



5) Click **Ok** and then **Ok** again. The template will now be available to use on your toolbar.



## PRINTING THE GENVASC FORMS

The GENVASC forms have been built in order to allow one-click printing. This means that you do not have to go through the usual letters process; click once on the form you wish to print and it will be sent to the printer straight away.

The forms are stored in a central location which means that if any updates are made, you do not have to remove and re-add a new version – all changes will be done centrally and automatically update on your system.

To print a GENVASC consent form, open up the relevant patient record and click on the GENVASC template icon you have added to your toolbar. The below template will appear. Then click the name of the form you wish to print and it will begin printing.

A screenshot of a software window titled "GENVASC Forms". The window has a blue header and a light blue main area. The title bar includes "GENVASC Forms" and a close button. Below the title bar, there is a tab labeled "GENVASC Forms". The main area is titled "GENVASC Study Forms" and contains three rows of form options. Each row has a button on the left and text on the right. The buttons are: "Print Form: GENVASC GP Invitation Letter", "Print Form: GENVASC Witnessed Consent Sheet for Participants", and "Print Form: GENVASC Unwitnessed Consent Sheet for Participants". The text on the right is: "GP invitation to participate letter.", "Witnessed consent. Only to be used in conjunction with the abbreviated PIS", and "Unwitnessed consent. Only to be used in conjunction with the full PIS". At the bottom of the window, there are five buttons: "Information", "Print", "Suspend", "Ok", and "Cancel". On the right side of the window, there is a yellow panel with two checkboxes: "Show recordings from other templates" and "Show empty recordings".