GP In-Hours In-Practice Dashboard User Guide v2.0 September 2025
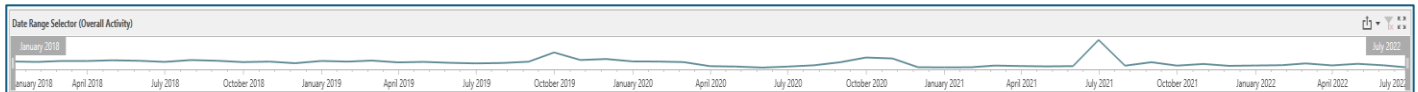
Table of Contents

# Settings for the Main Dashboard

Choosing your date range

The **Date Range Selector** shown below allows you to choose the date range displayed in the Health Care Professional (HCP) Activity Table and the Graphs at the bottom of the dashboard. There are two sliders that you can use to choose the date range.

When you want to clear a date range Press the 🔽 button (top right of the Date Range Selector).

If you want to set a more precise date range (down to specific weeks) then follow these steps. Right click your mouse anywhere on the Date Range Selector, then choose "Custom Period" from the menu that appears and the date range setting menu will appear.
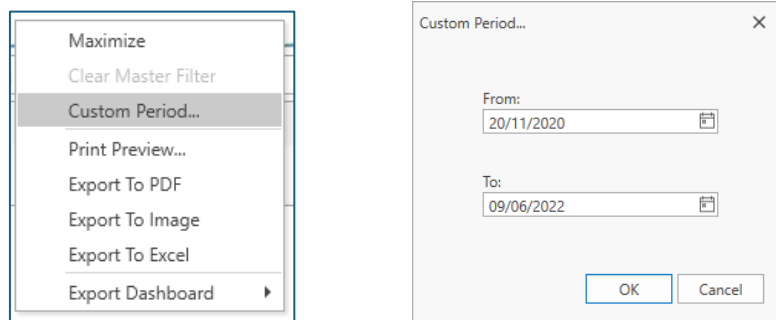
Choosing your active staff accounts

Both GP IT Systems (EMIS and Vision) have functionality that allows the practice to set up a new "active" staff account for each staff member that joins the practice and to make each account "inactive" when a specific staff member leaves the practice.

The menu below allows you to choose whether the HCP Activity table and the graphs at the bottom of the dashboard show activity for: "Y" – only active staff accounts; "N" – only inactive staff accounts; or "Select All" – both active and inactive staff accounts.

Notes:

1) If you think a member of staff has left the practice but is still showing as active in the "HCP Activity table" check if their account is still active in the GP IT System. The "HCP Summary Report" section below describes how to view the activity recorded against active accounts and identify ones that have not been used for a long period.

2) It is recommended that you choose "Select All" when looking at historic data.

Choosing the HCP Groups that you want to look at

The menu below allows you to pick multiple HCP Groups to compare activity levels (encounter type counts)

Note: this menu changes the content shown in the HCP Activity table **and** the Graphs at the bottom of the dashboard.

Main Dashboard Components

HCP Activity Counts and Issue Flags Table

HCP Activity

	Grand Total											
	total	Surgery	Telephone	Administration	Video	eConsultation	HB Staff Conta...	Home Visit	Clinic	Medicines	Other	Unmapped
▶ Administrati...	16,455	522	1	6,899	0	0	0	3	0	2,869	6,126	0
▶ Clinical Sup...	1,198	134	0	0	0	0	0	0	0	0	1,061	0
▶ GP Perman...	289,413	86,935	45,803	36,442	8	1	0	1779	10	6,291	27,766	0
▶ GP Temp	12,201 ⚑	3,195	961	686	0	0	51	33	3982	1	3,291	0
▶ GP Trainee	23,754	15,413	3,155	78	0	1	0	78	0	1	4,673	0
▶ Nurse	64,605	3,549	23,358	5,928	0	0	0	73	17259	1	14,388	0
▶ Other Clinic...	467,148	38,744	41,513	210,658	0	0	0	59	15799	152,261	7,278	0
▶ Pharmacy	6,490	0	24	224	0	0	0	0	0	4,825	1,417	0
▶ Students	780	1	349	0	0	0	0	1	0	0	429	0
Grand Total	882,044 ⚑	148,493	115,164	260,915	8	2	51	2026	37050	166,249	66,429	0

This table shows the encounter type counts against each member of the practice staff and can be filtered using any of the selection tools on page 1 of this guide. Use the arrows at the side of each HCP Group (Mapped) to view the encounter type counts for each member of staff
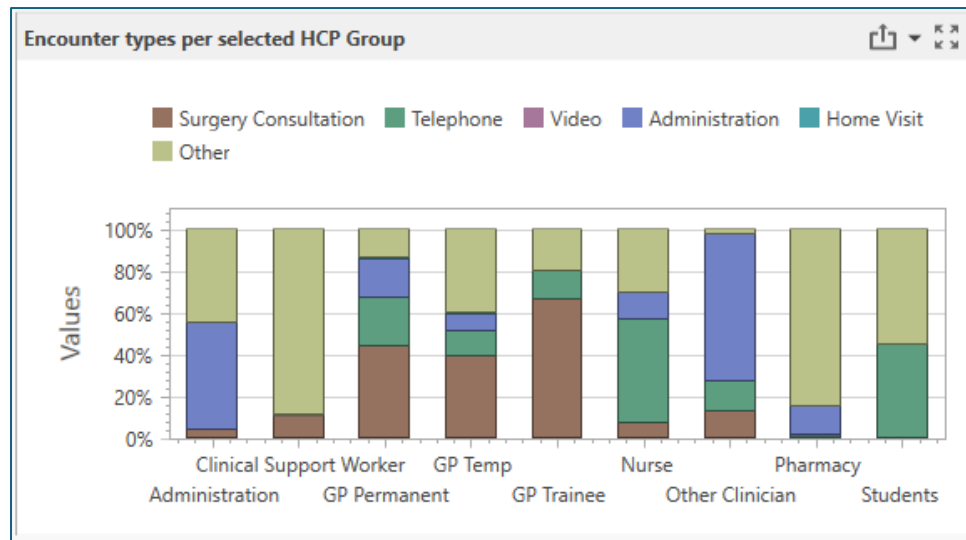
HCP Activity

	Grand Total											
	total	Surgery	Telephone	Administration	Video	eConsultation	HB Staff Conta...	Home Visit	Clinic	Medicines	Other	Unmapped
◢ Administration Total	16,455	522	1	6,899	0	0	0	3	0	2,869	6,126	0
Amanda Fallon	16,355 ⚑	428	1	6,893	0	0	0	3	0	2,869 ❗	6,126	0
Anson Brooks	100 ⚑	94	0	6	0	0	0	0	0	0	0	0
▶ Clinical Support W...	1,198	134	0	0	0	0	0	0	0	0	1,061	0
▶ GP Permanent	289,413	86,935	45,803	36,442	8	1	0	1779	10	6,291	27,766	0
▶ GP Temp	12,201	3,195	961	686	0	0	51	33	3982	1	3,291	0
▶ GP Trainee	23,754	15,413	3,155	78	0	1	0	78	0	1	4,673	0
◢ Nurse Total	64,605	3,549	23,358	5,928	0	0	0	73	17259	1	14,388	0
Amy Farrah Fo...	1,899	0	0	15	0	0	0	0	0	0 ❗	1,880	0
Ben Gold	1,684	0	0	3	0	0	0	0	0	0 ❗	1,680	0
Benjamin Kyle	35	0	0	30	0	0	0	0	0	0 ❗	5	0
Cottle	41	0	0	33	0	0	0	0	0	0 ❗	8	0
Dick Richard	253	0	0	7	0	0	0	0	0	1 ❗	245	0
Dierdre Bennett	35	0	0	20	0	0	0	15	0	0	0	0
Ethan Carter	19,264	0	14,923	4,307	0	0	0	0	30 ❗	0	0	0
Ian Reade	188	0	0	0	0	0	0	0	0	0 ❗	188	0

The red flag beside an individual indicates that they are recording more surgery encounters than telephone encounters. This is an indication that they are using the default encounter type predominantly. The yellow exclamation mark beside an individual indicates that they have used one or more of the ambiguous encounter types – "clinic" or "other".
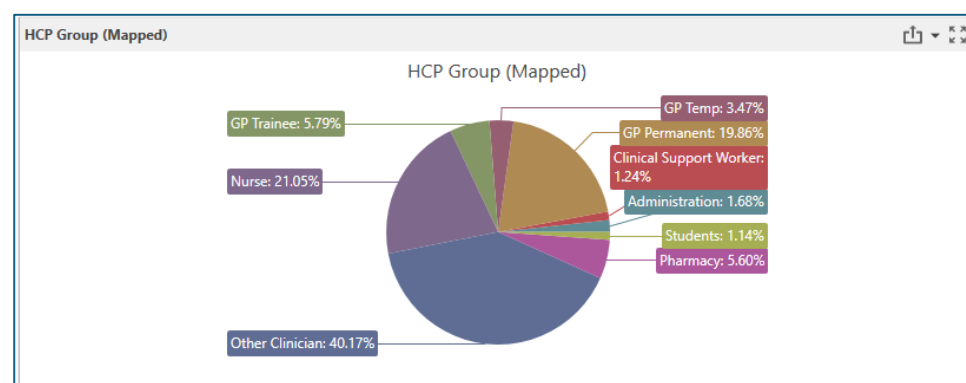
The Graphs

The content that each graph displays is dependent on the HCP Groups that have been selected and the date range that has been selected.
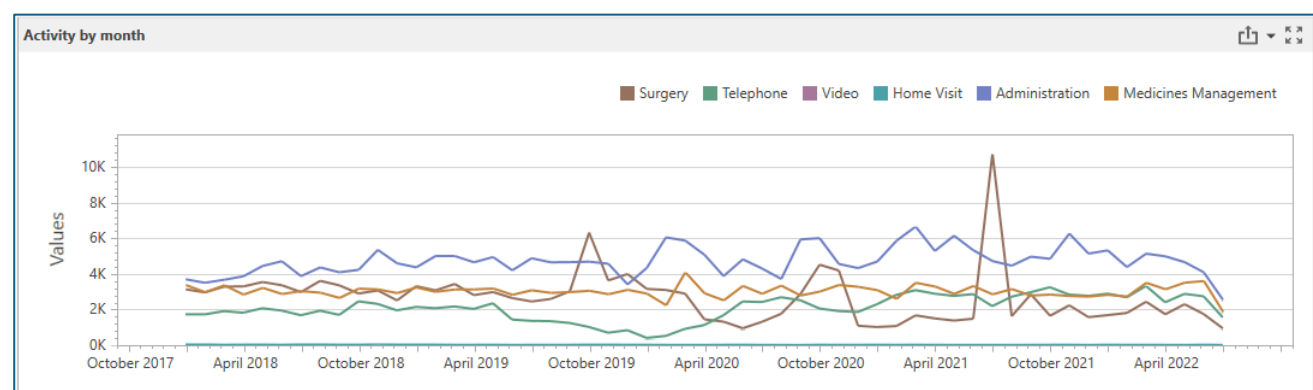
Encounter types per selected HCP Group Graph

This graph shows the percentages of different encounter types recorded against each HCP group (mapped).

HCP Group (Mapped) Graph

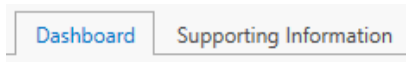**This graph shows the relative percentages of encounter type counts recorded by each HCP group (mapped).**

Activity by Month Graph

**This graph shows counts of each encounter type each month.**

Navigation

Top left corner of the screen – The Supporting Information page will display the text in this document

Dashboard	Supporting Information

Across the top of the screen – are a series of tabs to navigate to each page of the dashboard (see below) - e.g. click on HCP Summary to go to that page

Main Dashboard	HCP Summary	Activity Summary	Encounter Summary	Encounter Mapping Table

Top right of the screen – Pressing this down arrow ↓ allows you to navigate between the different pages of the dashboard (e.g. click on HCP Summary to go to that page)

✓	Main Dashboard
	HCP Summary
	Activity Summary
	Encounter Summary
	Encounter Mapping Table
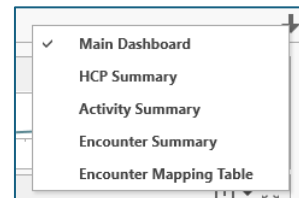
Note: Additional functionality will be added to the in-practice dashboard as the project progresses. Please feedback on any features or reports that would be useful to you (see Appendix B "Improvement Proposals").

Activity and Data Quality Reports

HCP Summary Report

The report table on the left hand side shows when each staff member with an active account last used the GP IT system since 1 January 2022. It will also show if any staff members have multiple active user accounts (see the "Using the built-in widgets on each of the report screens" section below).

The report table on the right hand side shows any active user accounts that have not been used since the 1 January 2022.

Each staff member's HCP Role is shown against the HCP Group that the GP In-Hours Activity Data project has that role mapped to. Please feedback to us if you think any of the HCP Role to HCP group mappings are inaccurate. Email Feedback (bottom left corner of the screen) or email us at nss.gpactivity@nhs.scot

Activity Summary Report

Encounter Summary prev 6 months

Encounter Group (Mapped)	Encounter Type	Activity
Administration	administration	16553
Administration	mail from patient	4
Administration	mail to patient	255
Background Process	data transferred from other system	675
Background Process	epharmacy message	24607
Background Process	gp to gp communication transaction	259
Background Process	results recording	7218
Clinic	clinic	17
eConsultation	econsultation	8
Home Visit	acute visit	28
Home Visit	home visit	509
Home Visit	hotel visit	1
Home Visit	nursing home visit	18
Home Visit	residential home visit	4
Medicines Management	medicine management	8814
Medicines Management	repeat issue	2211
Other	other	2828
Other NHS Admin	day case report	2
Other NHS Admin	hospital admission	1
Other NHS Admin	letter from outpatients	2
Other NHS Admin	nhs direct report	1
Other NHS Admin	referral letter	644
Outside Practice	out of hours, non practice	1
Outside Practice	twilight visit	2

Encounter activity previous 4 weeks

Encounter Group (Mapped)	Encounter Type	Week1	Week2	Week3	Week4
Administration	administration	794	902	1001	707
Administration	mail from patient	0	0	1	1
Administration	mail to patient	3	8	116	2
Background Process	data transferred from other system	35	38	21	30
Background Process	epharmacy message	834	1071	824	1299
Background Process	gp to gp communication transaction	11	17	9	19
Background Process	results recording	337	322	366	399
eConsultation	econsultation	1	0	0	1
Home Visit	acute visit	2	0	1	3
Home Visit	home visit	18	14	11	19
Home Visit	residential home visit	2	0	1	0
Medicines Management	medicine management	273	278	347	460
Medicines Management	repeat issue	91	129	91	104
Other	other	122	46	26	63
Other NHS Admin	referral letter	21	29	52	61
Outside Practice	twilight visit	1	0	0	0
Surgery Consultation	minor injury service	2	0	0	2
Surgery Consultation	surgery consultation	619	726	718	712
Surgery Consultation	third party consultation	63	72	61	80
Telephone Consultation	telephone call from a patient	95	67	102	101
Telephone Consultation	telephone call to a patient	248	200	275	283
Telephone Consultation	triage	79	138	88	69
Video Consultation	video consultation	0	1	0	3

The report table on the left hand side gives the practice a view of the total count of each encounter type over the last 6 months.

The report table on the right hand side gives the practice a view of the total count of each encounter type over the last four weeks.

Encounter Sampling Report

Full Name	User ID	HCP Role	HCP Group (Mapped)	Encounter Type	Encounter Group (Mapped)	Date	Patient ID
Aaron Shutt	218	Pharmacist	Pharmacy	other	Other	03/09/2019	45388
Aaron Shutt	218	Pharmacist	Pharmacy	other	Other	03/09/2019	1891
Aaron Shutt	218	Pharmacist	Pharmacy	other	Other	03/09/2019	11892
Aaron Shutt	218	Pharmacist	Pharmacy	other	Other	03/09/2019	10927
Adam Rossi	137	Other Health Care Professional	Other Clinician	administration	Administration	15/07/2022	9195
Adam Rossi	137	Other Health Care Professional	Other Clinician	administration	Administration	15/07/2022	51791
Adam Rossi	137	Other Health Care Professional	Other Clinician	administration	Administration	15/07/2022	51639
Adam Rossi	137	Other Health Care Professional	Other Clinician	administration	Administration	15/07/2022	45386
Adam Rossi	137	Other Health Care Professional	Other Clinician	clinic	Clinic	25/10/2021	1661
Adam Rossi	137	Other Health Care Professional	Other Clinician	medicine management	Medicines Management	12/02/2021	7041
Adam Rossi	137	Other Health Care Professional	Other Clinician	medicine management	Medicines Management	26/04/2021	45551
Adam Rossi	137	Other Health Care Professional	Other Clinician	medicine management	Medicines Management	26/04/2021	43848
Adam Rossi	137	Other Health Care Professional	Other Clinician	medicine management	Medicines Management	27/04/2021	50194
Adam Rossi	137	Other Health Care Professional	Other Clinician	medicine management	Medicines Management	27/04/2021	12976
Adam Rossi	137	Other Health Care Professional	Other Clinician	referral letter	Other NHS Admin	11/07/2022	7496
Adam Rossi	137	Other Health Care Professional	Other Clinician	referral letter	Other NHS Admin	11/07/2022	44358
Adam Rossi	137	Other Health Care Professional	Other Clinician	referral letter	Other NHS Admin	11/07/2022	26705
Adam Rossi	137	Other Health Care Professional	Other Clinician	referral letter	Other NHS Admin	11/07/2022	1563
Adam Rossi	137	Other Health Care Professional	Other Clinician	referral letter	Other NHS Admin	12/07/2022	43026
Adam Rossi	137	Other Health Care Professional	Other Clinician	repeat issue	Medicines Management	13/04/2022	5804
Adam Rossi	137	Other Health Care Professional	Other Clinician	repeat issue	Medicines Management	13/04/2022	2391
Adam Rossi	137	Other Health Care Professional	Other Clinician	repeat issue	Medicines Management	16/05/2022	4708
Adam Rossi	137	Other Health Care Professional	Other Clinician	repeat issue	Medicines Management	07/06/2022	492
Adam Rossi	137	Other Health Care Professional	Other Clinician	repeat issue	Medicines Management	07/06/2022	11294
Adam Rossi	137	Other Health Care Professional	Other Clinician	telephone call from a patient	Telephone Consultation	15/07/2022	51389
Adam Rossi	137	Other Health Care Professional	Other Clinician	telephone call from a patient	Telephone Consultation	15/07/2022	48278
Adam Rossi	137	Other Health Care Professional	Other Clinician	telephone call from a patient	Telephone Consultation	15/07/2022	46340
Adam Rossi	137	Other Health Care Professional	Other Clinician	telephone call from a patient	Telephone Consultation	15/07/2022	41436
Adam Rossi	137	Other Health Care Professional	Other Clinician	telephone call from a patient	Telephone Consultation	15/07/2022	31451
Adam Rossi	137	Other Health Care Professional	Other Clinician	telephone call to a patient	Telephone Consultation	13/07/2022	13773
Adam Rossi	137	Other Health Care Professional	Other Clinician	telephone call to a patient	Telephone Consultation	14/07/2022	44769
Adam Rossi	137	Other Health Care Professional	Other Clinician	telephone call to a patient	Telephone Consultation	14/07/2022	40815
Adam Rossi	137	Other Health Care Professional	Other Clinician	telephone call to a patient	Telephone Consultation	15/07/2022	19869
Adam Rossi	137	Other Health Care Professional	Other Clinician	telephone call to a patient	Telephone Consultation	15/07/2022	11417
Adam Rossi	137	Other Health Care Professional	Other Clinician	third party consultation	Surgery Consultation	15/07/2022	51664
Adam Rossi	137	Other Health Care Professional	Other Clinician	third party consultation	Surgery Consultation	15/07/2022	49896
Adam Rossi	137	Other Health Care Professional	Other Clinician	third party consultation	Surgery Consultation	15/07/2022	46640
Adam Rossi	137	Other Health Care Professional	Other Clinician	third party consultation	Surgery Consultation	15/07/2022	45068
Adam Rossi	137	Other Health Care Professional	Other Clinician	third party consultation	Surgery Consultation	15/07/2022	32647
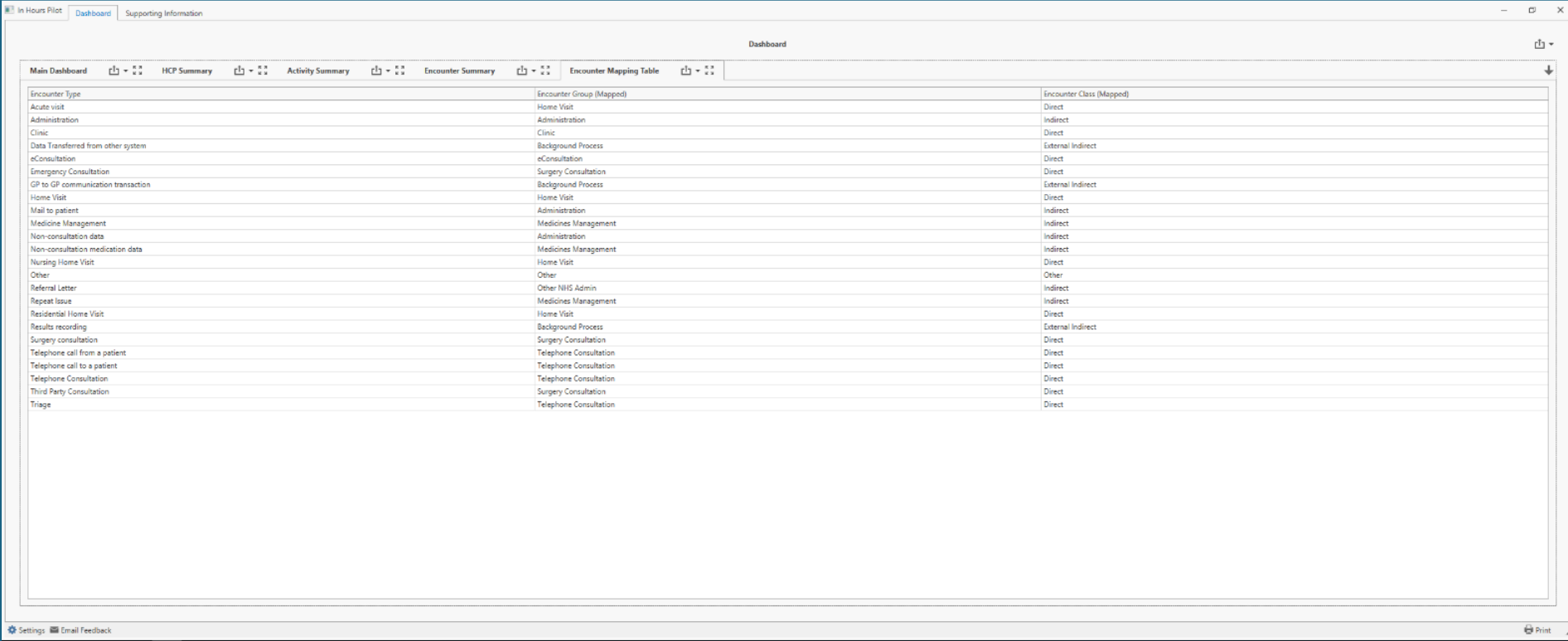
Manual Quality Sample Check - The report table above allows the practice to check the 5 encounters recorded of each encounter type (the date and patient ID is provided) for each clinician to determine if the encounter type chosen for that patient encounter is aligned with the advice given in the recording guidance document. Work is underway to automatically return the encounter group that the practice determines should have been recorded when completing these manual quality checks but for now you can print these reports or save them to excel (see "Useful Buttons" section below).

Please feedback to us any ideas on how these reports could be improved. Either press the [Email Feedback] (bottom left corner of the screen) or email us at nss.gpactivity@nhs.scot

Encounter Mapping Report

Encounter Type	Encounter Group (Mapped)	Encounter Class (Mapped)
Acute visit	Home Visit	Direct
Administration	Administration	Indirect
Clinic	Clinic	Direct
Data Transferred from other system	Background Process	External Indirect
eConsultation	eConsultation	Direct
Emergency Consultation	Surgery Consultation	Direct
GP to GP communication transaction	Background Process	External Indirect
Home Visit	Home Visit	Direct
Mail to patient	Administration	Indirect
Medicine Management	Medicines Management	Indirect
Non-consultation data	Administration	Indirect
Non-consultation medication data	Medicines Management	Indirect
Nursing Home Visit	Home Visit	Direct
Other	Other	Other
Referral Letter	Other NHS Admin	Indirect
Repeat Issue	Medicines Management	Indirect
Residential Home Visit	Home Visit	Direct
Results recording	Background Process	External Indirect
Surgery consultation	Surgery Consultation	Direct
Telephone call from a patient	Telephone Consultation	Direct
Telephone call to a patient	Telephone Consultation	Direct
Telephone Consultation	Telephone Consultation	Direct
Third Party Consultation	Surgery Consultation	Direct
Triage	Telephone Consultation	Direct

The report table above allows the practice to see which of the practice's Encounter Types the GP In-Hours Activity Data project has mapped to each of the Encounter Groups. It can be used in conjuction with the report tables on the Activity Summary Report above which also shows the encounter types that have been used in the last six monthsand the frequency of use of each.
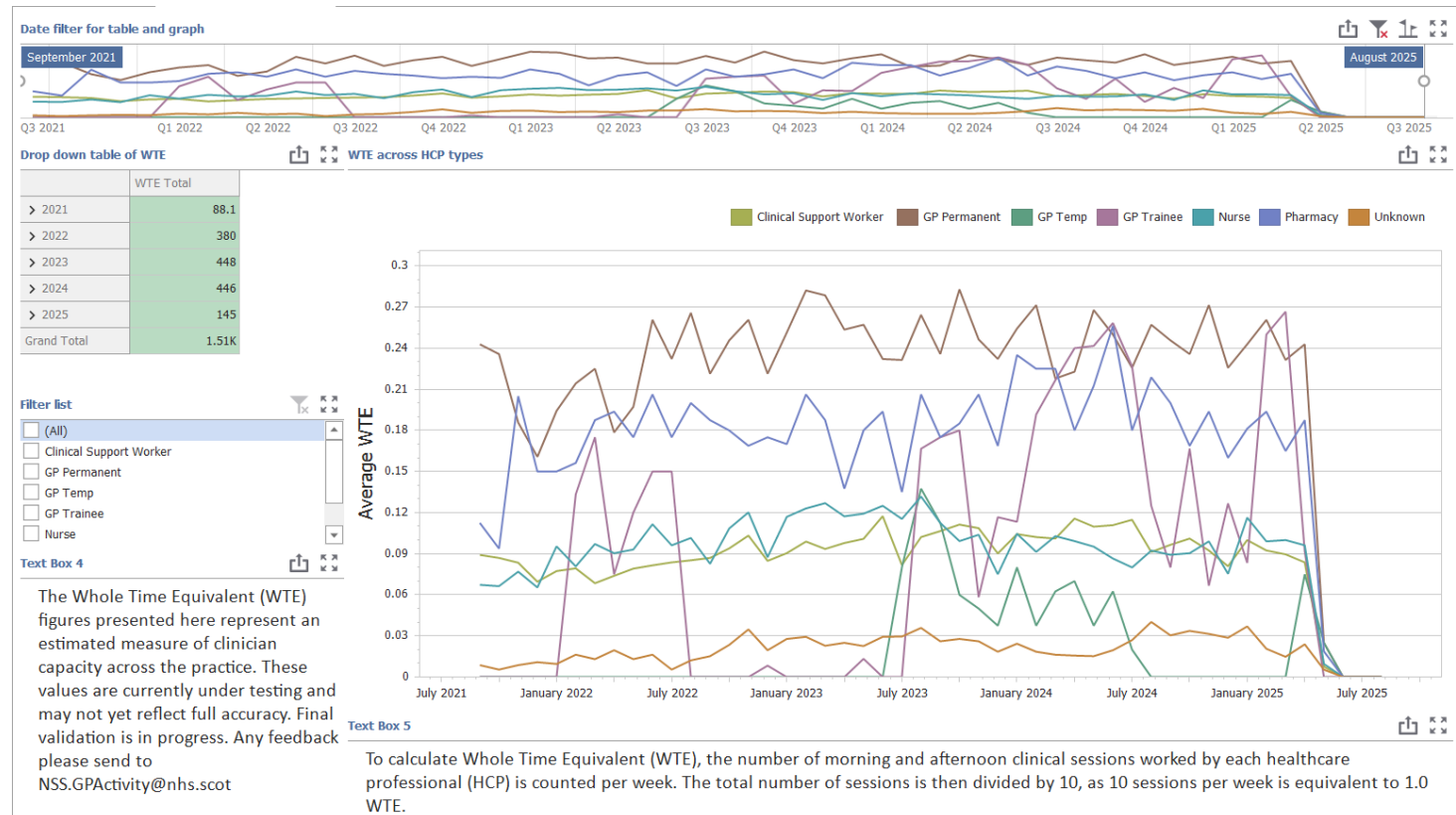
Please feedback to us if you think any these mappings are inaccurate. Either press the ✉ Email Feedback (bottom left corner of the screen) or email us at nss.gpactivity@nhs.scot

Whole Time Equivalent (WTE) Report (NEW)

The Whole Time Equivalent (WTE) tab shows the estimated measure of clinician capacity across the practice. To calculate Whole Time Equivalent (WTE), the number of morning and afternoon clinical sessions worked by each healthcare professional (HCP) is counted per week. The total number of sessions is then divided by 10 (with 10 sessions per week being taken as equivalent to 1.0 WTE).

The Whole Time Equivalent (WTE) figures presented here represent an estimated measure of clinician capacity across the practice. These values are currently under testing and may not yet reflect full accuracy.

Please send any feedback to nss.gpactivity@nhs.scot.

Date filter for table and graph

September 2021   August 2025

Drop down table of WTE

	WTE Total
> 2021	88.1
> 2022	380
> 2023	448
> 2024	446
> 2025	145
Grand Total	1.51K

Filter list

- [ ] (All)
- [ ] Clinical Support Worker
- [ ] GP Permanent
- [ ] GP Temp
- [ ] GP Trainee
- [ ] Nurse

Text Box 4

The Whole Time Equivalent (WTE) figures presented here represent an estimated measure of clinician capacity across the practice. These values are currently under testing and may not yet reflect full accuracy. Final validation is in progress. Any feedback please send to NSS.GPActivity@nhs.scot

WTE across HCP types

Clinical Support Worker — GP Permanent — GP Temp — GP Trainee — Nurse — Pharmacy — Unknown

Text Box 5

To calculate Whole Time Equivalent (WTE), the number of morning and afternoon clinical sessions worked by each healthcare professional (HCP) is counted per week. The total number of sessions is then divided by 10, as 10 sessions per week is equivalent to 1.0 WTE.

Continuity of Care (CoC) Report (NEW)

The Continuity of Care tab shows a standard and modified version of the St Leonard's Index of Continuity of Care (SLICC and aSLICC). The standard version uses the preferred GP as recorded in the GPIT system, the modified version uses the usual provider of care (UPC).

In the image shown, the graph on the left shows the average UPC score across clinicians, reflecting how consistently patients see the same provider. Higher values indicate stronger continuity of care. For example, a clinician with a UPC score of 0.6 means that, on average, their patients saw them for 60% of their visits, with the remaining 40% being with other providers.
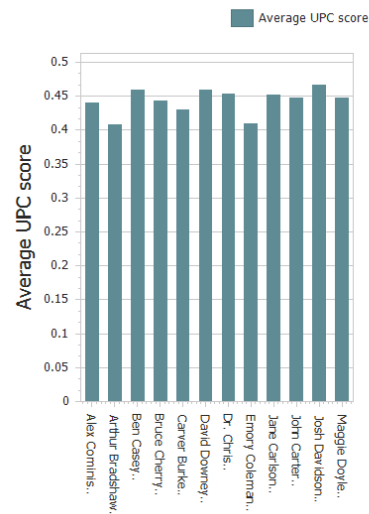
Text Box 1

This is an experimental tab within the dashboard and is still undergoing user validation. Please provide any feedback to NSS.GPActivity@nhs.scot.

aSLICC and SLICC Timeseries
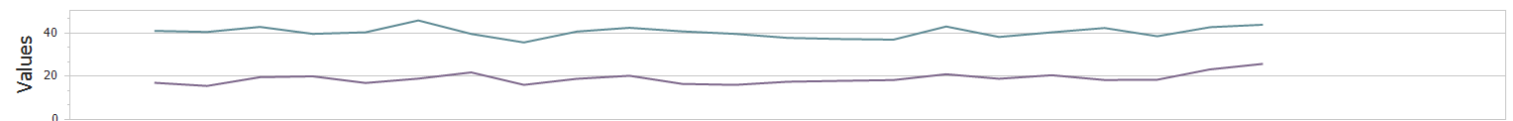
UPC clinician score average

Patient UPC score

Patient ID	Preferred Clinician Name	UPC Clinician Name	UPC Score
100	Alex Cominis..	Alex Cominis..	0.541
100	Alex Cominis..	Maggie Doyle..	0.541
10002	Alex Cominis..	Josh Davidson..	0.594
10005	John Carter..	Ben Casey..	0.46
10005	John Carter..	John Carter..	0.46
10009	Ben Casey..	Alex Cominis..	0.372
10017	Alex Cominis..	Alex Cominis..	0.575
10022	Ben Casey..	Carver Burke..	0.656
1003	Alex Cominis..	Alex Cominis..	0.403
10030	Ben Casey..	John Carter..	0.603
10047	Josh Davidson..	Maggie Doyle..	0.553
10051	Josh Davidson..	Josh Davidson..	0.786
10055	Alex Cominis..	Alex Cominis..	0.828
10058	Alex Cominis..	Alex Cominis..	0.404
10059	Josh Davidson..	Josh Davidson..	0.736
1006	Alex Cominis..	Carver Burke..	0.429
10060	Ben Casey..	Jane Carlson..	0.339
10062	Ben Casey..	Arthur Bradshaw..	0.535
10064	Ben Casey..	John Carter..	0.856
10070	Ben Casey..	John Carter..	0.394
10072	Alex Cominis..	John Carter..	0.61
10075	Ben Casey..	John Carter..	0.546

Drop down table of monthly UPC

	UPC score Total
> August 2023	0.49
> September 2...	0.50
> October 2023	0.49
> November 20...	0.49
> December 20...	0.49
> January 2024	0.49
> February 2024	0.48
> March 2024	0.47
> April 2024	0.47
> May 2024	0.46
> June 2024	0.46
> July 2024	0.45
> August 2024	0.45
> September 2...	0.45
> October 2024	0.44
> November 20...	0.44
> December 20...	0.44
> January 2025	0.44
> February 2025	0.43

Sex and Age

- ☐ (All)
- ☐ F , 0-17
- ☐ F , 18-34
- ☐ F , 35-49
- ☐ F , 50-64
- ☐ F , 65-74

Frequent Attender

- ☐ (All)
- ☐ False
- ☐ True

Care Home

- ☐ (All)
- ☐ False
- ☐ True

Repeat Prescriptions

- ☐ (All)
- ☐ 0
- ☐ 1–10
- ☐ 11–14

Palliative Care

- ☐ (All)
- ☐ False
- ☐ True

For calculation of Usual Provider of Care (UPC):

- Usual provider of care will be determined by the most commonly seen doctor for each patient over the past 2 years. Only active clinicians in the GPIT system will be included to avoid clinicians from a patient's previous practice being included.
- 3 or more direct consultations within the past 2 years
- Of these patients must have at least two consultations with most commonly seen doctor.

For calculation of standard SLICC:

- 1 or more direct consultations (telephone consultations, face to face, home visits e-consultations) over the preceding calendar month.
- Numerator and denominator are for consultations with any doctor e.g. FYs, GP trainees, GPs.
- SLICC is the proportion of included patient encounters in the practice list with contact with usual GP over the preceding calendar month.

For calculation of aSLICC (modified SLICC):

- 1 or more direct consultations (telephone consultations, face to face, home visits e-consultations) over the preceding calendar month.
- Numerator and denominator are for consultations with any doctor e.g. FYs, GP trainees, GPs.
- aSLICC is the proportion of included patient encounters in the practice list with contact with UPC over the preceding calendar month.

Using the built-in widgets on each of the report screens

The screens below show the built-in widgets being used on the **Encounter** Type column of the **Encounter Mapping Report** but these widgets work on any of the columns in all of the reports.

If you hover your mouse over any of the column headings a filter icon appears as shown.

If you click this filter icon, the menus below will show. This will allow you to further filter the content shown in the report:
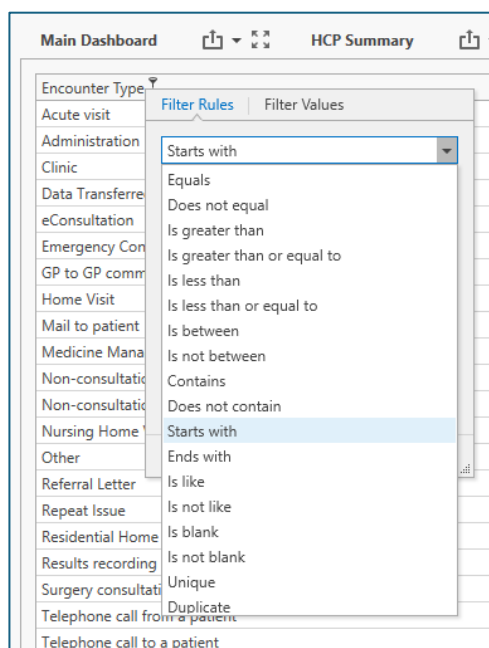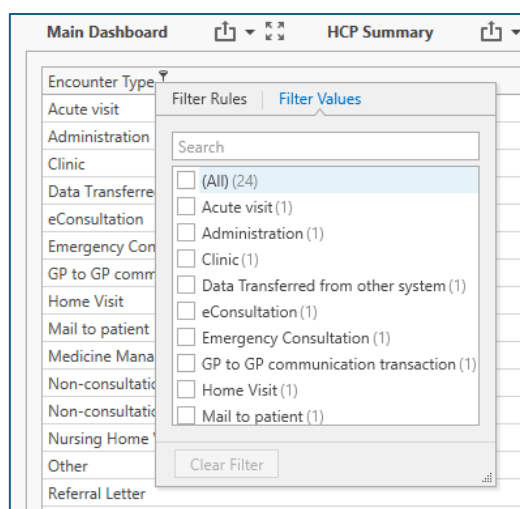
As shown below, clicking on any column heading alphabetically sorts the values (Z-A) in the column below it. Click again to toggle the values A-Z.

Version 2 updates:

Default consultations

Surgery column will now display a red flag if activity is over 95% of overall total.

	Grand Total		
	total	Surgery	Tele
> Administration	36,362	7,082	
> AHP	1,618	1,286	
> Clinical Suppo...	3	0	
> GP Permanent	56,361	14,809	
> GP Temp	16,217	10,218	
> GP Trainee	3,684 🚩	3,384	
> Nurse	4,904	4,031	
> Other Clinician	5,262	2,732	

Quick picker added to date filter for previous years
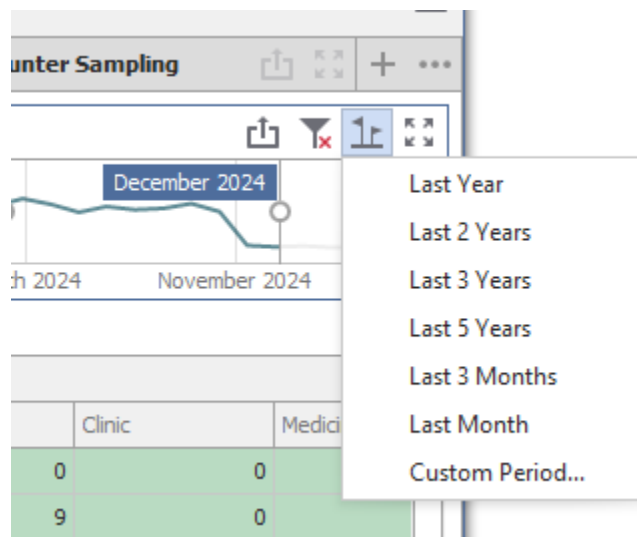
Totals added to encounter activity summaries

	Week1	Week2	Week3	Week4	Total
	1624	1371	1372	2372	6,739
	0	1	0	0	1
	2	0	0	2	4
m	18	33	26	24	101
	286	294	183	271	1,034
n	0	0	34	14	48
	273	362	483	477	1,595
	295	376	346	379	1,396
	2	1	2	1	6
	0	0	1	0	1
	10	13	17	17	57
	247	340	391	251	1,229
	1	2	0	14	17
	0	0	1	0	1
	0	0	0	1	1
	1	0	0	0	1
	Sum = 3219	Sum = 3630	Sum = 3523	Sum = 4659	Sum = 15,031

Filter group added to Activity Summary tab

Encounter Gro...

- [ ] (All)
- [ ] Administration
- [ ] Background Process
- [ ] eConsultation
- [ ] Home Visit
- [ ] Medicines Management
- [ ] Other
- [ ] Other NHS Admin
- [ ] Outside Practice
- [ ] Surgery Consultation
- [ ] Telephone Consultation

Encounter Summary p

Encounter Gro...	Encoun
Administration	adminis
Administration	mail fro
Administration	mail to
Administration	non-co
Background Pr...	data tr
Background Pr...	epharm
Background Pr...	gp to g
Background Pr...	results
eConsultation	econsu
Home Visit	acute v
Home Visit	childrer
Home Visit	home v

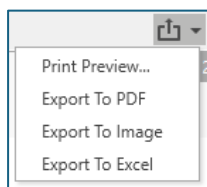## Weekly total graph added to Activity Summary
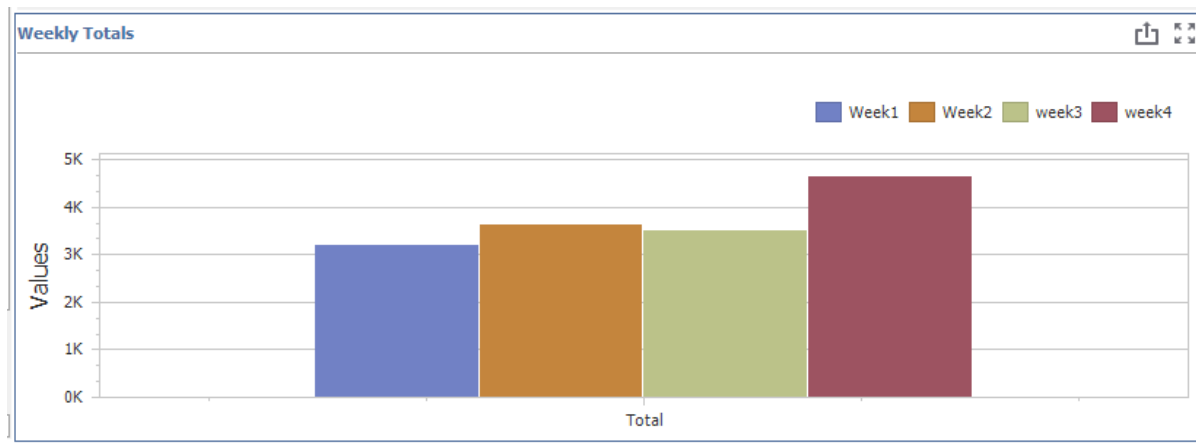
Useful Buttons

Top corner of each window – pressing this button ⤢ lets you expand the window to full screen so that you can see more detail. Press this button ⤡ to toggle back to just the window size view.
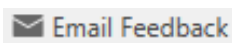
Top corner of each window – Press the arrow at the side of this button to get access to the menu below:
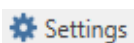

Bottom right corner of the screen - Pressing this button prints the screen 🖨 Print

Bottom left corner of the screen - Pressing this button ✉ Email Feedback allows you to email back feedback on the in-practice dashboard

Bottom left corner of the screen – ⚙ Settings Not required by users but we may ask you to press it when we are providing you online support.
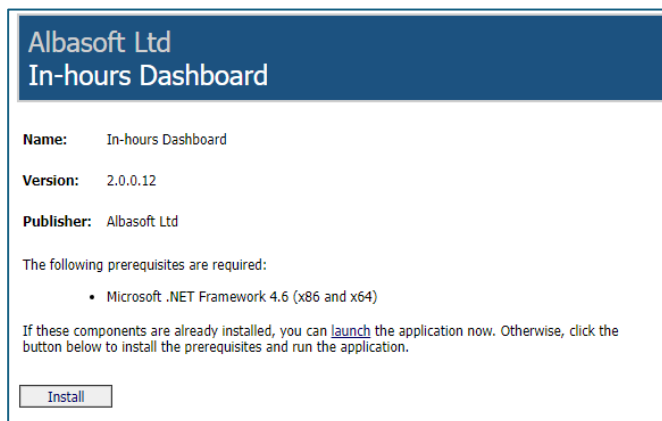
Appendix A

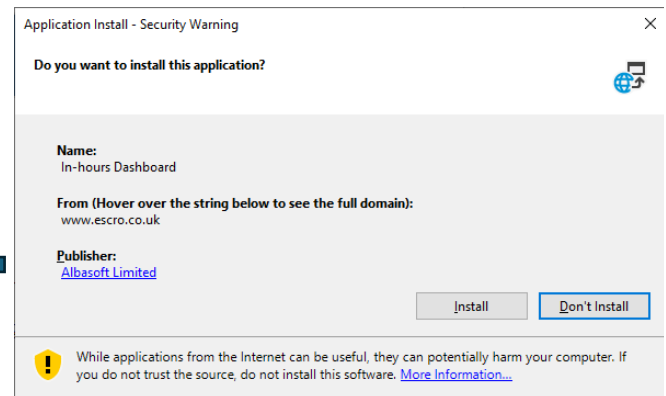## Installing the GP In-hours In-practice dashboard

The In-hours dashboard is deployed as a click once application and installed from a web link and will run on any laptop, PC or terminal server that the GP IT system runs on (EMIS or Vision). If it does not work as expected, please contact us at nss.gpactivity@nhs.scot

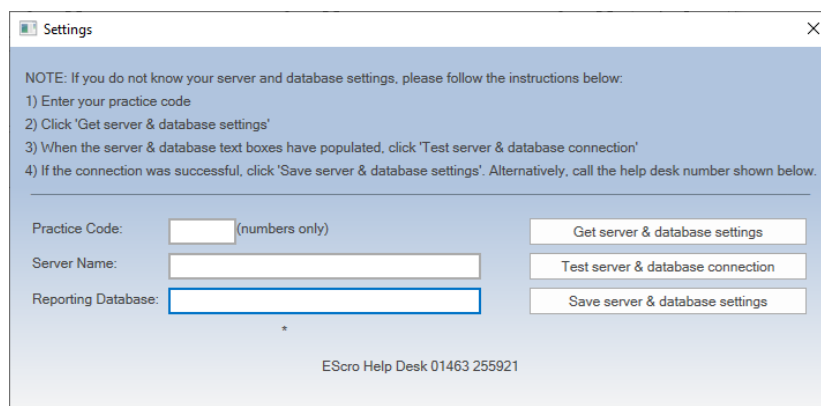**Click on this link to start the installation process: https://www.escro.co.uk/ihpilot/inhoursv2.htm**

The form below will appear, click on the "Install" button:

The following form will then appear, click on the "Install" button:

If you already have Escro packages installed such as Scottish Therapeutics Utility (STU) or the vaccination tool the server and database settings will already be recorder in the registry. If not, a setting screen will be displayed:

Enter your 5-digit practice number then press the following buttons in this order "Get server & database settings", "Test server & database settings" then "Save server & database settings".

The application will then launch and can be re-opened in the future using the icon (shown below) on your desktop:

The in-practice dashboard can also be launched through the start menu (shown below):