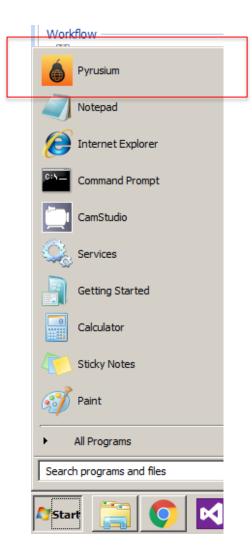
## Black Pear Software User Guide: eSP (electronic Shared Plans)

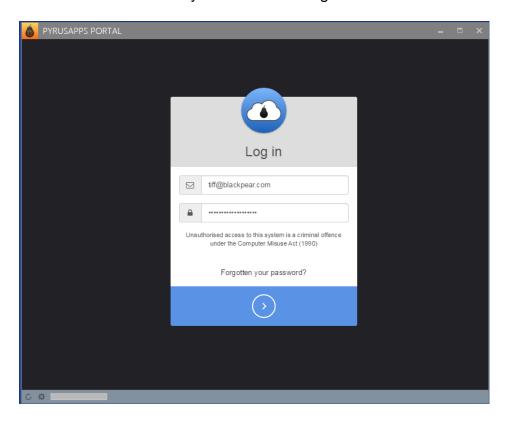
## **Creating a Basic Note**

## **Accessing eSP from within the GP Practice:**

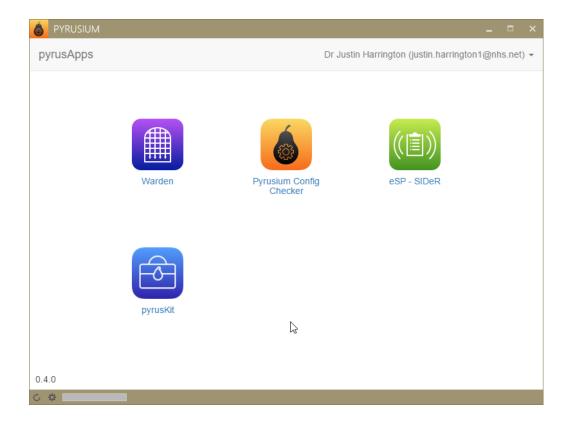
- 1. Log into EMIS Web.
- 2. Open the patient for whom you would like to create a Basic Note.
- 3. Open Pyrusium located on the start menu



4. For the first time, you will be prompted to log in using your Black Pear licensing credentials. After the first time, you will be logged in automatically as your credentials attach to your EMIS Web login:



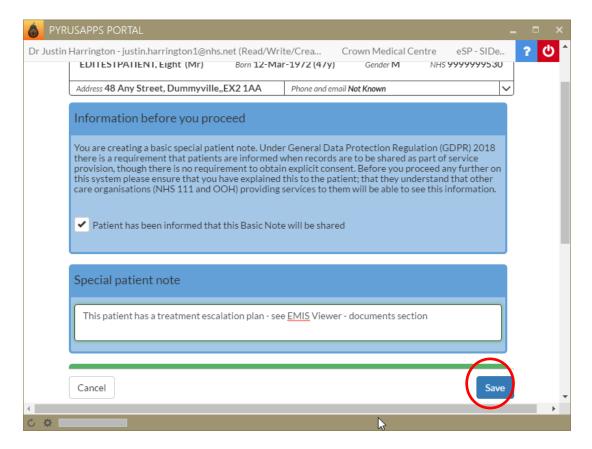
5. You will see a landing page. Select the appropriate app i.e. eSP - SIDeR:



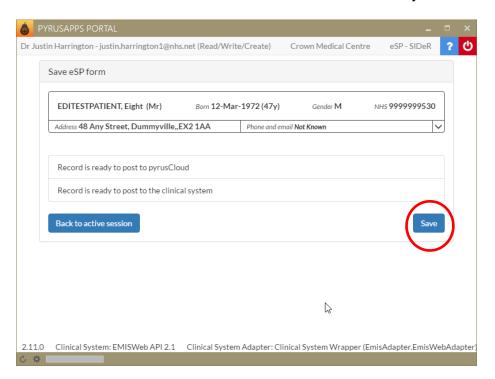
- 6. On first entry into eSP you may be prompted to login.
- 7. On entry into eSP, it will pick up the currently open patient in EMIS Web.
- 8. Select the '+' next to the Basic Note Option.



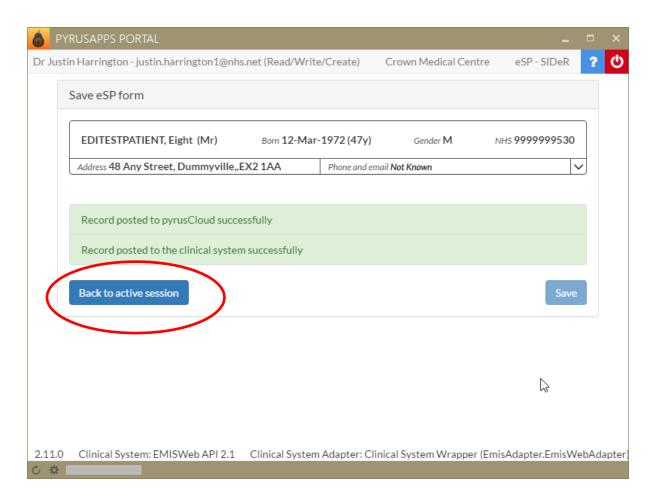
9 Enter the text in the box for the information you would like 111 and OOH to have and once finished click save

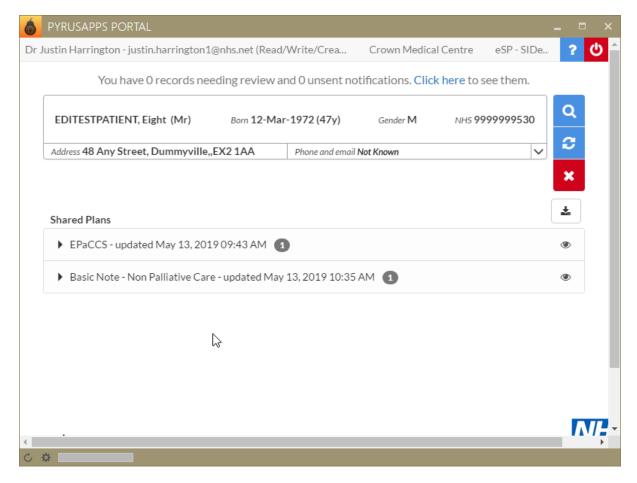


10 Click save to also write this back into the EMIS system.



11 Then click on the "Back to active session" lozenge





The Basic Note/ Special Patient Note will be written back to the EMIS record

Devon Doctors (111 and OOHs) will also be able to view the Basic Note within Adastra as below

