

## Templates in Physiotools: Guidance

Templates are pre-populated 'sheets' of exercises and advice that can be given to patients. Physiotools has a number of its own available. You can also see templates that your colleagues have 'Shared'.

To access these when searching Physiotools click 'Templates'. 'All' will show Physiotools own templates and any that have been shared. 'Shared' will only show templates made by NHSGGC colleagues and shared.



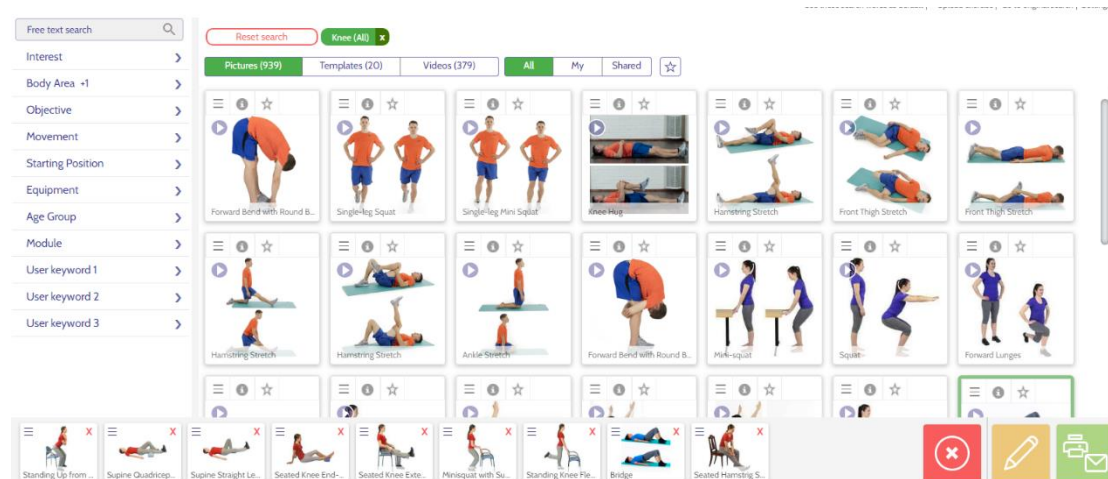
By setting up your own and adding / subtracting relevant information (much like the canned text function in trakcare) you can quickly individualise your exercise programs for patients. You can choose to make these only available to yourself or 'share' them with everyone with an NHSGGC login.

You can make a template from scratch or use a pre-existing one as a starting point.

### To make a template from scratch...

**Step 1** – Using the search function locate and select all the exercises you would like to include in the template.

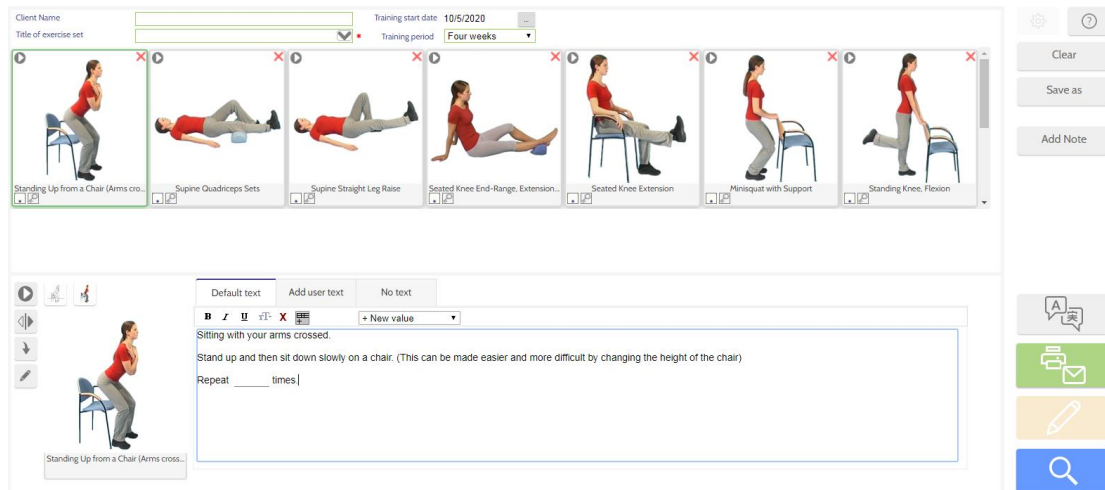
For example you may wish to include a wide selection of exercises that you would possibly prescribe to someone with knee OA, this way you can quickly delete the ones that aren't appropriate or edit the text as required.



**Step 2** – click the yellow 'edit' button

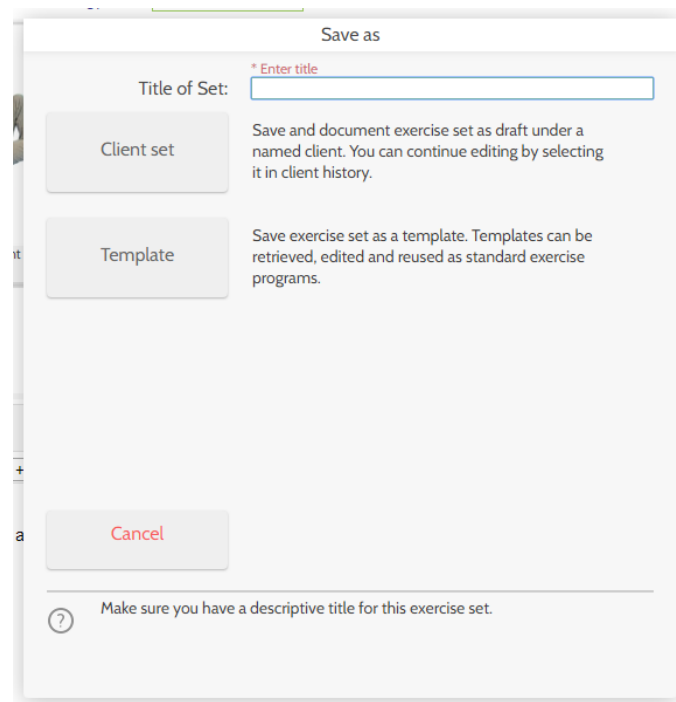
**Step 3** – Update the ‘Title of exercise set’ box if you wish. You will have the option to do this later.

**Step 4** – Update the text for each individual exercise / item to your preference. You may want to compose this in a word document ahead of time and copy and paste it in.



**Step 5** – Once you are happy with the content click on ‘Save as’- on the right of the screen.

**Step 6** – Once the pop up appears - Click on ‘Template’



**Step 7** – Fill in the title box with something relevant.

**Step 8 (optional)** – You can add some info in the large box if you wish but this is not necessary. On the same note you can change the image that will show up in a search if you wish.

If you are creating a template to share then this info will be useful for others who may be considering using your template.

If you click the right arrow you can also add search terms and other information that may help others find your template.

**Step 9** – Select the level of template visibility you want.

For me – Will only be visible to you.

For my site / For all – Will be visible to everyone with a NHSGGC login.

**Step 10** – Click Finish

Your template will now be visible in the ‘Templates’ section. You can search for it as shown above.

**To modify an existing template...**

**Step 1** – Search for the template you wish to use / modify

**Step 2** - Click the yellow ‘edit’ button

**Step 3** – Update the ‘Title of exercise set’ box.

**NOTE:**

If you keep the text in this box (Title of exercise set) the same - at a later point in the process you will be given the option to overwrite the existing template.

If you change this then you will just create a new template instead and the original one will remain.

This applies at any stage in the process.

**Step 4** – Continue as step 4 above – bearing the above note in mind.