

Quick Text Templates Proforma

Purpose

Use this proforma to submit Quick Text to be built within a consultant's profile.
All mandatory fields must be completed

Useful information

How to find your 3-4 ID	To locate your 3-4 ID in Expanse: <ul style="list-style-type: none"> Go to Main Menu > My Settings > Change Your ES PIN Under the Current User heading, you will see your name, and to the left 3 letters followed by 4 numbers - this is your 3-4 ID
How to name a trigger	For each template uploaded, clearly specify what the trigger should be at the top. <ul style="list-style-type: none"> The quick text trigger is what you can use in a document text box to generate a specific template - eg '.tkr' '.thr' '.lapchole' '.lapappendix' etc There should be one trigger provided for each template It should start with a full stop. It is case sensitive. <p>Tip: in your document text box in Expanse, use your trigger by typing the trigger and hitting spacebar - this will load your template.</p>
How to name a description	For each template uploaded, clearly specify what the description should be at the top. <ul style="list-style-type: none"> The description <i>will not show</i> anywhere in your template/ document. It is for <i>your reference only</i> when looking through your quick text library. It is limited to 50 characters (If the descriptions provided are over 50 characters, it will be abbreviated) There should be one description per template eg 'R/L Total Hip Replacement' or 'Lap Appendix'
How to set up/ change your own Quick Text	Read this: Quick text tip sheet

USER PROFILE INFORMATION – PLEASE COMPLETE

Consultant's full name	3-4 ID in Expanse (unique identifier)	Email address	Date completed
(Mandatory)	(Mandatory)	(Mandatory)	(Mandatory)

Template 1

Trigger:
(Mandatory)

(please ensure this starts with a full stop, it is case sensitive)

Description:
(Mandatory)

(can only be 50 characters in length, will not show in your final documents)

Template 2

Trigger:
(Mandatory)

(please ensure this starts with a full stop, it is case sensitive)

Description:
(Mandatory)

(can only be 50 characters in length, will not show in your final documents)

Template 3

Trigger:
(Mandatory)

(please ensure this starts with a full stop, it is case sensitive)

Description:
(Mandatory)

(can only be 50 characters in length, will not show in your final documents)

Template 4

Trigger:
(Mandatory)

(please ensure this starts with a full stop, it is case sensitive)

Description:
(Mandatory)

(can only be 50 characters in length, will not show in your final documents)

Template 5

Trigger:
(Mandatory)

(please ensure this starts with a full stop, it is case sensitive)

Description:
(Mandatory)

(can only be 50 characters in length, will not show in your final documents)

Template 6

Trigger:
(Mandatory)

(please ensure this starts with a full stop, it is case sensitive)

Description:
(Mandatory)

(can only be 50 characters in length, will not show in your final documents)

Template 7

Trigger:
(Mandatory)

(please ensure this starts with a full stop, it is case sensitive)

Description:
(Mandatory)

(can only be 50 characters in length, will not show in your final documents)

Template 8

Trigger:
(Mandatory)

(please ensure this starts with a full stop, it is case sensitive)

Description:
(Mandatory)

(can only be 50 characters in length, will not show in your final documents)

Template 9

Trigger:
(Mandatory)

(please ensure this starts with a full stop, it is case sensitive)

Description:
(Mandatory)

(can only be 50 characters in length, will not show in your final documents)

Template 10

Trigger:
(Mandatory)

(please ensure this starts with a full stop, it is case sensitive)

Description:
(Mandatory)

(can only be 50 characters in length, will not show in your final documents)

