

Local guidelines access system

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Summary

This system is designed to make local guidelines easily accessible through a web browser on a mobile phone or other personal device. It can be accessed at: critcare.net.

username: `crit`

password: `care`

Uploading and maintaining the guidelines is very easy - all that the editors and administrators need to do is maintain a dropbox folder containing the guidelines in each category. The folder names and file names are automatically converted into menu links and uploaded every 10 minutes.

Instructions for using Dropbox

Rules

- Each folder has *one* editor. If it is you, arrange the contents of the folder as you want the files to appear online
- You can add subfolders but don't go crazy
- Folder/File names will become the links
- Updates appear online every 5 minutes but the search index is only updated once an hour, on the hour
- You may need to do a "hard refresh" or use incognito mode to see changes online

Getting started

- The best way to do this is to install Dropbox on your own non-NHS computer or mobile phone. That way you can keep a local copy of all the documents in your folder, and make changes in seconds
- if you already use dropbox, get access using the same email address and this folder will appear in your dropbox
- Any changes you make to this dropbox will appear on critcare.net within 15mins. username: `crit` password: `care` (you may need to refresh your

browser, or use incognito mode, to see these changes straight away)

Adding files

- Put your pdf files into the right directory. They will be published online within 5 minutes. The search will be updated within 1 hour.
- Your filename will become the menu title for your guideline. Do not include version numbers, dates, and try to avoid redundant words such as “guideline” or “protocol” unless they are necessary.
- Send a copy of every new guideline for upload to the intranet: this is the master copy
- Each guideline should appear *only once* in this site. Put it where you’d expect to find it.

Advanced use

- any file with a name beginning with the word “offline” or an underscore will be ignored by the app.
- any file with a name beginning with the word “emergency” will be automatically copied to the “Emergencies” folder.

Adding videos

You can add links to videos by copying the text files like this one: COVID19/videos/COVID Intubation Simulation Video.txt These files must end in .txt The file name becomes the menu item. The contents of the file become the link target, so the only thing that should appear there is the plain text link, e.g. <https://youtu.be/HDyKJ4FOX9o>