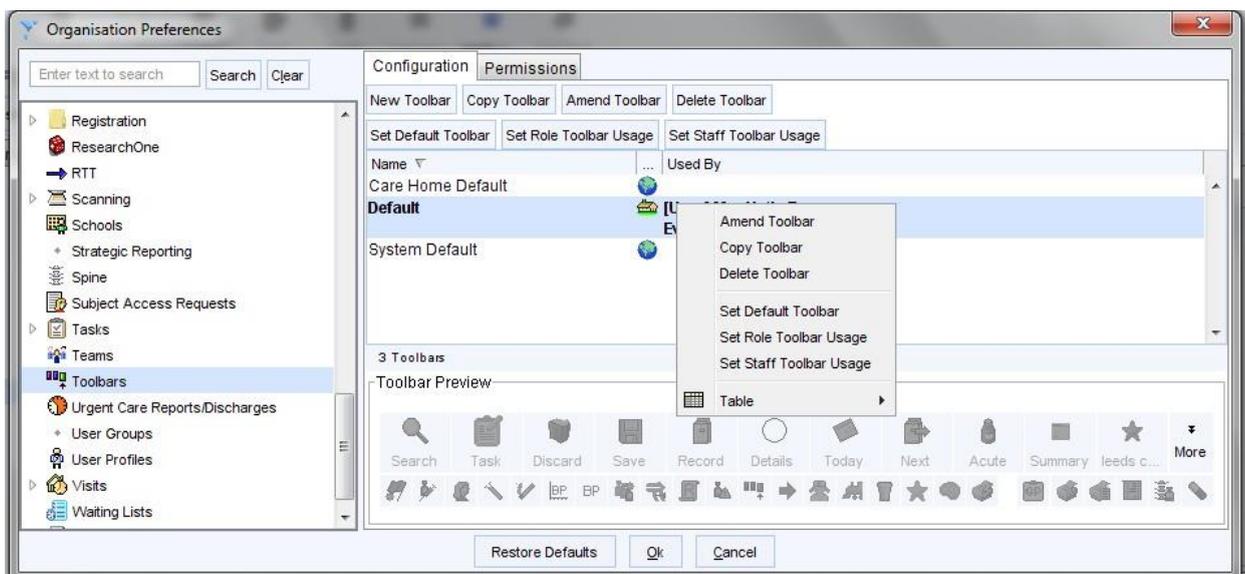


Quick guide to adding a shortcut link to MindWell for users of SystemOne

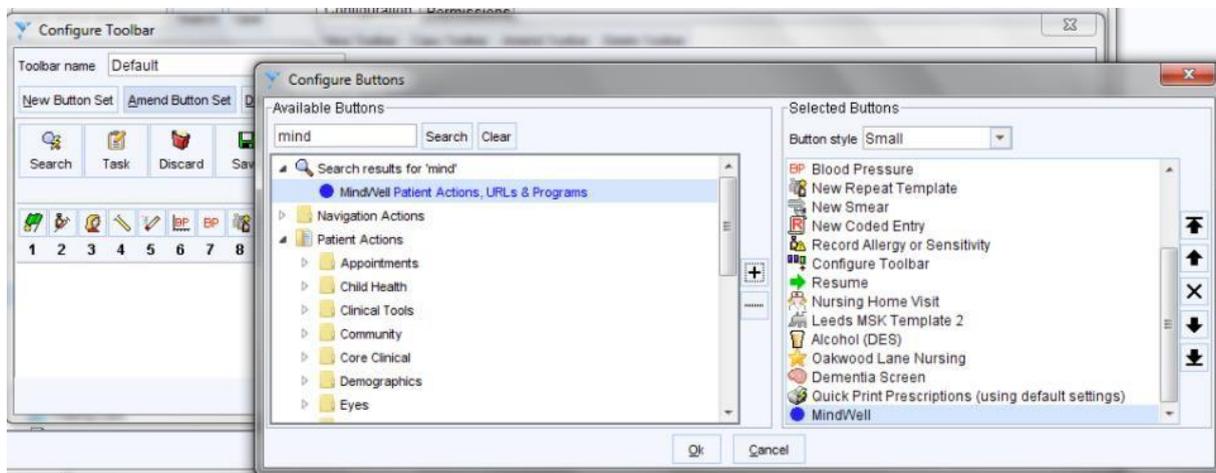
The MindWell URL has been made available as a shortcut in SystemOne and can be accessed by creating a button on one of the top toolbars or via the 'Search features' bar at the bottom left of SystemOne.

You can also add a shortcut to the Windows Start Button:

1. Go to the Setup menu - Users and Policy - Organisation Preferences - Toolbars.
2. Right click the toolbar to amend and choose **Amend Toolbar**.

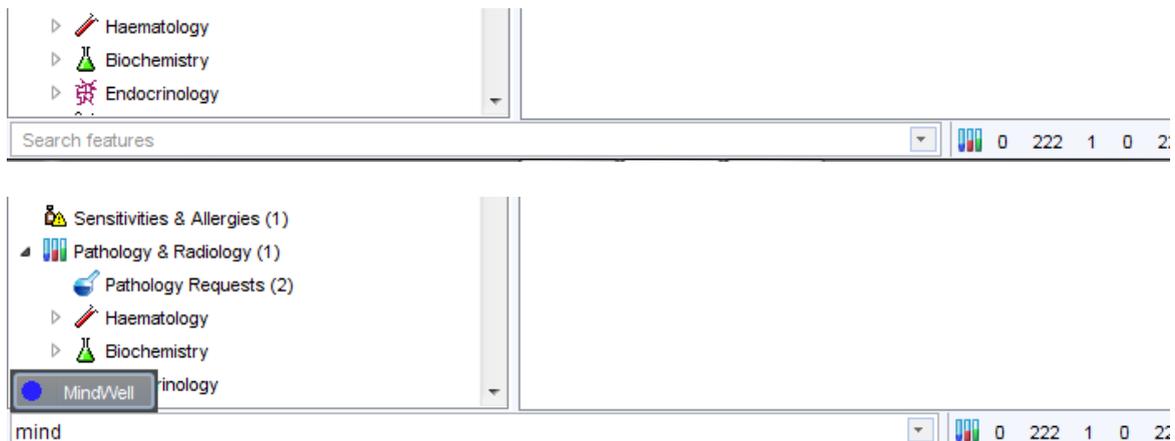


3. Click the particular button set to amend eg the small toolbar.
4. Click the 'Amend Button Set' button.
5. Search for **MindWell**.
6. Once found, double click 'MindWell Patient Actions, URLs & Programs' to move the MindWell link onto the toolbar.
7. Click OK etc.



Launching the MindWell website from 'Search Features'

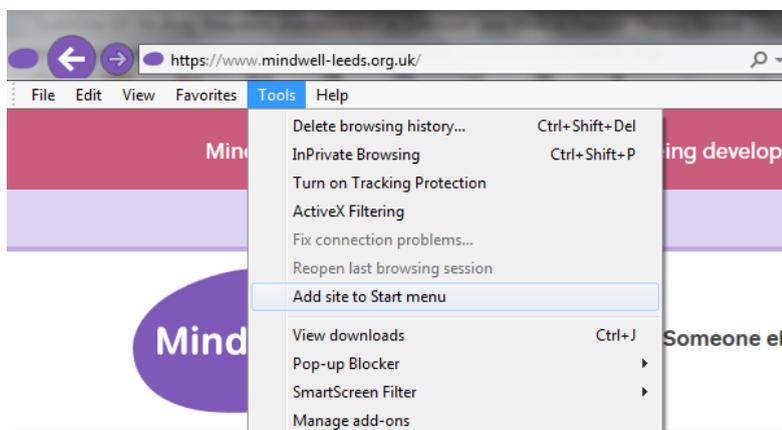
As an alternative to adding a button, you can search for the MindWell link by using the 'Search Feature' option at the bottom left of SystemOne. Simply start typing **mindwell** and click the link when it appears.



Adding a shortcut to a website to your Windows Start Button

Shortcuts to websites can be added to both the Windows desktop and the Start button. The advantage of the Start Button is that it is available without having to minimise any programs that might be obscuring the desktop.

1. Launch **Internet Explorer** and go to the website: www.mindwell-leeds.org.uk
2. Click the **Tools** menu in Internet Explorer and '**Add site to Start menu**'.



The website can then be accessed via the Windows Start button. You will need to repeat this for each person.

