## Instructions for saving the GP reporting e-form icon to desktop for quick access

Please note: some earlier versions of web browsers do not allow you to save icons to your desktop in the way instructed below. If you are having problems we recommend bookmarking the page or saving it to your favourites so you can still quickly access the e-form.

Step 1 – close any open documents so that desktop is visible and open the e-form by following the link: <u>https://report.nrls.nhs.uk/GP\_eForm</u>.

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Step 2 – minimise the web page.

Step 3 – click on the icon  $\stackrel{\text{def}}{\longrightarrow}$  in the address bar and drag this to the desktop.



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Step 4 – the icon will now appear on your desktop and can be clicked on to directly access the e-form.

