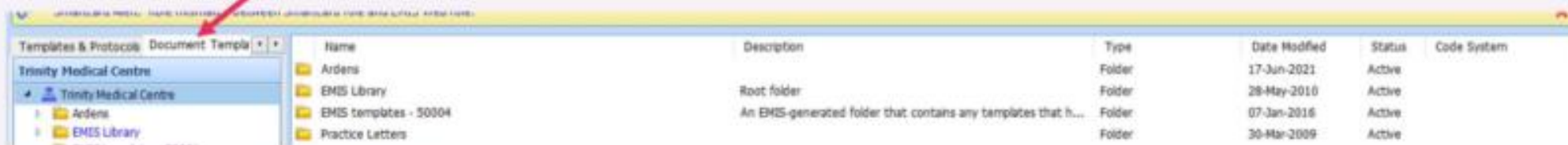# How to upload a Letter Template and Searches to EMIS Web

Importing Letter

- Click on the EMIS ball/ Configuration/ Template Manager
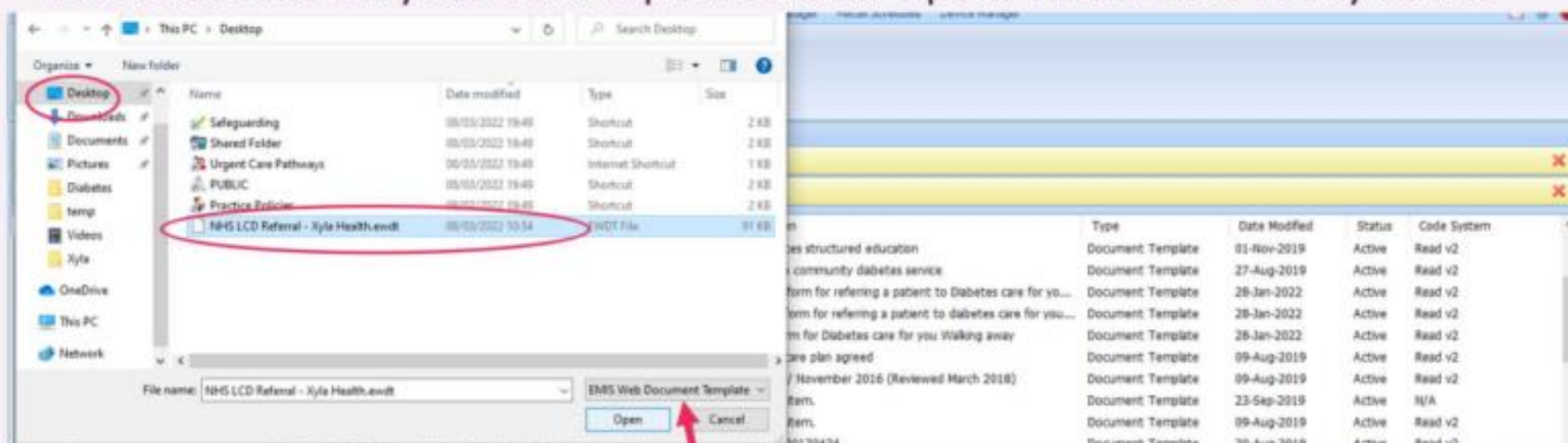

- Click on Document Templates

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- Create a file where you would like the letter to be stored e.g. 'Diabetes' if you don't already have one. Click on Import/ Document

- Locate the file on your desk top select and Open. This is now ready to use

Note this should be set as EMIS Web Document Template

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Importing Searches

- Click on the EMIS ball/ Reporting/ Population Reporting
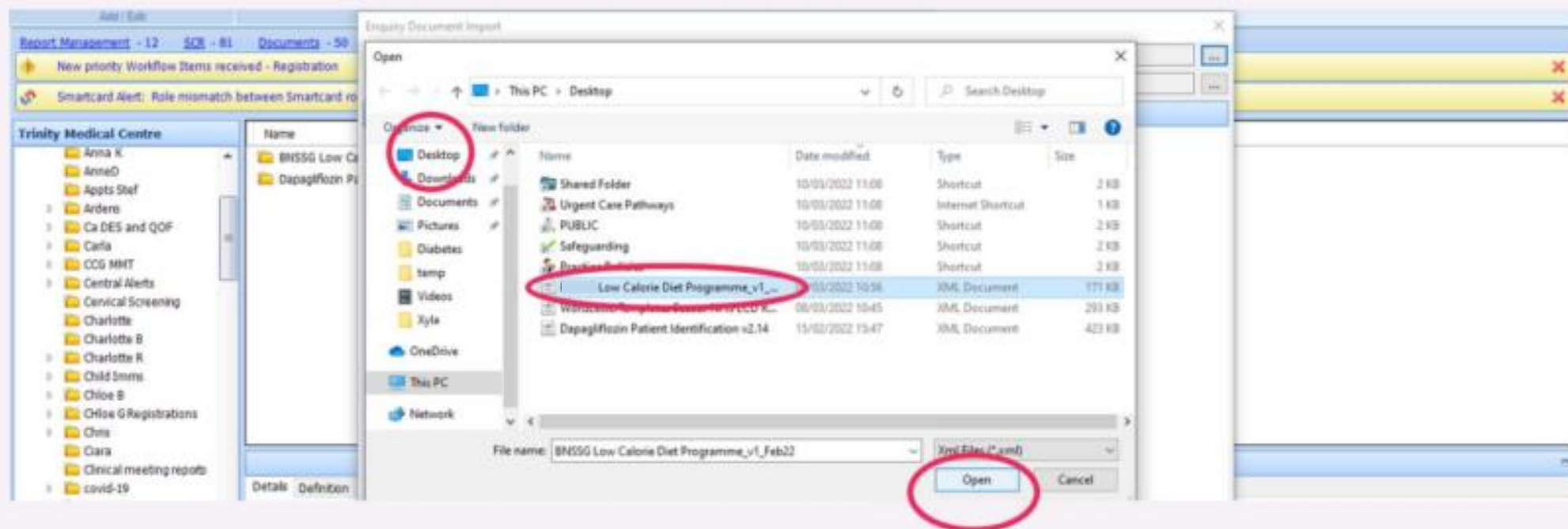

- Create a file where you can download the searches to e.g. LCD searches

- Click Import and click on the dots at end of 'Enquiry Document'

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Importing Searches

- Locate the file **'Derbyshire Low Calorie…'** from where you stored it, click on the file and Open, then click 'OK'

- The search files are now ready to use