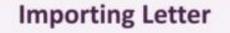
Version 1.0

How to upload a Letter Template and Searches to EMIS Web



Click on the EMIS ball/ Configuration/ Template Manager



Click on Document Templates

Joined Up Care

Derbyshire

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Irinity Medical Centre	C Ardens		Folder	17-Jun-2021	Active	
Trinity Hedical Centre	EMIS Library	Root folder	Folder	28-May-2010	Active	
F 🔛 Ardens	EMIS templates - 50004	An EHIS-generated folder that contains any templates that h	Folder	07-3an-2016	Active	
EMES Library	Practice Letters		Folder	30-Mar-2009	Active	



 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

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		Edit Properties			TestRepart EHS	

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

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Desktop) / *	Name	Date modified	Type.	See						
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. Alex					a community dabetes service	Document Template	27-Aug-2019	Active	Read v2	
OneDrive					form for referring a patient to Diabetes care for yo	Document Template	28-Jan-2022	Active	Read v2	
This PC					form for referring a patient to dathetes care for you	Document Template	26-Jan-2022	Active	Read v2	
					m for Diabetes care for you Walking away	Document Template	28-Jan-2022	Active	Read v2	
P Network	6				» pre plan agreed	Document Template	09-Aug-2019	Active	Read v2	
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Note this should be set as EMIS Web Document Template





Importing Searches

Joined Up Care Derbyshire

Click on the EMIS ball/ Reporting/ Population Reporting

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- 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'





Importing Searches

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

New priority Workflow Items rec	Documents - 50 ceived - Registration	Open				×	too.	×
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Cara Conical meeting reports Covid-19	Details Definition	Filer	ame BNSSG Low Calorie Diet Programme_v1_Feb	22 -	XmiElec/*xmb Open	Cancel		

The search files are now ready to use



