

EMIS Web How to Guide - Importing Documents

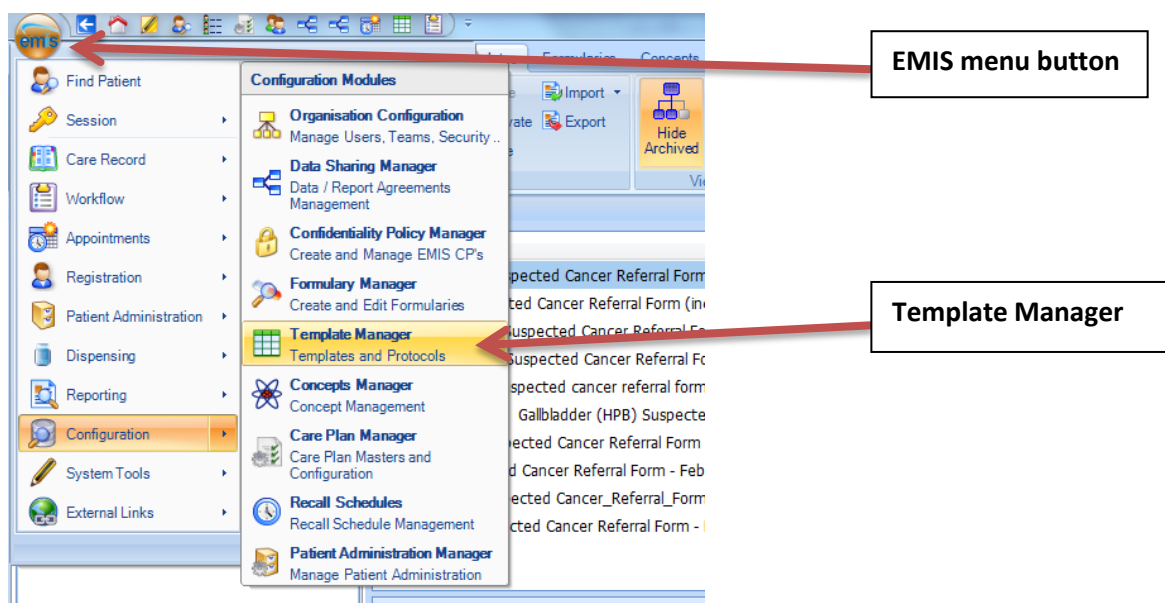
Purpose

The purpose of this document is to provide instructions on how to import documents into EMIS Web.

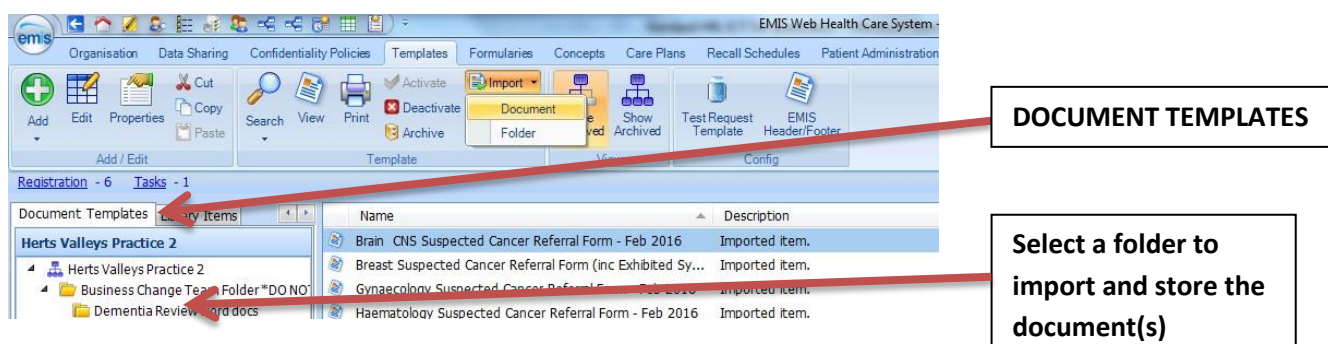
1 – **Download** and **Save the document(s)** somewhere easily accessible, e.g. a folder on your desktop.

2 – **Open EMIS Web**

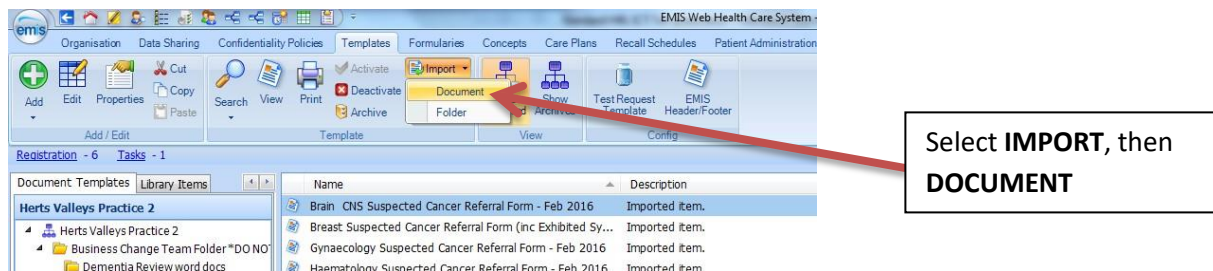
3 – Select the **EMIS menu button**, scroll down to **CONFIGURATION** and then select **TEMPLATE MANAGER**



4 – Select the **DOCUMENT TEMPLATES** tab, then click on the folder you wish to import the documents into.



5 - Click the **IMPORT** button (located in the ribbon), then select **DOCUMENT**



The screenshot shows the EMIS Web Health Care System interface. The ribbon at the top contains several tabs: Organisation, Data Sharing, Confidentiality Policies, Templates, Formularies, Concepts, Care Plans, Recall Schedules, and Patient Administration. The 'Import' button is highlighted in the ribbon, and a red arrow points to it from a callout box. The callout box contains the text: "Select **IMPORT**, then **DOCUMENT**". Below the ribbon, the 'Document Templates' section is visible, showing a list of imported items:

Name	Description
Brain CNS Suspected Cancer Referral Form - Feb 2016	Imported item.
Breast Suspected Cancer Referral Form (inc Exhibited Sy...	Imported item.
Gynaecology Suspected Cancer Referral Form - Feb 2016	Imported item.
Haematology Suspected Cancer Referral Form - Feb 2016	Imported item.

5 – **Browse** to the file/document you wish to import. Then click **OPEN**.

You will now have imported your document into EMIS Web which will now be available to use.