

How to Import the Raising Quality Concerns Document



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<http://blizard.qmul.ac.uk/ceg-home.html>

If you need help with importing contact me: l.o.rivastaguias@qmul.ac.uk

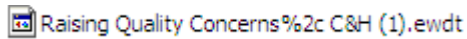
Tel: 02078822533

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Unzipping Folders

Unzip the folder (this is also called Extract) you have been emailed and save the files to desktop.

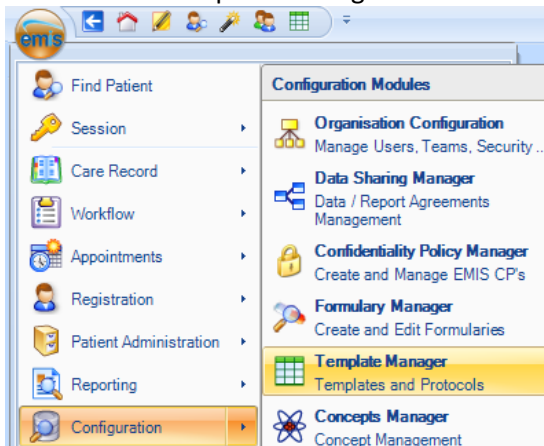


Do not open the file.

How to import document template

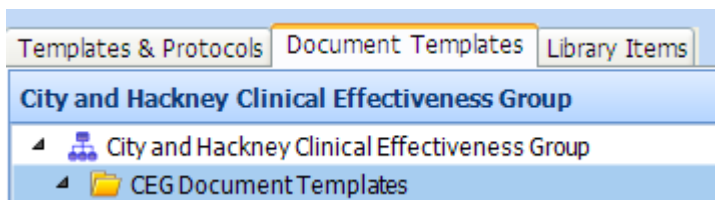
From EMIS main menu:

1. Click configuration.
2. Click Template Manager.

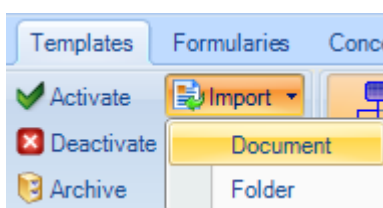


In Template Manager:

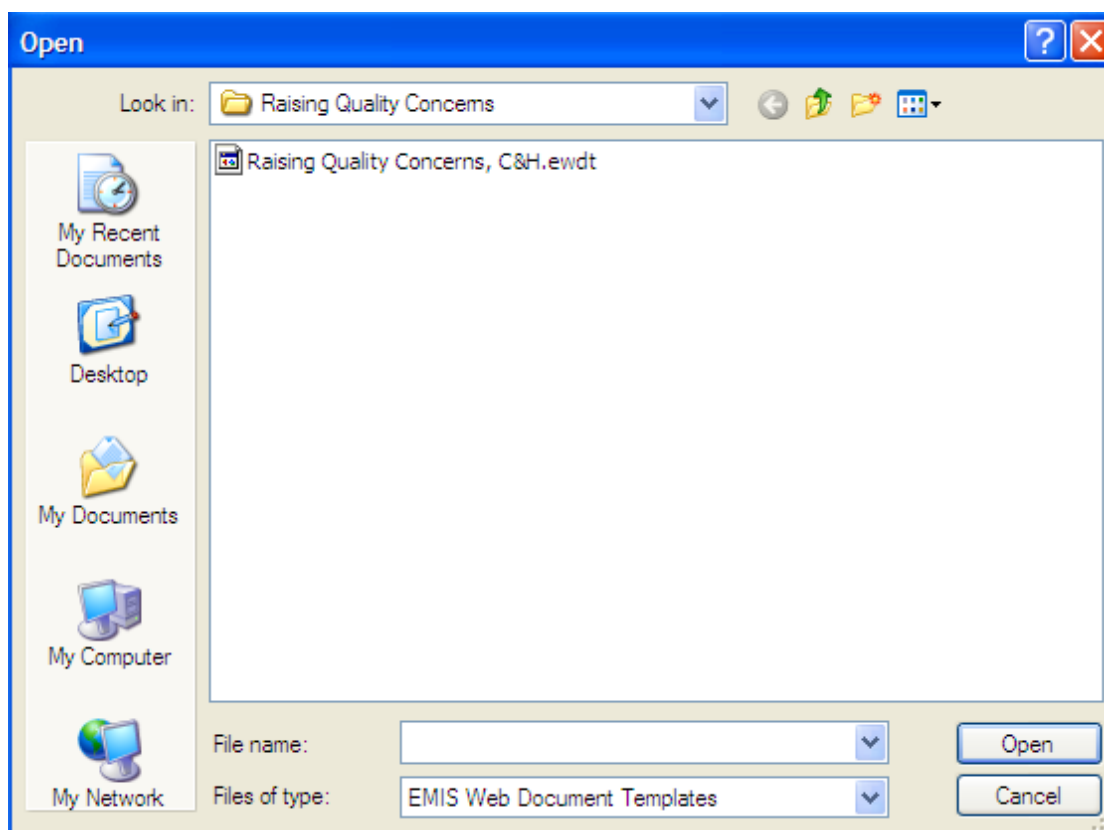
3. Click Document Templates. (Use arrows to scroll if not on this tab).



4. If there is not a folder called CEG Document Templates. Please create one. Click on practice name.
5. Click New
6. Click Folder and name folder CEG Document Templates.
7. Select Import in top ribbon.
8. Select Document.



9. Locate the folder, e.g. Desktop, with the files – the document will show as a .EWDT file. Click Open.



10. This may take a few minutes and you may get a blank screen while it imports.
11. The document template is then imported and you can see it in the folder.

