

User Guide

'How to Download and Import a Clinical Template into EMIS Web'




Please Note: This process is for **Camden** practices which have the 'Template Manager' module in their EMIS system (rather than the 'Resource Publisher' module). Practices which have the 'Resource Publisher' module and are unsure about the correct process for their EMIS system should contact the IT & Systems Team.

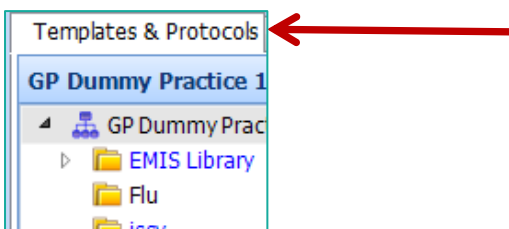
Download Template-file From Camden GP Website

Go to the Camden GP Website's 'Overview of IT Tools' page. Locate the clinical template you wish to import. Click on its link to download the template-file. Save the file (which is in the downloaded, zipped folder) to your desktop/other chosen location.

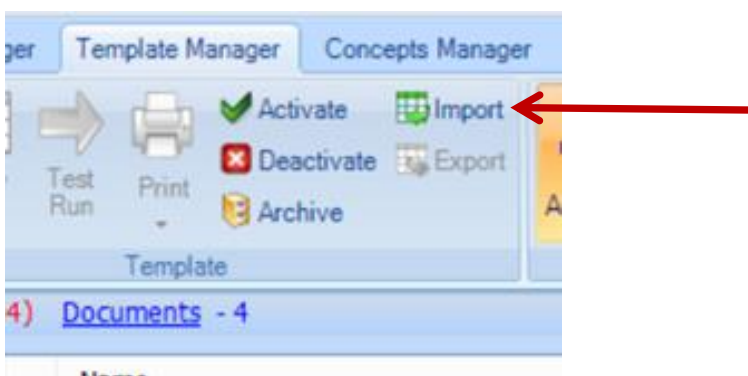
Import Downloaded File into EMIS Web

Within EMIS, left-click on the EMIS button ( in top-left corner of screen), then select 'Configuration' (by hovering over it for a moment), then left-click 'Template Manager'.

Left-click the 'Templates & Protocols' tab (near top-left corner of screen):



Left-click on the folder in which you would like to save the template. Left-click 'Import' on the toolbar along the top of the screen, then navigate to (and left-click on) the template-file you wish to import (which you downloaded from the GP website). Click 'Open'.



If you are now prompted to do so: select a folder for any imported concepts to be saved into. Click 'OK'.

The template is now imported into the selected folder.

Please remember to deactivate previous version(s) of the template you have just imported.