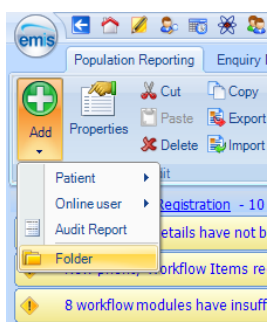


Importing searches into EMIS

- Save the zipped folder (from your email) in your 'My documents' folder. Right click the zip folder and select **Extract all**. This will save the extracted folder under the same name.
- Click on EMIS ball, select Reporting, select Population Reporting

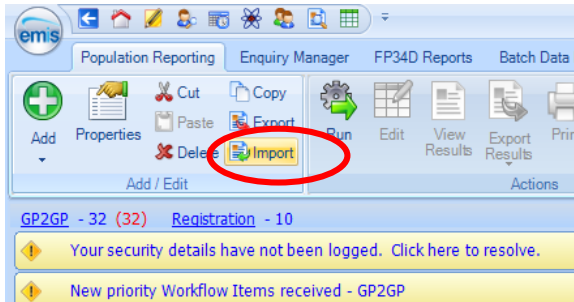


- Click on a 'Add', and then select Folder. Name this folder "**Mental Health Queries**"

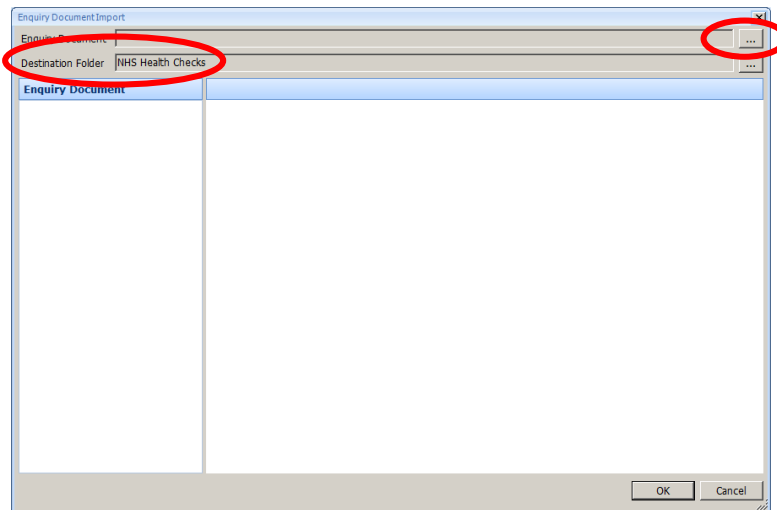


- Select the folder '**Mental Health Queries**' which should now be highlighted.
- Click on Import (On the top ribbon). This will open a selection window.

Importing a Search in EMIS v1 2018



- Select the saved folder by clicking the 3 dots on the right top section of the window. Make sure the destination folder is correct, it is where you would like to save the file in EMIS.



- Click on Open and then click OK. This will save the .xml file in EMIS.
- The query should now be installed and can be run. Right click on the search/searches then select **Run**.
- Look at the **Auto-reports** generated previously within the imported search to see the breakdown of the results. I.e. *who* is missing certain checks.