

## How to Import Clinical Templates into EMIS Web Training Hand out

### 1. Creating a Folder on your Desktop:

Right click on your desktop and select 'New' followed by 'Folder'. Please title the new folder 'Data Entry Templates'.

### 2. Download Clinical Templates from E-mail:

Open the email containing the attached templates.

Right click on the attachment containing the template and select 'Save as'.

Navigate to the folder titled 'Data Entry Templates' on your desktop and select 'save'.

The zip folder is now saved in your 'Data Entry Templates Folder'

Unzip the file by right clicking and selecting Extract All > Extract

### 3. Create Folder in EMIS Web to store your templates:

Click on the '**EMIS Button**'.

Click on '**Configuration**', and then select '**Template Manager**'.

In the Navigation pane (i.e. left hand side) right click and select create 'Folder'.

In the 'new folder' pop up screen, give the folder a title (i.e. Practice A Templates).

The folder should now appear in the folder list in the Navigation pane.

### 4. Importing Clinical Templates into EMIS Web:

Click on the Templates folder that you have just created in EMIS Web.

Click on **Import** on the tool bar.

Navigate to the Data Entry Template folder on your desktop and click open until you can see the xml file

Select the template and select 'open'.

The template is imported to the selected folder.

Repeat this process for all relevant templates.

**PLEASE REMEMBER TO DEACTIVATE PREVIOUS VERSION OF THE SAME TEMPLATE PRIOR TO INSTALLING THE LATEST VERSION.**