

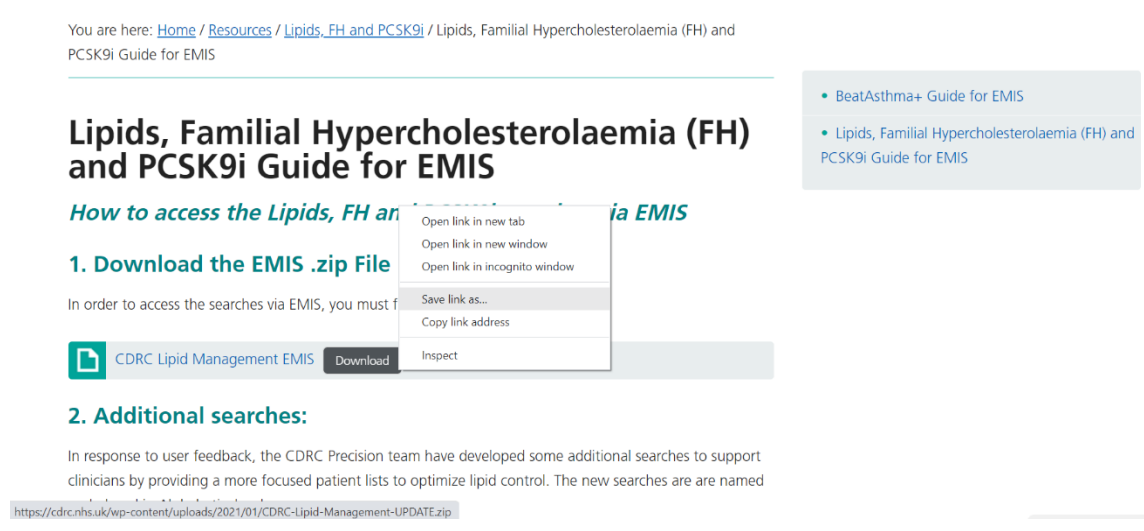
Clinical Digital Resource Collaborative (CDRC) guide to importing searches into EMIS Web

The following guide will explain how to import the EMIS search .zip files which have been downloaded from the CDRC website - <https://cdrc.nhs.uk/resources/cdrc-precision-resources-for-emis/>

Step 1: Downloading the .zip file.

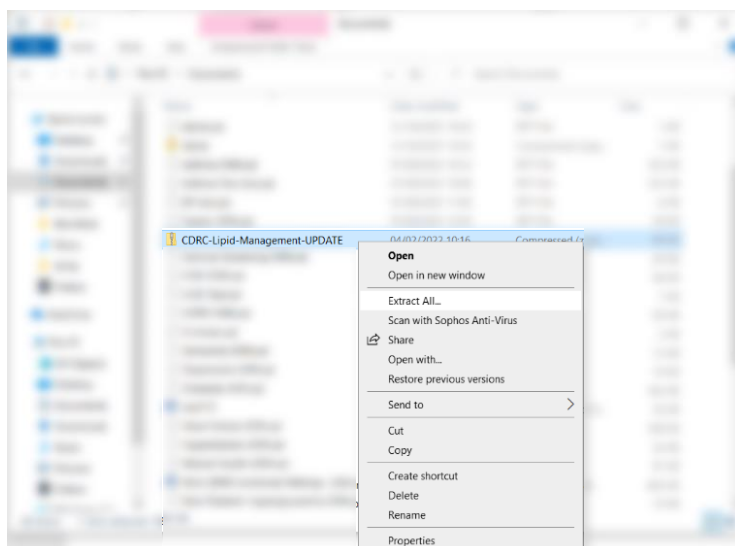
You need to download the .zip file from the CDRC website and save it to a suitable location on your computer.

To do this, right click on the EMIS .zip file and press 'Save link as...' You can then choose where you would like to save the file on your computer.



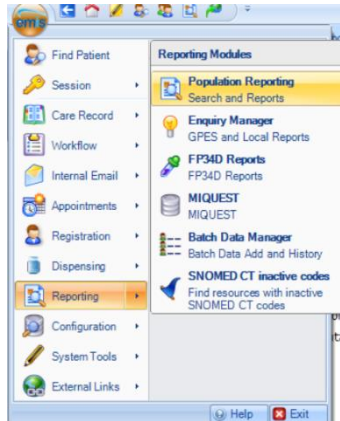
Step 2: Extracting the data from the .zip file

- Open up File Explorer
- Locate, and right-click on your downloaded .zip file. Please note, this may open a Windows Security warning, please press ok to continue.
- Select 'Extract All...' then 'Extract'

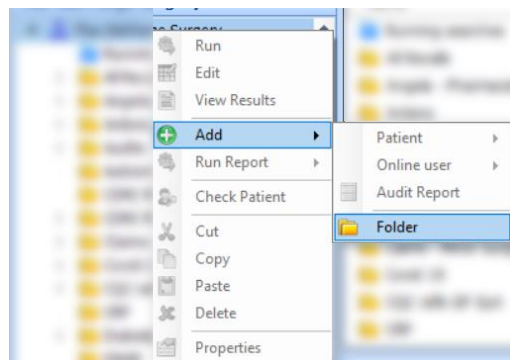


Step 3: Importing the .zip file into EMIS

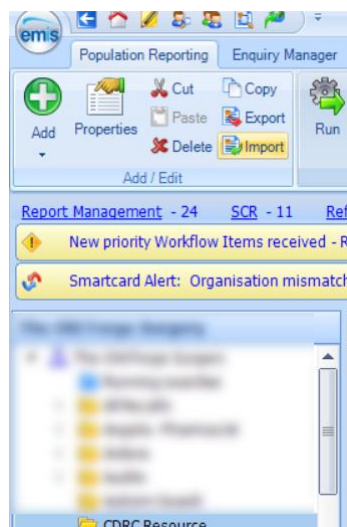
- Open up EMIS and select the EMIS ball in the top left hand corner
- Go to Reporting > Population Reporting



- Add a new folder by right-clicking on your organisation name or on one of the existing subfolders and clicking on Add > Folder
- You can name this folder 'CDRC Resources'



- Select on this new folder, and with it highlighted, click on 'import' which is located in the ribbon menu.



- This will open the Enquiry Document Import menu. Select the three ‘...’ next to the Enquiry Document search bar to search for the .zip file on your computer.
- Open the appropriate folder, which in this example is CDRC-Lipid-Management-Update and select the file CDRC Lipid Management
- This will upload the searches from this file, which can be the left hand side of the Enquiry Document Import menu
- Press ‘ok’
- A new subfolder will automatically be created, in this example, named CDRC Lipid Management.

