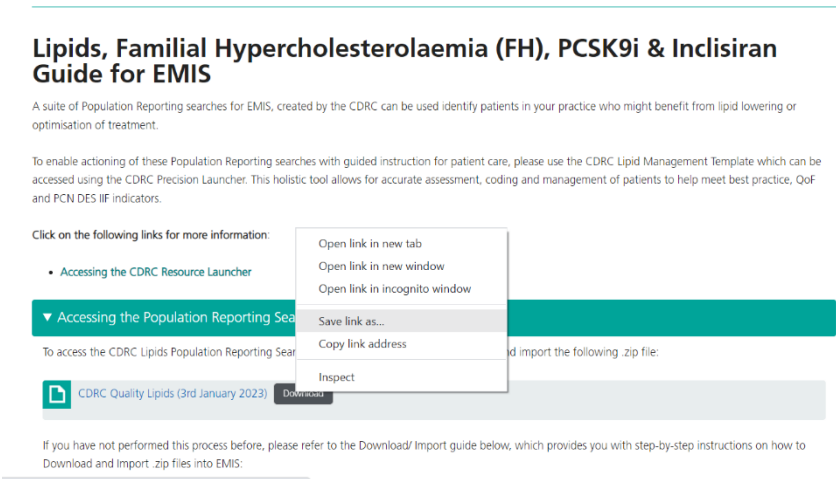


Clinical Digital Resource Collaborative (CDRC) guide to importing searches into EMIS Web

The following guide will explain how to download and import CDRC’s EMIS searches from the CDRC website.

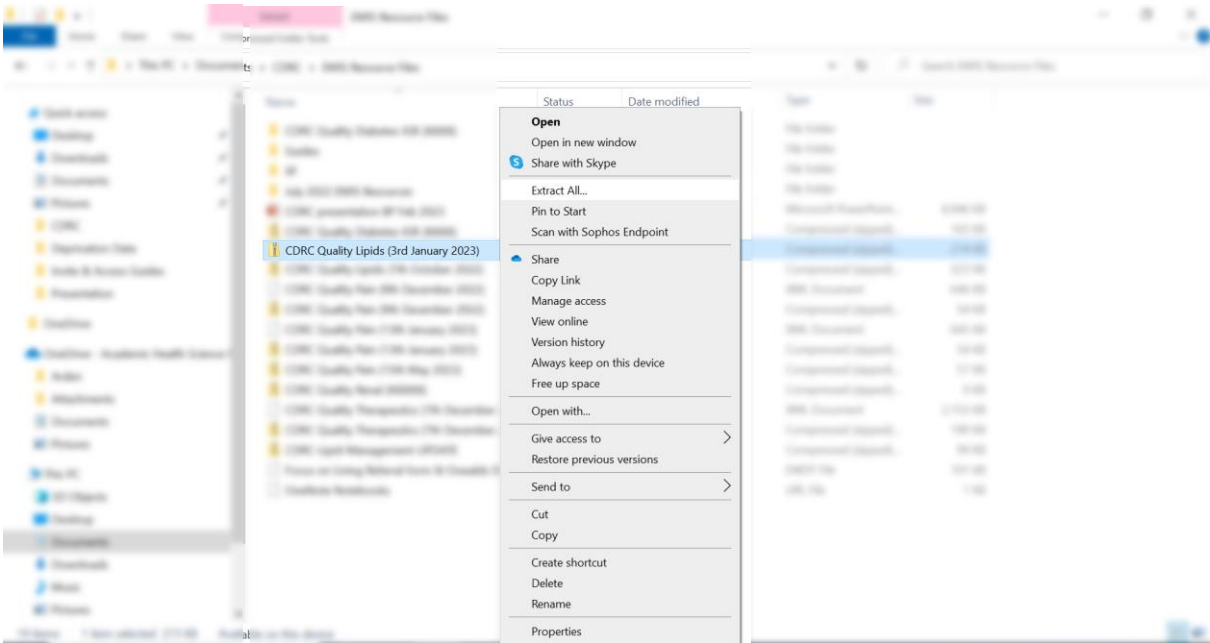
Step 1: Download the .zip file.

- Download the .zip file from the CDRC website and save it to a suitable location on your computer / laptop.
- To do this, right click on the relevant .zip file and press ‘Save link as...’ Select an appropriate place to save this .zip file on your computer / laptop.

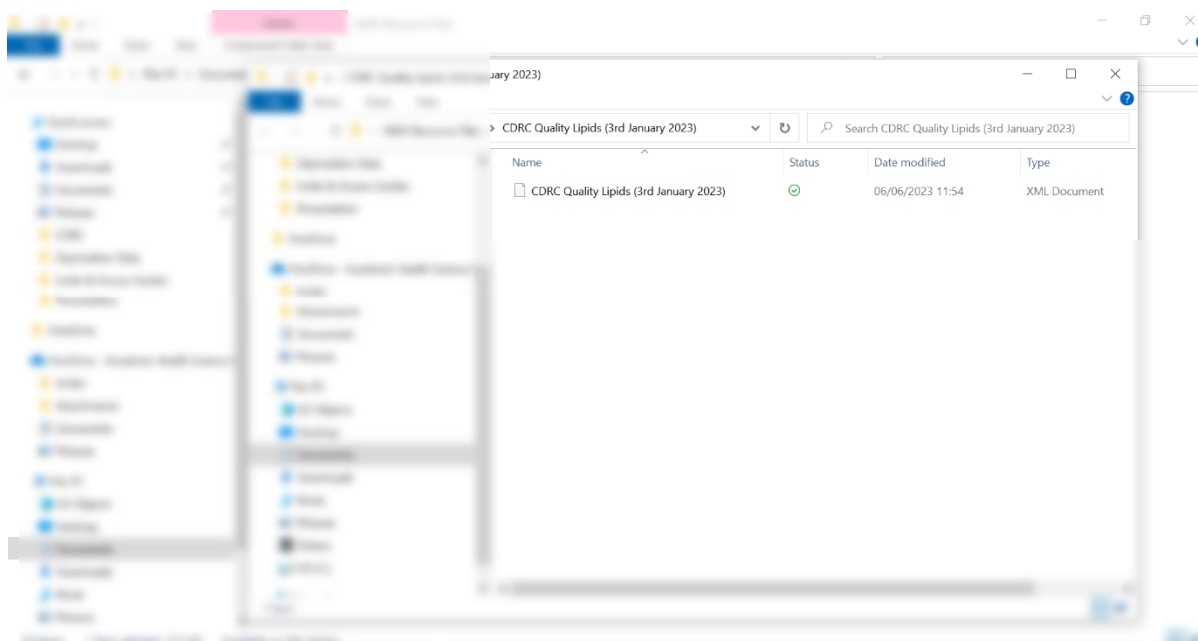


Step 2: Extracting the data from the .zip file

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

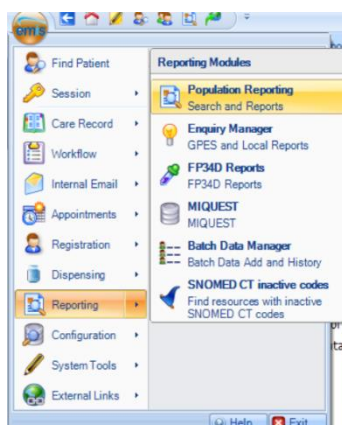


- This will create a folder containing an XML document of the downloaded .zip file.

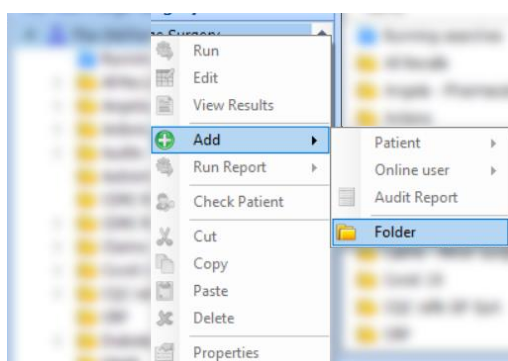


Step 3: Importing the XML document into EMIS

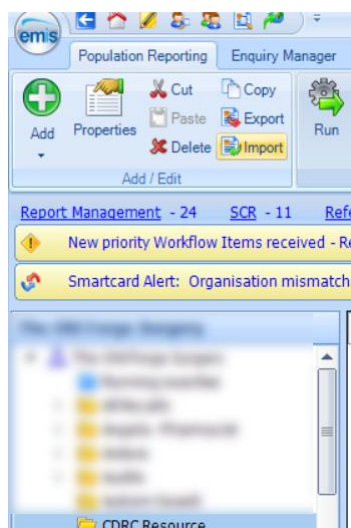
- Open up EMIS Web and click on the EMIS ball in the top left hand corner.
- Go to Reporting > Population Reporting.



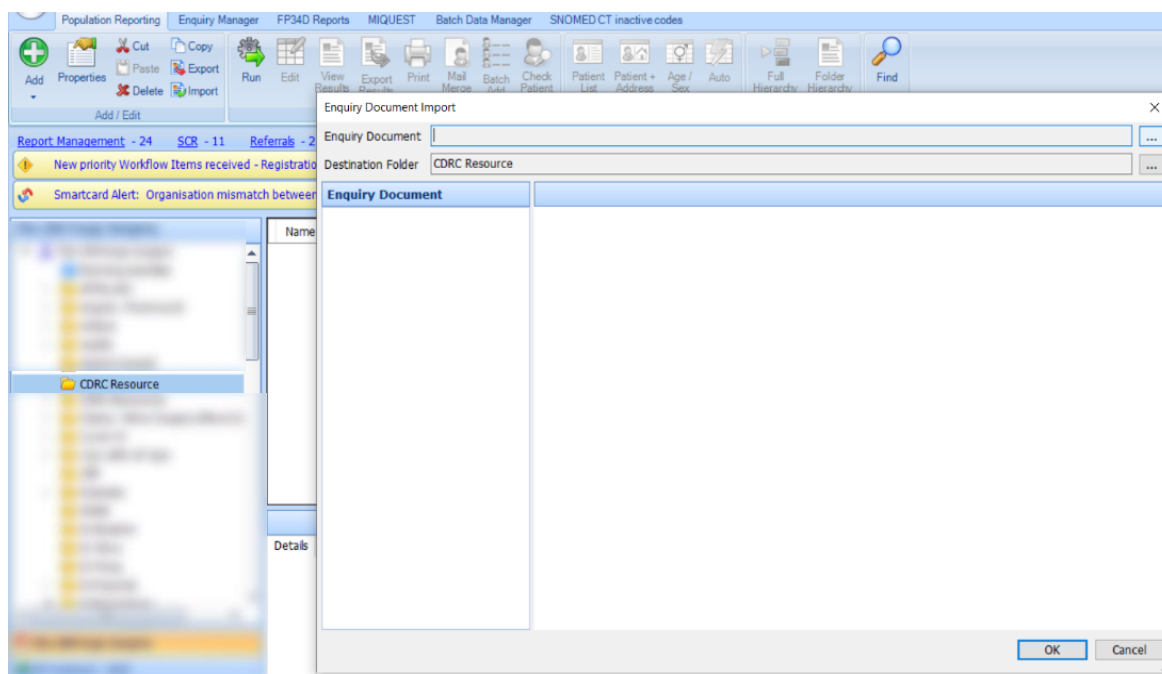
- Add a new folder by right-clicking on your organisation name or on an existing folder and click on 'Add > Folder'.
- You can name this folder 'CDRC Resources'.



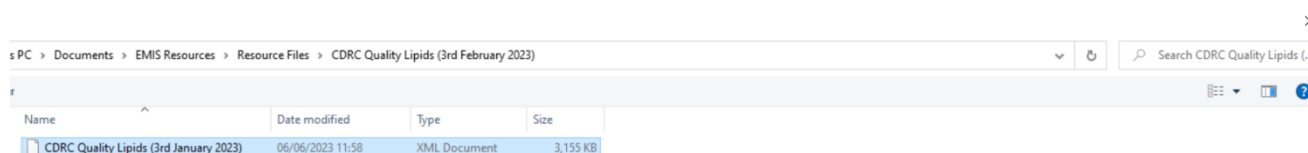
- With this new, or existing folder highlighted, click on 'Import' located in the menu ribbon.



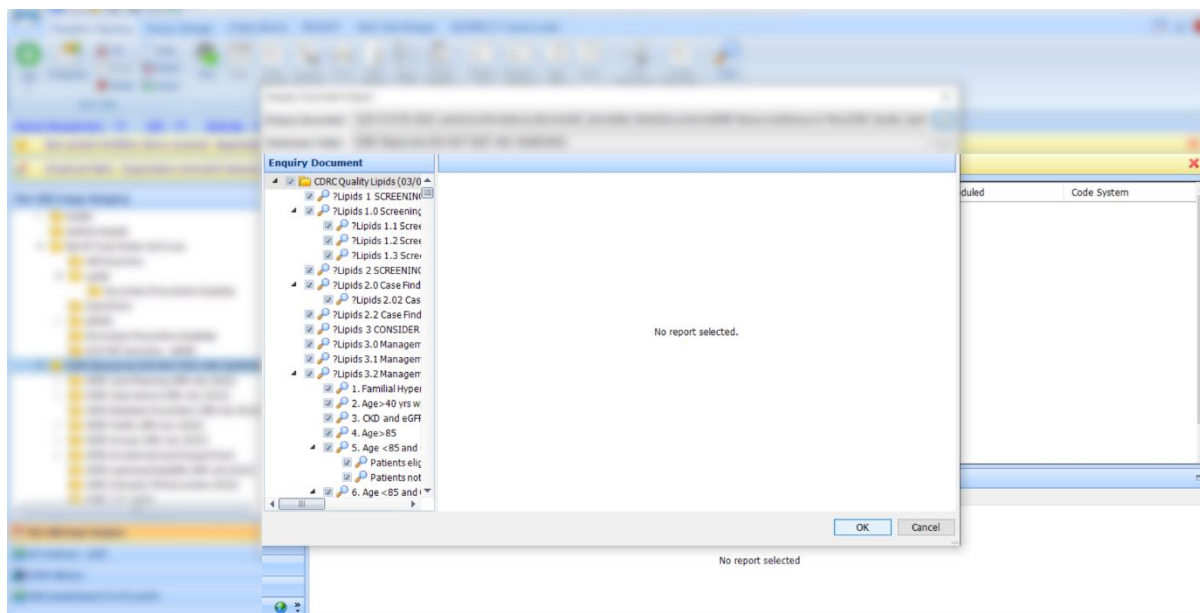
- This will open the Enquiry Document Import menu.
- Select '...' next to the Enquiry Document search bar. This will open File Explorer.



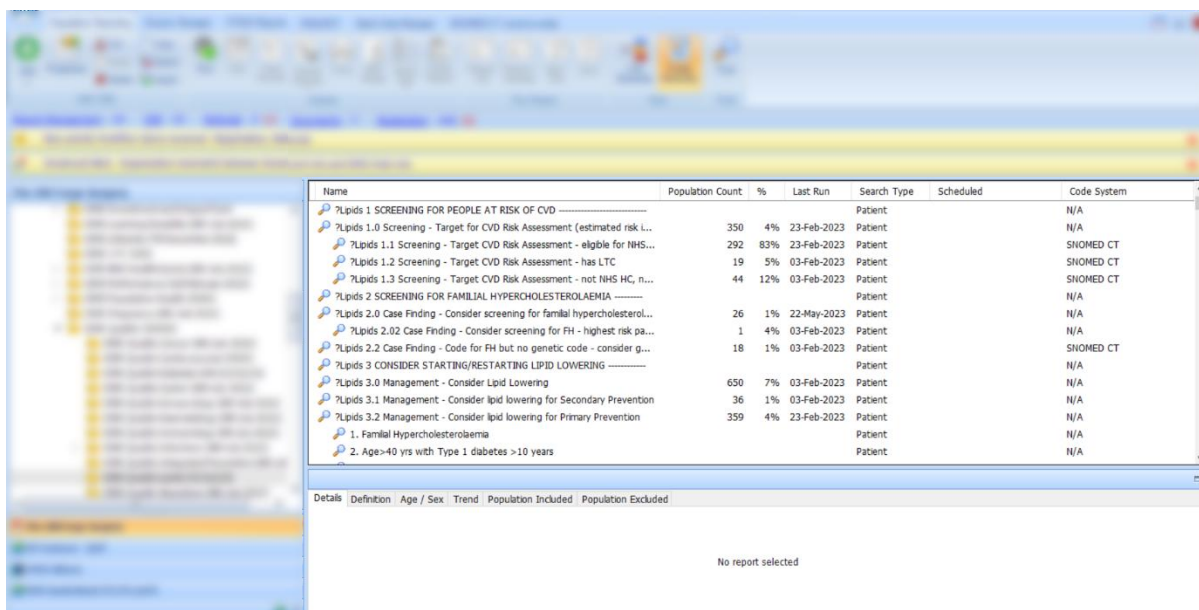
- Open the appropriate folder, which in this example is CDRC Quality Lipids (3rd January 2023) and select the XML Document CDRC Quality Lipids (3rd January 2023).



- This will upload the searches from this file, which can be seen in the left hand side of the Enquiry Document Import menu.
- Press 'ok' to import this search file.



- A new subfolder will be created automatically, in this example, named CDRC Quality Lipids (3rd January 2023).
- This folder will contain the searches included in this search file.
- Focused CDRC searches are prefixed with an '?'. Searches not prefixed with a '?' are supporting searches that are used to created CDRC's focused searches.



Name	Population Count	%	Last Run	Search Type	Scheduled	Code System
7Lipids 1 SCREENING FOR PEOPLE AT RISK OF CVD				Patient		N/A
7Lipids 1.0 Screening - Target for CVD Risk Assessment (estimated risk L...	350	4%	23-Feb-2023	Patient		N/A
7Lipids 1.1 Screening - Target CVD Risk Assessment - eligible for NHS...	292	83%	23-Feb-2023	Patient		SNOMED CT
7Lipids 1.2 Screening - Target CVD Risk Assessment - has LTC	19	5%	03-Feb-2023	Patient		SNOMED CT
7Lipids 1.3 Screening - Target CVD Risk Assessment - not NHS HC, n...	44	12%	03-Feb-2023	Patient		SNOMED CT
7Lipids 2 SCREENING FOR FAMILIAL HYPERCHOLESTEROLAEMIA				Patient		N/A
7Lipids 2.0 Case Finding - Consider screening for familial hypercholesterol...	26	1%	22-May-2023	Patient		N/A
7Lipids 2.02 Case Finding - Consider screening for FH - highest risk pa...	1	4%	03-Feb-2023	Patient		N/A
7Lipids 2.2 Case Finding - Code for FH but no genetic code - consider g...	18	1%	03-Feb-2023	Patient		SNOMED CT
7Lipids 3 CONSIDER STARTING/RESTARTING LIPID LOWERING				Patient		N/A
7Lipids 3.0 Management - Consider Lipid Lowering	650	7%	03-Feb-2023	Patient		N/A
7Lipids 3.1 Management - Consider lipid lowering for Secondary Prevention	36	1%	03-Feb-2023	Patient		N/A
7Lipids 3.2 Management - Consider lipid lowering for Primary Prevention	359	4%	23-Feb-2023	Patient		N/A
1. Familial Hypercholesterolaemia				Patient		N/A
2. Age>40 yrs with Type 1 diabetes >10 years				Patient		N/A