Clinical Digital Resource Collaborative (CDRC) guide to importing and running the BeatAsthma+ Search in EMIS Web

The following guide will explain how to download, import, and run CDRC's EMIS search from the CDRC website.
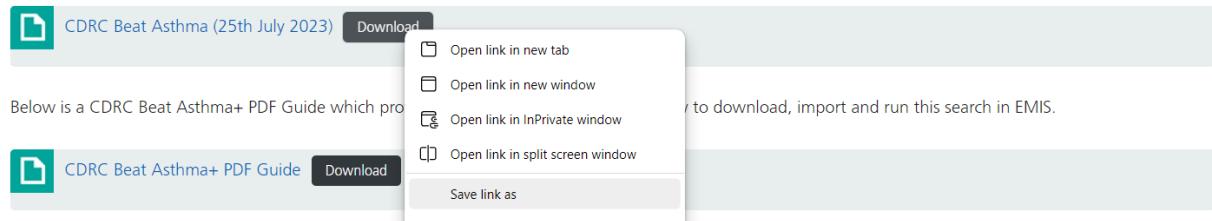
If you have already received the CDRC Beat Asthma XML Document via email, please go to Step 3.

Step 1: Download the CDRC Beat Asthma .zip file.

- Go to, https://cdrc.nhs.uk/resources/emis-resource-centre/emis-specialties/respiratory-overview/beatasthma-guide-for-emis/
- Expand the 'Beat Asthma+ Population Reporting Search' node.
- Right-click on the CDRC Beat Asthma (*date*) file and click 'Save link as…'. Select an appropriate place to save this file on your computer / laptop.
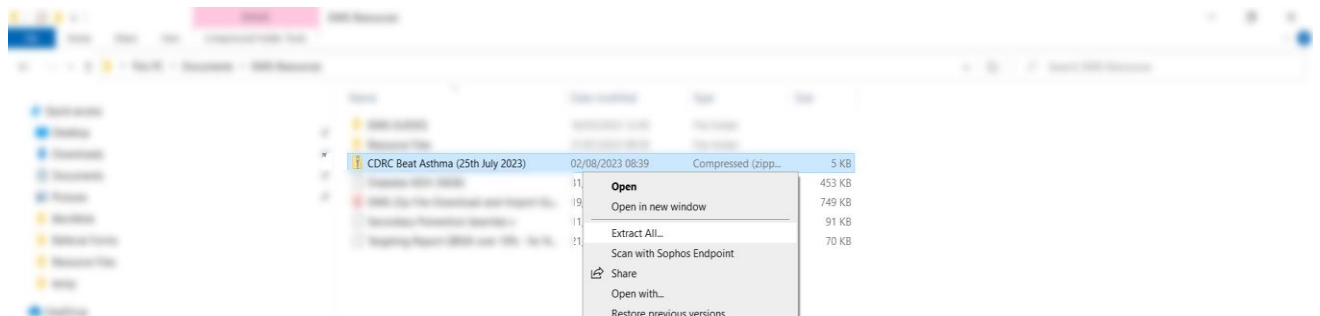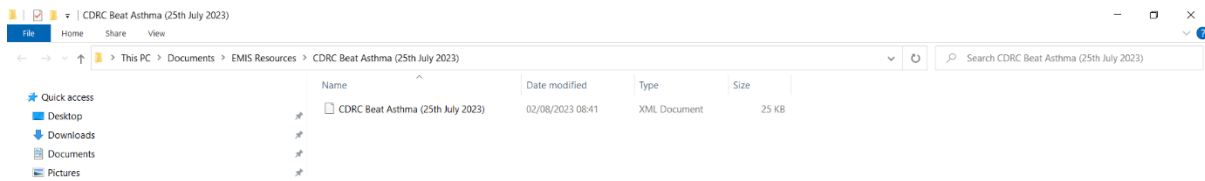

Step 2: Extracting the search from the .zip file

- Open File Explorer.
- Locate your saved CDRC Beat Asthma (*date*) .zip file and right-click on it*. **Please note, this may open a Windows Security warning, please press ok to continue.***
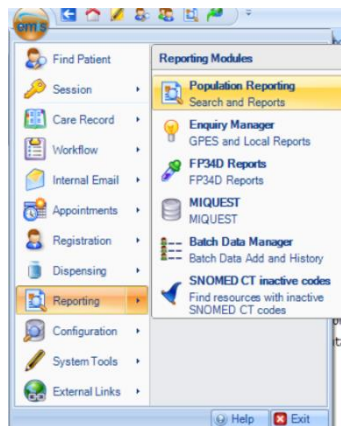- Select 'Extract All…' then 'Extract'.

- This will create a folder containing an XML Document from the downloaded .zip file.
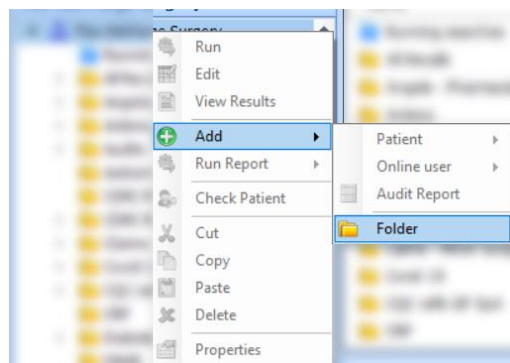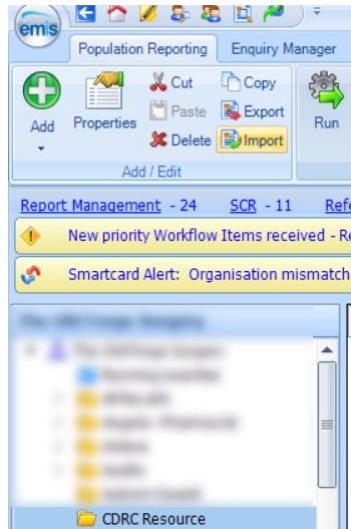

Step 3: Import the XML document into EMIS

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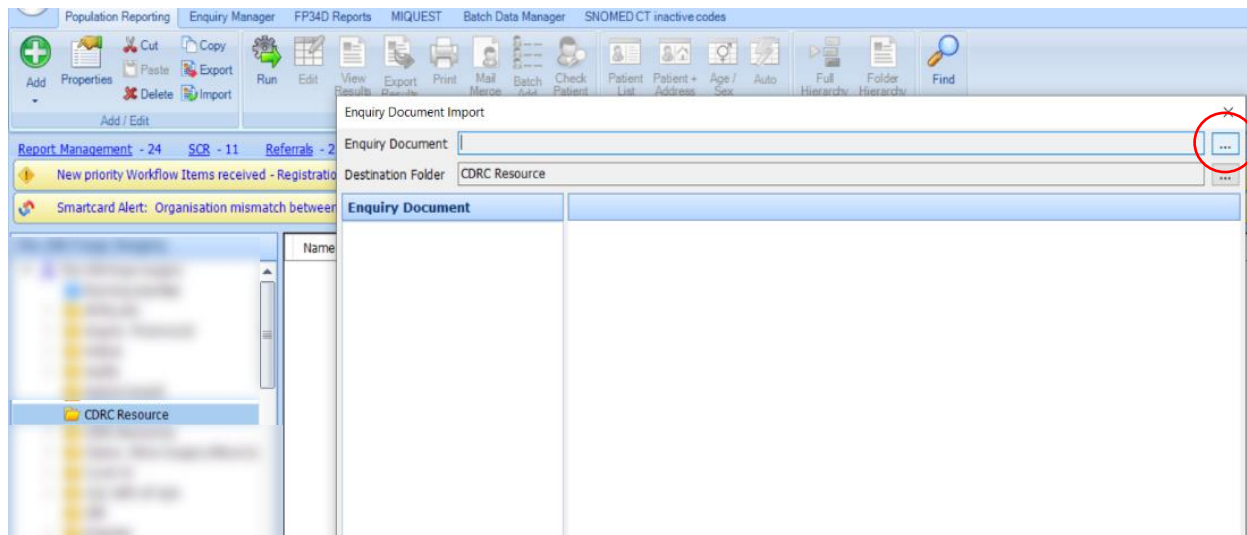- Go to Reporting > Population Reporting.

- You can either import this search to a new folder, or to an existing folder.
- To add a new folder, right-click on your organisation name and click on 'Add > Folder'.
- You can name this folder 'CDRC Resources', or a name of your choosing.
- You can amend the name of this folder at any time by right-clicking on the folder and clicking on 'Properties'
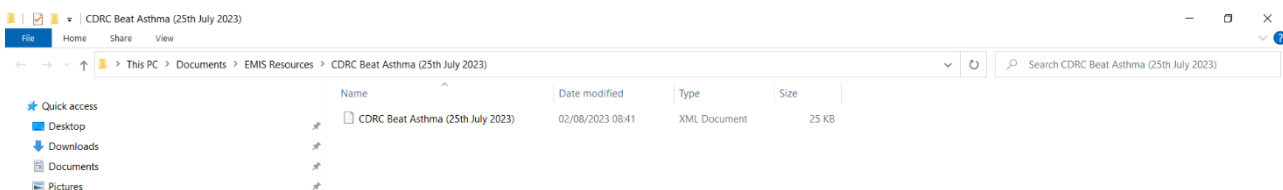
- With the new, or existing folder highlighted, click on 'Import' located in the menu ribbon.
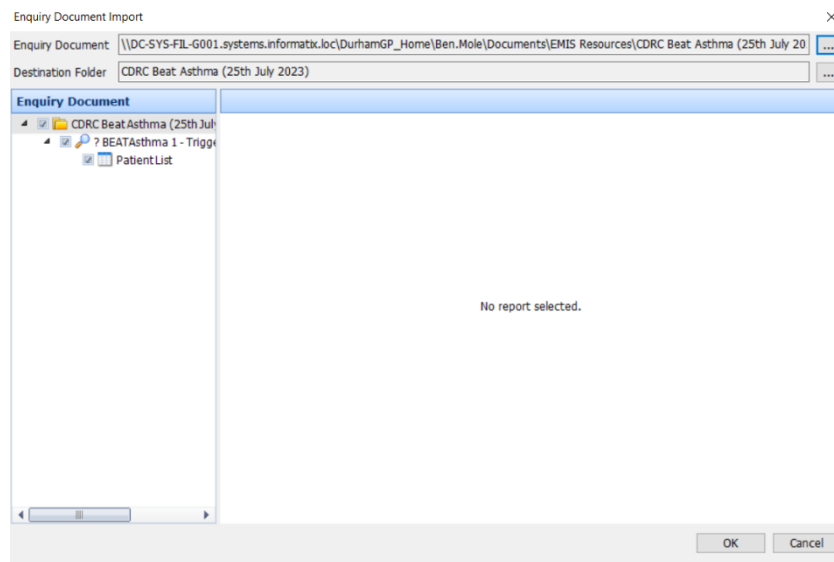

- This will open the Enquiry Document Import menu.
- Select '…' next to the Enquiry Document search bar. This will open File Explorer.

- Select the Beat Asthma (*date*) XML Document from the saved location on your computer / laptop.
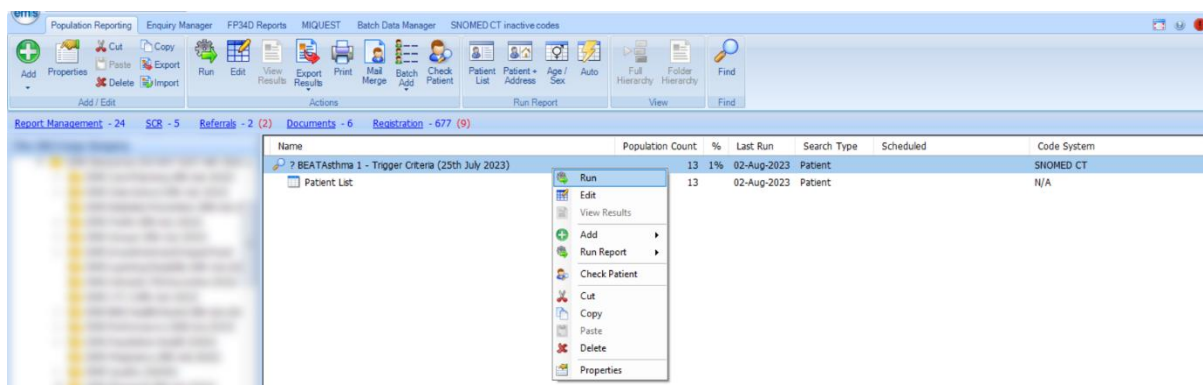
- This will upload the search from this file, which can be seen in the left-hand side of the Enquiry Document Import menu.
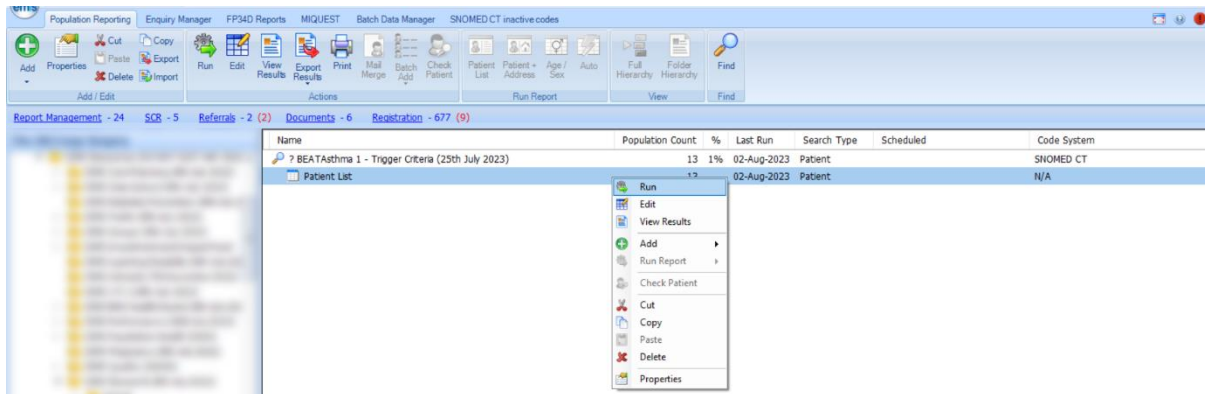- Press 'ok' to import this search file.

- A new subfolder will be created automatically, which in this example is named CDRC Beat Asthma (25th July 2023)
- This folder will contains the BEATAsthma search and also a Patient List. the searches included in this search file.

Step 3: Run the BEATAsthma Search

- Right-click on the ? BEATAsthma 1 – Trigger Criteria Search and click 'Run'.
- It may take a minute or so for the search to run.
- Once completed, you will see the Population Count of this search, i.e., the number of patients returned from this search.

- There is also a Patient List for this search, which once 'Run' using the same steps as above, you can 'View Results'. This will bring up the data of patient's returned from this search.

- When viewing Patient List, you can export this Patient List to an Excel document by clicking on Export located in the menu ribbon.