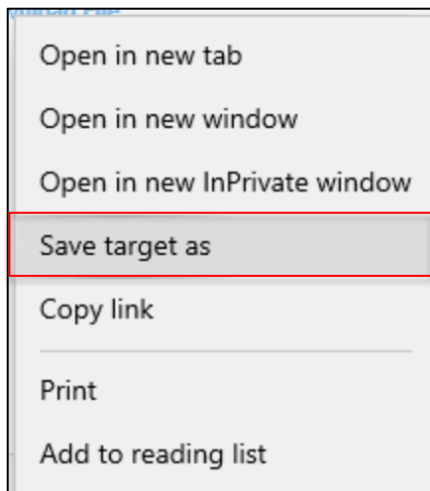# Ardens-QMasters guide to importing searches into EMIS Web

These instructions will help you to import an EMIS search file which you have either received by e-mail or downloaded from our website.
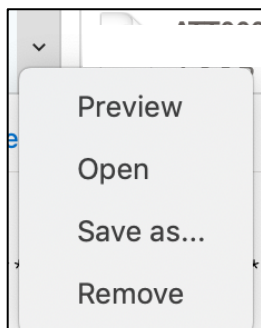
Saving from a website

You first need to download the file and save it to an appropriate location on your computer. Right click the file and 'Save as' or 'Save target as' (depending on browser). You can then choose where to save the file:
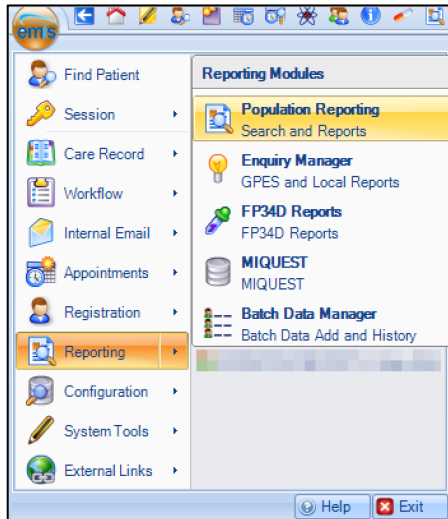

Saving from an email

If you have received the file in an email, click the attachment and choose 'Save as' and save to an appropriate location:
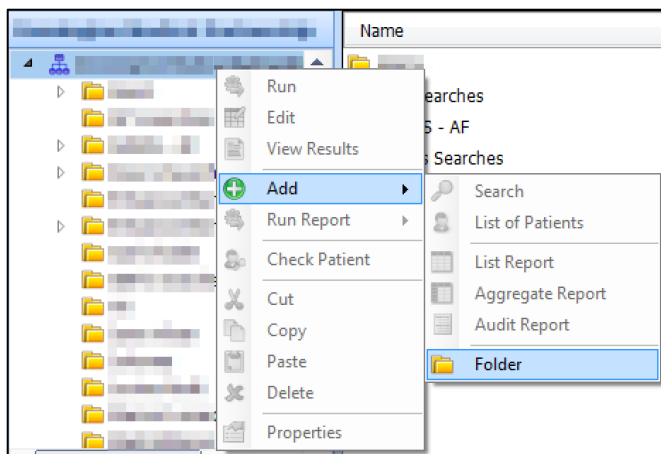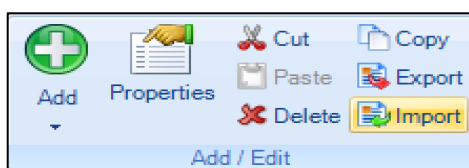
Importing the search file

To be able to use a search file you will need to import it into Population Reporting in EMIS Web. Open Population Reporting by going to the EMIS 'orb' and select 'Reporting' and then 'Population Reporting':

Add a new folder, by right-clicking on your organisation name or one of the existing subfolders and selecting 'Add → Folder'.
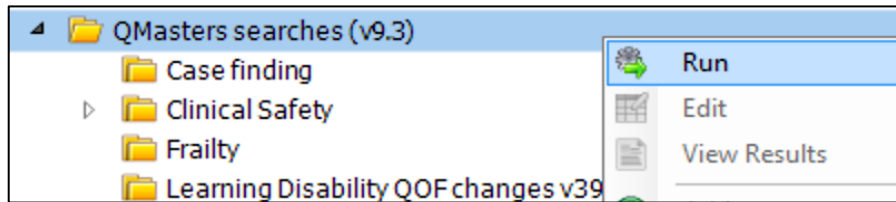

Now, with your new folder highlighted, click 'import' in the ribbon menu and navigate and import the search from the folder where you downloaded or saved it.
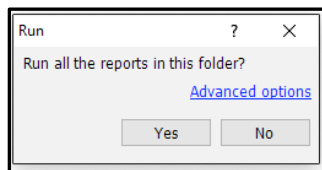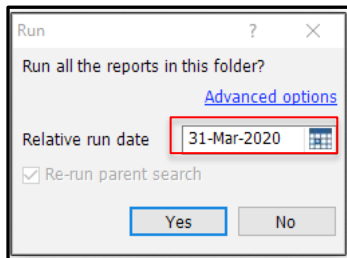
Using the searches

To run the searches, go to population manager, right-click the search file and select 'Run'.

You will then see the box below. To run the searches as at today's date, just click 'Yes'. However, if you need to specify a particular 'relative run date' (e.g. the end of a specific month or the end of the QOF year), then click 'Advanced Options':

This will give you the option to specify a relative date for the search:

Then choosing 'Run' will run the search.

If you require any further assistance on the process above, please contact support on: ardens.emis@nhs.net

<u>**Important information**</u>

The templates, alerts and searches that comprise the Toolset are intended to help clinicians by presenting relevant information in an accessible manner. They are not intended to replace the clinical judgement of an independent clinical practitioner in the care of individual patients.

Each of our resources goes through a rigorous clinical safety assessment and is carefully tested before being made available for use.

However, it is also the responsibility of the end user to ensure that they make their own assessment of the clinical risks of using any software in practice.

Please note also that we cannot accept responsibility for any of our tools which are modified locally. We would recommend that if you wish to edit a resource for local use, you should copy it into your own folder before you edit the copy and deactivate the original. This will prevent our updates overwriting your changes.