Importing templates and searches into clinical systems

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Introduction

This document is intended to provide assistance to staff at GP practices in West Yorkshire and Harrogate who wish to import the searches used for the Healthy Hearts programme into their clinical systems. It should be read an implemented in conjunction with Hypertension Implementation Resource.

## 1. *Importing templates and searches Importing templates and searches in EMIS Web*

Templates: Once you have received the template, save it to your desktop or somewhere where you know where it is, you will need to look for the file once you import it into EMIS.

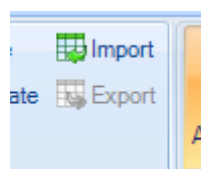**DO NOT ATTEMPT TO OPEN THIS FILE - IT WILL NOT OPEN OUTSIDE OF EMIS WEB.**

From the EMIS button click configuration, then Template Manager.
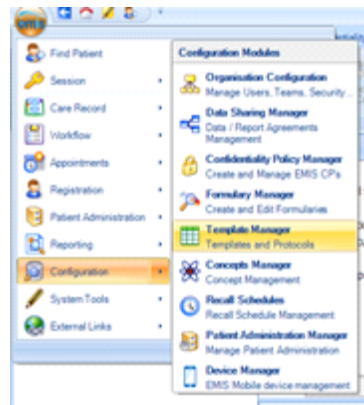
Select a folder; this needs to be where you want the imported template to be saved.
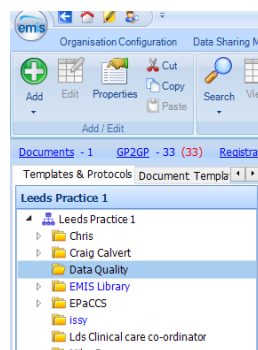
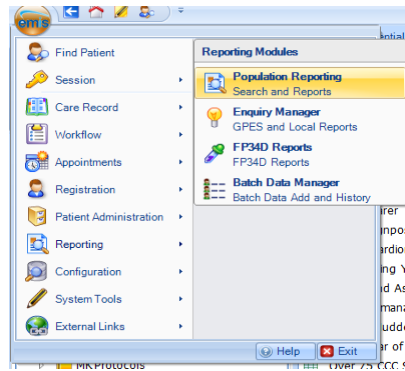Then click on the import button on the ribbon at the top.

This will then open a new window, locate the file that you saved earlier, then click open.

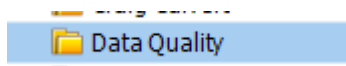This will import the template into the folder that you have selected.

Searches: Once you have received the search, save it to your desktop or somewhere where you know where it is, you will need to look for the file once you import it into EMIS.

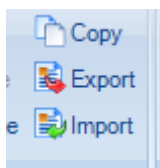**DO NOT ATTEMPT TO OPEN THIS FILE - IT WILL NOT OPEN OUTSIDE OF EMIS WEB.**

From the EMIS button click reporting, Population Reporting.

Select a folder; this needs to be where you want the imported search to be saved.

Then click on the import button on the ribbon at the top.

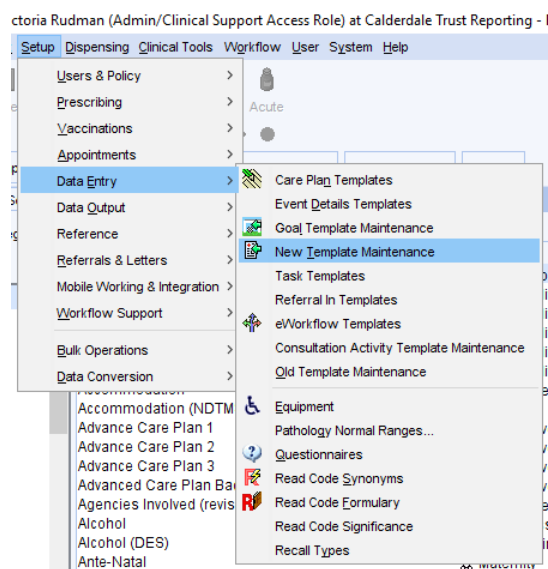This will then open a new window, locate the file that you saved earlier, then click open.

This will import the search into the folder that you have selected.
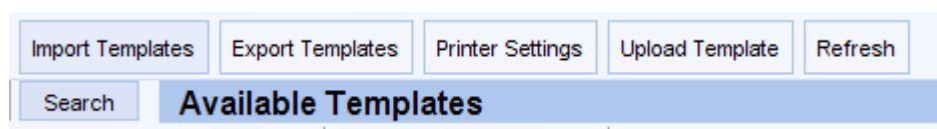
2. Importing templates and searches in TPP

Templates: Once you have received the template, save it to your desktop or somewhere where you know where it is, you will need to look for the file once you import it into TPP.

DO NOT ATTEMPT TO OPEN THIS FILE - IT WILL NOT OPEN OUTSIDE OF TPP.

From the home screen, select Set Up, then Data Entry, then New Template Maintenance.

Then click on Import template which is located above the Available Templates heading.
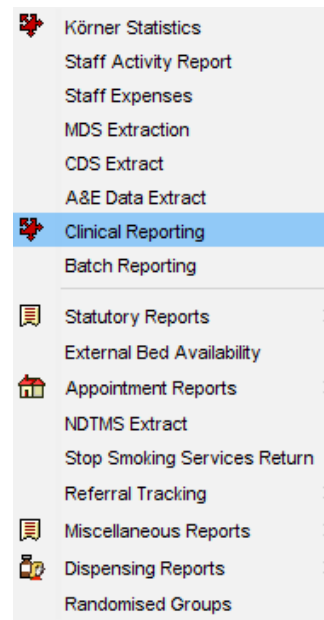

This will then open a new window, locate the file that you saved earlier, then click select.

Then click create new and save the template where you want to save it within TPP and click OK. Your template will be successfully imported.

Searches: Once you have received the search, save it to your desktop or somewhere where you know where it is, you will need to look for the file once you import it into TPP.

DO NOT ATTEMPT TO OPEN THIS FILE - IT WILL NOT OPEN OUTSIDE OF TPP.

From the home screen click on reporting, then Clinical Reporting.

Then click on Import which is located above the My Reports heading.

This will then open a new window, locate the file that you saved earlier, then click select.

Then click create new and save the search where you want to save it within TPP and click OK. Your search will be successfully imported.