10
EMIS PCS

How To: Import an EMIS template

The Templates will have been down loaded from a web site or sent to you as an email attachment.

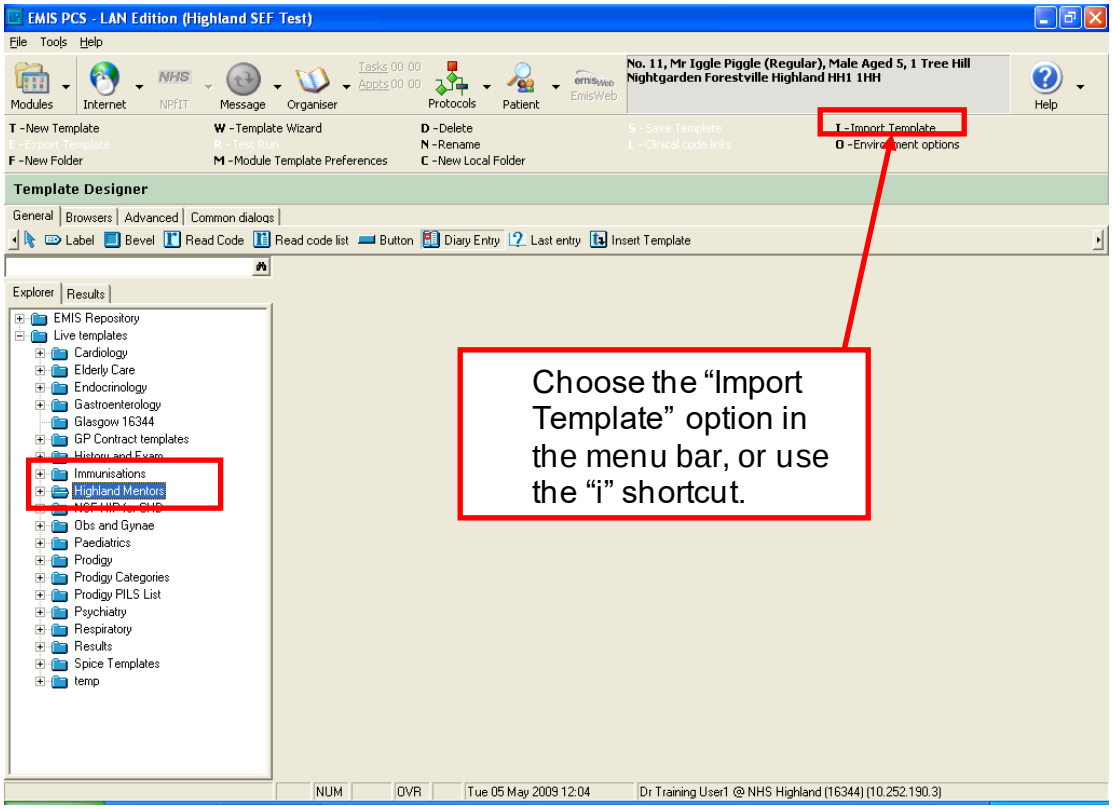
Note: EMIS template export files have a “tex” file extension. Right click on the email attachment and ‘save as’ (desk top)

Importing templates into EMIS

Login to EMIS

- From the main menu page (configuration section), choose Template Designer or use the “TD” shortcut

- Highlight the folder you wish to import the template to. Note: You can create additional folders for practice use in the “Explorer” window. You can also move the templates from one folder to another folder simply by dragging and dropping them.



- Choose the “Import Template” option in the menu bar, or use the “i” shortcut.

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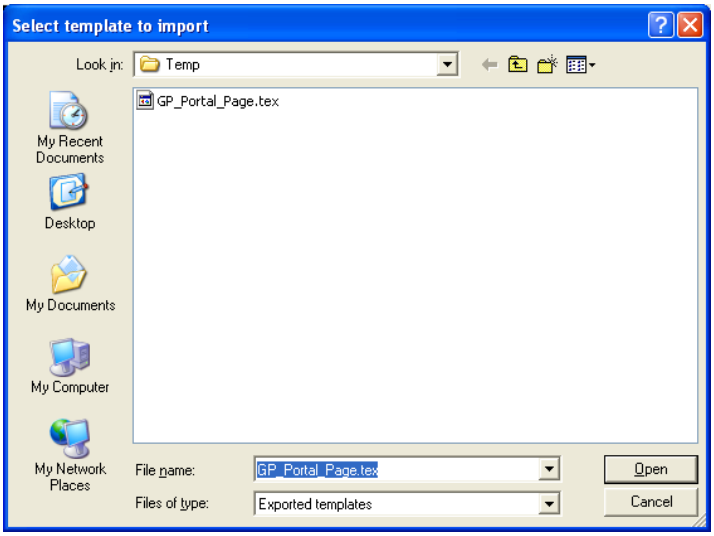
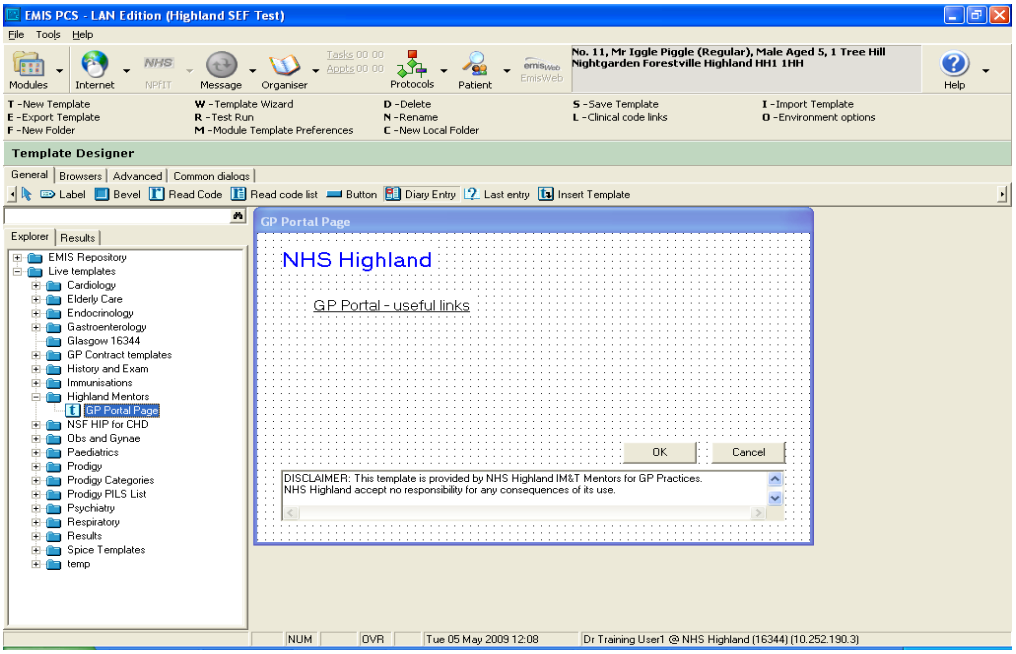
- In the dialogue that pops up, browse to the place you saved the template file you wish to import. (Desktop)



- Highlight the file and press “Open” – if a template of that name already exists you will be asked to confirm overwriting the existing template with the new one. Only do this if you are sure that the new template is a replacement for the existing one. Otherwise, choose “no”, rename the existing template and repeat the import. Note: template names are unique in EMIS regardless of which folder they are in.

Select OK and that's it – your template is now ready for use. To find the template, go to medical record and select ‘T’ or Templates. Search for the unique template name. This will be similar to the file name but with spaces instead of under_score’s.



Acknowledgements

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