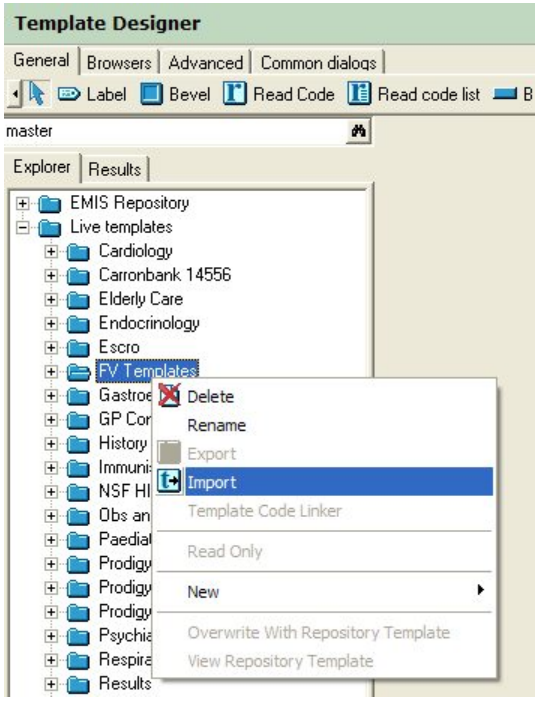
# How to import updated EMIS templates

**To import the updated templates:**

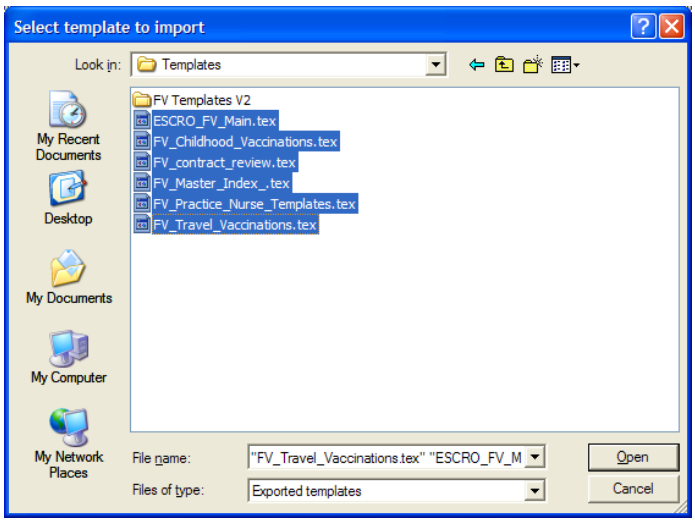
Download the templates from the Care Navigation Toolkit. The EMIS templates can also be found here Care Navigation Templates.zip.

1. Right click and “save target as” to a location on your PC, for example on your desktop.

2. Right click on the Live Templates folder in Template Designer (F3, TD) and click “import”.




3. Browse to the location where you saved the new templates. These can be selected individually and imported, or you can import them all at once by clicking on the first and last while holding the shift key. Then click “open”.

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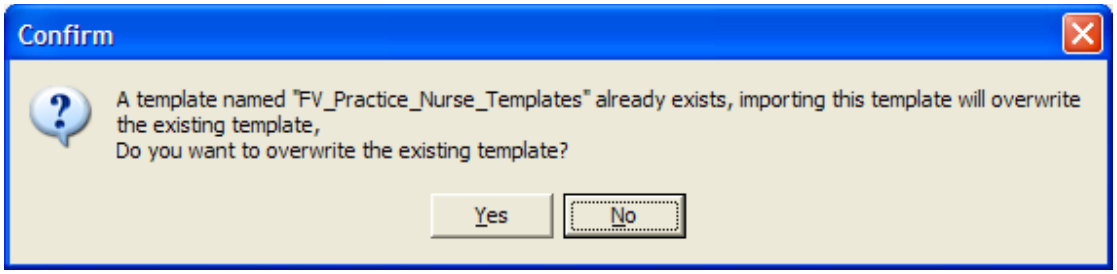
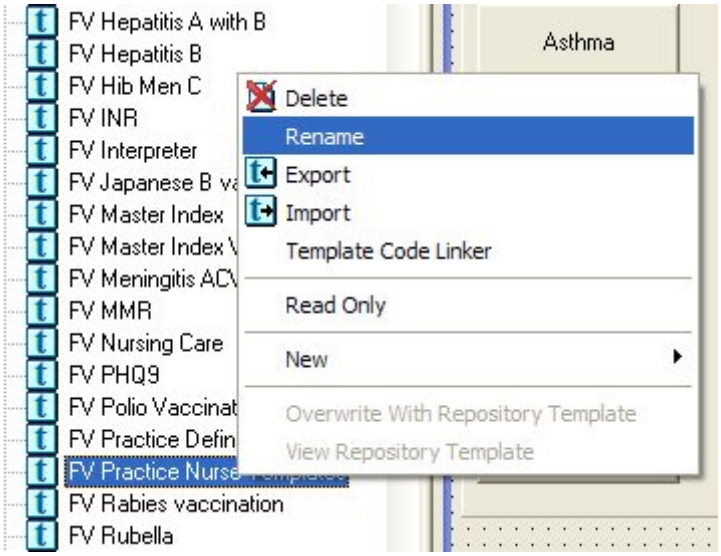
4. You will see the following warning:




5. **Please note: if you have made any changes to an existing template, these will be lost if the template is overwritten.** If you wish to save the existing template, you can re-name it by right-clicking on the template and click “re-name”, for example add old after the name. This will then not be over-written and can be used or copied as required.




6. If you do not wish to keep the existing template you can click ‘yes’ to over-write it.

7. When importing multiple templates, the list of imported templates usually shows a list with ~~.1 at the end, for example XX_Childhood Immunisations~~.1.These cannot be immediately opened as they are temporary files. If you open another template in a different section and then go back to the list they will be listed correctly and working properly.

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