# EMIS Web – Batch Data Manager

Batch Data Manager

You can use the Batch Data Manager to add data to multiple patient records in one go.

1. Access **Population Reporting** and then click **Batch Data Manager** tab from the ribbon.
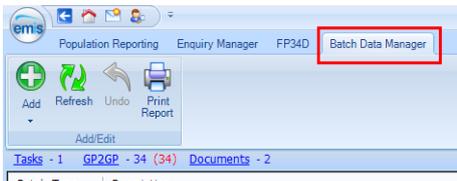
2. Click **Add** button, and select the type of data to batch add. You can add a clinical code, a protocol, a calculation or a patient warning in batch. In this example we're going to add a clinical code.
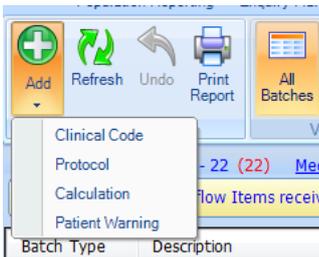
4. The first field is the batch data to add. Click **Magnifying glass** to find the data you want to add. In this case it will launch the code browser. Select the correct code to add.

Clinical code to Add to Patient Record

| * Batch Add | Influenza immunisation advised in surgery |

5. Enter some free text notes into the **Description** field

| * Description | Flu invite 2020 |

6. Select the list type, this will be whether you're using a search – and you can choose to add it to the included or excluded population, or whether you're using an admin list or an appointment rota patient list.

List Type
Search Population (Included)
Search Population (Excluded)
Admin List
Appointment Session

7. Once you have selected the list type, use the next magnifying glass to select your search or list.

After you have the search selected, the Batch data Manager will tell you how many patients your data will be added to.

8. Finally select when you want the data to be added. Select to add **Immediately** or **Schedule** a date and time if appropriate.

9. Click **OK.**

A **warning message** will be displayed, for you to double-check what data will be added.

10. Click **Add Batch** to proceed, or cancel to change your batch add action.

Your batch data will now show in the list along with date and status.

If you scheduled it to run immediately the status will now show **Running.**

11. Click **Refresh** button to update the status if needed. The **Status** will change to complete once finished.

Note: You have seven days after a batch has run to undo it – using the **Undo** button in the ribbon. However you cannot undo a protocol batch add action.