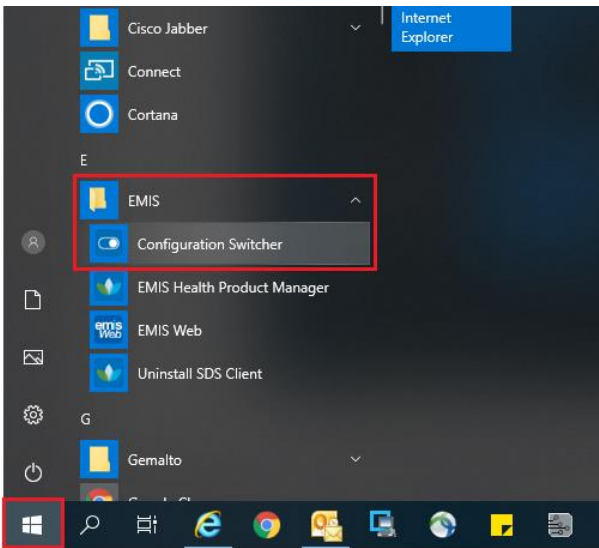


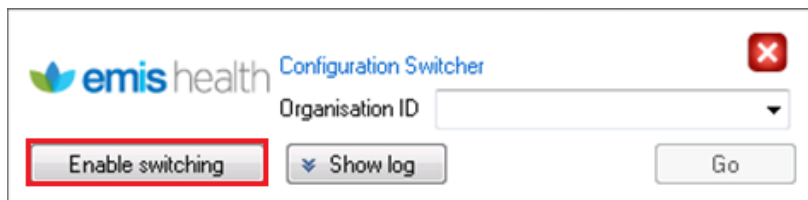
NECS Clinical Systems Specialist Team EMIS WEB – Configuration Switcher

Logging into different EMIS Web units

1. In order to access another GP Practice EMIS Web Unit, users **MUST** be an active user of the GP practice unit in question. For example if a patient is registered at practice A and is to be seen at practice B, staff at practice B must have an active staff profile within practice As EMIS Web Unit
2. The first time you use the **EMIS Switcher** you need to add the **Shortcut to your desktop**. This is a once only step. Complete the following steps:
 - a. Click on **Windows Start menu** – bottom left of screen



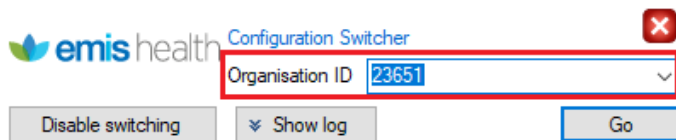
- b. Click to open the **Emis Folder** click **Configuration Switcher** and click Enable Switching. Click Close when done



- c. This will activate the configuration switcher for this PC and will display the shortcut for this on your desktop.



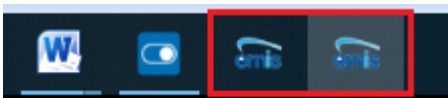
3. Access your **Emis Web** unit in the usual way with your **smartcard**
4. When you need to access another GP Practice unit **minimise your screen** and from the desktop double click on the **Configuration Switcher** icon



5. Enter the **Organisation ID Number** (CDB) for the practice and click **Go**
Note: you only need to do this once as the system will store the organisation IDs
6. The **EMIS Web log in** screen will display , enter your **Username** and **Password**, the Organisation ID will be pre-populated, click **Sign In**



7. Another instance of Emis Web will now display
8. To open further instances of Emis Web follow step 4
9. You can now see the number of instances of EMIS Web that you have open in the bottom tool bar



Note: you can have up to 4 instances of EMIS Web open at any 1 time. If you do have 4 instances open and need to see a patient from a practice for which you do not have the unit open, you will need to close one of the open instances before you can open more.