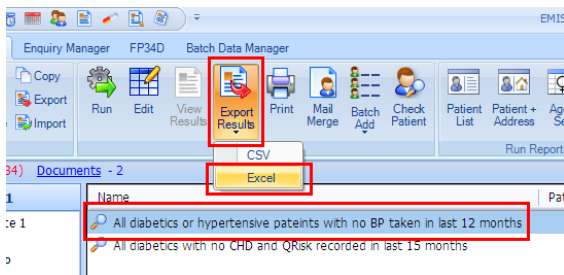


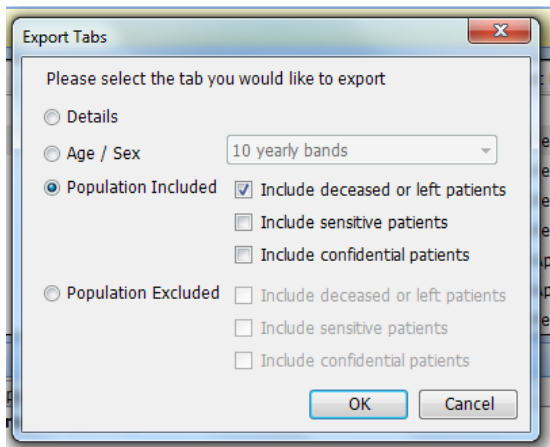
NECS Clinical Systems Specialist Team EMIS Web – Exporting Search Results

Exporting Search Results

1. To export the results of a Search, highlight it and then click **Export** in the ribbon and choose your desired format.



2. Choose what information you would like to export, details will just show you the report criteria and totals, Age/Sex will show the data grouped. Population included/excluded options allow you to export patient details.



Handily you can select to export the included patients or the excluded ones. You can also tick to select additional options regarding inactive or confidential patients.

3. Click **OK**
4. Pick an appropriate location, choose your filename and click **Save**

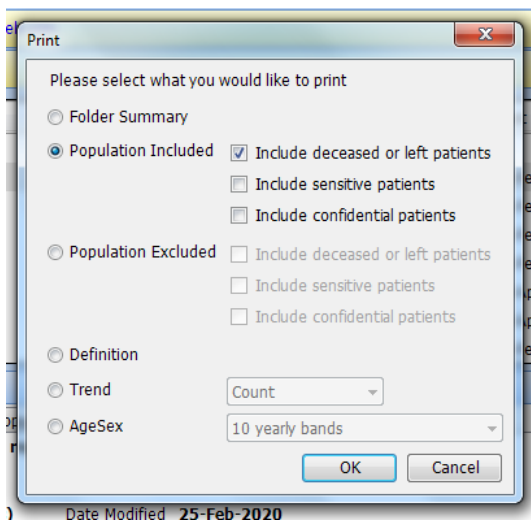
Printing Search Results

Another option for exporting search results is to use the print option which will open the search results in Word.

1. Find the relevant search, and click **Print** from the ribbon



2. Select from the options what you'd like to print. These are similar options to the export screen



3. Click **OK**
4. The results will be displayed in Word within EMIS. You can **Email** or **Print** from here
5. To save outside of EMIS, click into the Word **File** tab and select **Save As**. Choose a file location, and change document type to Word Document

Note: If you do decide to save patient data outside of EMIS Web make sure you adhere to GDPR guidelines. You may want to consider exporting a report instead of a search as you can choose what data is exported and make sure patient's details are anonymised. Refer to the separate guide on reports for more information.