

NECS Clinical Systems Specialist Team EMIS WEB – Importing Letters

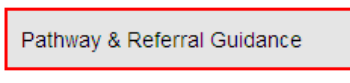
Importing Letters

Use this guide to import Referral Forms that are stored on the extranet.

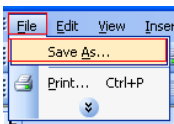
1. Access the extranet and click **GPs / Clinical**



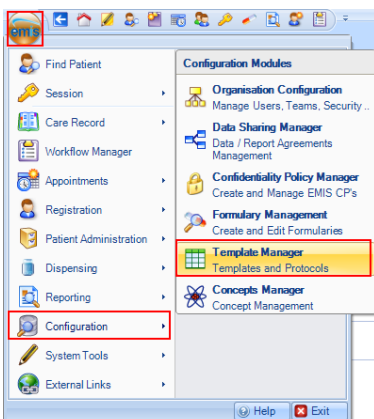
2. Select **Pathways and Referral Guidance** from the left side of the page



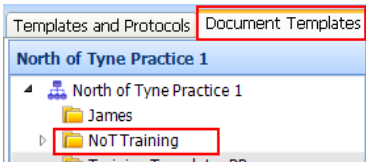
3. Click to open and view the EMIS Web Referral Forms
4. Click to open the appropriate Referral Form
5. Click **File** and **Save As** and select an appropriate place to save the referral form for example your desktop. Close the referral form



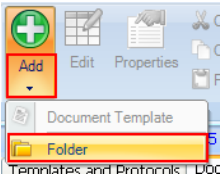
6. Access **EMIS Web**
7. Click **EMIS – Configuration – Template Manager**



8. Click **Document Templates** tab from the left pane. Ensure the relevant folder is highlighted



9. If you need to create a new folder, ensure your practice name is selected from the left pane. Click **Add** and select **Folder**



10. Give the new folder a **Name**, a **Description** and ensure the folder is **Active**. Click **OK**

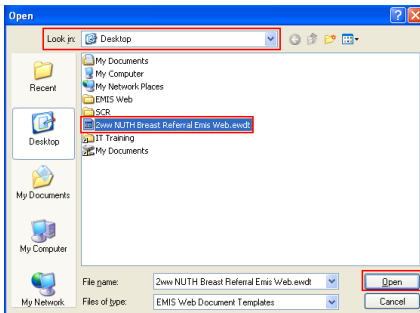
Note: if you need to create subfolders, follow the same process, however ensure the folder is selected and not the practice name.

11. Click **Import** from the ribbon



12. Locate where the referral form is stored

13. Click to highlight the document and click **Open**



The referral form will now display within your folder and is now ready to be used.