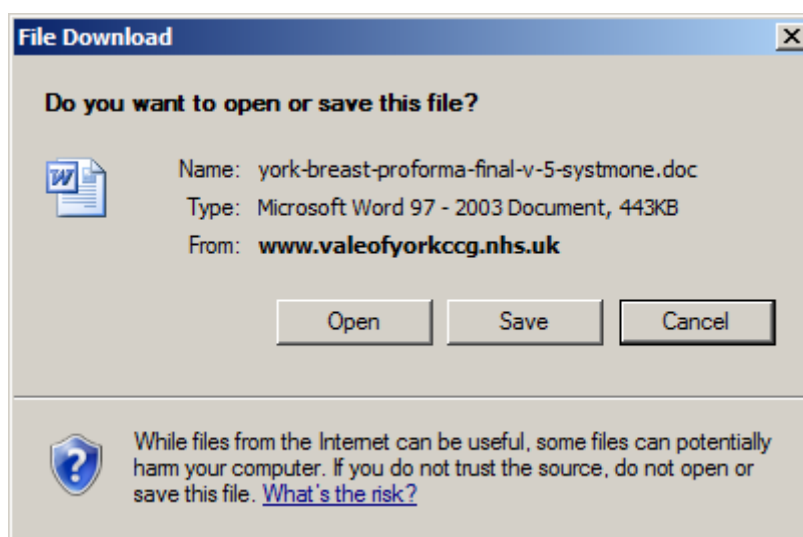


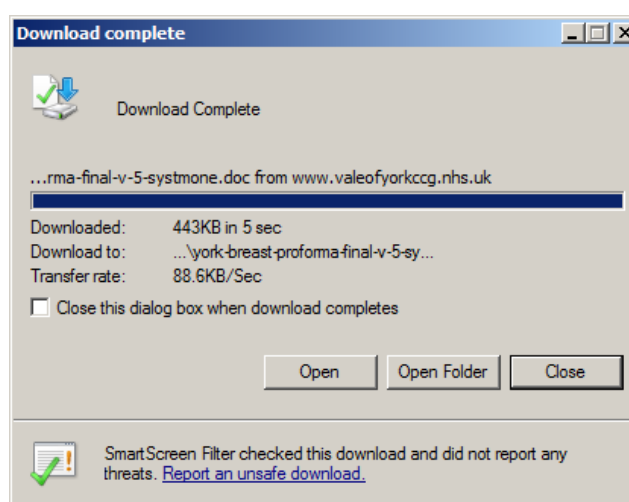
DOWNLOADING EMIS WEB RSS REFERRAL LETTERS (FOR IMPORTING INTO EMIS WEB)

EMIS WEB - Template Download Instructions

1. On the Vale of York website, click on the link to take you to the relevant letter template - the window which opens will resemble this:



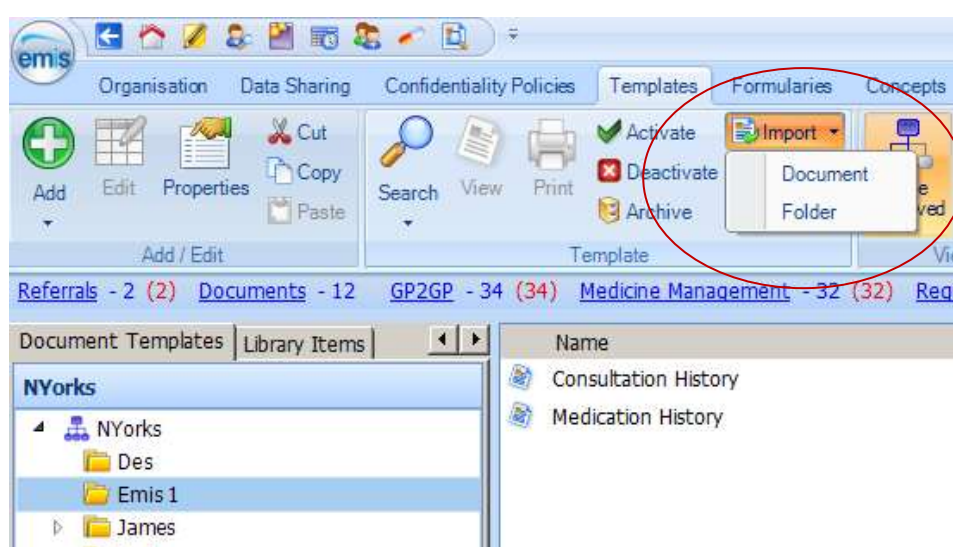
2. Click on **Save**
3. Save the file to a suitable location (ready for importing), you will see the file name is correct, click **Save**
4. The file will save and the following window will appear:



5. Click on **Close**

EMIS WEB - Importing a template Instructions

1. Navigate to the Word letter template section of EmisWeb via
 - a. EMIS menu
 - b. Configuration
 - c. Template Manager
 - d. Document Templates Tab
2. Select the folder you want the template to be imported to and:
'Import > Document'



3. Locate and **Select** the relevant template from the 'Select Document' window.
4. The template should now be available for your use.