

IMPORTING LETTER TEMPLATES

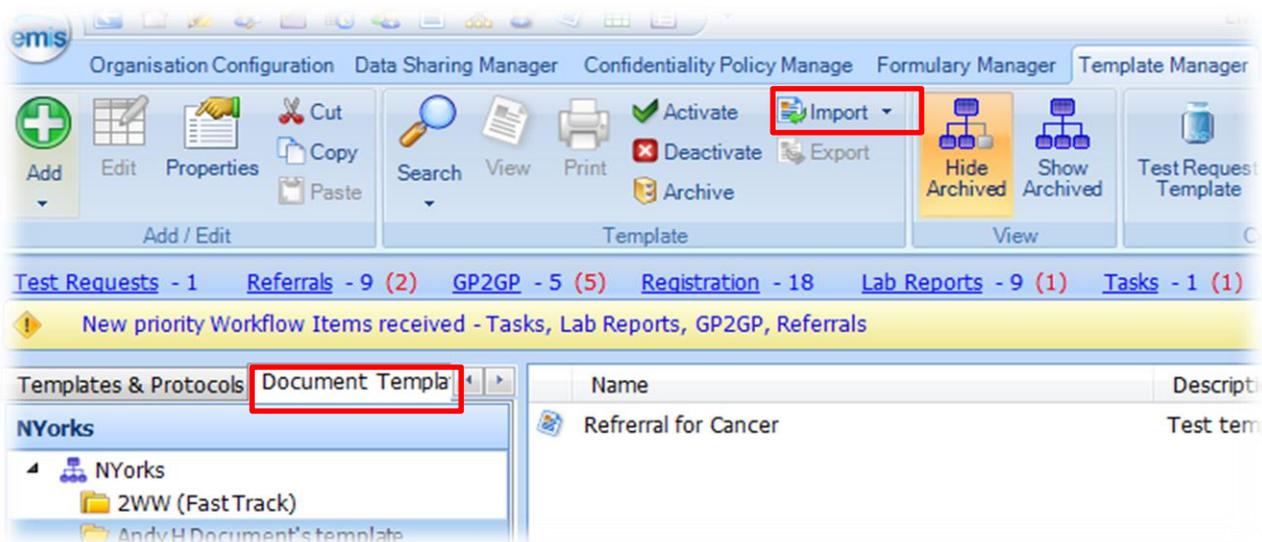
EMIS WEB - Importing a Letter Template instructions

Before you try to import the letter templates in Emis, you must have saved the letters into a folder on your computer ready for importing. If the documents arrived with you by email, you can use **File > Save Attachments** to place the documents into a folder. (You will not be able to open the files – they are in a format only openable in Emis).

1. Within Emis navigate to the **Template** section via;

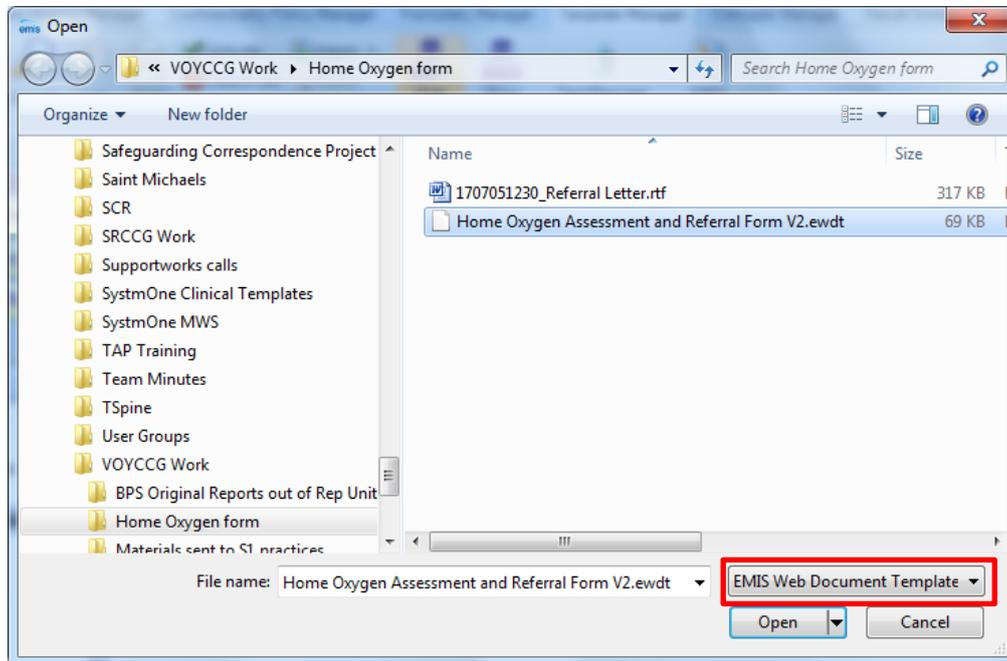
-  EMIS menu
- Configuration
- Template Manager (the Template Manager screen will display – the 'Templates & Protocols' Tab will appear first by default).

2. In the navigation pane on the left, click the **Document Templates** tab



3. Select the folder on the left where you want to save the imported template and then, on the ribbon, click **Import > Document**.

4. On the **Open** screen, navigate to and select the required template (the file will have **.ewdt** as a file extension), **make sure that the option after the File name is **Emis Web Document Template** (see below)** and then click **Open**.



The template is imported to the selected folder.

If there is an existing clinical template with the same name as the template you are importing a message will appear asking if you wish to 'Overwrite existing Template?':

Do one of the following:

- *To import the clinical template and overwrite the existing template, click **Yes**.*
- *To cancel the import, click **No***

Document templates are assigned a version number if there is an existing template with the same name rather than replacing the stored version.

5. The template is then Active and ready to be used in the normal way.