

| How to import an EMIS search from a zipped file |              |
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| Reference                                       | How To Guide |
| Version   | 0.2          |
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During Covid19 pandemic it is essential to issue as many prescriptions as possible via EPS. The attached search can be run to find patients who do not have a nominated pharmacy. Follow your PCN/Practice guidance to assign a pharmacy for all patients included in the emis search



New Compressed  
(zipped) Folder.zip

### 1. Purpose:

To enable users to import EMIS searches which have been set up by another user thus saving time and variations in search content.

### 2. Procedure:

- Set up a folder in a practice shared location used for PBMC/MCwork.
- Name it **'Imported Emis searches'**.

Each search will be sent from the creator as an attachment in an email

- Click once on each file within the email and you will be given the options 'open, save, cancel'. There is an arrow next to 'save'. Click on that and select **'save as'**.
- Now locate the **'Imported Emis searches'** folder and click **save**. **Repeat this if there are multiple searches within the email.**
- In **'Imported Emis searches' folder**, double click on the required folder (this will look like a folder with a zip on it). This takes you to a XML document that looks like a sheet of paper with a globe on it
- Click on this once to highlight it, you will then see **'Extract all files'** just above it. Click on this once and it will give you the option **'Select a destination and extract files'**. Click on **'Browse'**, search for and double click on the **'Imported Emis searches'** folder, then click **'Extract'**. **Repeat this for all searches.**
- Go to Emis population reporting and select the folder to save your searches in.
- Click **'Import'**, which is located towards the top left corner.
- On the next screen click on a box to the right of **'Enquiry document'**, which contains three dots
- Go to the **'Imported Emis searches'** folder and click once on the required search then click **'open'**.
- On the next screen click **'Ok'**. **Repeat this for all searches. Please do not amend imported searches, if necessary this will be done centrally by the creator**

**The search is now ready to run**