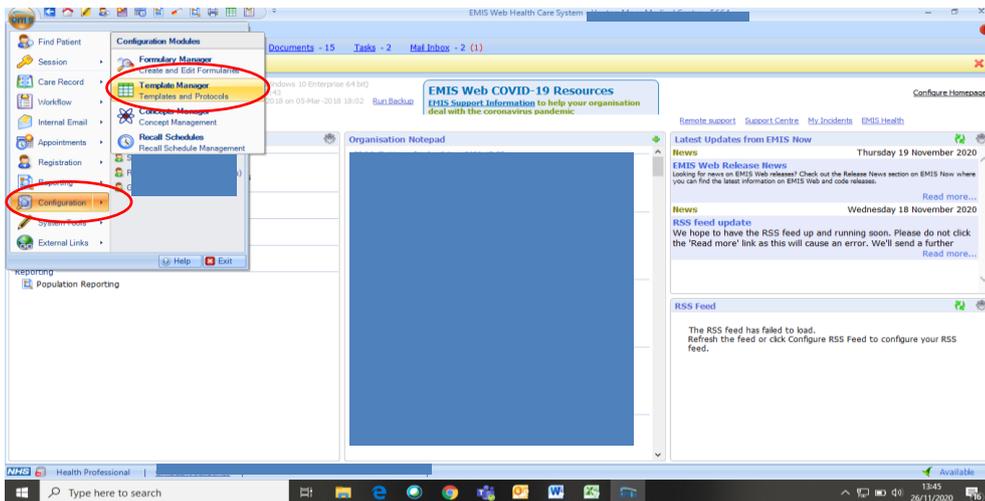


77. Upload a Template to EMIS

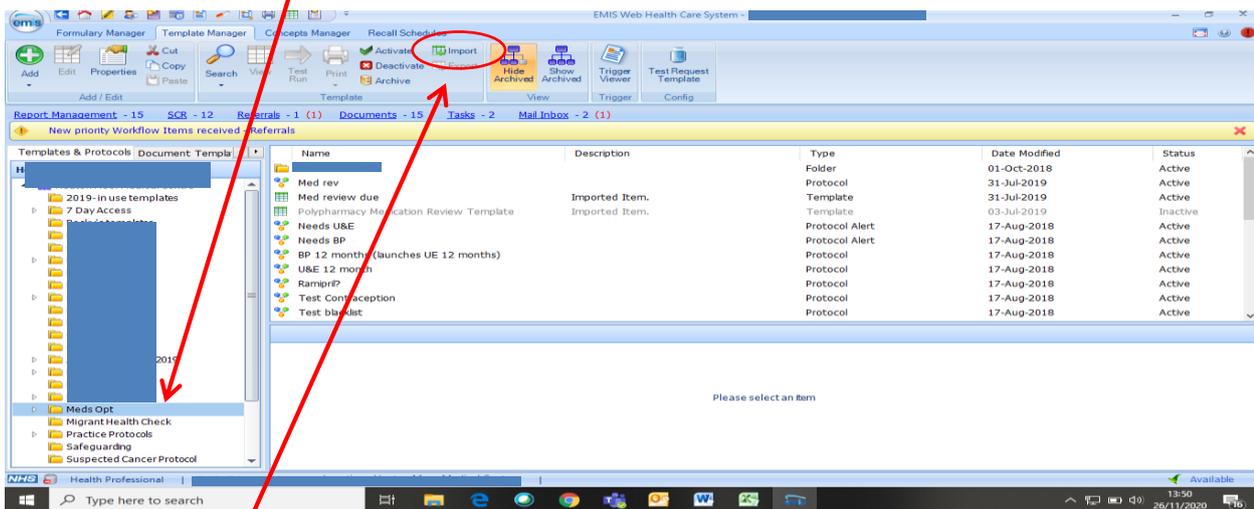
Reference	How To Guide 77	Approval date 1/12/2020
Version	1.0	Review date 1/12/2021

Procedure

- Save the template to your desktop or preferred location in My Documents
- Go to configuration on the EMIS ball, click on Template Manager



- Find the correct folder to store the template or create a new one



- Click Import
- Go to your desktop and double click on the template document to be imported
- The template is now available for use

This document is part of a suite of documents produced for the sole purpose of NHS Stockport GP practices in managing the prescription process. Viaduct Care CIC and Stockport CCG accept no responsibility or liability for any use of the information the documents contain outside of NHS Stockport GP practices or for adoption by other organisations providing health or care services