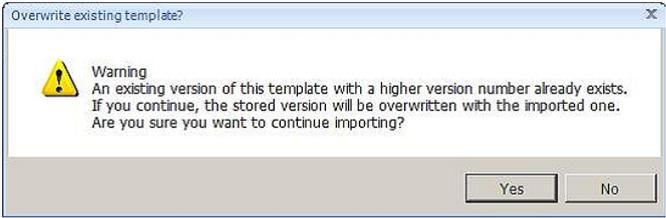


GM-ELIRT: Import Instructions

EMIS

- 1 Save the email attachment **GM ELIRT_EMIS Web.zip** to a local or network folder of your choice. This file is a ZIP archive file; the template file is actually contained inside this archive file.
- 2 Using the mouse right-click on the saved file 'GM ELIRT_EMIS Web.zip' then select **Extract all** from the resulting list of options. Please note that you may not be presented with the exact option 'Extract all' as this is dependent on the version of 'Windows' on your computer, however, regardless of this you should see something similar to 'Extract all'.
- 3 An extraction wizard will then provide a series of instructions which will allow you to 'unzip' or extract the template file from the ZIP archive file. Follow the instructions that you are presented with by the extraction wizard. Once this extraction process is complete the template file named **GM ELIRT_EMIS Web.xml** will be copied to the same folder as the ZIP archive file. Please note that the template file has the extension '.xml'.
- 4 Open and log into EMIS web. From the EMIS web home page, go to **Configuration** and then **Template Manager**. Under the **Templates and Protocols** tab, locate the folder 'LTC Integrated Review'. If the folder already exists go directly to Instruction 6, otherwise create a new folder as directed in Instruction 5.
- 5 Create a **new folder** and name it 'LTC Integrated Review'. To do this right-click on your surgery name, select New then click on Folder. The 'Add Folder' window will appear. Name the folder 'LTC Integrated Review'.
- 6 Again under the **Templates and Protocols** tab, select the folder 'LTC Integrated Review' (which will be listed below your surgery name in the left hand pane) by clicking on it (once selected it will be highlighted in blue). Click the Import icon and an 'Open' browser will appear. Locate the 'LTC Integrated Review - GM ELIRT.xml' template file and click the 'Open' button. The template will then be imported into that folder.
- 7 If either of the following messages is displayed, select **Yes**.


- 8 If the template has been successfully imported it will be listed in the right hand pane.

SystemOne

- 1 Save the email attachment **GM ELIRT_SystemOne.zip** to a local or network folder of your choice. This file is a ZIP archive file; the template file is actually contained inside this archive file.
- 2 Using the mouse right-click on the saved file 'GM ELIRT_SystemOne.zip' then select **Extract all** from the resulting list of options.
Please note that you may not be presented with the exact option 'Extract all' as this is dependent on the version of 'Windows' on your computer however regardless of this you should see something similar to 'Extract all'.
- 3 An extraction wizard will then provide a series of instructions which will allow you to 'unzip' or extract the template file from the ZIP archive file. Follow the instructions that you are presented with by the extraction wizard. Once this extraction process is complete the template file named **GM ELIRT_SystemOne.xml** will be copied to the same folder as the ZIP archive file.
Please note that the template file has the extension '.xml'.
- 4 Open and log into SystemOne.
From the SystemOne home page, go to **Setup > Data Entry > New Template Maintenance**. Click the **Import Templates** button. Browse to find the template, SystemOneTemplates Long Term Conditions review template GM-ELIRT.xml and click **Open**.
- 5 Right-click the template and select **Publish Template** on the Template Maintenance screen. Press **F1** in SystemOne for comprehensive **Help** on creating and using templates.