

How to copy and run Searches – *Waltham Forest*



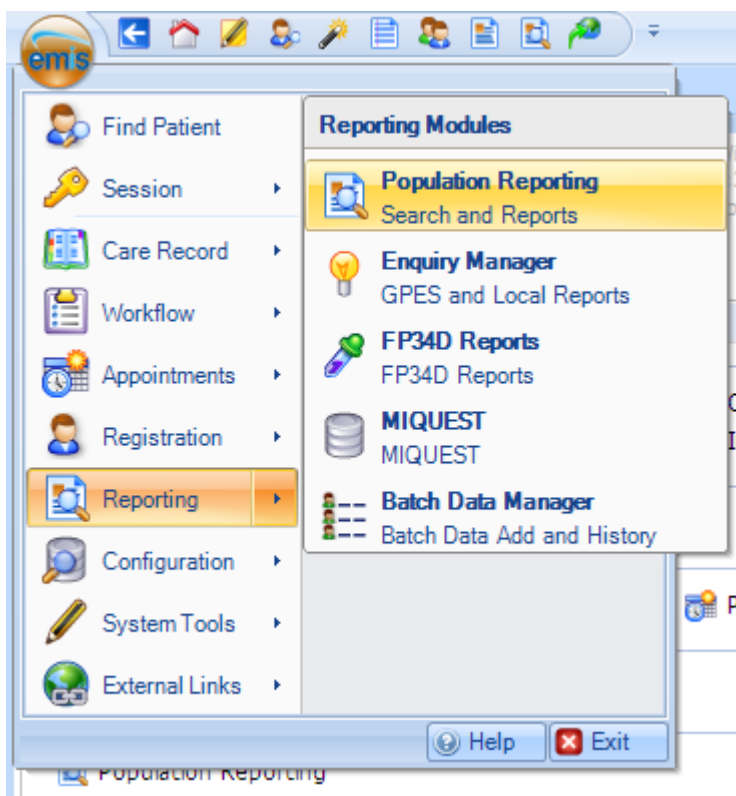
Clinical Effectiveness Group
Centre for Primary Care & Public Health | Blizard Institute Queen Mary University of London
London, England

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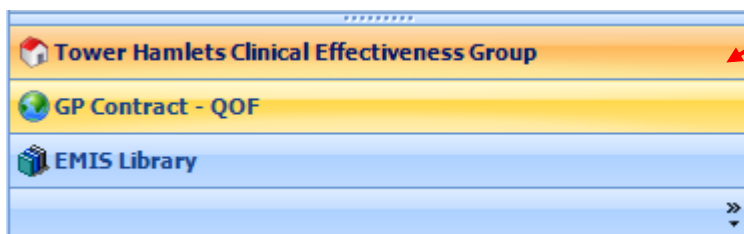
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How to copy and run searches

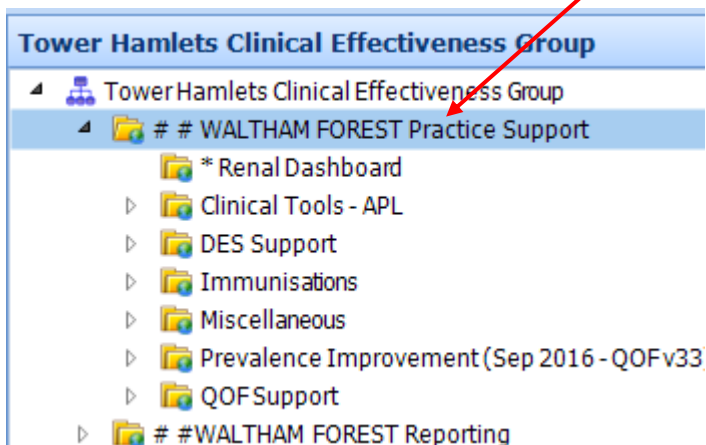
1. On EMIS go to **Reporting – Population Reporting**



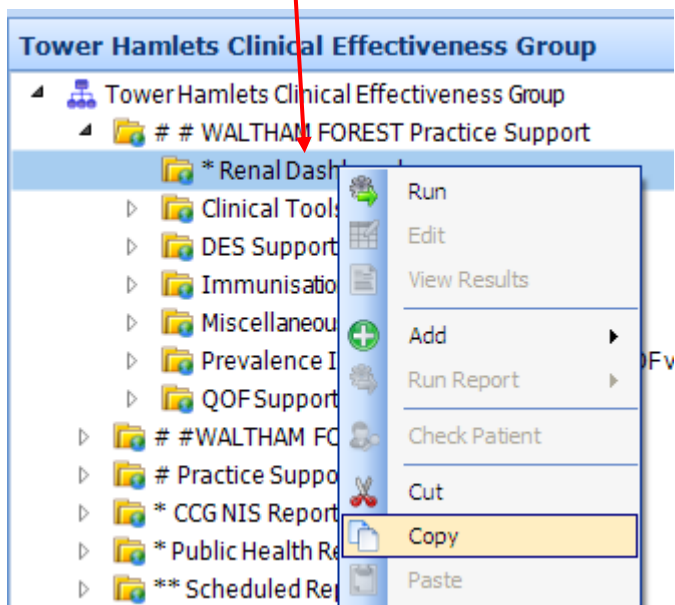
2. On the left hand side click on the tab at the bottom that says **'Tower Hamlets Clinical Effectiveness Group'** (Waltham Forest Searches are located here)



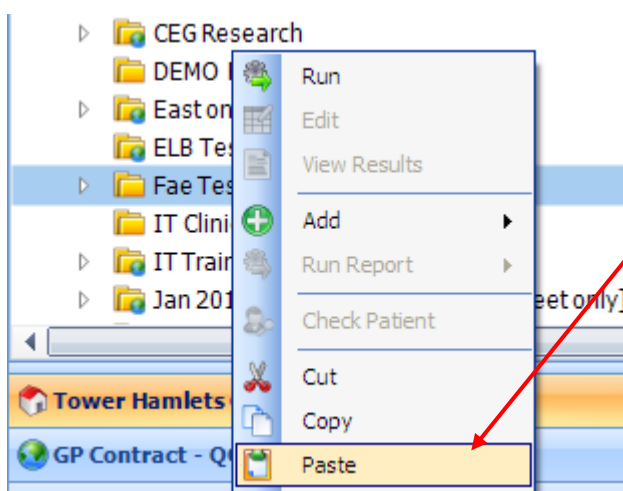
3. Click on the folder **'# # WALTHAM FOREST Practice Support'**



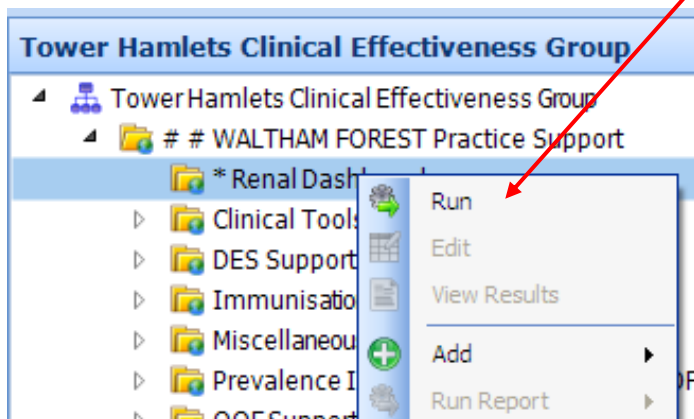
4. Right click the **'*Renal Dashboard'** Folder and click **copy**



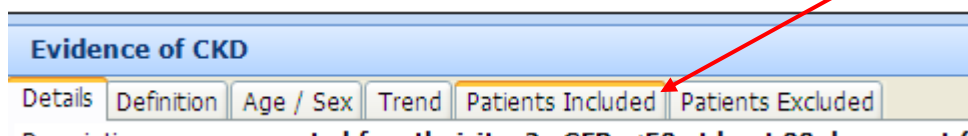
5. In your **practice domain**, find the folder you want to save the searches in **and right click** then **paste**



6. Now **right click** on the folder/search you want to run and select **run**



7. Once the search has ran select the search you want to look at and click **Included patients**



8. Then if you want to print the patient list, on the top ribbon click **print**



9. Click the **patient included** and select **Ok**

