

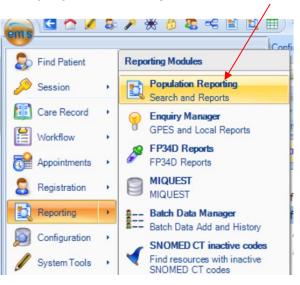
EMIS: How to copy CEG's searches/folders into your practice domain and archive old versions

Contents

Copying Practice Support Searches	. 1
Archiving old folders and searches	. 3

Copying practice support searches

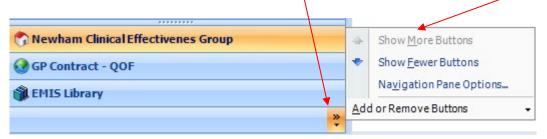
1. From the EMISWeb home page, go to **Reporting** and then **Population Reporting**



2. Navigate to your locality folder ie **Newham Clinical Effectiveness Group folder** at the bottom left of the screen



3. If you are unable to see our folder, you may need to click on the arrow and then click on **'show more buttons'** until our folder is visible



4. Navigate to your locality support folder ie '**###Practice Searches & Reports 2021 to 2022**' (Please note the name of this folder may change)

Newham Clinical Effectivenes Group
🚠 Newham Clinical Effectivenes Group
###Practices Searches & Reports 2021 to 2022

5. Right click to copy and paste this folder into your practice domain.

There will be several support folders and searches relating to the current locality (CCG) and Public Health services that are active in your borough:

Newham Clinical Effectivenes Group					
🚠 Newham Clinical Effectivenes Group					
4 🔮 #	##Practices Searches & Reports 2021 to 2022				
Þ	🥫 # COVID-19 CEG Support				
Þ	🥫 1. Newham CCG				
Þ	🙀 2. Public Health (LBN)				
Þ	😫 4. Clinical & Screening Tools				
Þ	🙀 Cancer Screening v3				
Þ	📷 Immunisation (including Hu)				
	🙀 No Ethnicity Recorded (v3)				
Þ	🙀 PCN IIF 2021-22 (v2)				
Þ	🙀 Prevalence Improvement 2021-22 QOF v45 v2				
Þ	🙀 QOF Support 2021-22 -Cancer v1				
1	📷 SMI 6 Physical Health Checks				
Þ	🙀 UCLP CEG Risk Stratification				
	🥫 Weight Management CQRS Claim v1				

From time to time you may be asked to copy updates to searches and these can be copied individually and will not require practices to copy the full folder again.

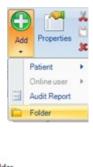
6. To view your practice data, you will need to run the searches

	Population Re	eporting	Enquiry M	anager	FP34D	Reports	MIQUE	EST	Batch Da	ata Mana	iger
Add	Properties	Cut Paste Delete	Copy	Run	Edit	View Results	Export Results	Print	Mail Merge	Batch Add	2 Chec Patie
Add / Edit			2	Actions							

Archiving old folders and searches

It is possible to delete old folders and searches by right clicking them and selecting 'delete', but this will remove them permanently. Instead, we suggest moving old searches to an 'Archive' folder so they are still available for reference or, in rare cases, where the wrong searches have been deleted by mistake.

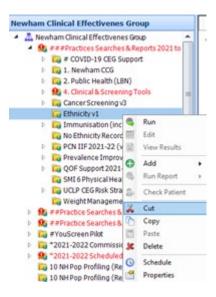
1. Add an archive folder if you don't already have one. Click the 'Add' button and select 'folder'



2. Name your new folder 'Archive'

Add Fo	lder
Name	Archive

3. Highlight the search or folder you want to remove, eg 'Ethnicity V1', right click, select 'cut'



4. Go to your Archive folder, right click, select 'paste'

