

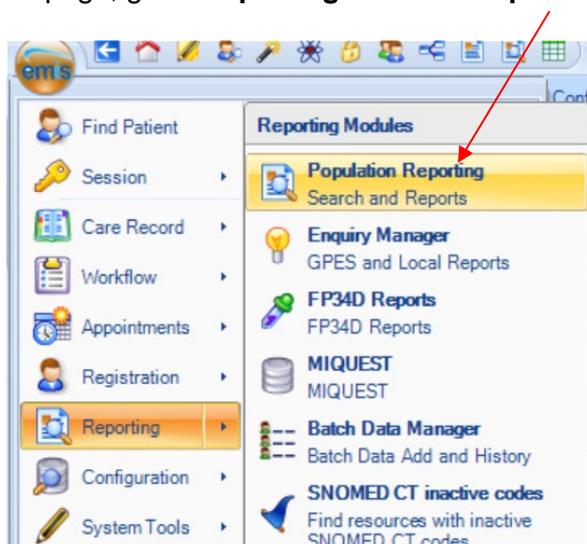
EMIS: How to copy CEG's searches/folders into your practice domain and archive old versions

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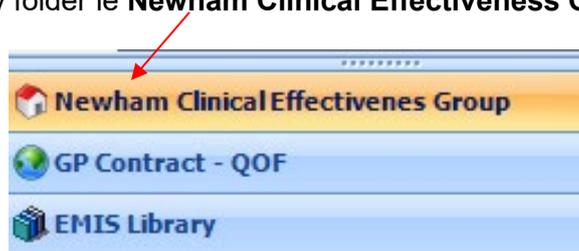
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Copying practice support searches

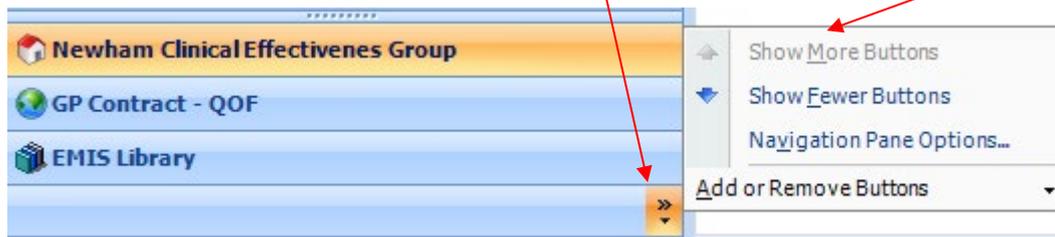
- From the EMISWeb home page, go to **Reporting** and then **Population Reporting**



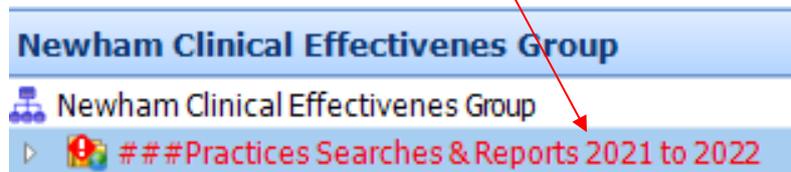
- Navigate to your locality folder ie **Newham Clinical Effectiveness Group** folder at the bottom left of the screen



- 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

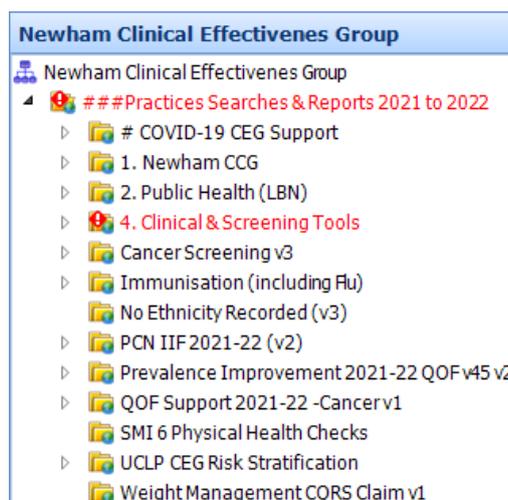


- Navigate to your locality support folder ie **'###Practice Searches & Reports 2021 to 2022'** (Please note the name of this folder may change)



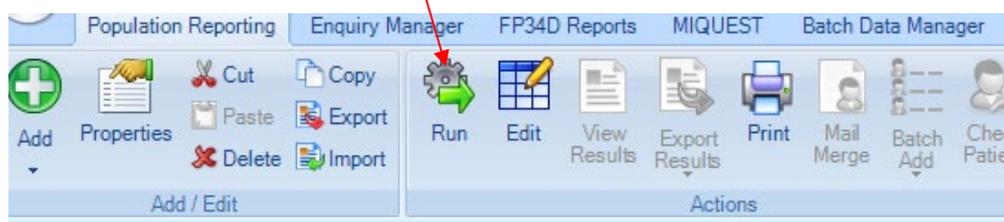
- Right click to copy and paste this folder into your practice domain.

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



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.

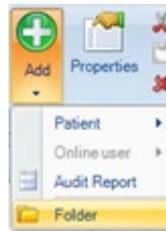
- To view your practice data, you will need to run the searches



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.

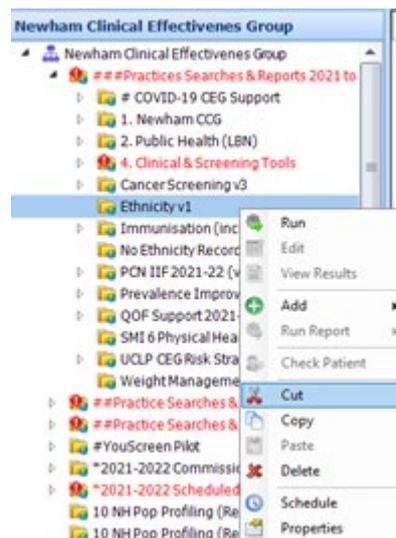
1. Add an archive folder if you don't already have one. Click the 'Add' button and select 'folder'



2. Name your new folder 'Archive'



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'

