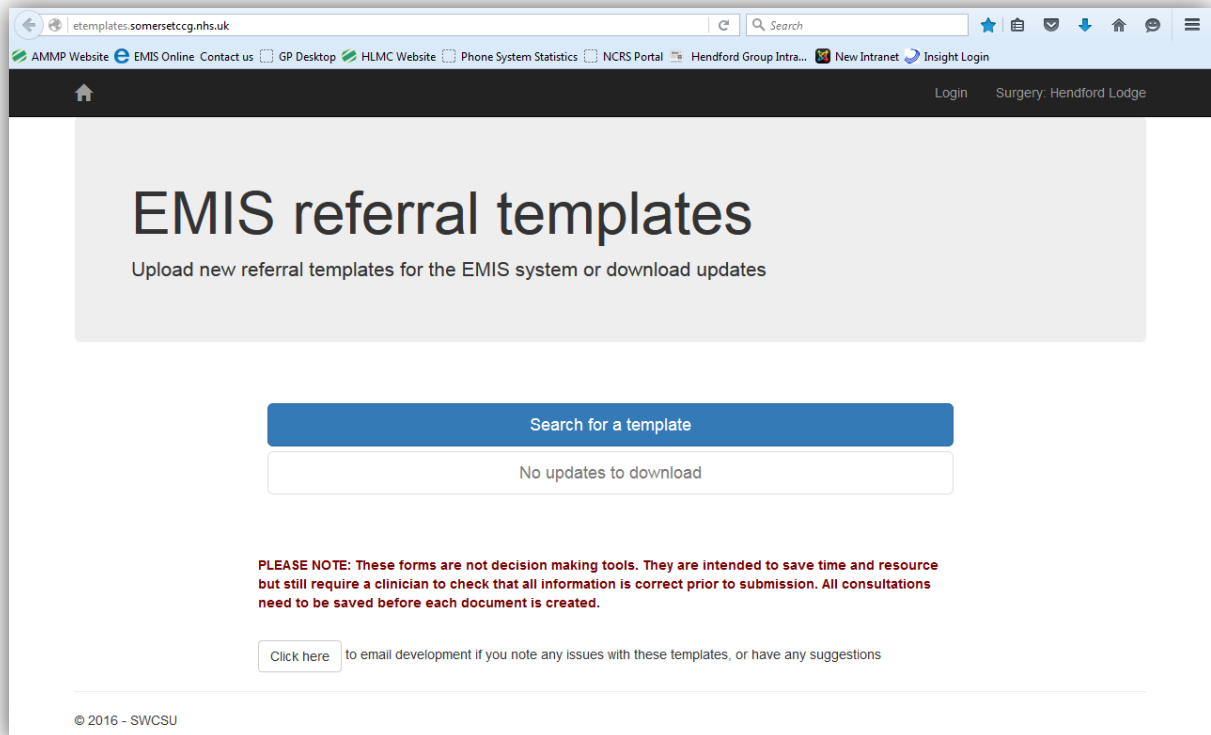# Template User Guide

PLEASE SAVE YOUR ACTIVE CONSULTATION BEFORE CREATING THE DOCUMENT USING THE TEMPLATE TO ENSURE YOU EXTRACT THE MOST RECENT INFORMATION.

To find a template, please follow the below instructions.

1. Open internet explorer and go to http://etemplates.somersetccg.nhs.uk

2. Click, Search for a template
3. Enter in a Keyword such as Cancer, or Radiology and click search, or, select a speciality from the list. *(please note if a keyword does not find any results, please check under the relevant speciality*
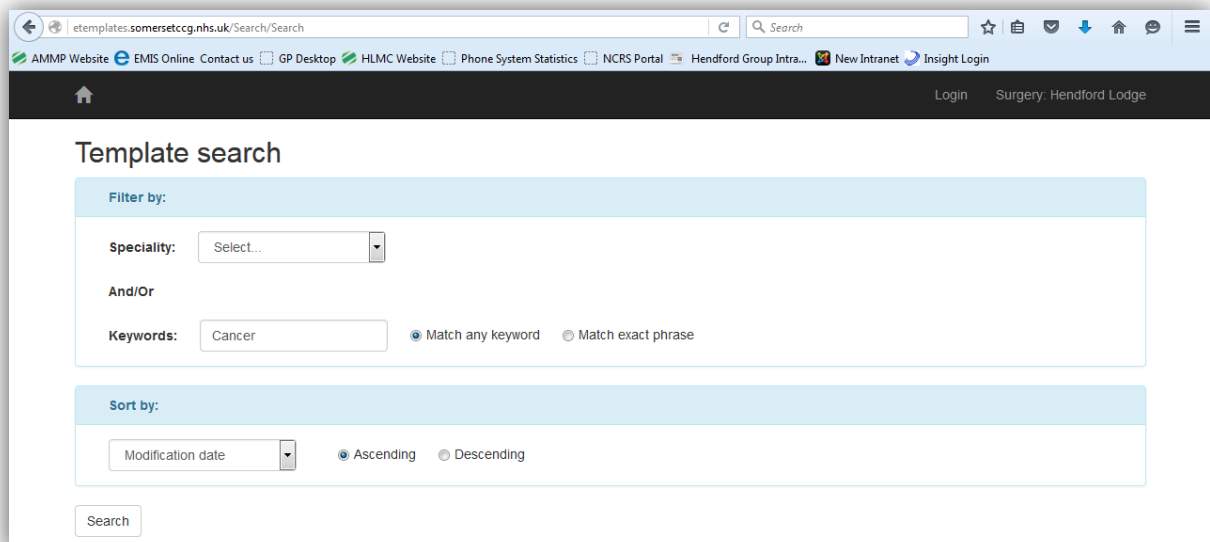
and inform the CCG via the feedback link on the front page that you think this should have this keyword)

4. From the search results, tick the boxes for the documents you wish to download, and press the button called, Download Selected.

5. Choose a location to save these documents and press save.

You now have the template file. This needed to be imported into EMIS

Follow the below steps to import your new documents.

1. Click the EMIS Ball > Configuration > Template Manager
2. Select document templates from the tabs on the left hand side and choose a folder to import the documents into by selecting it.
3. Click the arrow next to the Import Button on the EMIS Tool Bar (top middle), and select import Document
4. Browse to the folder where you have stored the document and select it
5. Press Open
6. Rename the document if you prefer a different name, or want to differentiate it from other templates you may have by clicking the properties button and editing the name.

The document is now imported into your clinical system and ready for use by the clinicians.

To add the website feed to EMIS please do the following:

1. Load EMIS
2. In the feeds section in the bottom right hand side of the home screen, click the Cog Icon
3. In the RSS Feed URL Box enter, http://etemplates.somersetccg.nhs.uk/Rss/Feed and **UNTICK** the box, *Set as Default RSS Feed for your Organisation*. If you fail to do this, everyone in the practice will have the same feed, which may not be what others want.
4. Press ok, and the feed will update automatically.
5. Keep an eye on this for new Templates.
6. Click on the name of the form in the feed for any new templates you wish to download and import into your library.