

# EMIS Bulk Data Sharing

## Instructions for GP Practices

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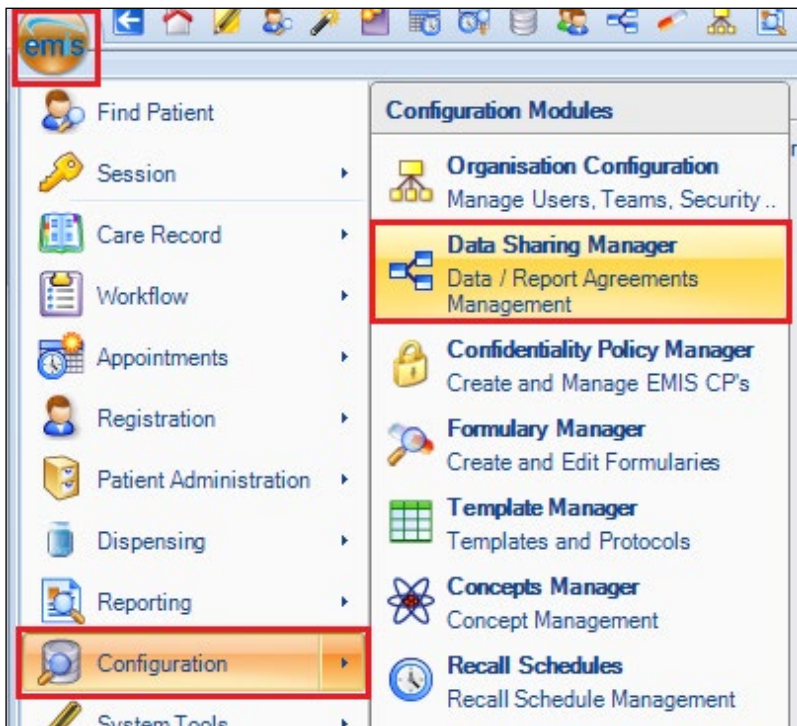
Using EMIS Data Sharing Manager to enable MyWay Diabetes


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# Using EMIS Data Sharing Manager to enable MyWay Diabetes<sup>1</sup>

Activate the sharing agreement

1. Review the Data Sharing Agreement, which is available via the Consent page here: <https://mywaydigitalhealth.co.uk/gp-practice-consent-page>
2. Access EMIS Data Sharing Manager.



Click  > Configuration > Data Sharing Manager.  
The Data Sharing Manager screen is displayed.

## PRE-REQUISITE:

To access Data Sharing Manager you will need the RBAC code  
**B0109 - Local Restricted System Administration**

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<sup>1</sup> 'MyWay Diabetes' may appear with slight regional name variations, however the instructions remain valid regardless.

- At the bottom of the navigation panel (running down the left-hand side of the Data Sharing Manager module screen), check the tabs to locate the agreement (**Care record, Data distribution or Reporting**).

**PLEASE NOTE:**

Existing agreements of the selected type are listed in the navigation panel


- Active agreements have a green tick alongside
- Inactive agreements have a red cross alongside

The screenshot displays the Data Sharing Manager interface. At the top, there are navigation tabs: Organisation Configuration, Data Sharing Manager, Confidentiality Policy Manager, Formulary Manager, Template Manager, and Conceal. Below these are buttons for 'Activate Agreement', 'Deactivate Agreement', 'Properties', 'My Agreements', 'Enterprise Agreements', and 'Show Ended Agreements'. A status bar shows 'Report Management - 50', 'SCR - 36', 'Medicine Management - 4 (4)', 'Registration - 40', and 'Mail Inbox - 1'. A yellow notification bar states 'New priority Workflow Items received - Medicine Management'. The main area is split into two panes. The left pane, titled 'Care Record', lists various sharing agreements with green ticks for active and red crosses for inactive. 'My Way Digital' is highlighted with a red box and has a red cross. The right pane shows details for 'Blackburn and Darwen EMISWeb Pilot (24303)', stating 'This agreement is currently active.' and listing details such as Name, Agreement Type (Care Record), Description (Sharing only Summary screen), Date of Agreement (28-Mar-2012 - 11:31), and Role within Agreement (Sharing my care record). Below this is a section for 'Potential organisations viewing data' with a table listing 'East Lancashire Hospitals NHS Trust'.

The Data Sharing Manager Module screen highlighting the My Way Digital Care Record entry.

4. Select the **My Way Digital** agreement.  
*The details of the agreement are displayed in the right-hand panel.*
5. On the ribbon, click **Activate Agreement**.  
The agreement is activated for your organisation (i.e. other organisations can view your data).

## Deactivate the sharing agreement

1. Access Data Sharing Manager.  
Click  > **Configuration** > **Data Sharing Manager**.
2. *The Data Sharing Manager screen is displayed.*
3. In the navigation pane, click the tab for the appropriate agreement type (Care Record, Data Distribution or Reporting).  
Existing agreements of the selected type are listed in the navigation panel.
4. In the appropriate section in the navigation pane, click to highlight the agreement you wish to deactivate.
5. Note that this also deactivates the Data Sharing Agreement agreed to in the very first step of the instructions in this document

On the ribbon, click Deactivate Agreement.

The agreement is deactivated for your organisation (i.e. other organisations cannot view your data).

## Further help and support

For further help and support, please send an email including the name of your Practice, and a brief of the problem to: [support@mwdh.co.uk](mailto:support@mwdh.co.uk)



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