Generic Guide - How to Install Searches from zipped folder

Step 1- Download the Search package

- You have been sent an email with a zipped attachment.
- Click on the down arrow next to the title
- Then **Save As**
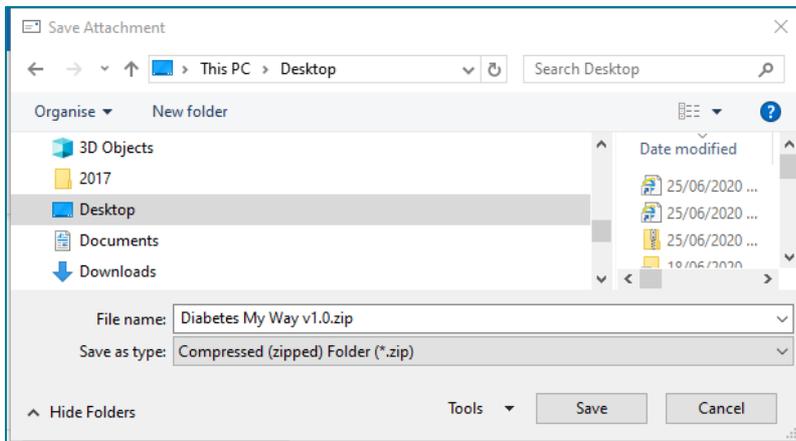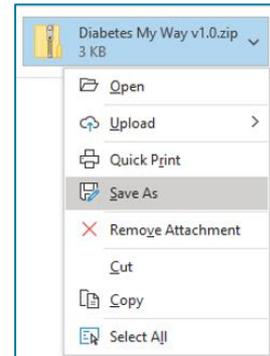
- Navigate to your **desktop** and click save

- Go to your **desktop**
- **Right Click** the folder and choose **Extract All**
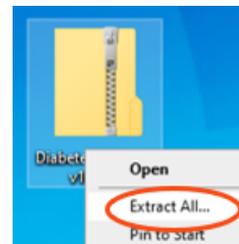
- This will automatically save the file to your desktop (but you can browse and choose an alternative place).
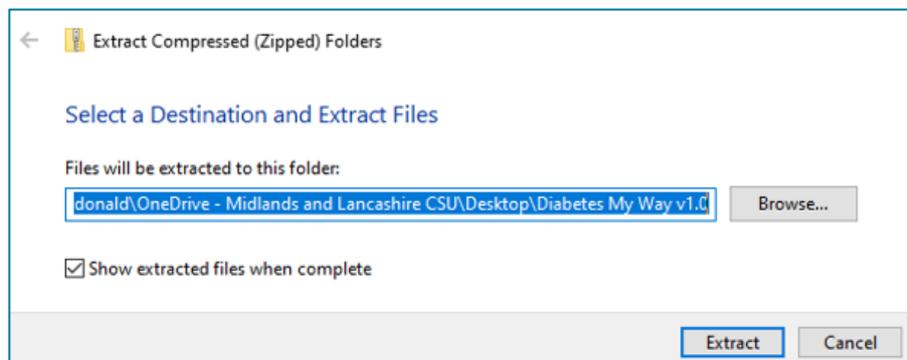
- Then click **extract**
- You should now have an icon that looks like this, which can be imported into EMIS

Step 2- Import into EMIS

- Go to **Population Reporting** in EMIS
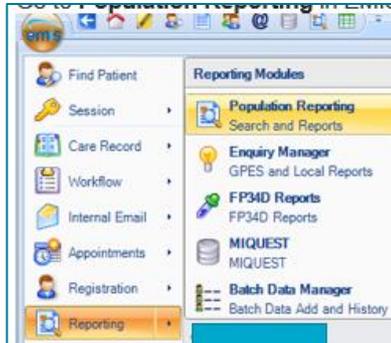
- Highlight the folder the search is to go into:
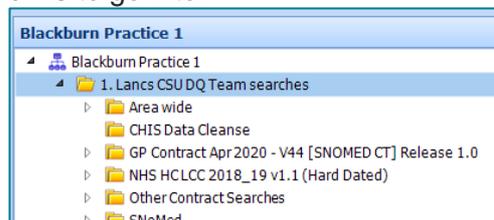
- Then click **Import** on the ribbon at the top
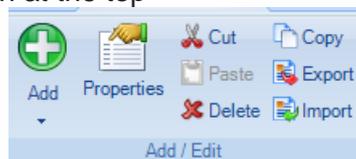
- Click on [...] to bring up
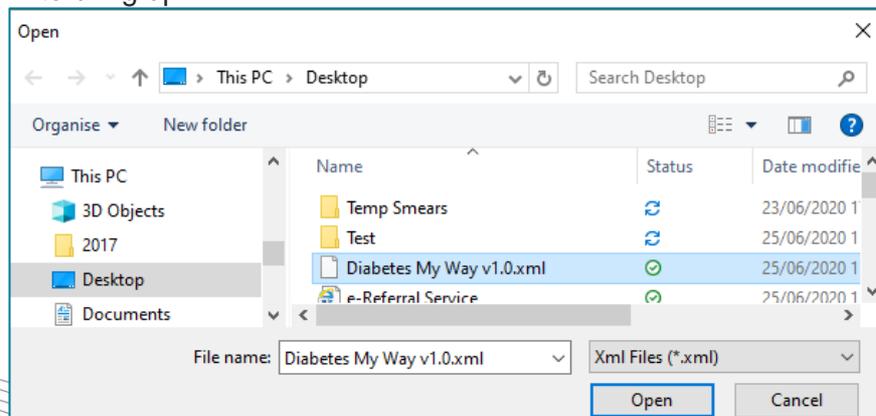
- Navigate to desktop and highlight Diabetes My Way - Open
- The search should now be installed,
  NB remember to delete the icon from your desktop

Step 3- Run

- Highlight the folder "**Diabetes My Way**"

Diabetes My Way v1.0	

1. Diabetes My Way Audit	
Diabetes	595
1a. Service Users with Detailed Coded Records Access = True	129
1a1. Fully enabled for Diabetes My Way (Service Users with Detail...	32
1a2. DCR Access and NOT all 3 areas	97
Service Users with Detailed Coded Records Access AND Immunisa...	114
Service Users with Detailed Coded Records Access AND LabTestR...	128
Service Users with Detailed Coded Records Access AND Problems...	33
1b. Service Users with Detailed Coded Records Access = NOT true	466
Non Diabetic Hyperglycaemia (not diabetes)	593
1a. Service Users with Detailed Coded Records Access = True	140
1a1. Fully enabled for Diabetes My Way (Service Users with Detail...	34
1a2. DCR Access and NOT all 3 areas	106
Service Users with Detailed Coded Records Access AND Immunisa...	131
Service Users with Detailed Coded Records Access AND LabTestR...	139
Service Users with Detailed Coded Records Access AND Problems...	35
1b. Service Users with Detailed Coded Records Access = NOT true	453

- From the top ribbon – click **run**

Run   Edit   View Results   Export Results   Print

Actions
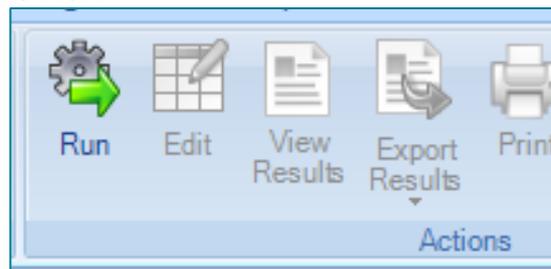
- **Yes** to run all reports in the folder (no need to change the date)

Run   ?   ✕

Run all the reports in this folder?

Advanced options

Yes   No
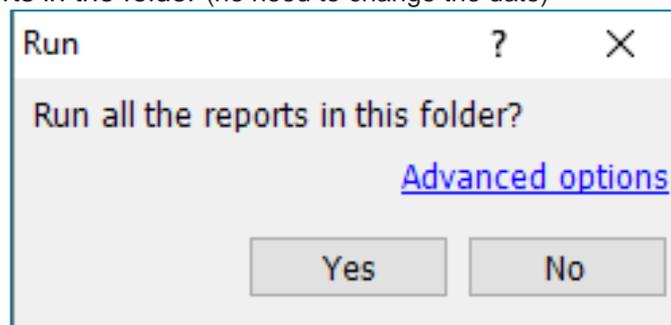
Step 4- Quickly check the figures

- 1a + 1b = Register   eg 129 + 466 = 595
- 1a1 + 1a2 = 1a   eg 32 + 97 = 129
- NB: the searches "service users with….. will not equate to any figure

Step 5- Export the figures

On your practice shared drive

- Create a new folder "Diabetes My Way Audit"

In EMIS

- Highlight the **Audit** search

  📄 1. Diabetes My Way Audit
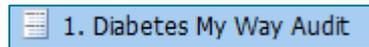
- Click **View Results**

- Click **Export**

Export Report ✕

Export format
○ Excel ● CSV ○ HTML ○ PDF

☐ Exclude report header

[OK] [Cancel]
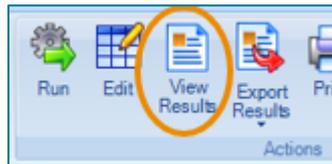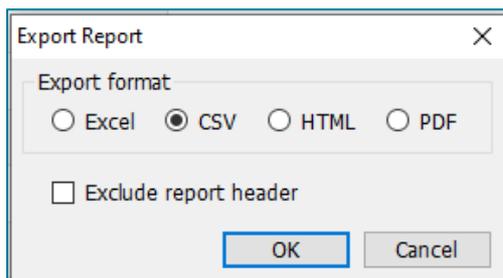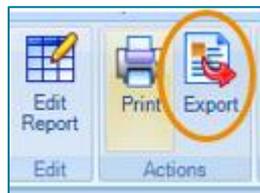
- Click on **CSV** – **OK**

- Navigate to folder "**Diabetes My Way Audit**" (created as above) - **SAVE**

Save As ✕

« Desktop › Diabetes My Way Audit   Search Diabetes My Way Audit

Organise ▾   New folder

Documents
Downloads | Name | Status | Date modified | Typ |
Music | 📄 1. Diabetes My Way Audit.csv | ⊘ | 25/06/2020 16:34 | Mi |
Pictures

File name: 1. Diabetes My Way Audit.csv
Save as type: CSV File (*.csv)

^ Hide Folders   [Save] [Cancel]
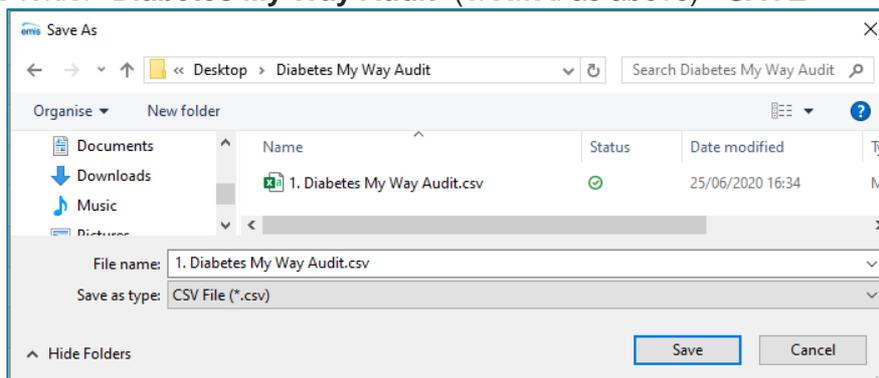
- Go to folder "**Diabetes My Way Audit**"

- Open spreadsheet **1. Diabetes My Way Audit** - check there is data in it (if not repeat from step 5)

- Close Spreadsheet

- Create an email, attach spreadsheet **1. Diabetes My Way Audit** and send to support@mlwdh.co.uk