# Importing the AF Quality Improvement Dashboard for EMIS Web

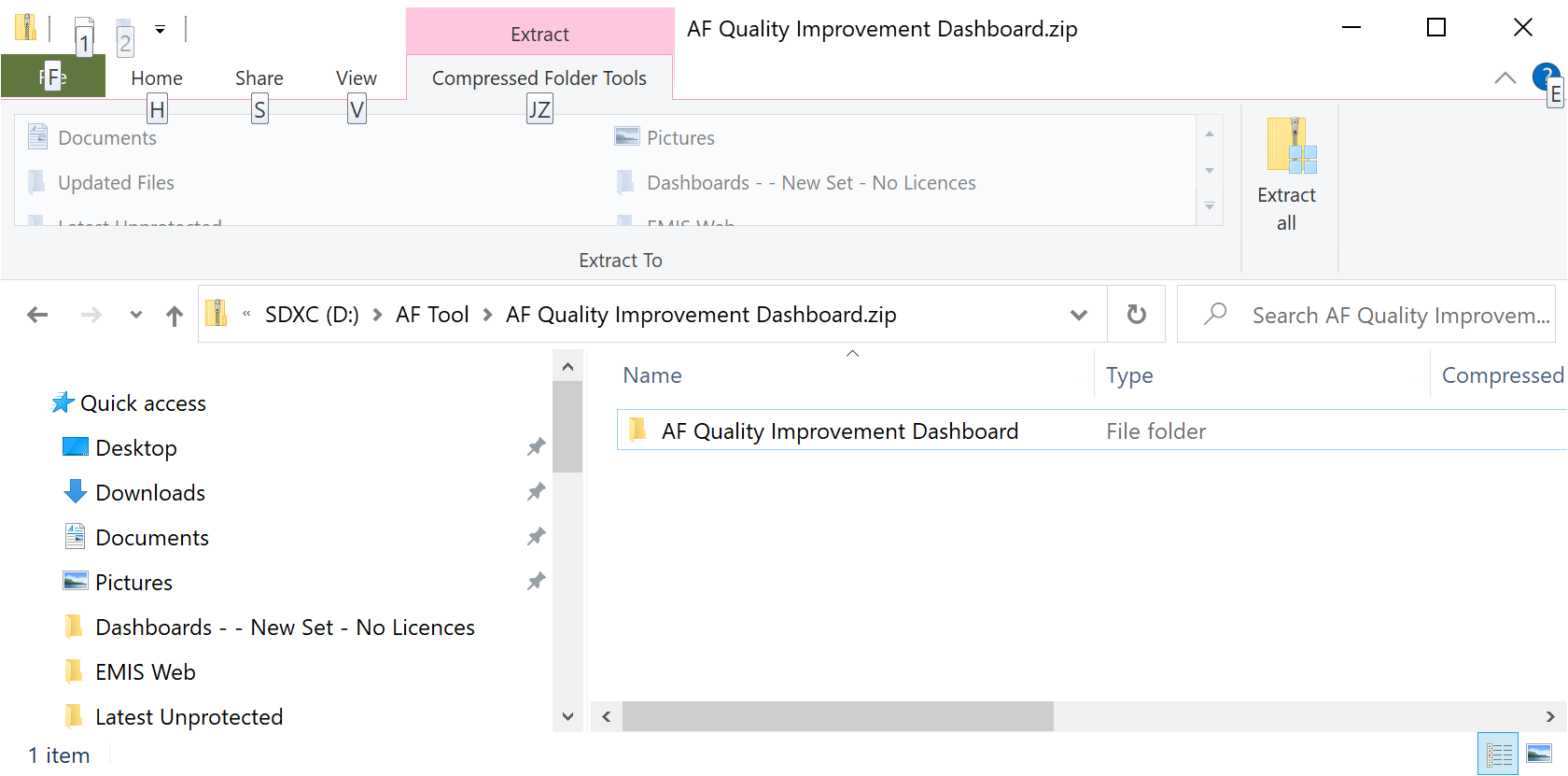
The dashboard comprises of reports to export the data required and a spreadsheet that provides the analysis and worklists identified for your patients. To import the dashboard and reports you will need to be logged on to a PC with access to the shared drive and logged into EMIS Web as a user with permission to access the Population Manager and Resource Publisher

The zip file provided will extract files and folders required for the dashboard to run and import the searches and template to the clinical syste,. It is recommended that you extract the files contained within the zip file to your shared drive.

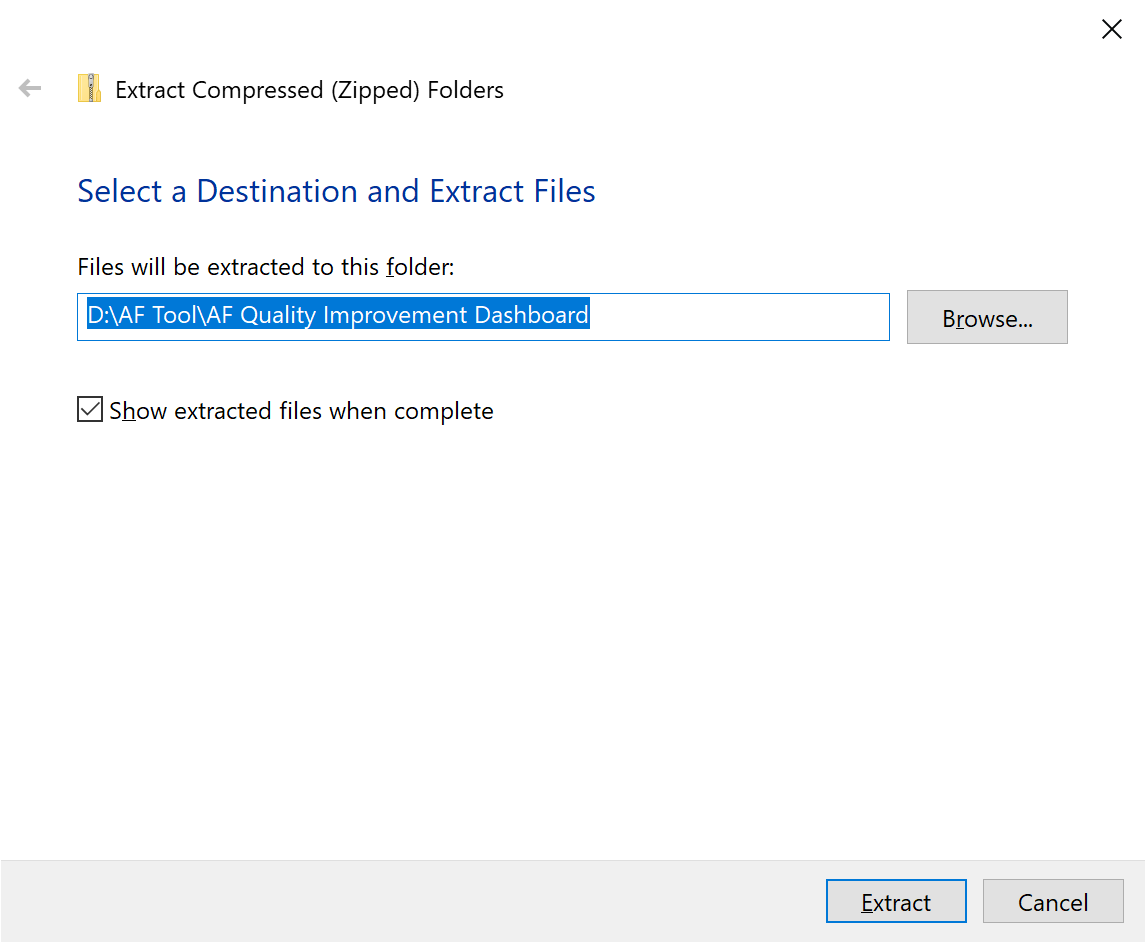
## Extract the files from the ZIP file

The dashboard and reports have been provided as a zip file which should be extracted to a secure folder on your shared drive. The zip file ‘**AF Quality Improvement Dashboard.zip**’ will default to creating a folder called ‘**AF Quality Improvement Dashboard**’ on the drive selected

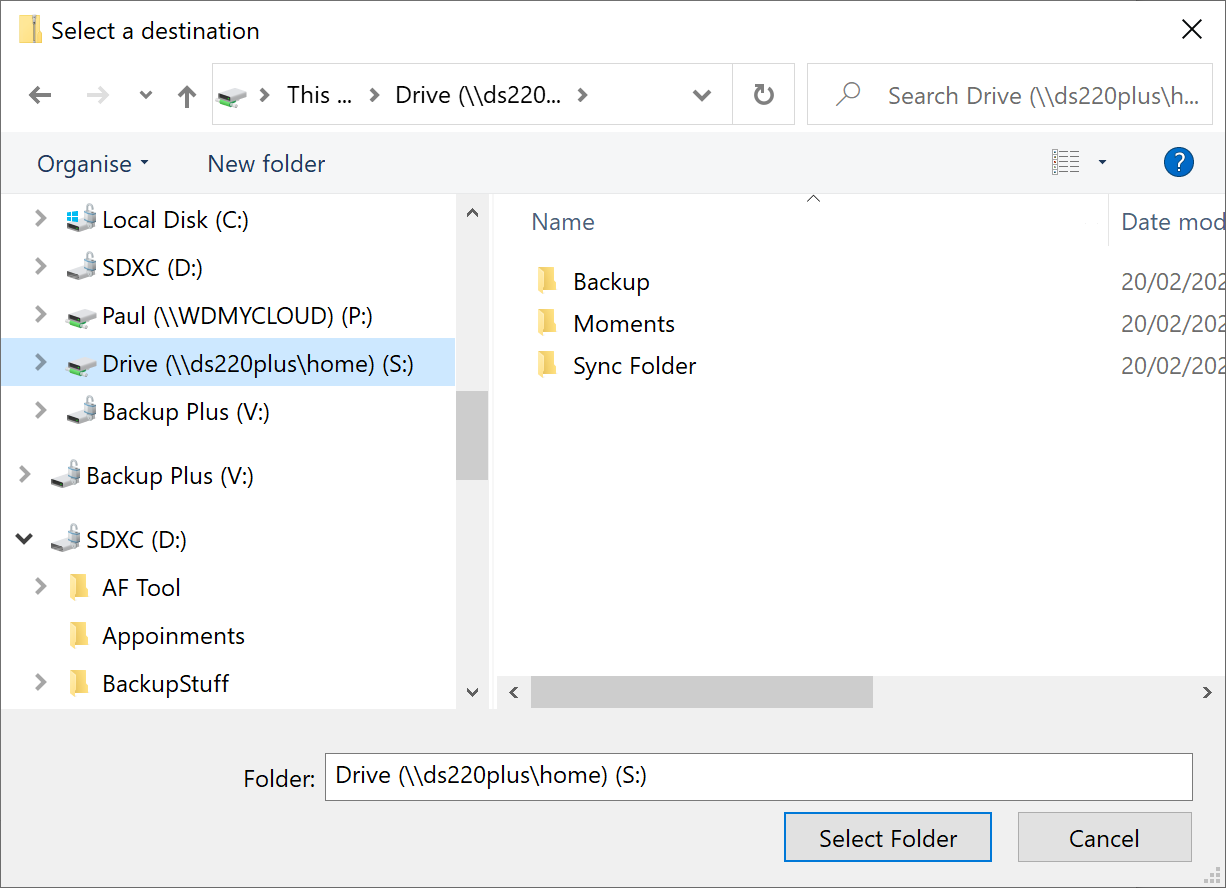
* **Open the received ‘AF Quality Improvement Dashboard.zip’ file** by double clicking



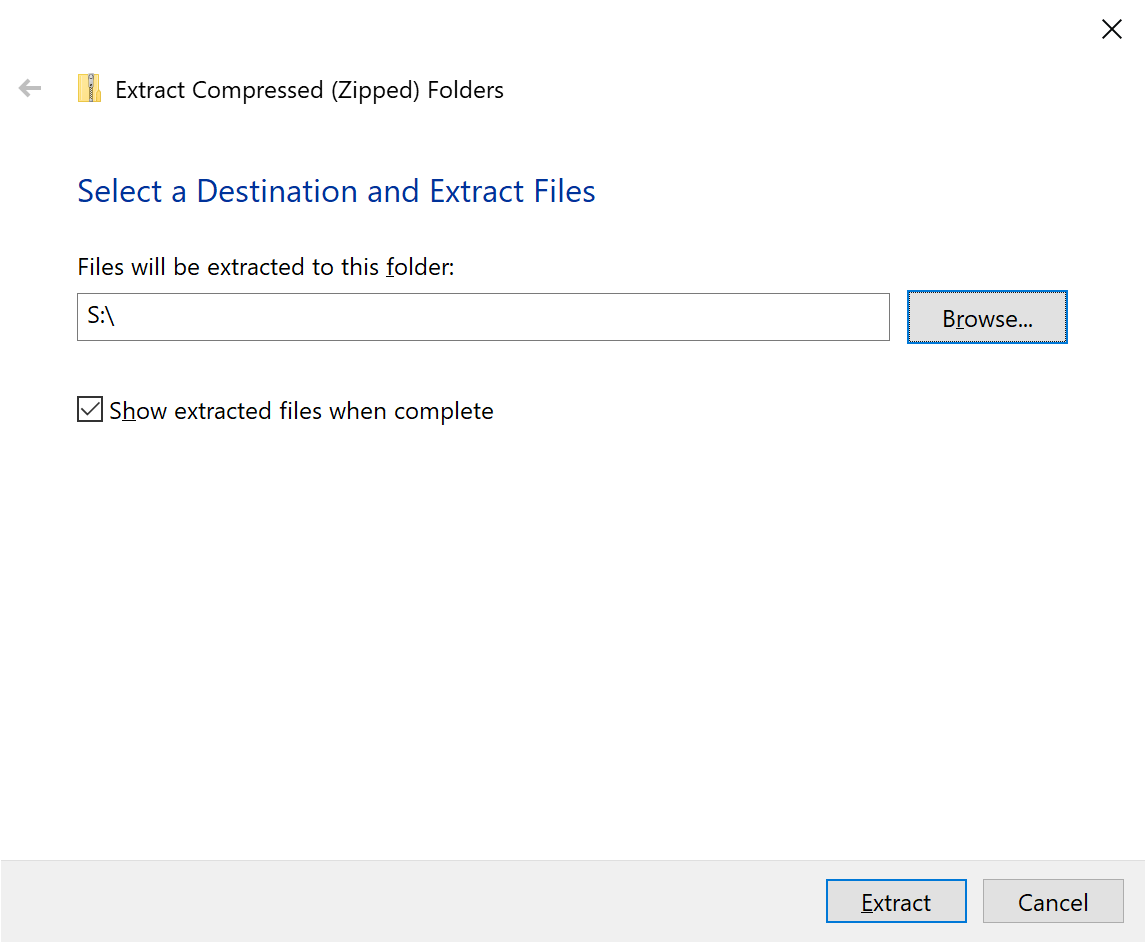
* Within the **Compressed Folder Tools** Click **Extract all files**



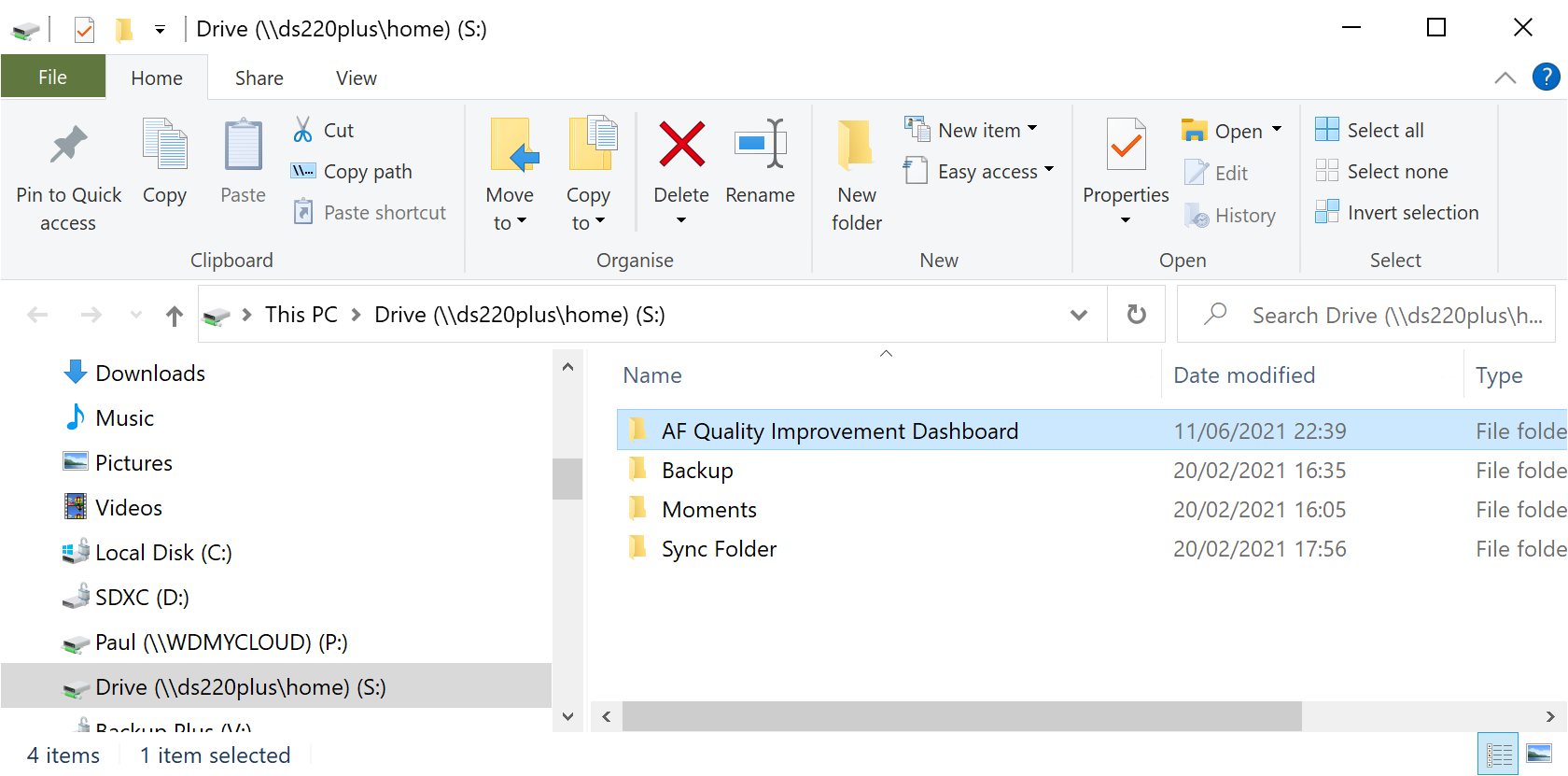
* Click **Browse**



* **Browse to the shared drive (or create new folder in another location) to save** **the report file to** and click **OK**

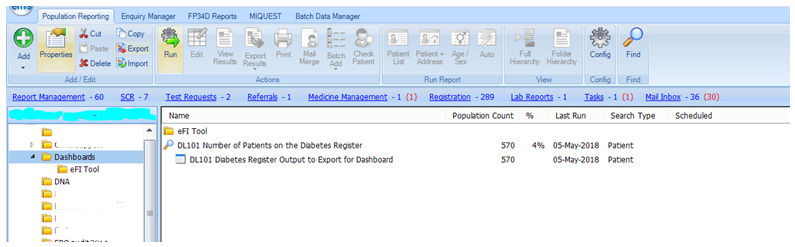


* Click **Extract** and confirm the folder saved to correct location and accessible

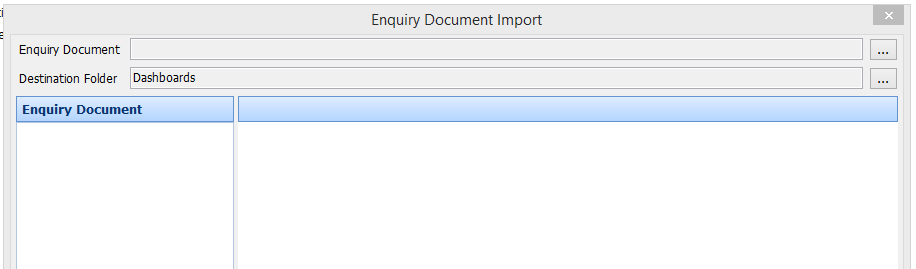


## Importing the Reports

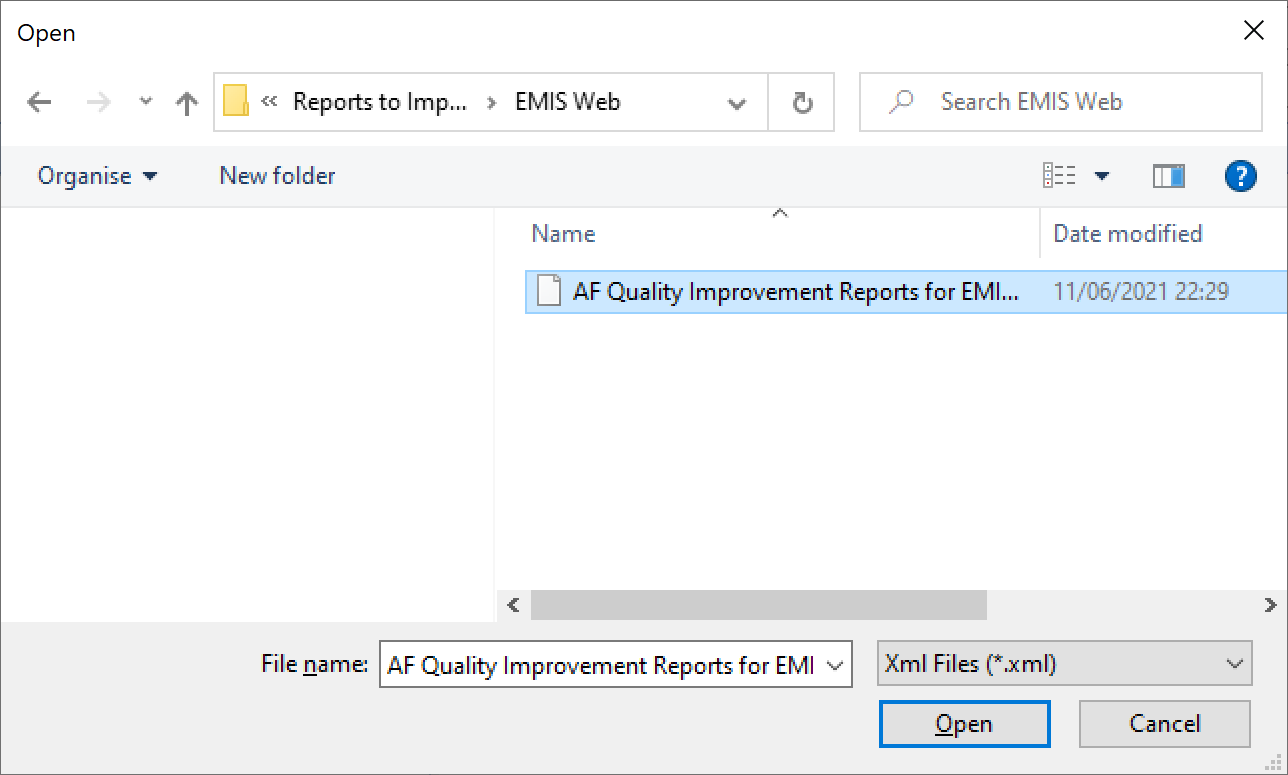
* You should be logged in to EMIS as a user with permission to access Population Reporting
* From the EMIS Web home screen select **EMIS** -> **Reporting ->** **Population Reporting** from the **EMIS Ribbon**



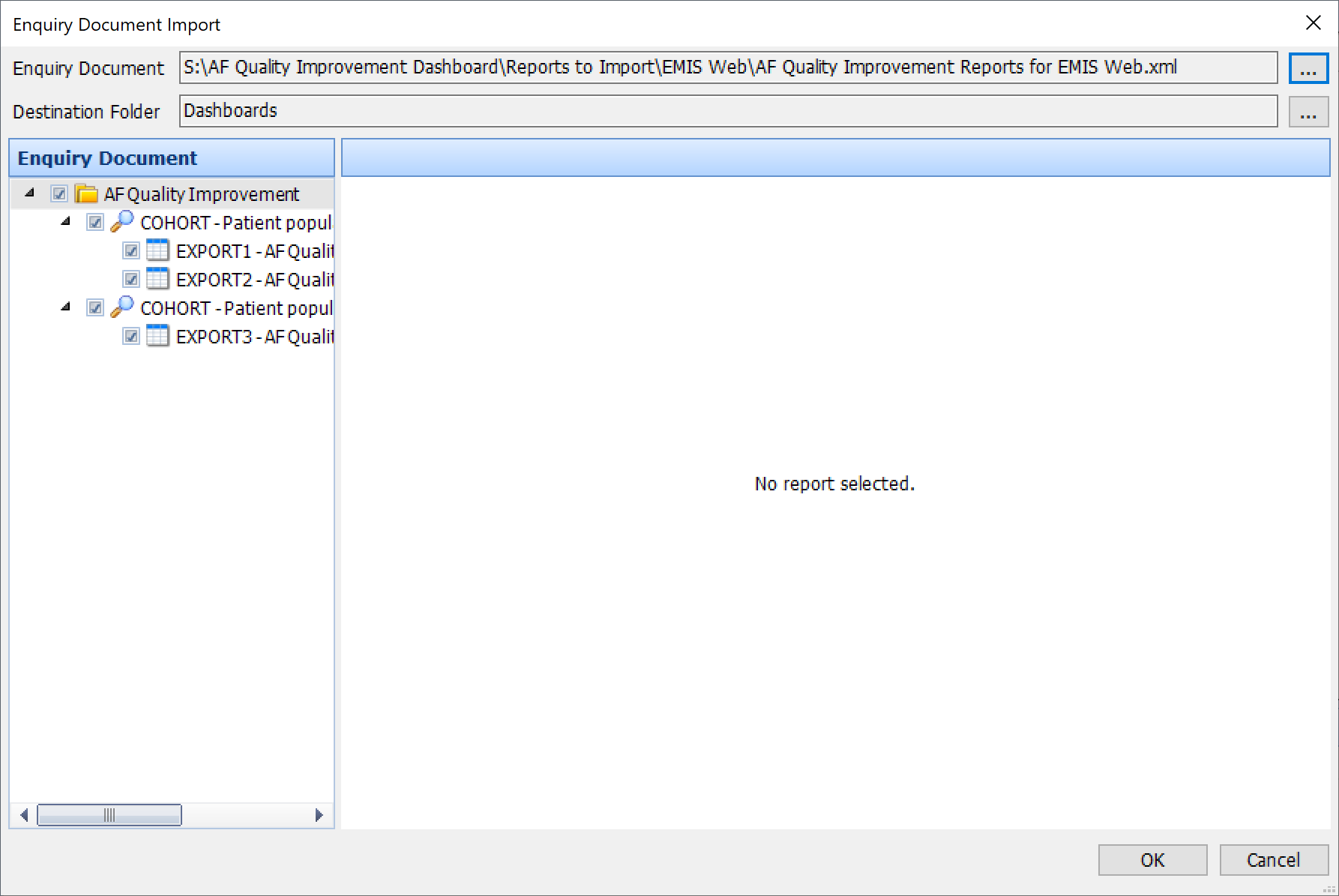
* **Select a Folder** (***Add – New Folder*** if one does not exist) to save the new reports to and click **Import**



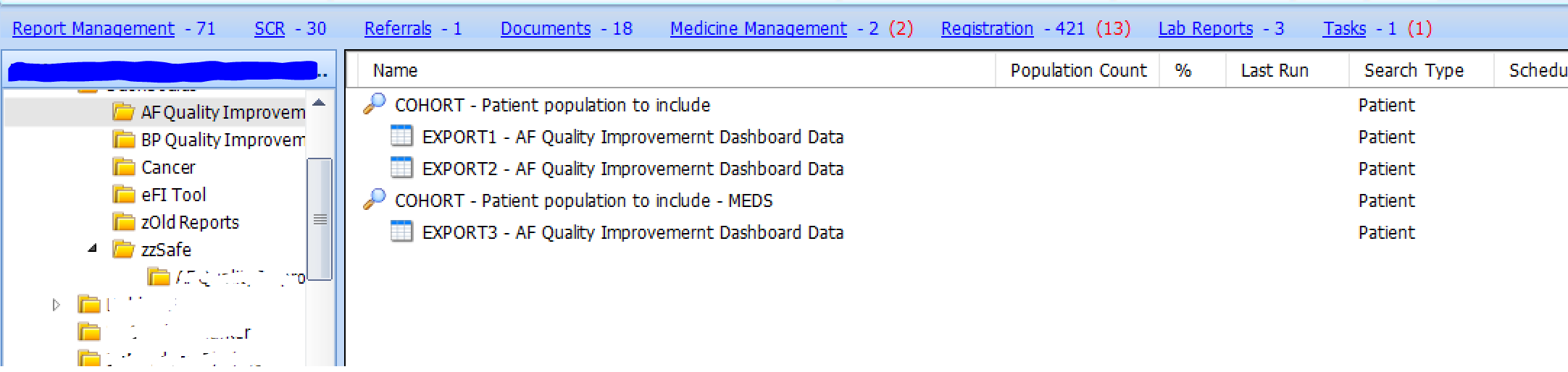
* For Enquiry Document Click **Browse** […] to select the Reports to Import



* Navigate to the location where the extracted file was saved **(<SHARED DRIVE>\AF Quality Improvement Dashboard\Reports to Import\EMIS Web**) and select the ‘**AF Quality Improvement Reports for EMIS Web.xml**’ then click **Open**



* Ensure all reports are selected [✓] and Click **OK**



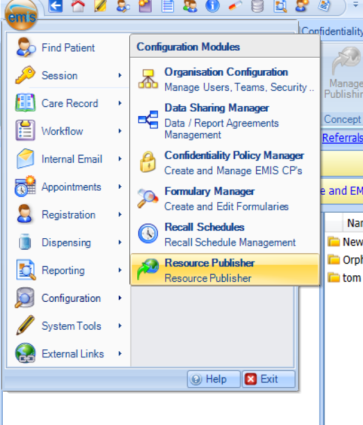
After a short time the reports will display on screen

## Importing the Protocols and Templates (Using Resource Publisher)

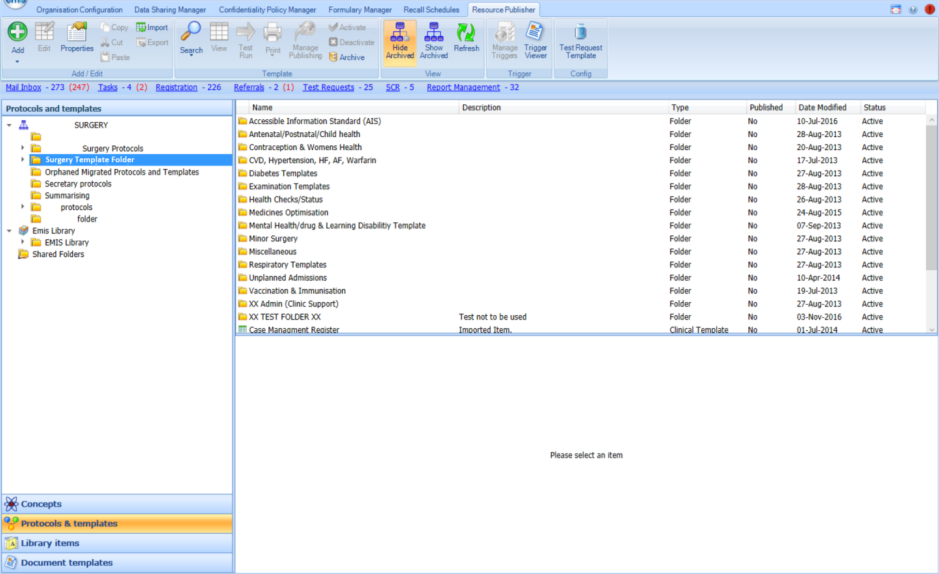
Before importing the templates you should create a folder in each of the template manager or Resource publisher sections to store the resources we will import. If you already have folders you can use these but it would be recommended to create new folders for these new resources

* You should be logged in to EMIS as a user with permission to access Resource Manager
* From the EMIS Web home screen select **EMIS** -> **Configuration ->** **Resource Publisher** from the **EMIS Ribbon**

The file to import should be included within the folder where the dashboard files were extracted to.



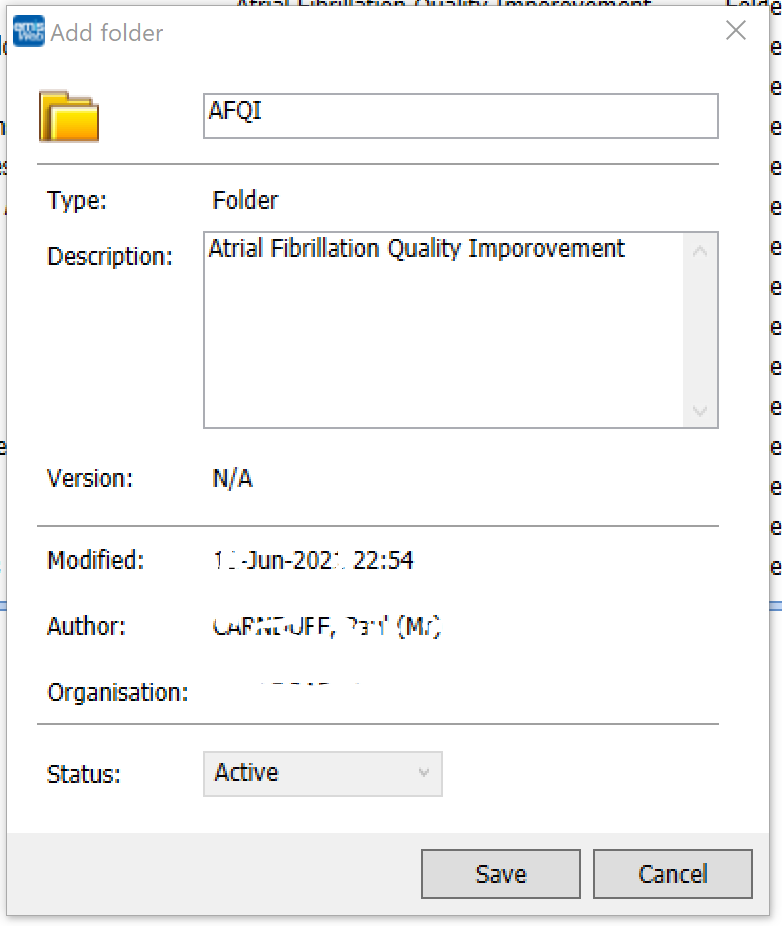
* From the EMIS button on the Home screen click **Configuration** then select **Resource Publisher**



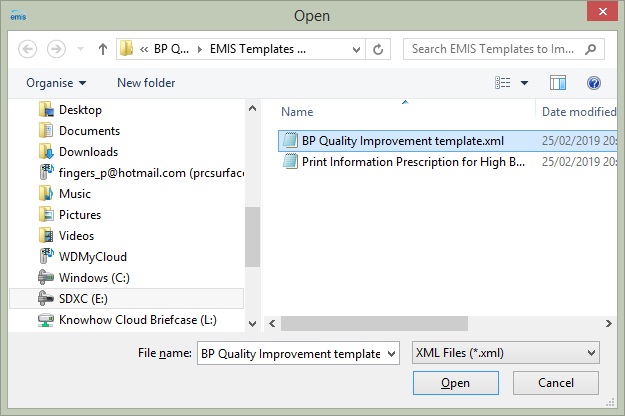
* Ensure that the ‘**Protocols &** **Templates**’ section is selected

### Create a folder for the templates

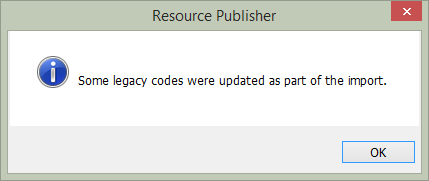
* **Select the folder** that contains your local templates and click **Add** then **Folder**



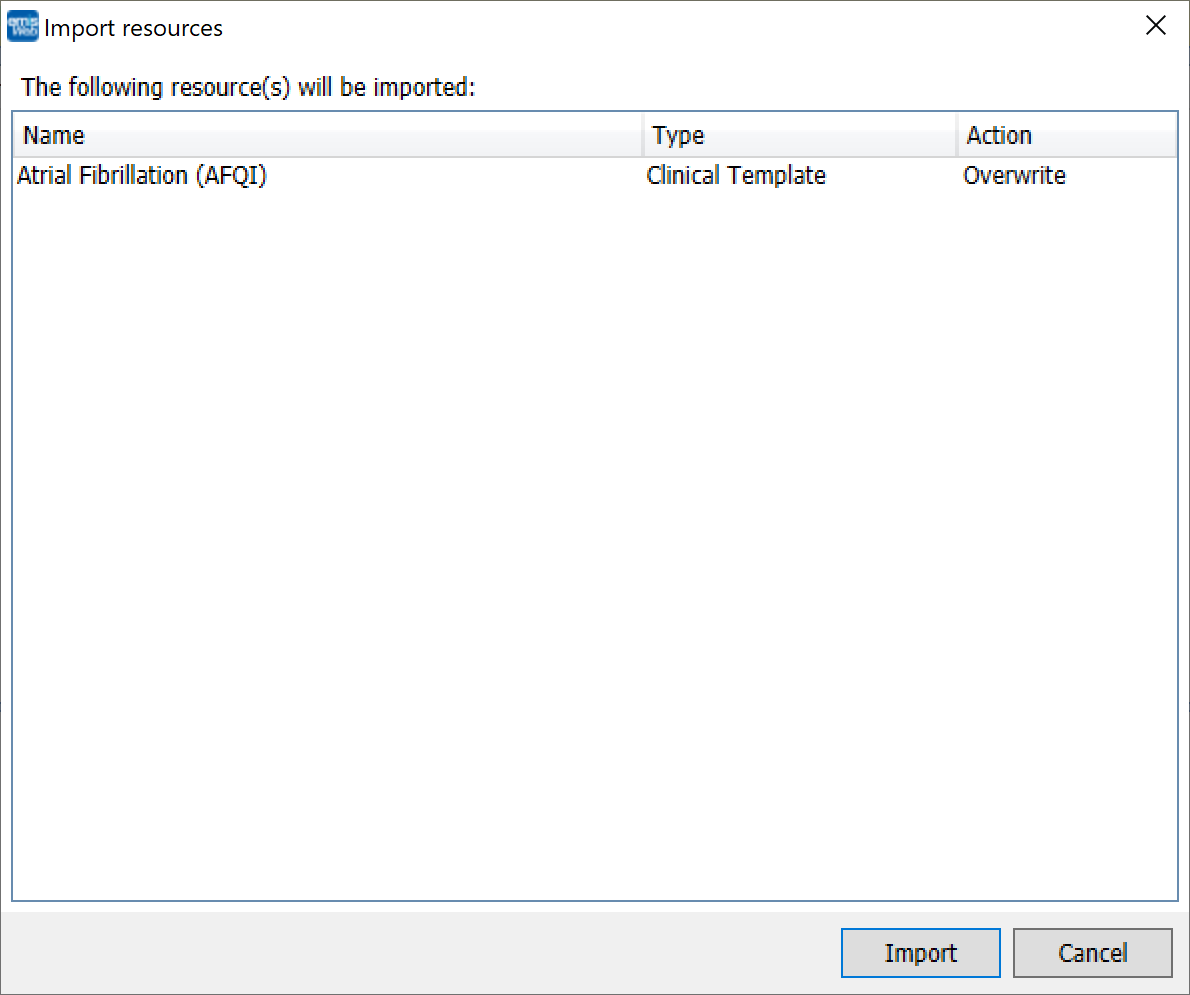
* Type ‘**AFQI**’ as the name and Click **OK**
* Select the **AFQI folder** then click **Import**



* Navigate to the folder files have been extracted to **(<SHARED DRIVE>\AF Quality Improvement Dashboard\Template to Import\EMIS Web)** and select the file **Atrial Fibrillation (AFQI) Template.xml** and click **Open**

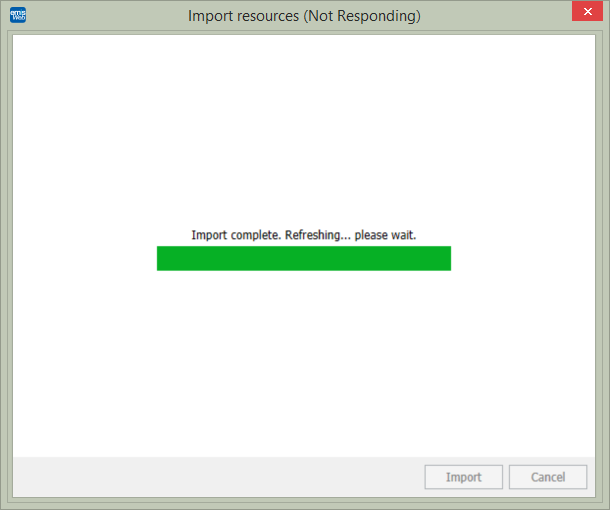


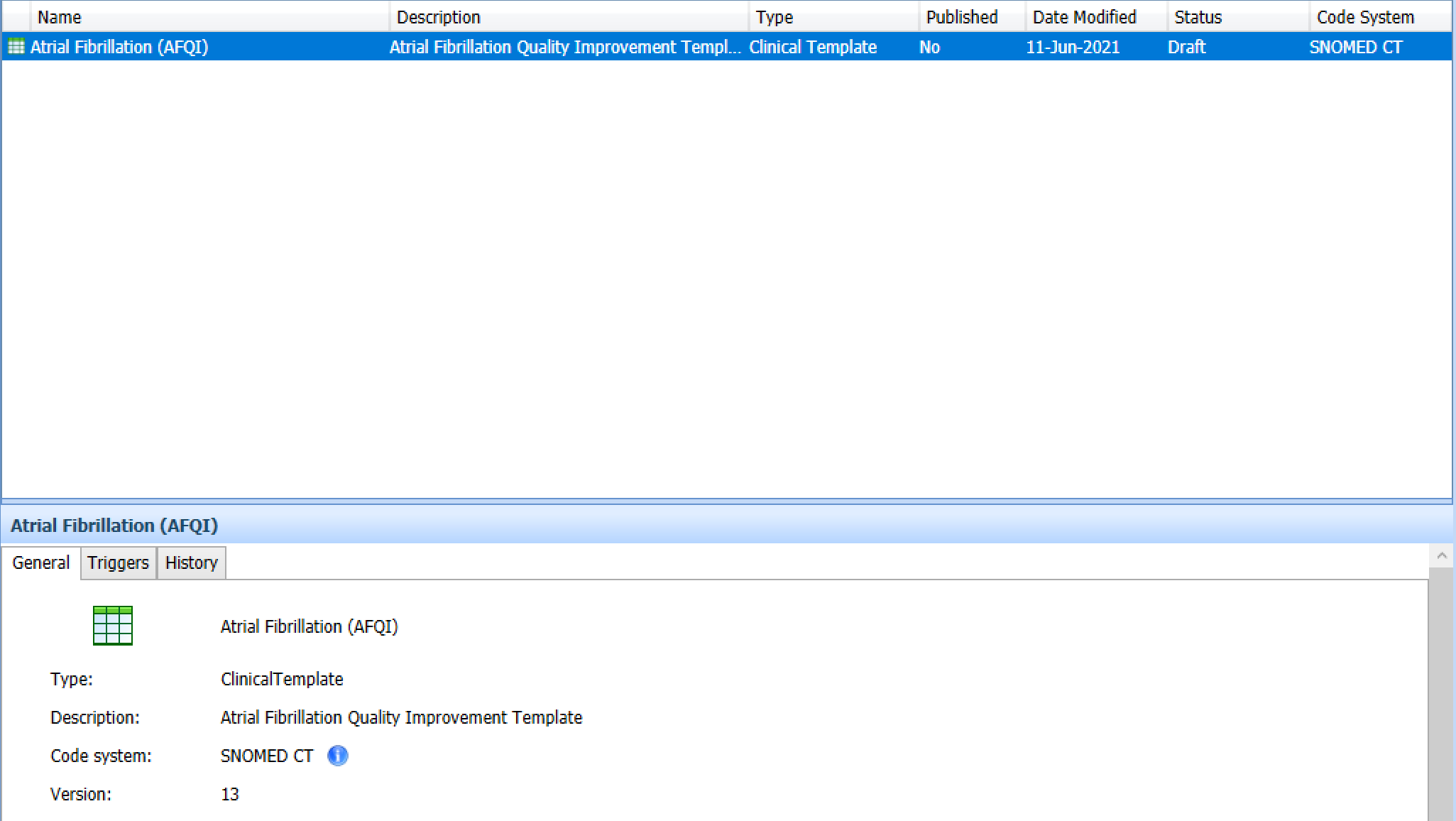
You may be presented with a message regarding legacy codes. Click **OK**



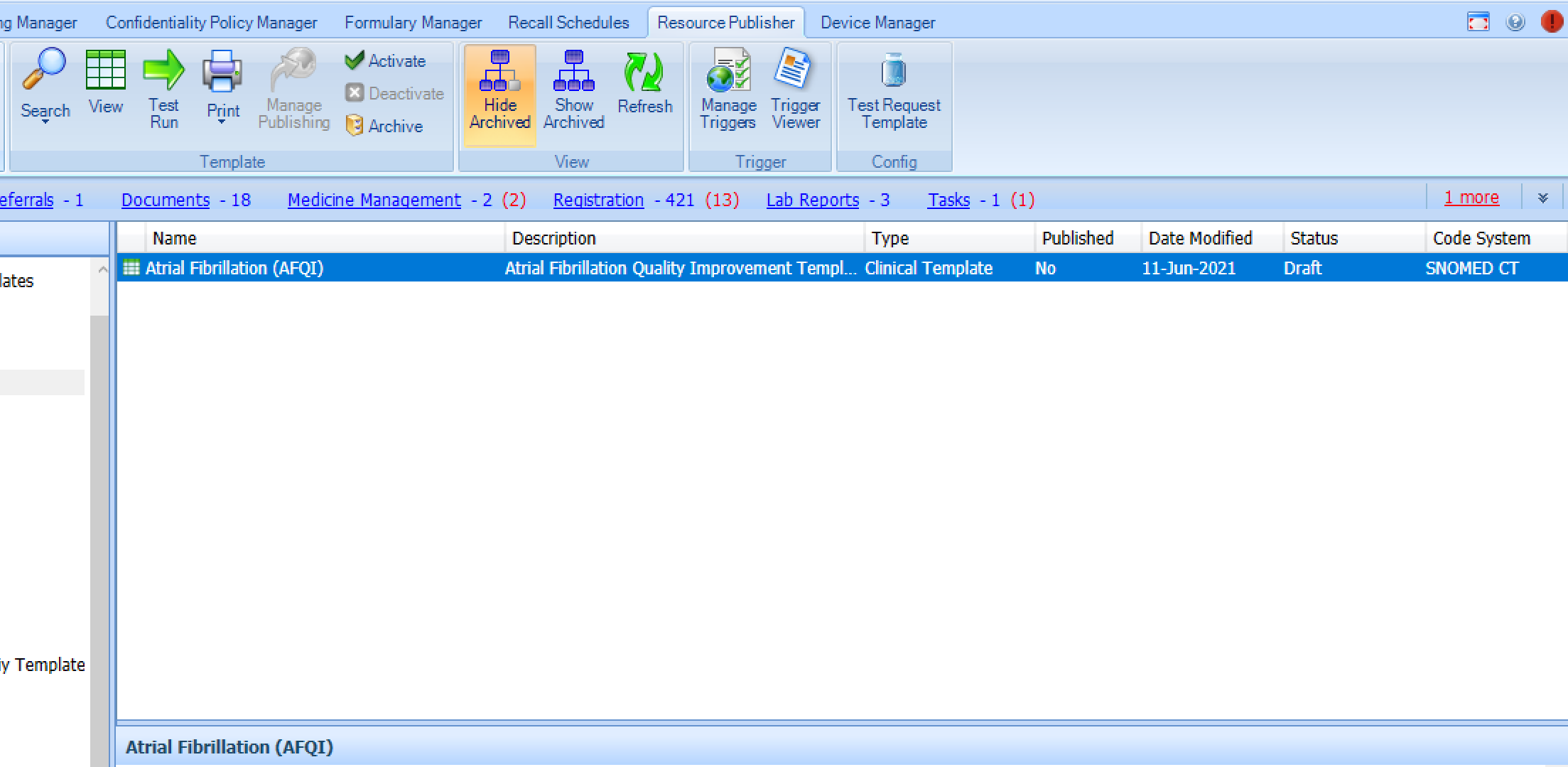
Some resources will be imported and may overwrite existing ones that you have (if previously installed). All resources used in the template have been named in a way to ensure any local resources you have are not overwritten. In the above example the smoking status and GPPAQ are EMIS resources and are not imported again.

* Click **Import** to confirm import of associated resources

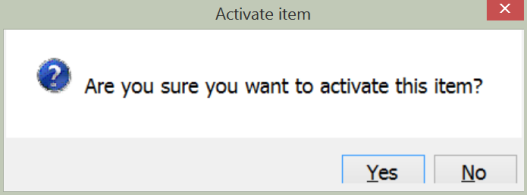


The screen may pause while the template is imported  
 

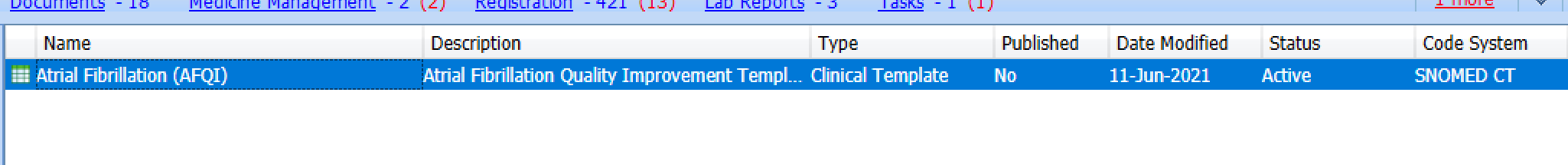
* After a short period of the time the guideline file display under the selected folder
* The template status is set to **Draft** until you are ready to make available within the practice. The template will need to be **activated** to make it available for use



* **Select** the Imported **Atrial Fibrillation (AFQI)** and click **Activate** from the Ribbon



* Click **Yes** to confirm Activation



* The status will be updated and the template can now be used

# Support

Any problems with Installing, Running or using the dashboard you should contact:

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07913 403587