How to import the NAT-C template into EMIS

CANAssess
Cancer Patients' Needs Assessment
in Primary Care

OPEN AND SAVE THE TEMPLATE FILE

You have been emailed the file 'NAT-C EMIS' from the CANAssess team

Download the file from your email and save a copy onto your desktop

IMPORT THE TEMPLATE INTO EMIS

Create a folder in EMIS to save the template:

- Click on the **EMIS Button**
- Click on **Configuration** and select **Template Manager**
- In the navigation pane on the left-hand side right click and select **create folder**
- In the pop-up screen give the folder a title e.g. 'NAT-C template'
- The folder will now appear in the navigation pane

Import the template into EMIS:

- Click on **Configuration**
- select **Template Manager**
- Click on the Templates folder that you have just created in EMIS Web
- Click **Import** in the tool bar
- Navigate to the NAT-C template file that you saved to your desktop and open the file

THE TEMPLATE WILL NOW BE UPLOADED