EMIS Template Installation Instructions
Learning Disabilities Template

WARNING: Before installing any new templates, you must check that you do not already have a template with the same name or clinical term. If you do, the template you import will merge with the existing template.

1.Check for existing templates

Main menu **DT**, then **C**, then **E**, **then select line label letter for Templates**.
IF THERE ARE TEMPLATES WITH THE SAME NAME AS THE ONES YOU ARE ABOUT TO INSTALL DO NOT PROCEED. PLEASE CONTACT DECISION SUPPORT FOR FURTHER ADVICE .

2. Create a Learning Disabilities File within the main Template file

Placing the template together under a general Learning Disabilities file will make it easier to find and will keep your main template file uncluttered. You will need a code for 'Learning Disabilities'
DT, then **C**, then **E**, **then select line label letter for Templates**
    Press **1** to add a template
    Choose the empty line label you wish the Learning Disabilities file to occupy.
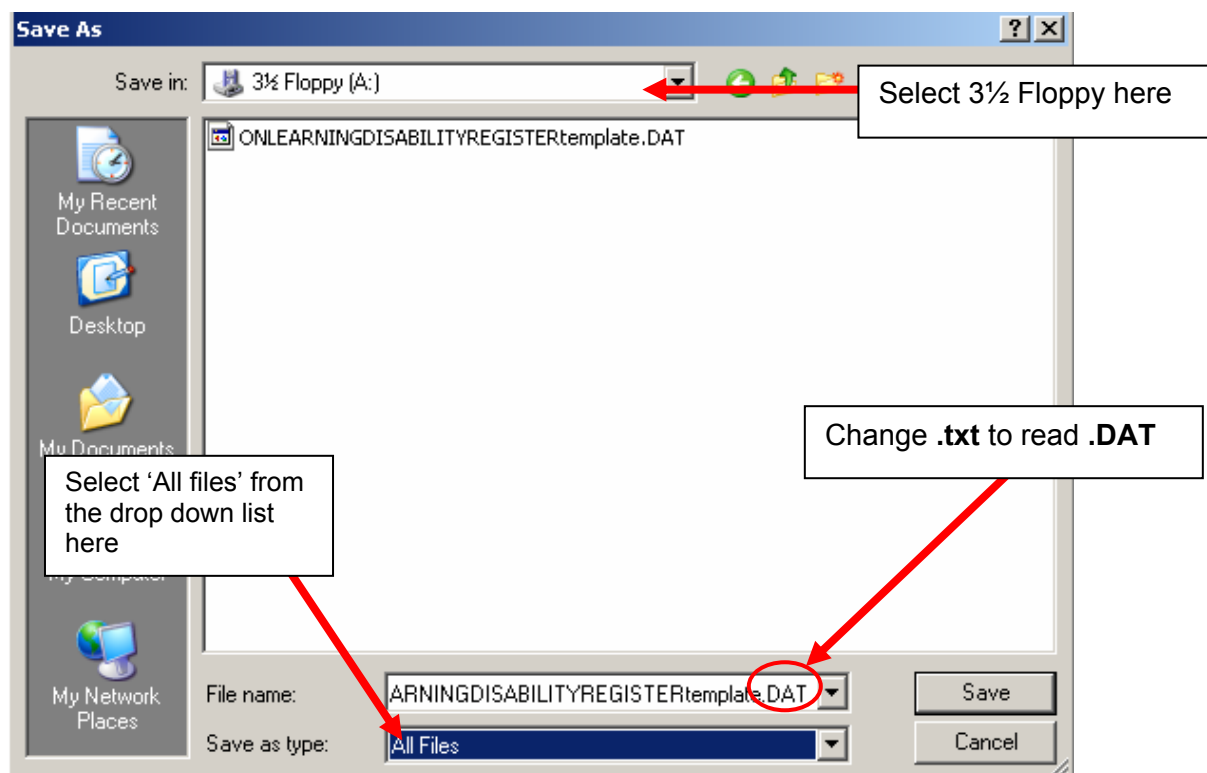   Enter the code **918e**
    Select **On Learning disability register** line then **enter**
    Type **H** pointer to lower hierarchical level
    Learning Disabilities file now occupies the line label you selected

3. Download Templates from Website

    Insert floppy disk and go to the website http://www.oxmaag.co.uk/. Click on templates button (LHS of screen) then Learning Disabilities. **Right** click on the green arrow by the template you wish to download. Select **Save target as** then

    Click Save.
    When download is complete click Close.
    You now need to load the template into EMIS, as follows

If you need any help please contact Decision Support & Performance 01865 336742/52/41

4. **Load floppy disk containing template into server**

    Main menu
    CO Communications menu
    TT Template transfer
    B Import templates to the floppy disk drive
    Select **A: TEMPLATE.DAT** and change to
    A:ONLEARNINGDISABILITYREGISTERtemplate.DAT
    Press return.

5. **Place templates from hard disk on to access screen**

    Main menu
    DT, then **C** then **E** then **select line label letter for Templates** followed by line label letter
    for **Learning Disabilities** (this is the one you created earlier)
    Press **1** to replace or cancel
    Select empty line label to add to
    Type suggested code **918e** then select **918e** On Learning Disability Register
    Select **T** (to allow to be a title for a template)
    Title will now appear on the line label you selected in the Learning Disabilities Template file

     The template is now ready to use.