

Clinical Digital Resources Collaborative's (CDRC) Guide to importing Population Reporting Search Files into EMIS Web

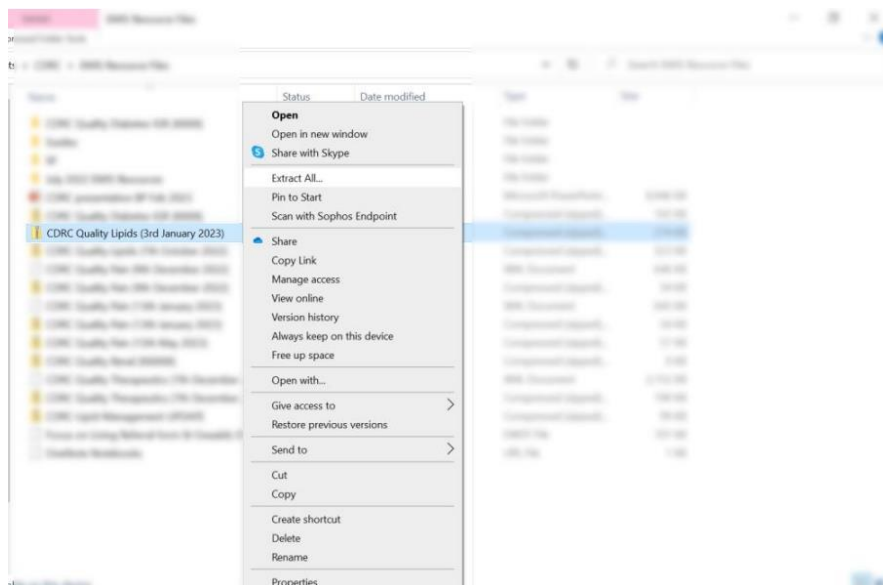
The following guide will explain how to import Report Files and run these reports in EMIS Web.

Step 1: Accessing the CDRC Resources

- The EMIS Report file will be sent to you directly in the form of a Zip file
- This file will contain the reports required for the Bladder Cancer Audit
- Save this file in a location of your choosing in the File Explorer

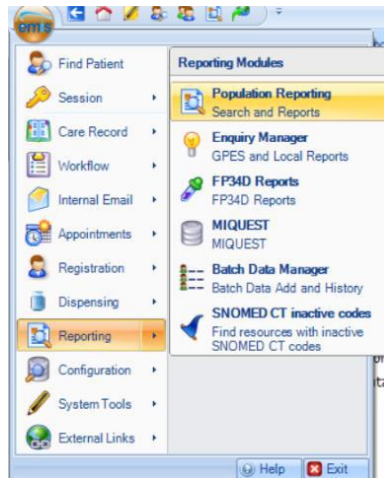
Step 2: Extracing the data (reports) from the Zip file and importing them into the EMIS Web clinical system.

- Open File Explorer
- Locate your downloaded .zip file and right click on it. Please note, this may open a Windows Security warning, this is expected and please press ok to continue.
- Select 'Extract All...' then 'Extract'
- **The images below are for demonstrative purposes only, the steps taken remain the same**
- This will create a folder containing an Microsoft Edge HTML Document of the downloaded .zip file

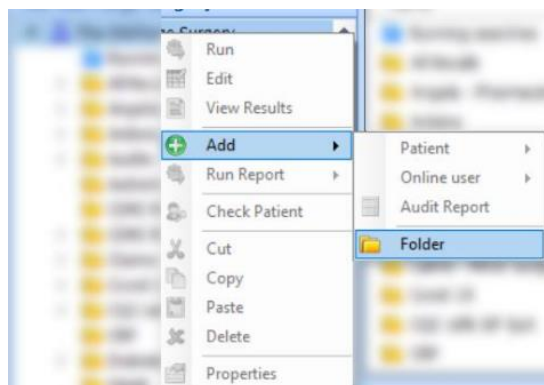


Name	Date modified	Type	Size
NCA Bladder Malignancy Audit	22/05/2025 15:40	Microsoft Edge HT...	12 KB

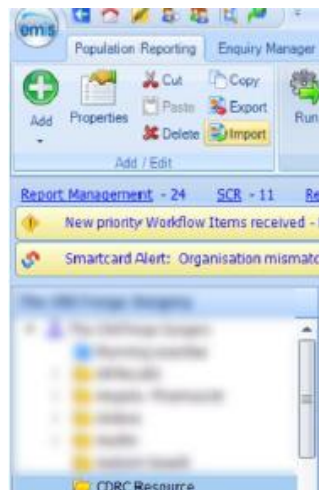
- Open up EMIS Web and click on the EMIS ball in the top left hand corner.
- Go to Reporting > Population Reporting.



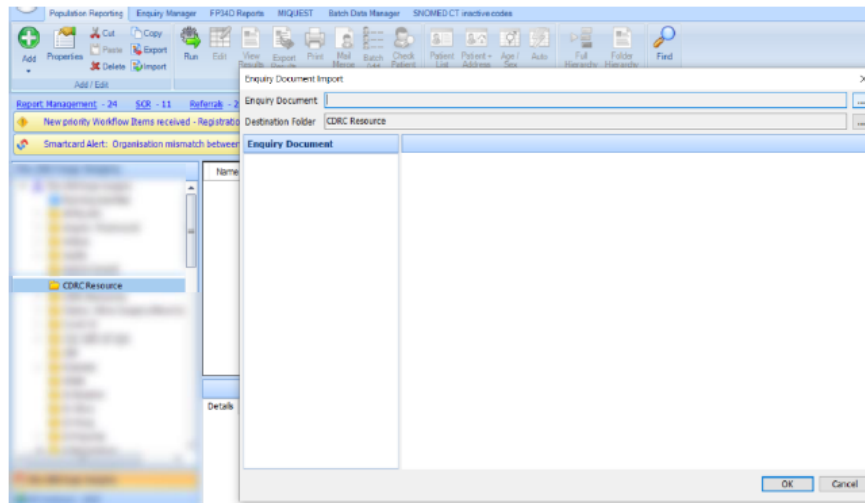
- Add a new folder by right-clicking on your organisation name, or on an existing folder and click 'Add > Folder'
- You can name this folder anything you like, for example NCA Reports



- With this new, or existing folder highlighted, click on 'Import' located in the menu ribbon.



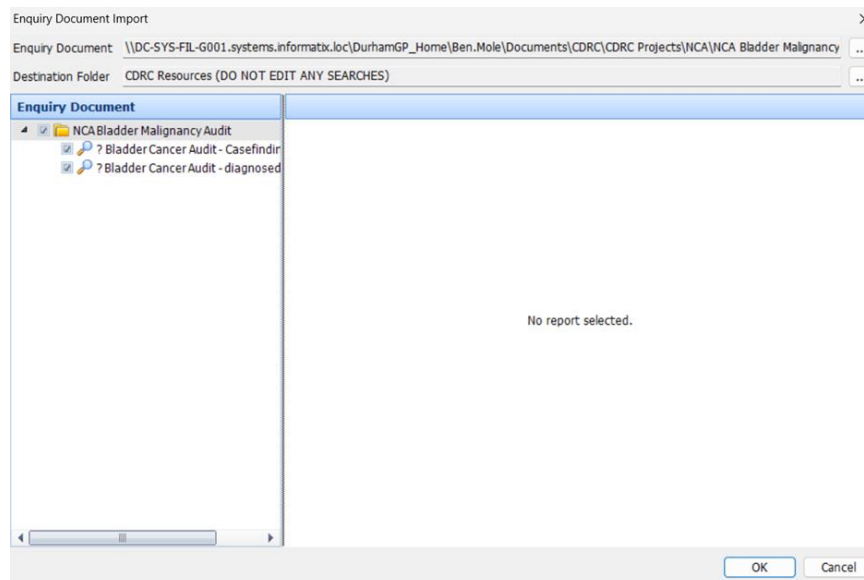
- This will open the Enquiry Document Import menu
- Select '..' next to the Enquiry Document search bar. This will open file Explorer.



- Open the folder containing the Microsoft Edge HTML Document, and select this file.

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- This will upload the reports from this file, which can be seen in the left hand side of the Enquiry Document Import menu.
- Press 'ok' to import this report file



- A new subfolder will be created automatically named NCA Bladder Malignancy Audit
- This folder will contain the reports included in this search file.



- **NB. Please run the report named -? Bladder Cancer Audit – diagnosed last 5 years**
- To run the reports, right-click on the report and select 'Run'
- This will provide you with the number of patients returned by the report.

