Specials - EMIS Web user guide

1. Open EMIS Web and go to Reporting > Population Reporting



2. Select the folder within population reporting in which you wish to save your search and click on 'Import'.

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	Population Reporting Enquiry Manager FP34D Reports MIQUEST Batch Data Manager	🖸 🕘 🌖
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	Name Population Count % Last Run Search Type Scheduled	
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3. The following screen will appear. The 'Enquiry Document' is the search that you want to import, click on

Enquiry Document Ir	mport		×
Enquiry Document			
Destination Folder	PrescQIPP		
Enquiry Docume	ent		
			Cancel
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4. Select the search file and then click 'Open'.

Open							×
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	^	Name	Date modified	Туре	Size		
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5. On this screen click 'OK'.



6. The search and Auto Report will appear in your folder as shown below.

Run Edit View Results Re	port Print Mail Merge Add Patier	Patient Patient + Age / Auto List Address Sex				
	Run Report					
Name Population C Population C Specials Medicines (issued last 3 months) Specials Medicines (issued last 3 months) Auto Report						

7. The search and Auto Report are now ready for you to run. After you have run both reports, click on the "Auto Report" and click "view results" this will enable you to see all the elements required and export if required.