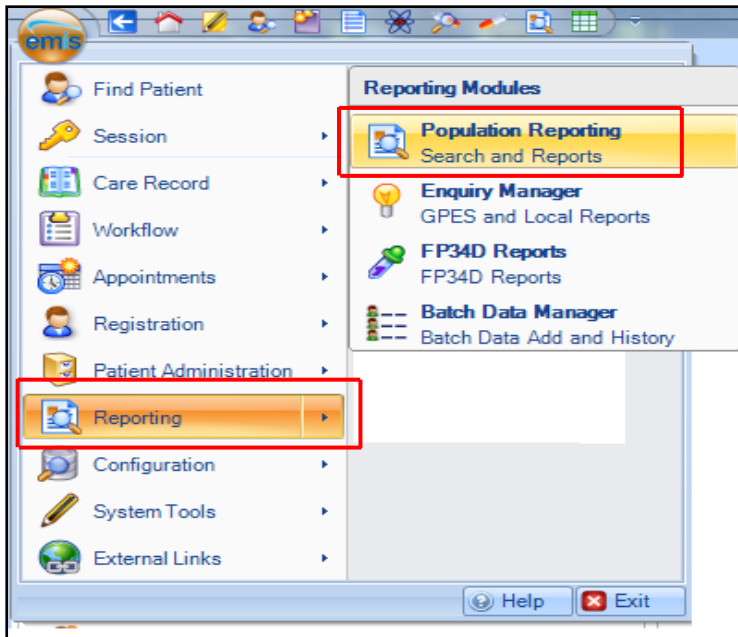
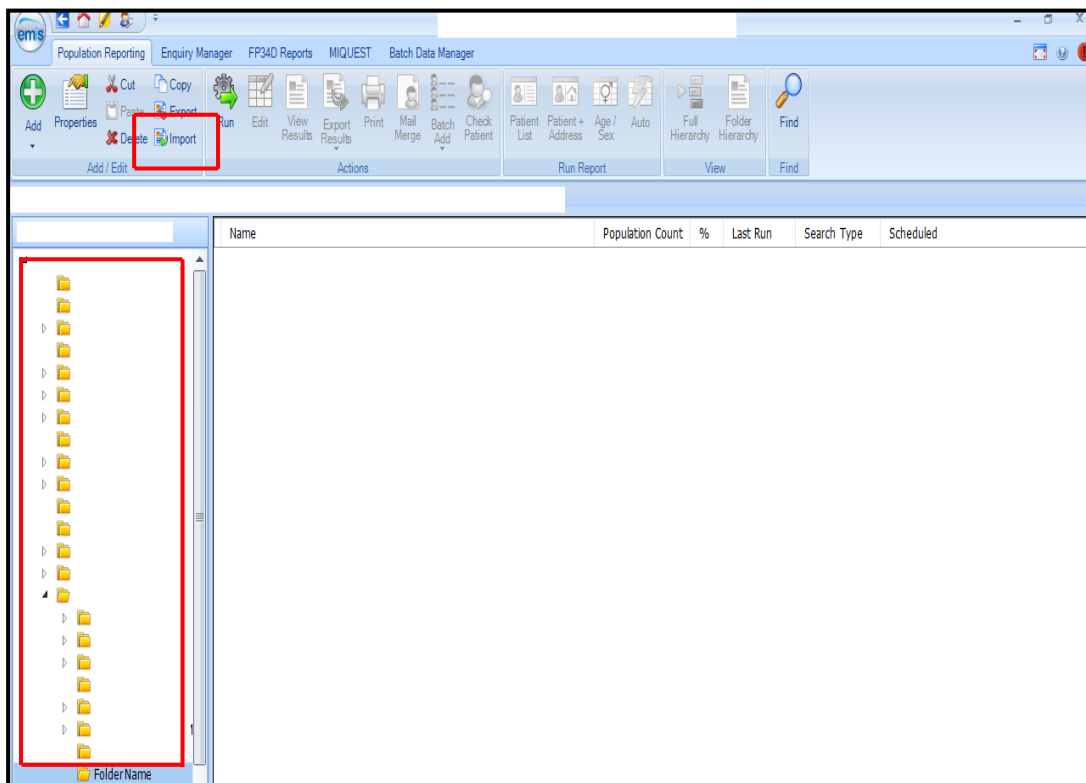



Specials - EMIS Web user guide

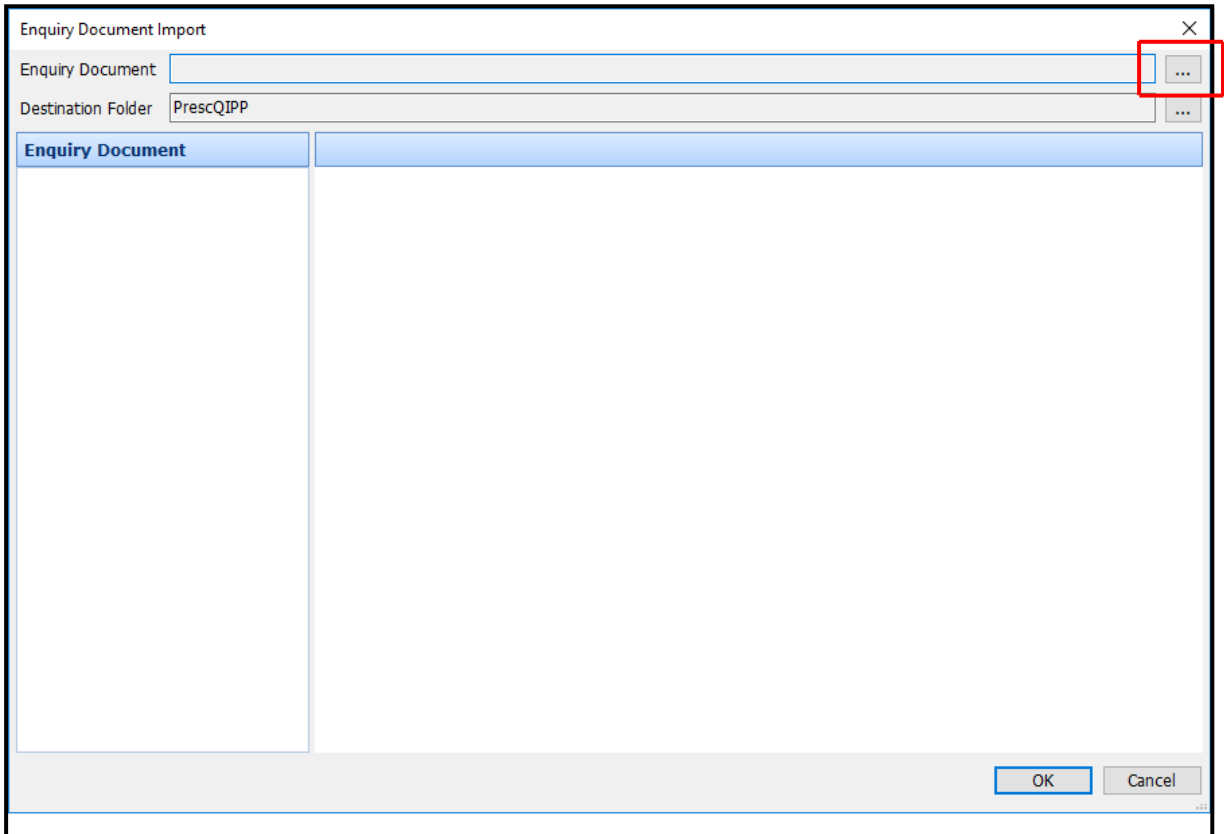
1. Open EMIS Web and go to Reporting > Population Reporting



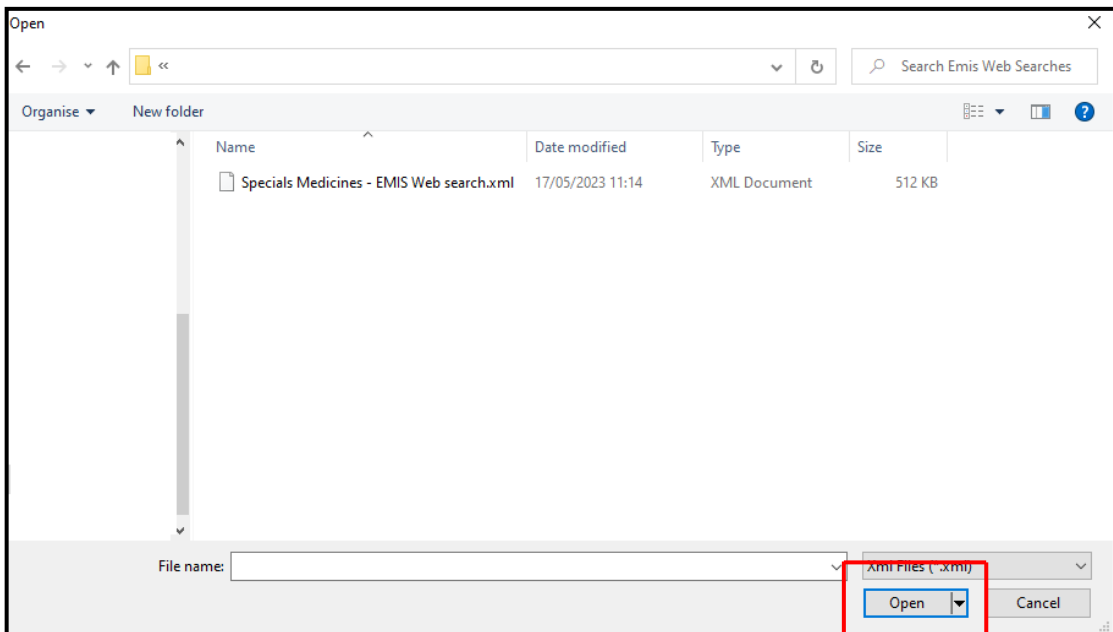
2. Select the folder within population reporting in which you wish to save your search and click on 'Import'.



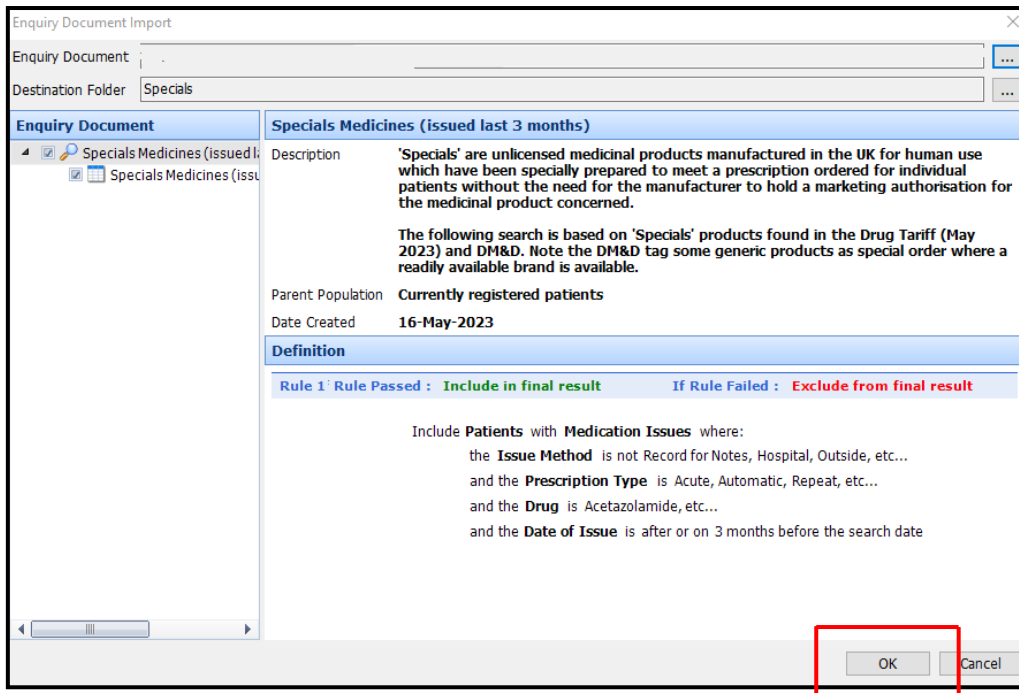
3. The following screen will appear. The 'Enquiry Document' is the search that you want to import, click on 



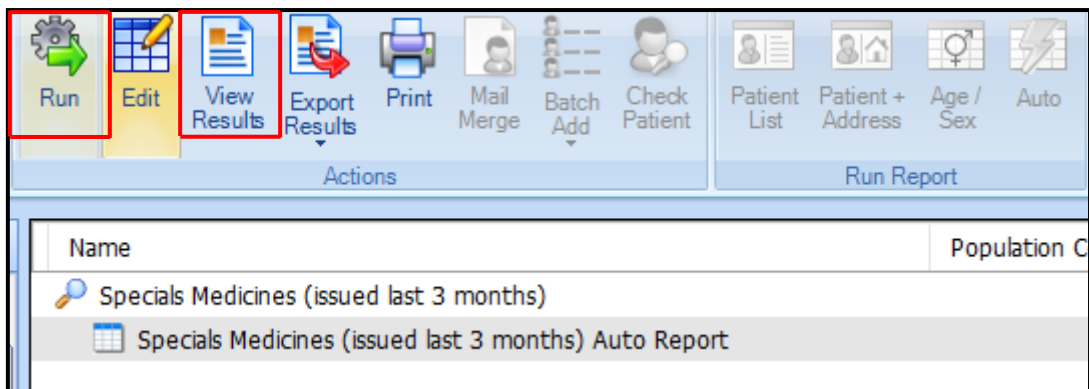
4. Select the search file and then click 'Open'.



5. On this screen click 'OK'.



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



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.