

Importing a formulary into EMIS Web

First save the formulary to your computer

Right click on the zip file and 'save target as...' to a memorable place.

Next - Access Formulary Manager

Do one of the following:

Click the EMIS ball, point to Configuration, and then select Formulary Management. If you have customised the quick access toolbar, click the icon.

The Formulary Manager screen is displayed.

If you cannot access Formulary Manager and need to, contact your organisation administrator. You should now have a screen similar to below.

Click – Import (circled below)

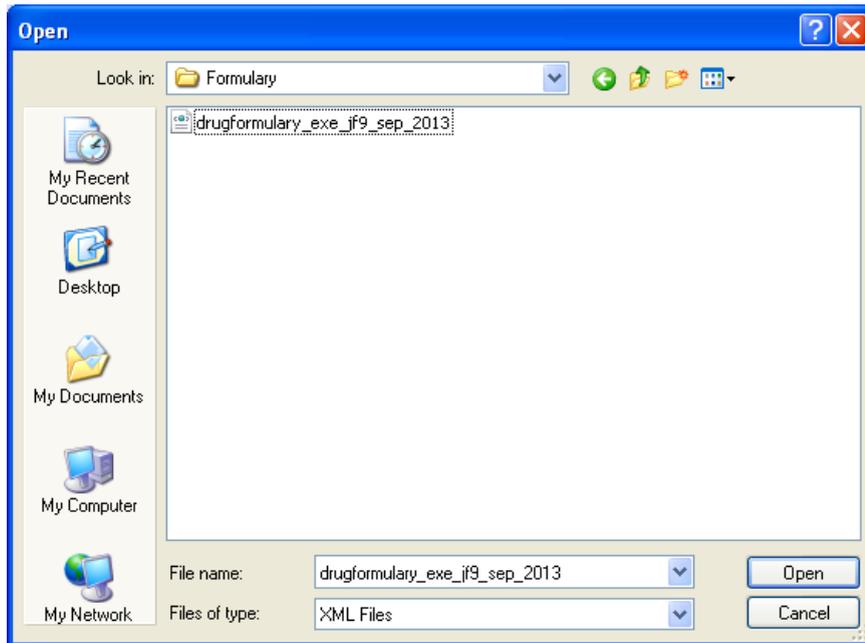
The screenshot shows the EMIS Web Health Care System interface. At the top, there is a navigation bar with 'Template Manager', 'Formulary Manager', and 'Concepts Manager'. Below this is a toolbar with various icons, including 'Add', 'Edit', 'Properties', 'Copy', 'Paste', 'View', 'Activate', 'Deactivate', 'Archive', and 'Import'. The 'Import' button is circled in red. Below the toolbar, there is a status bar with 'SCR - 24' and 'Mail Inbox - 1'. A yellow notification bar at the top of the main content area says 'There are outstanding summary care records waiting to be sent, click to send.' Below this is a blue header bar with 'The Whipton Surgery' and 'The Whipton Surgery > EMIS Data Transfer'. The main content area contains a table with the following data:

Name	Description	Type	Status
JOINT FORMULARY 8	Imported formulary.	Formulary	Active
JF9 Sept2013	JF9 Sept2013	Formulary	Active

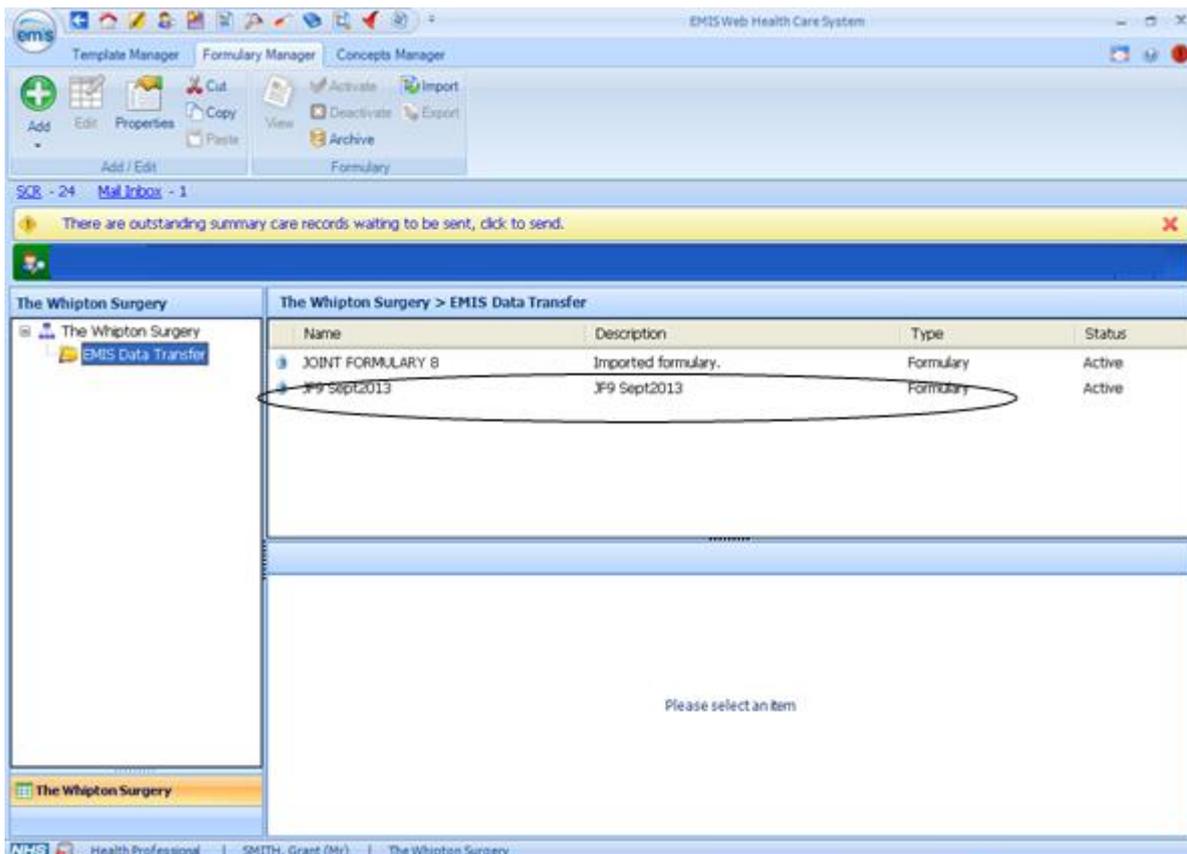
Below the table, there is a large empty area with the text 'Please select an item'.

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Locate the file you saved e.g. from the desktop and click 'Open'



The new formulary should now appear



The 'old' formulary can now be deactivated and archived.

It is important to assign users to the formulary

1. Do one of the following:

- Click the EMIS ball, point to Configuration, and then select Organisation Configuration.
- If you have customised the quick access toolbar, click the icon.

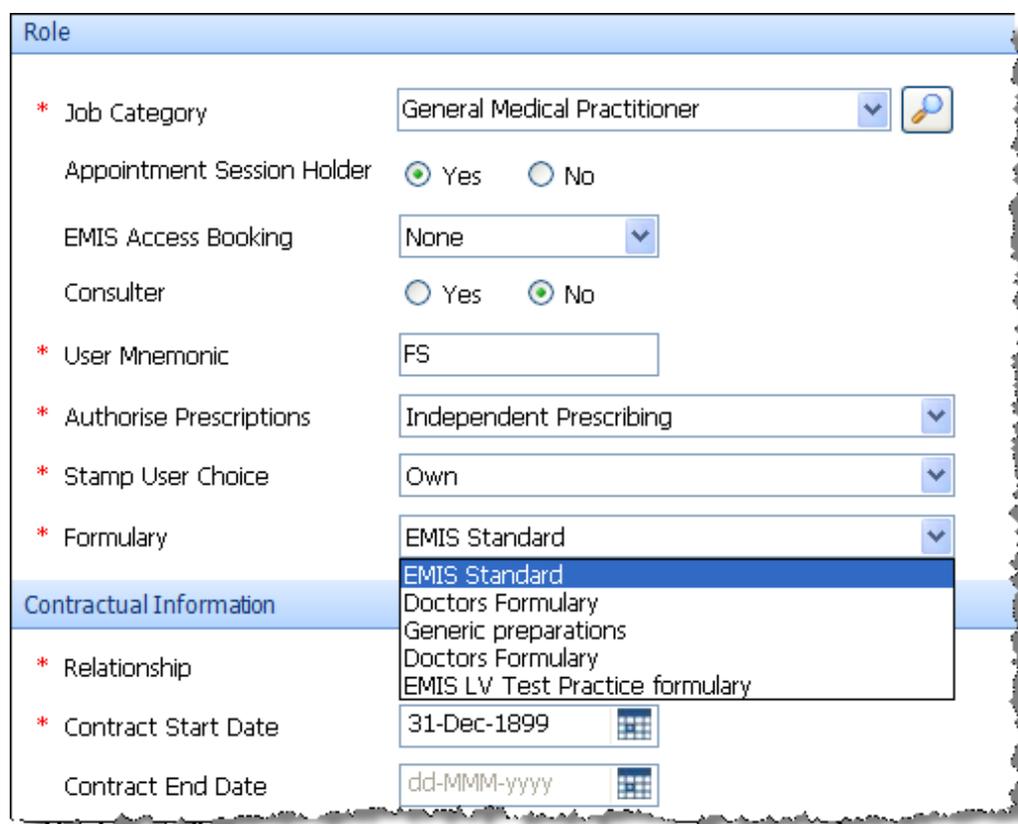
The Organisation Configuration screen is displayed.

- 2. In the navigation pane, click Users.
- 3. Click the required user, and then on the Users ribbon, click Edit User.

The user's details are displayed.

- 4. In the left-hand pane, click Role.
- 5. In the Role section, beside the Formulary field, click the drop down arrow and select the required formulary.

Note: To be able to select a formulary, you must ensure that the user's job category has prescribing rights and select a valid option in the Authorise Prescriptions box.



Role	
* Job Category	General Medical Practitioner
Appointment Session Holder	<input checked="" type="radio"/> Yes <input type="radio"/> No
EMIS Access Booking	None
Consulter	<input type="radio"/> Yes <input checked="" type="radio"/> No
* User Mnemonic	FS
* Authorise Prescriptions	Independent Prescribing
* Stamp User Choice	Own
* Formulary	EMIS Standard
Contractual Information	
* Relationship	
* Contract Start Date	31-Dec-1899
Contract End Date	dd-MMM-yyyy

The Role details section of a user's record

6. Click **OK**.