'First Contact Practitioner' searches and reports

~ Guidance ~

EMIS Web

Version 2.0

November 2018

CONTENTS

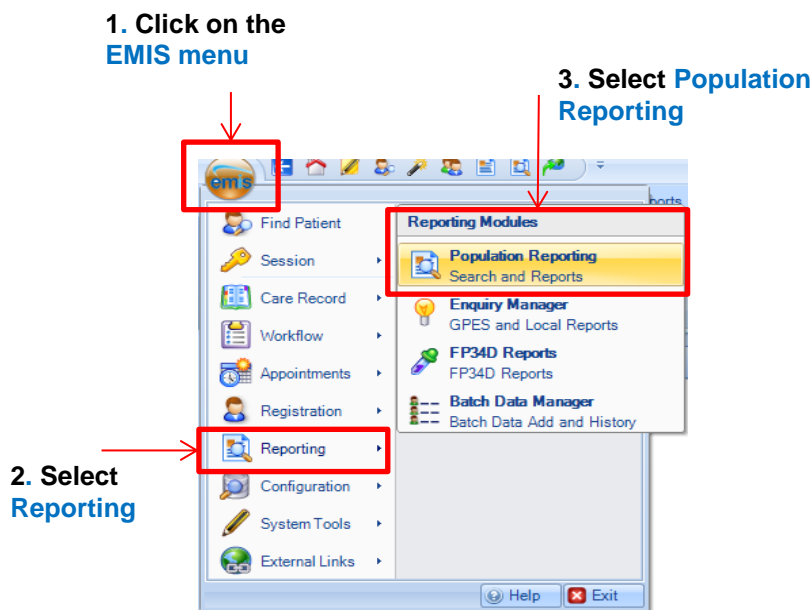# 1. Importing the folder of searches & reports into EMIS Web

It is assumed that the .xml file containing the searches and reports has been received and saved to the user's computer\network folder ready for importing into EMIS.
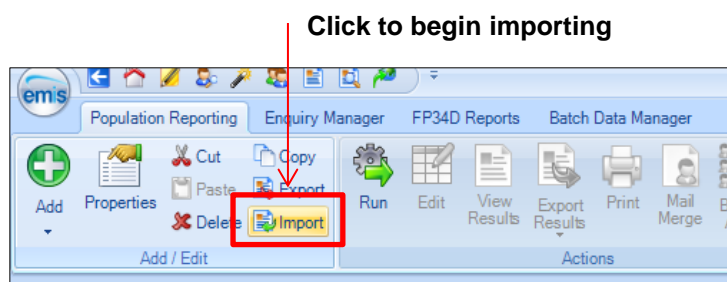
EMIS will allow the importing of a complete folder of searches\reports, so this process can be carried out in one action.

Click on the **EMIS button** at the top left of the screen and select **Reporting** from the list of options displayed and then select **Population Reporting** as shown below:
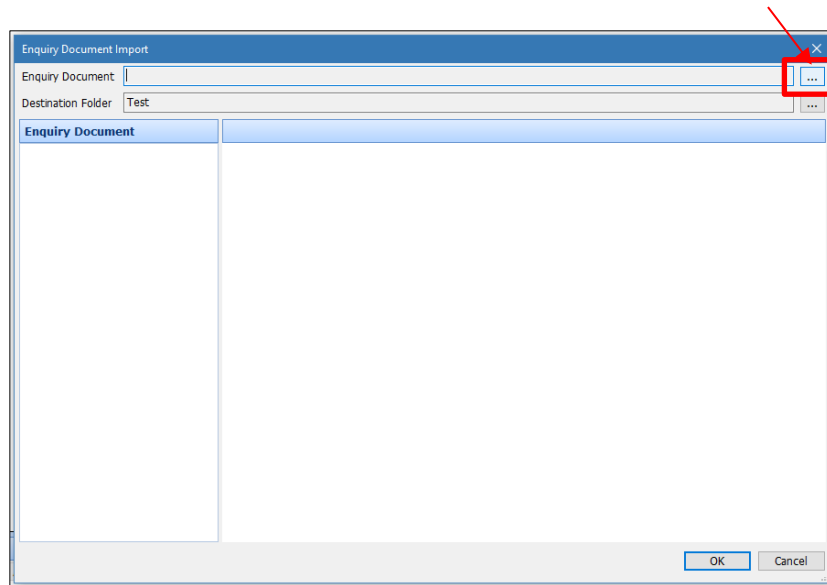

Once Population Reporting is open, to begin importing the new folder of searches\reports, select a suitable folder within the practice folder list, or alternatively, create a new folder altogether; the file you are importing will already include a folder titled **First contact Practitioner Monthly UK v2.0**.

Now that a folder has been selected, click on the **Import** button found on the menu ribbon as shown below:
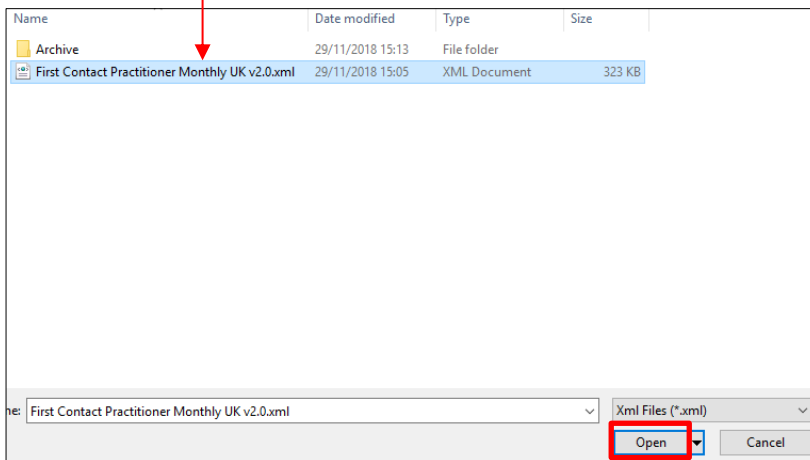
The following window will allow the user to **browse to the file that contains the searches\reports**, before then previewing what the file structure and contents will look like within EMIS.

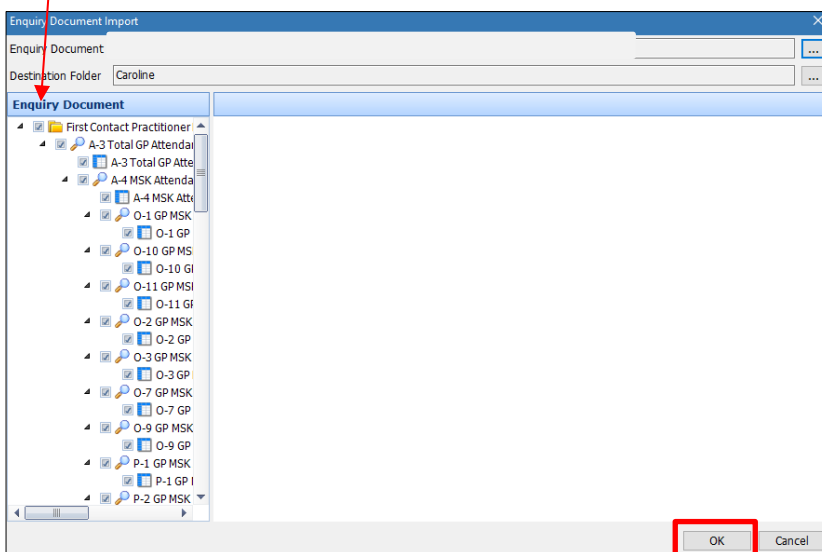1. **Click to begin selecting the file to import**

In the next window that opens, browse and select the file to import as shown over the page…

2. Browse to the file location and select the file

3. Click open to begin importing

This previews the folder contents
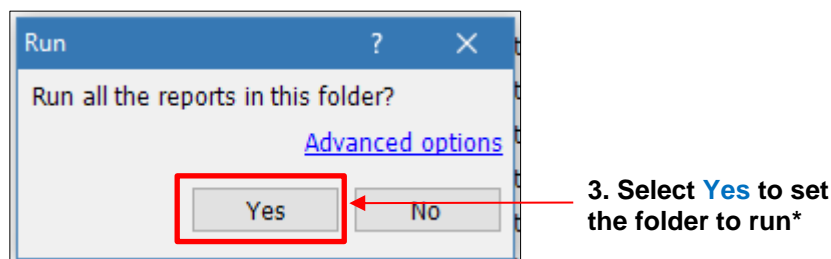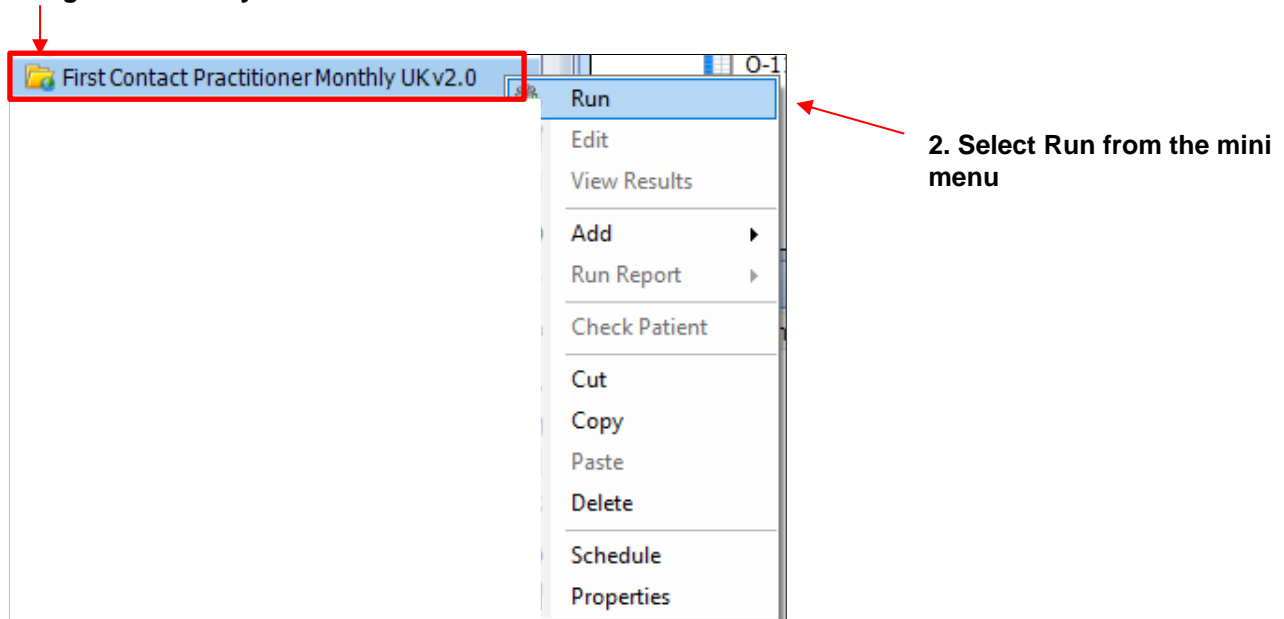

4. Click OK to confirm and finish the import

Once completed, the **folder of searches\reports** will have then been **installed onto your system**.
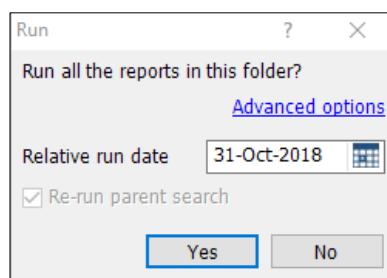
2. Running the searches and reports

Now that everything has been imported, the searches, and their corresponding reports can be run in order to provide the activity figures for the FCP.

To do this, while in Population Reporting, the **entire contents of the First Contact Practitioner Monthly UK v2.0 folder can be set to run simultaneously** by taking the following steps:

1. Right-click with your mouse on the folder name

2. Select Run from the mini menu
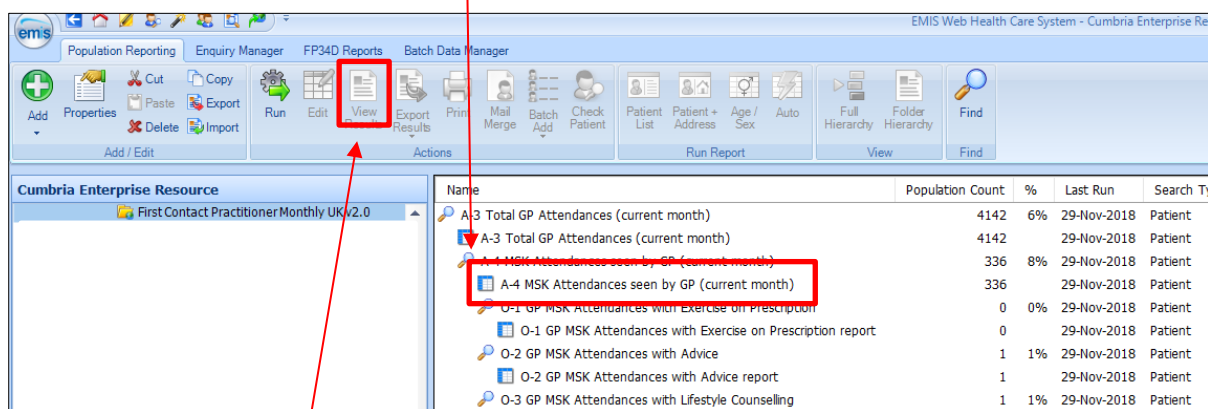
3. Select Yes to set the folder to run*

*N.B If you are running reports for a previous month (i.e. in November you want to run October's data) you will need to change the relative run date in the 'Advanced options' section to any date within the previous month, see example below.

Once the searches and reports have run, the report will become available to view; to do this take the following steps:

1. Select the required report

2. Select view

The report will now open and be displayed as below:

1. Activity by individual

2. Total activity for the entire indicator. **This is the figure to be used for the monthly data collection proforma.**

*N.B At the time of compiling these instructions there was an intermittent problem with viewing the last page of a reports more than 1 page long which resulted in a KD error. If this occurs the report will need to be exported to view the Total on the back page.