**How to Import Referral templates into Emis Web**

**1. Creating a Folder on your Desktop:**

* Right click on your desktop and select ‘New’ followed by ‘Folder’. Please title the new folder ‘Templates’.

**2. Download referral templates from E-mail or from link to a website.**

* Open the email/link containing the templates.
* Right click on the attachment containing the template and select ‘Save as’.
* Navigate to the folder titled ‘Data Entry Templates’ on your desktop and select ‘Save’

**3. Access Template Manager from the home page of EMIS WEB**



1. In the navigation pane, click the **Document Templates** tab.
2. Select the folder where you want to save the imported template or create a new one.

On the Template Manager ribbon, click **Import**.

1. The Import Template screen is displayed.
2. Navigate to the location of the required template, and then click **Open**.

The template is imported to the selected folder.

**PLEASE REMEMBER TO DEACTIVATE PREVIOUS VERSION OF THE SAME TEMPLATE PRIOR TO INSTALLING THE LATEST VERSION.**