

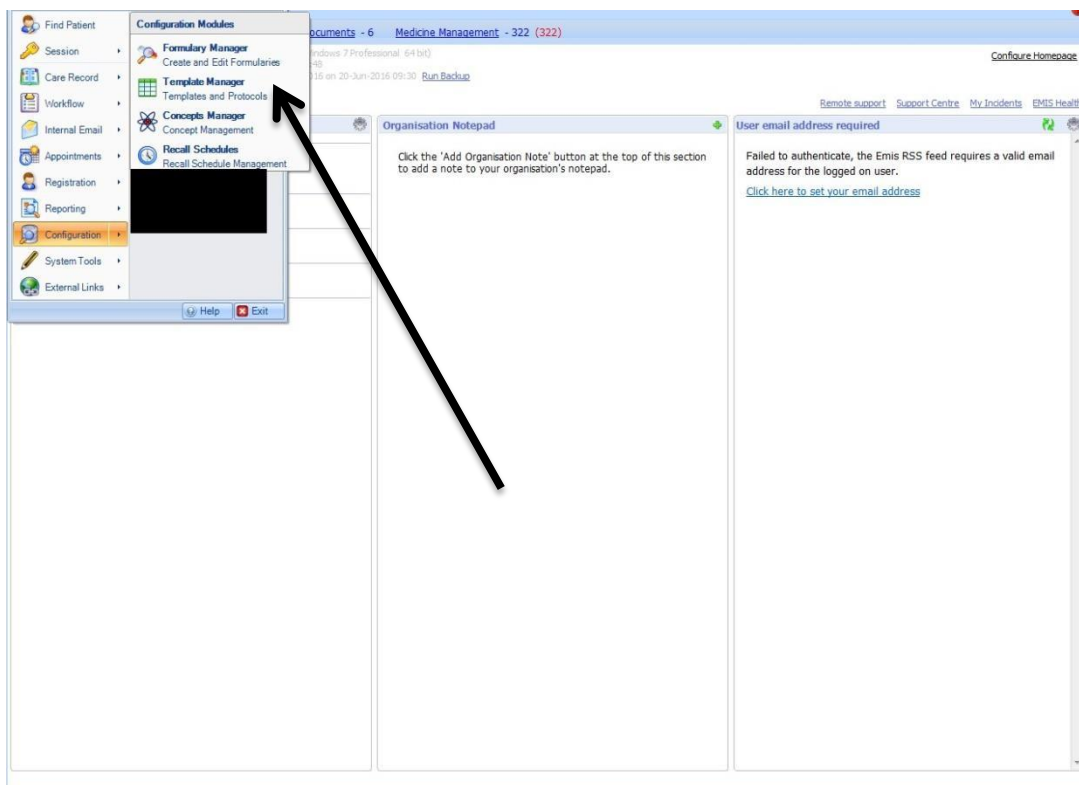
## Importing the Respiratory Action Plans (RAPs) into EMISWeb

This guide will help you to import the Respiratory Action Plan (RAP) into EMISWeb. It will be imported as a document and will be available alongside all the other documents you regularly use.

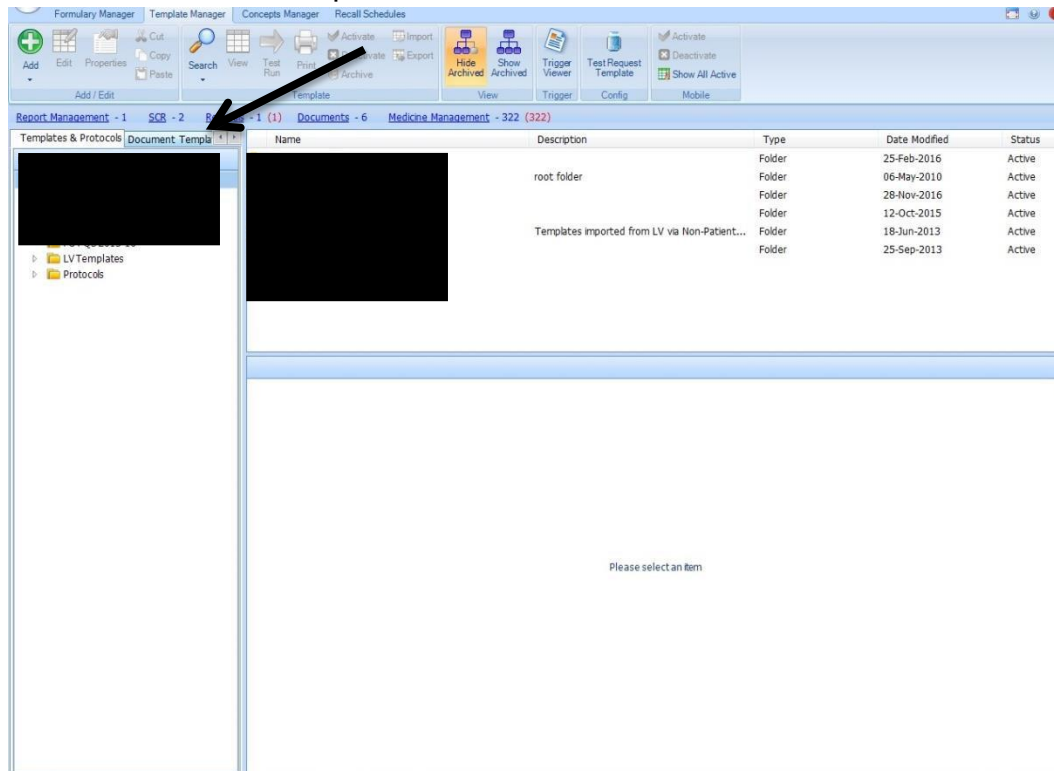
Depending on your EMISWeb version, your screen may look different, particularly in the first few steps. Due to this, there are two guides. Please follow the guide that matches your EMISWeb set-up.

### Guide 1 – using Template Manager

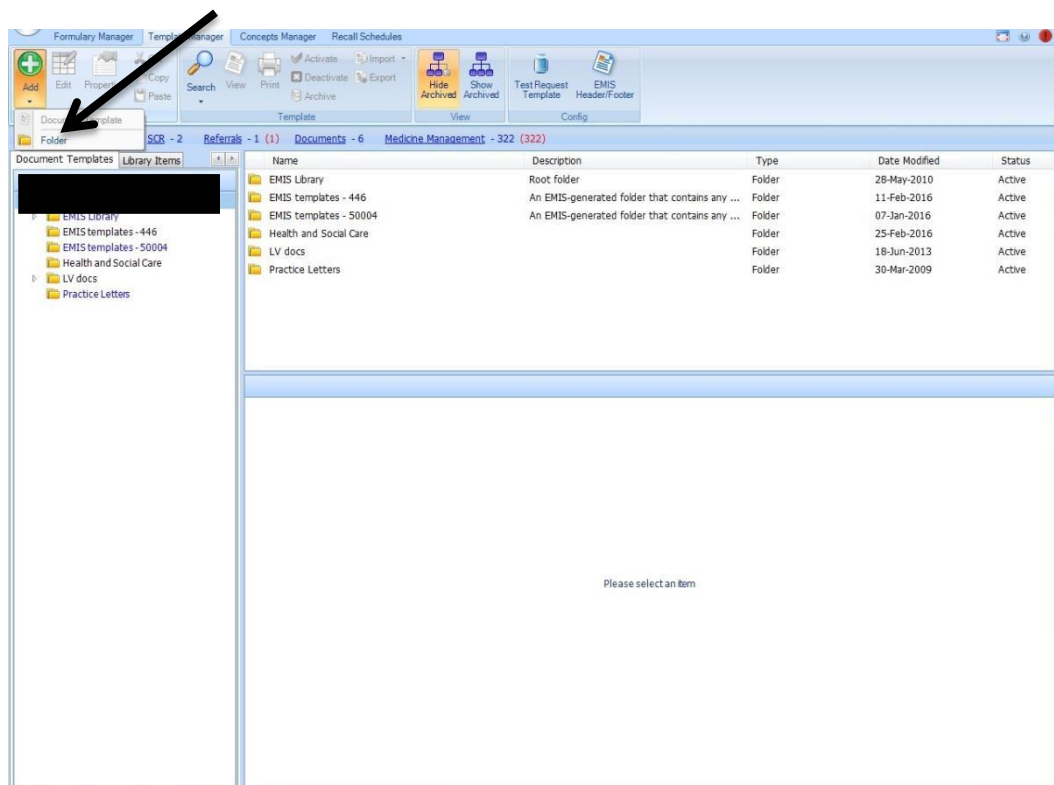
1. Log into EMISWeb in the usual way.
2. Click on the EMIS button in the top left corner and hover the mouse over Configuration and click on Template Manager in the menu that appears.



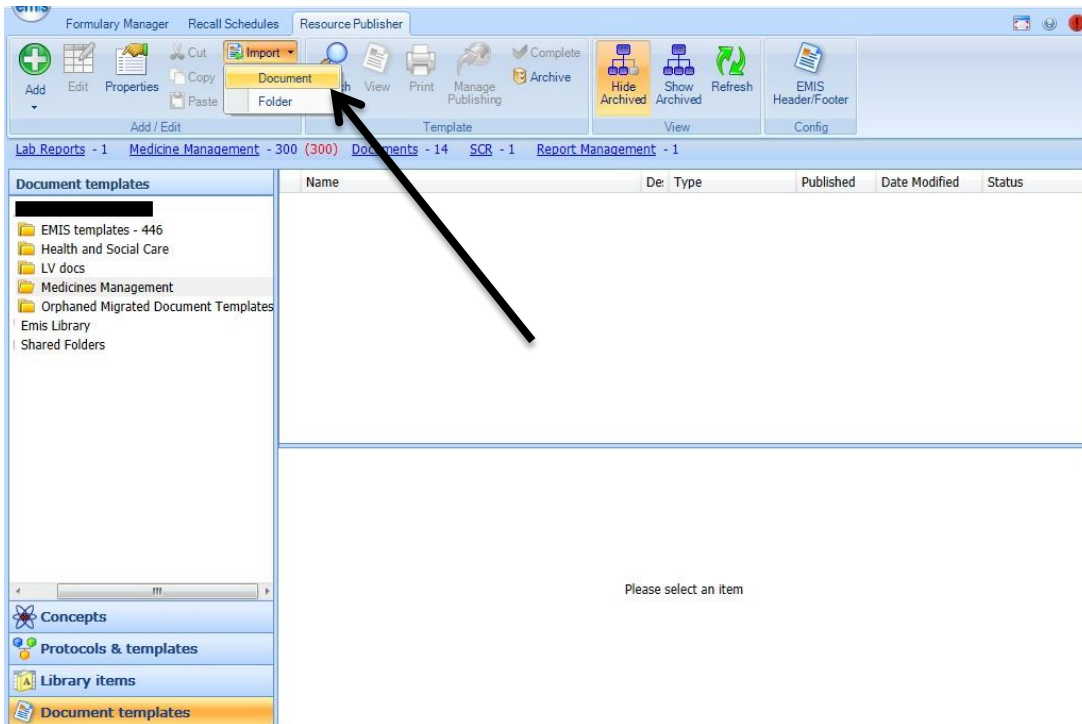
3. Click on Document Templates.



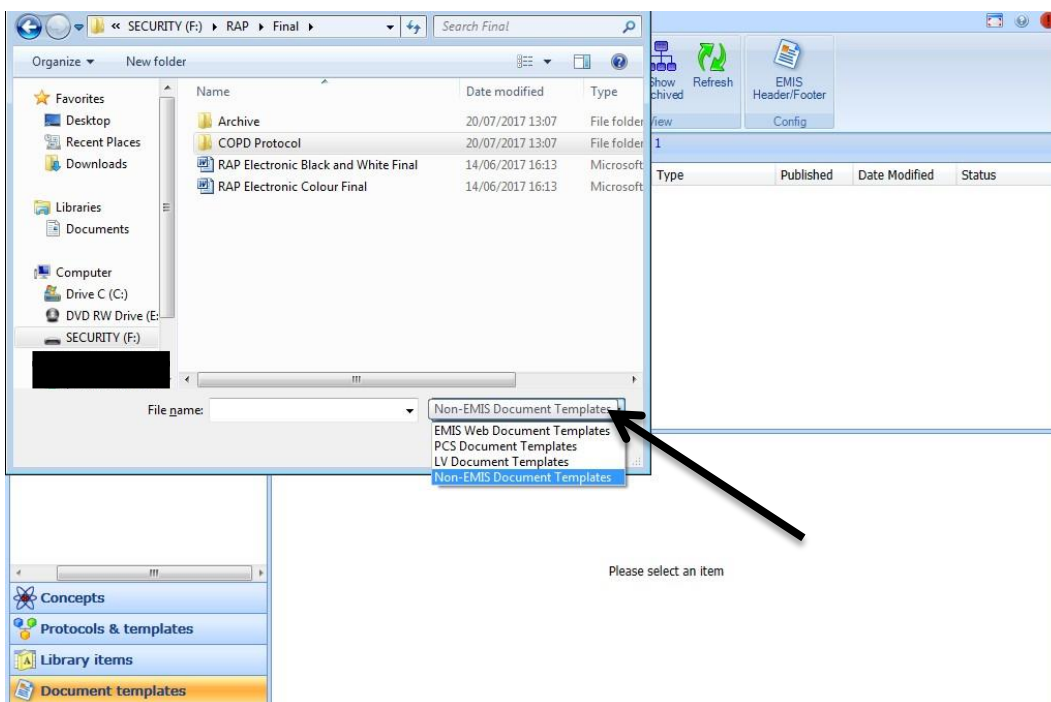
4. Use the Add button to create your own folder. In this case, a folder has been created called Medicines Management. Once created, open the folder, it should be empty. You can also use any folders you have already created.



5. Click on Import, then Document.



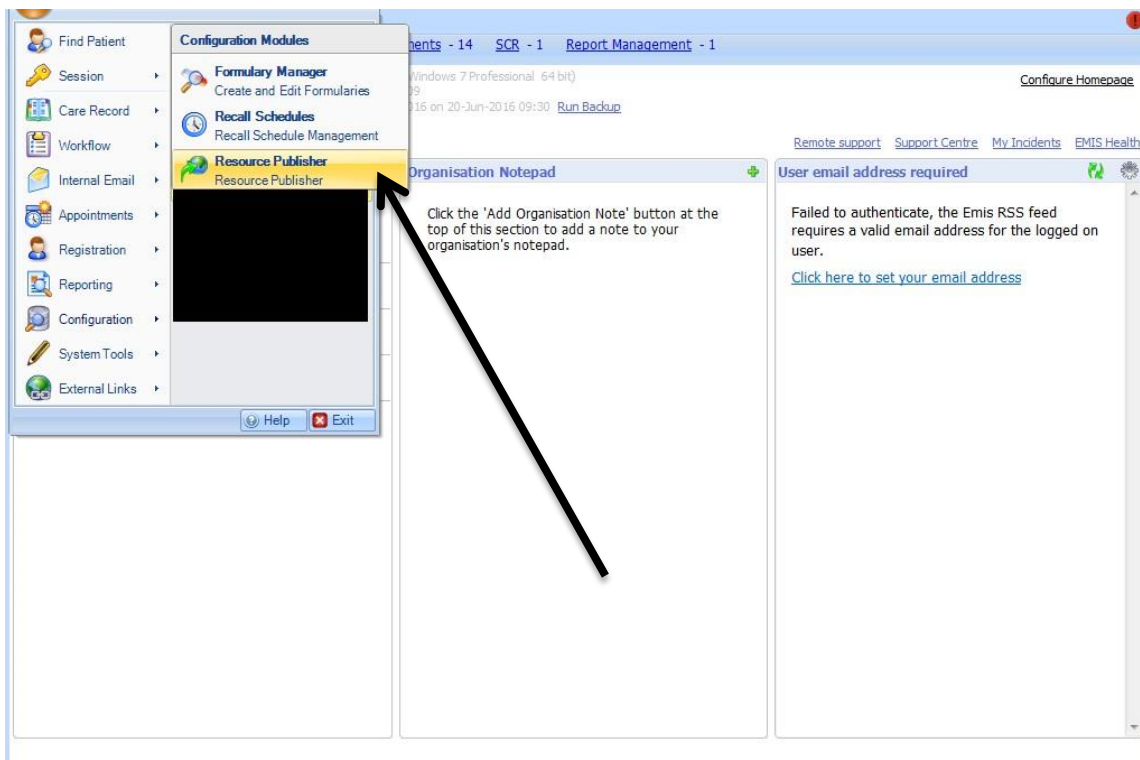
6. Navigate to the folder on the PC where you have downloaded/saved the RAPs. They won't be visible initially, but if you click the drop down next to the file name, and select "Non-EMIS Document Templates", your saved RAP files will be visible. Select the one you would like to use (i.e. colour or black and white) click open.



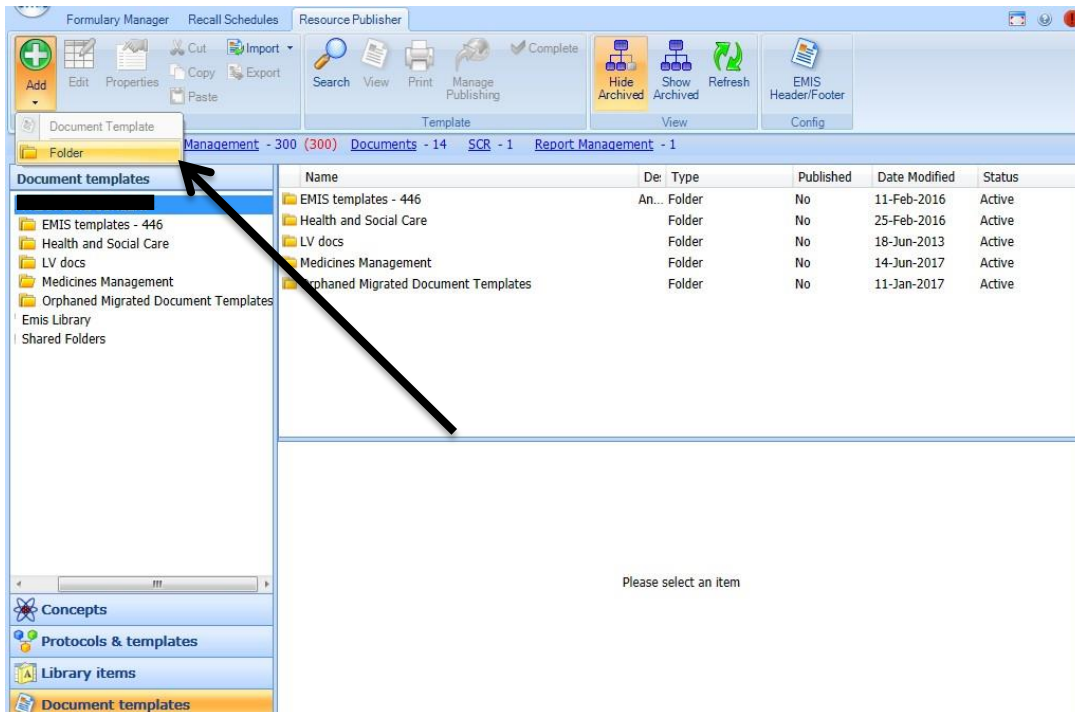
7. You will now see your imported document and it should automatically show as activated. If it greyed out, click on the document title, and right click. Hover over Status and select Activate. The new action plan can now be accessed in the same way you would do when writing any other letter.

## Guide 2 – using Resource Publisher

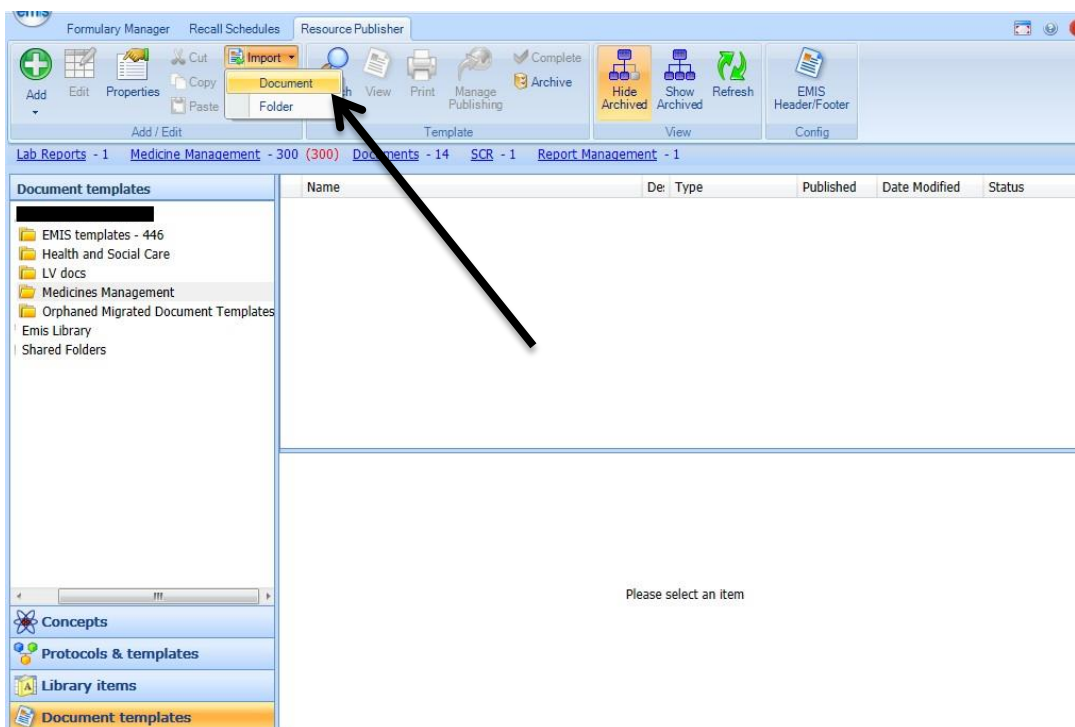
1. Log into EMISWeb in the usual way.
2. Click on the EMIS button, hover the mouse over Configuration, and then select Resource Publisher in the menu that appears.



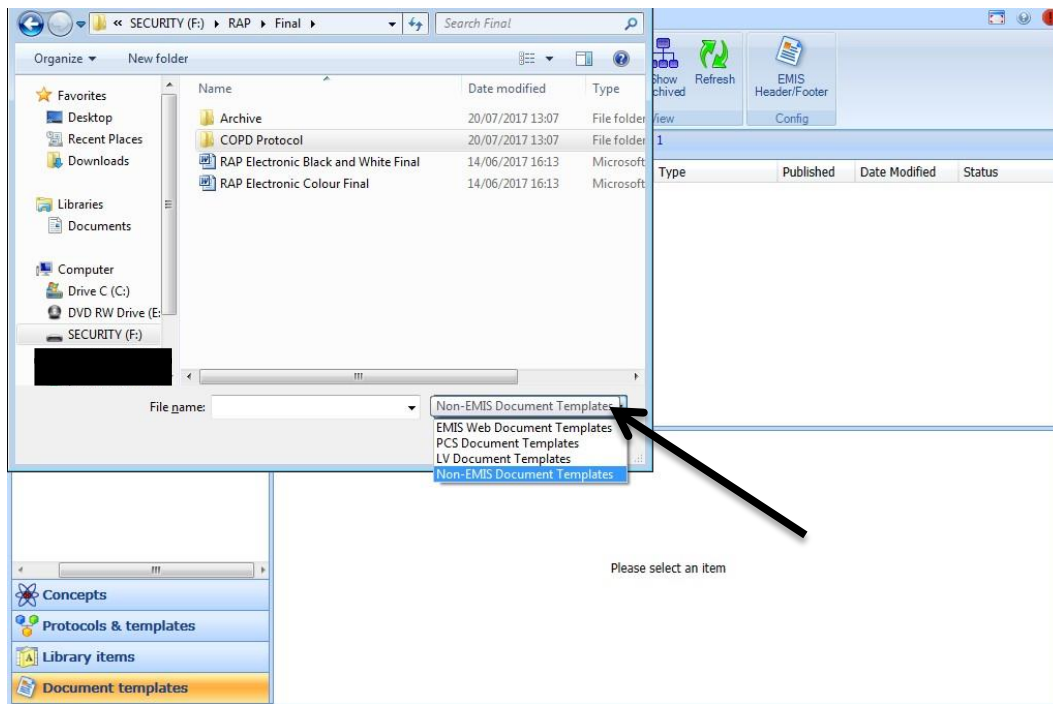
- If not already highlighted, click on Document Templates. Then use the Add button to create your own folder. In this case, a folder has been created called Medicines Management. Once created, open the folder, it should be empty. You can also use any folders you have already created.



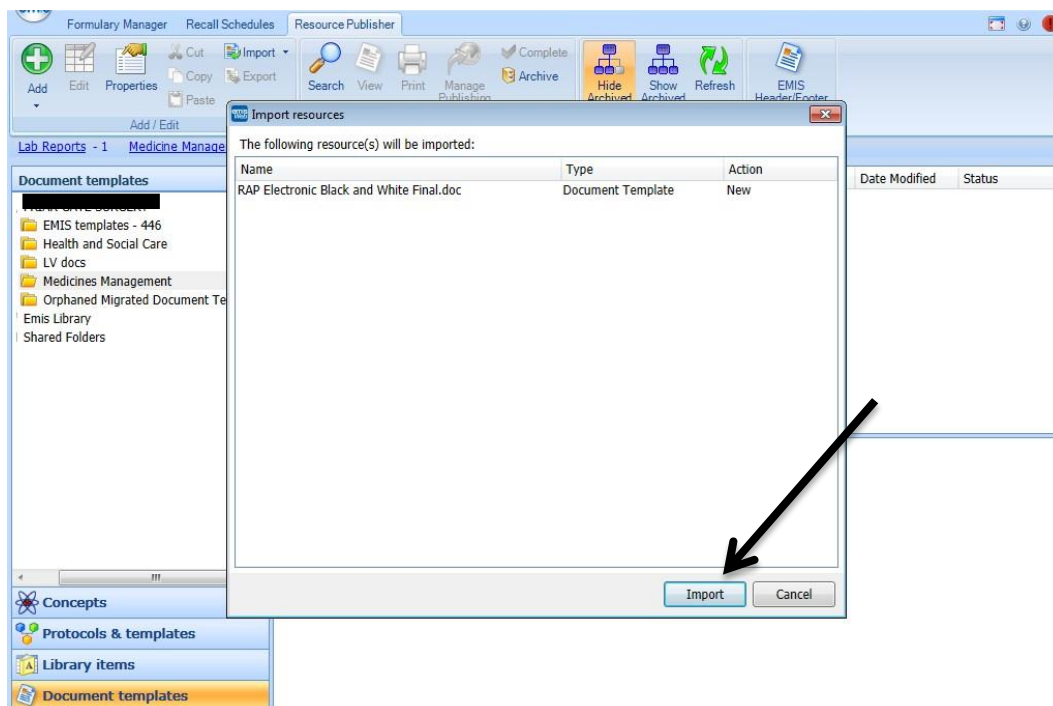
- Click on Import, then Document.



5. Navigate to the folder on the PC where you have downloaded/saved the RAPs. They won't be visible initially, but if you click the drop down next to the file name, and select "Non-EMIS Document Templates", your saved RAP files will be visible. Select the one you would like to use (i.e. colour or black and white) and click Open.



6. At the following screen, press Import.



7. You will now see your imported RAP document. It will be greyed out as it is in draft status. Click on the new document, then right click, hover over Status and click Complete. The new action plan can now be accessed in the same way you would do when writing any other letter.