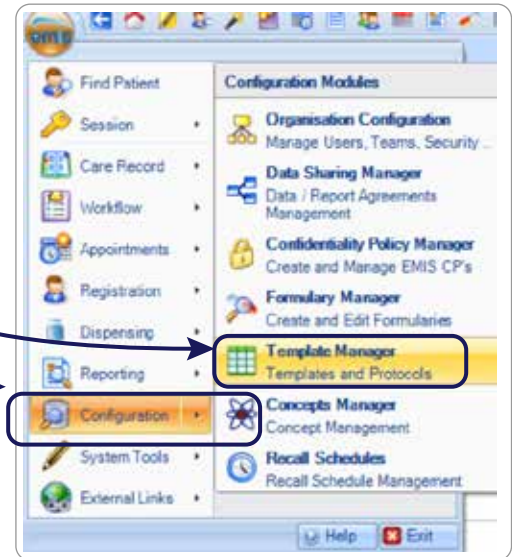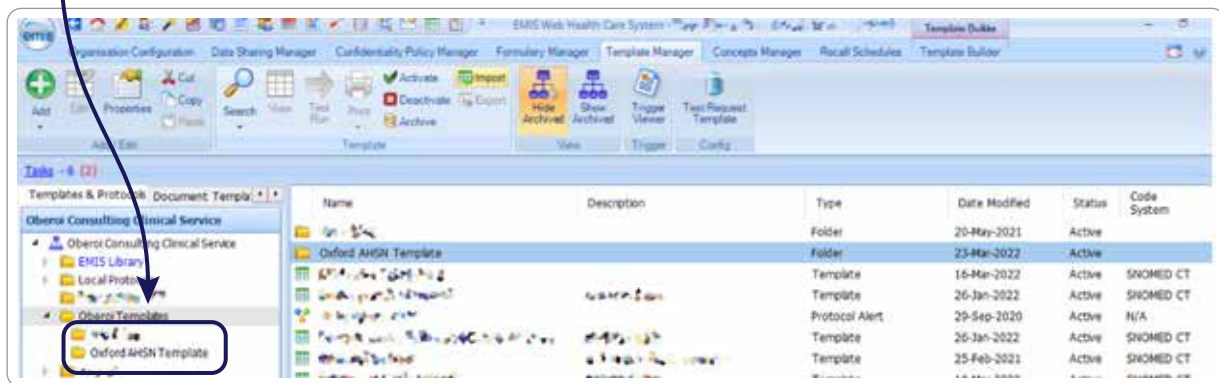This guide provides step by step instructions to support **importing the Oxford AHSN Respiratory Review Clinical Template** into EMIS Web

Step 1: Access **Configuration** then **Template Manager** (or **Resource Publisher** if your system doesn't have Template Manager)

Step 2: **Create** a new folder or **Select and highlight** an existing **folder** where you want to save your template.
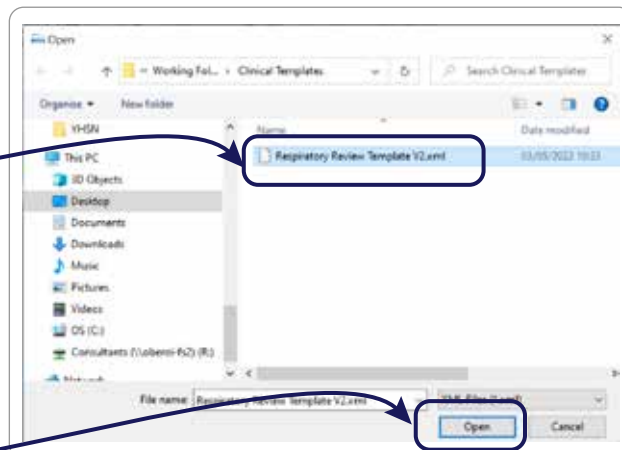

Step 3: Select **Import**

Step 4: Navigate to where you saved your downloaded xml file.

... then click **Open** to **import**.

Step 5: Your **template** will then be installed into EMIS Web and be **ready to use**.