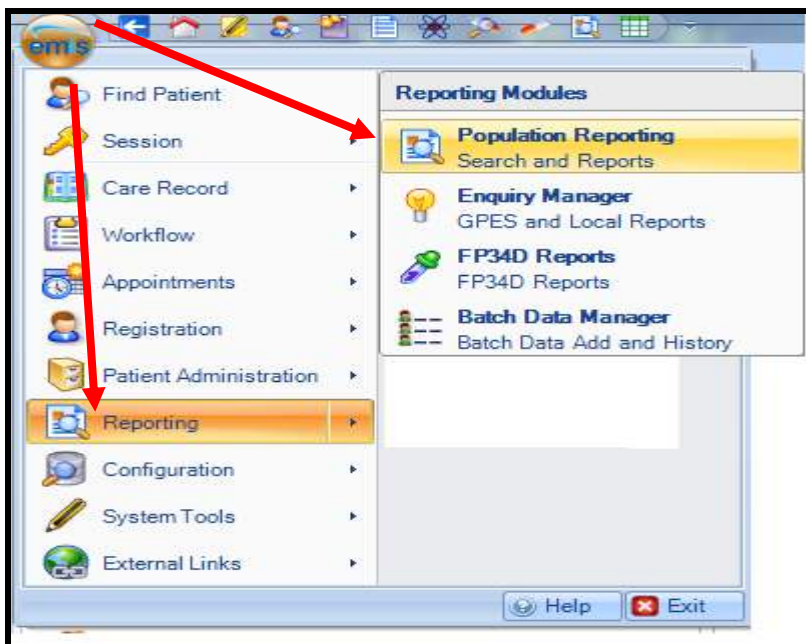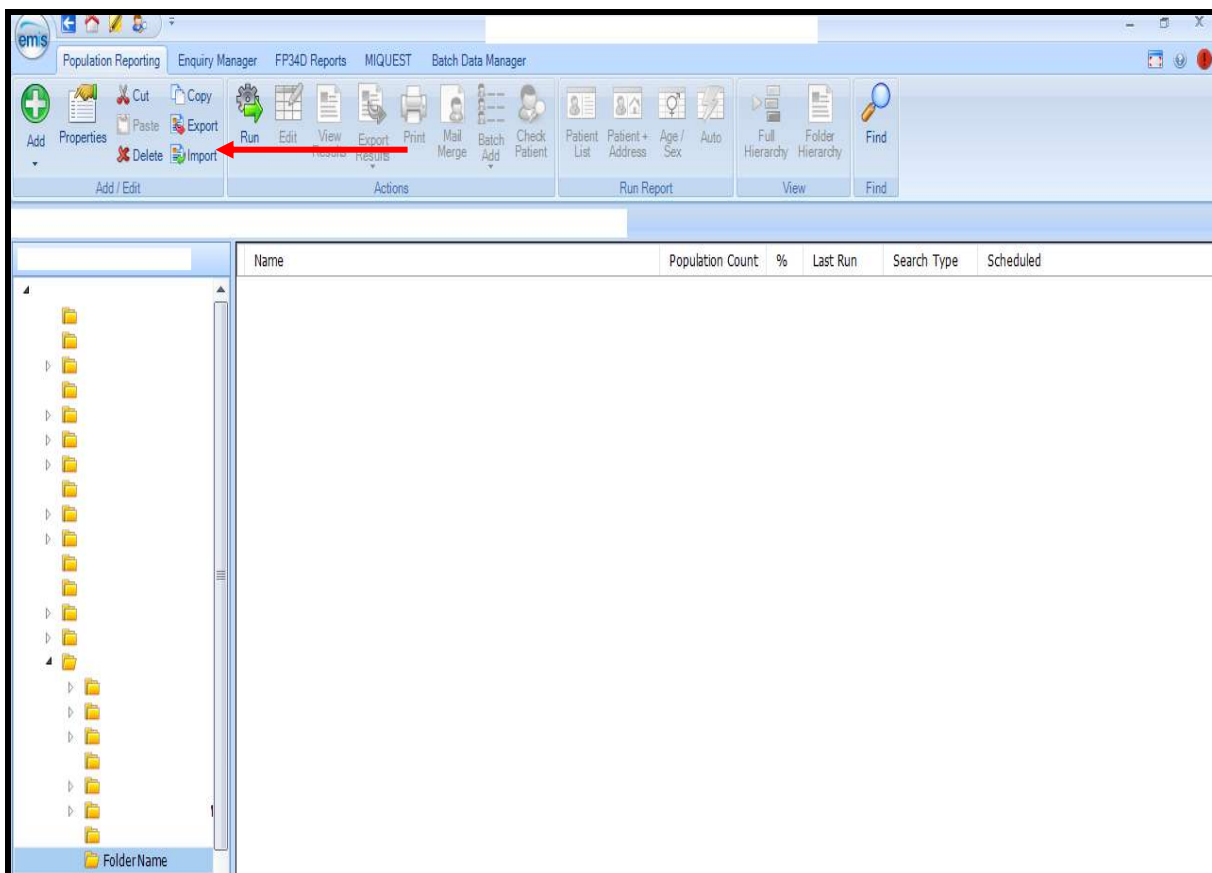**IIF indicators RESP02 SABAs Emis Web Search User Guide**
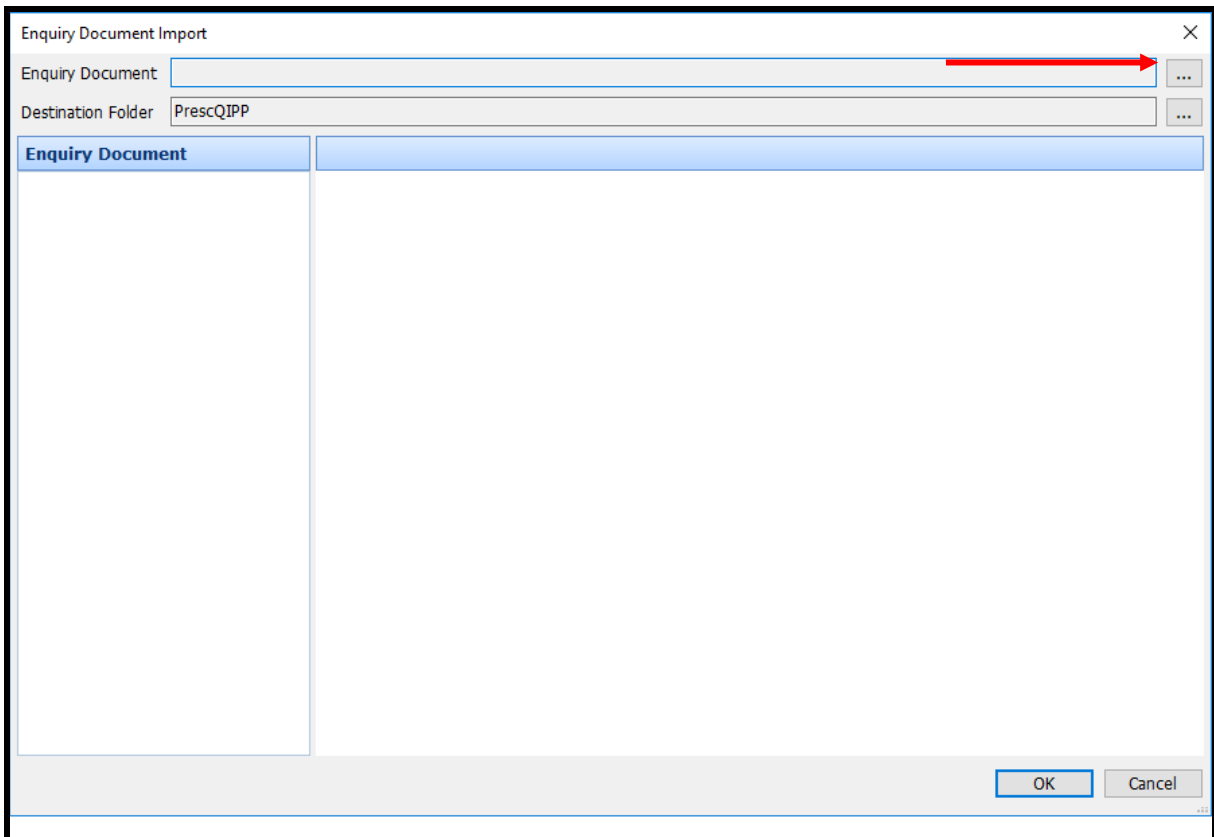
1. Open EMIS Web and go to Reporting> Population Reporting
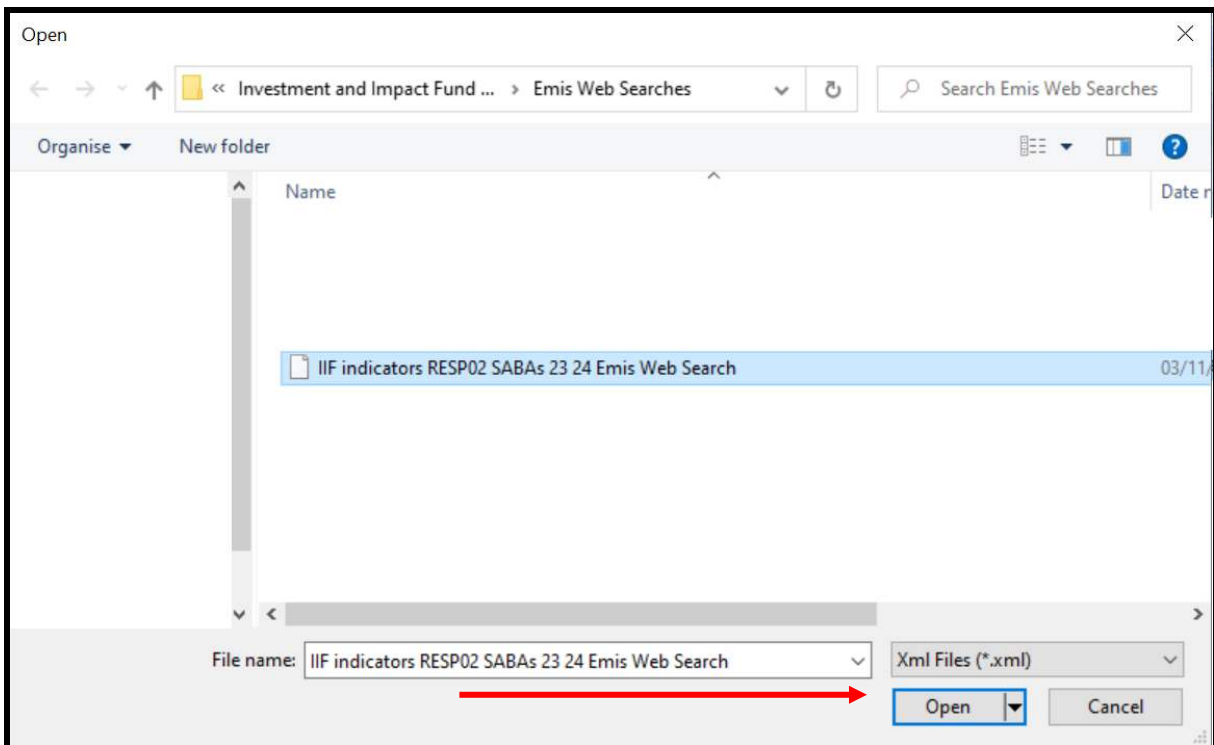

2. Select the folder within population reporting in which you wish to save your search and click on 'Import'.
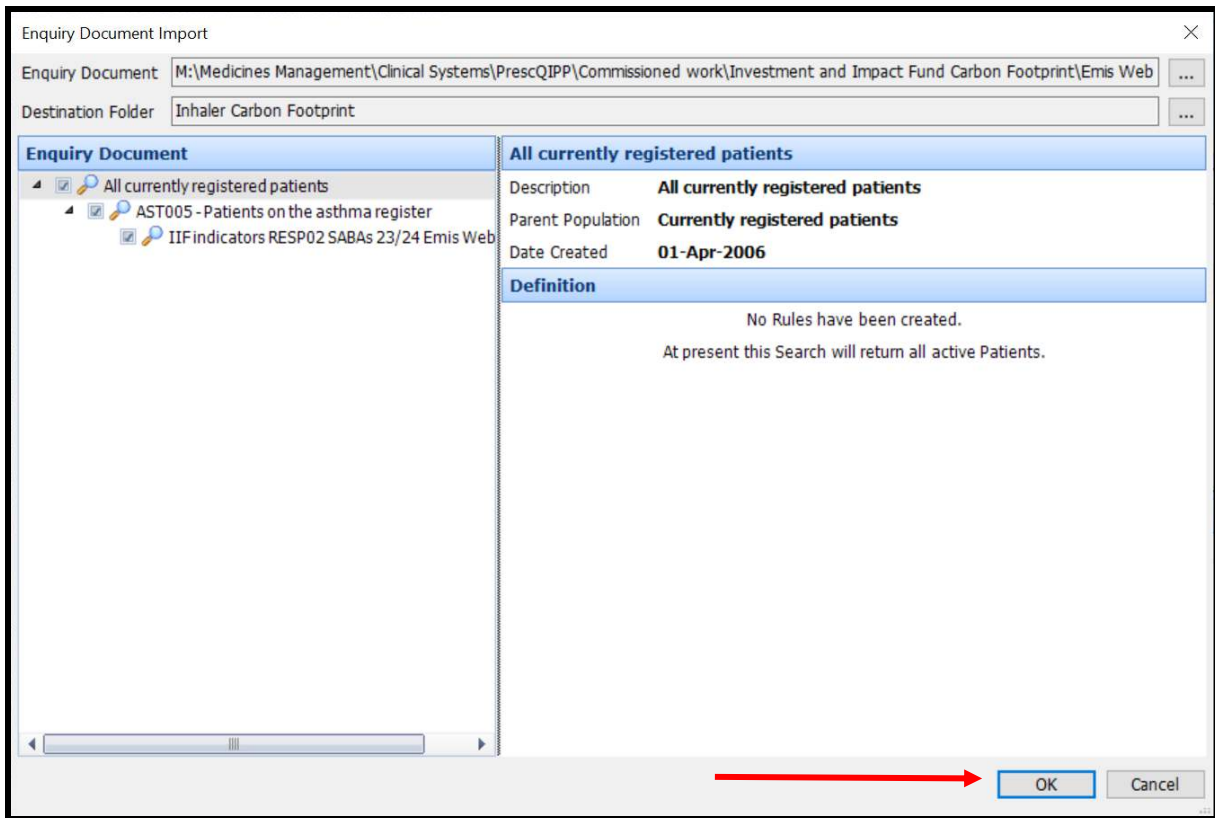
3. The following screen will appear. The 'Enquiry Document' is the search that you want to import, click on [...]
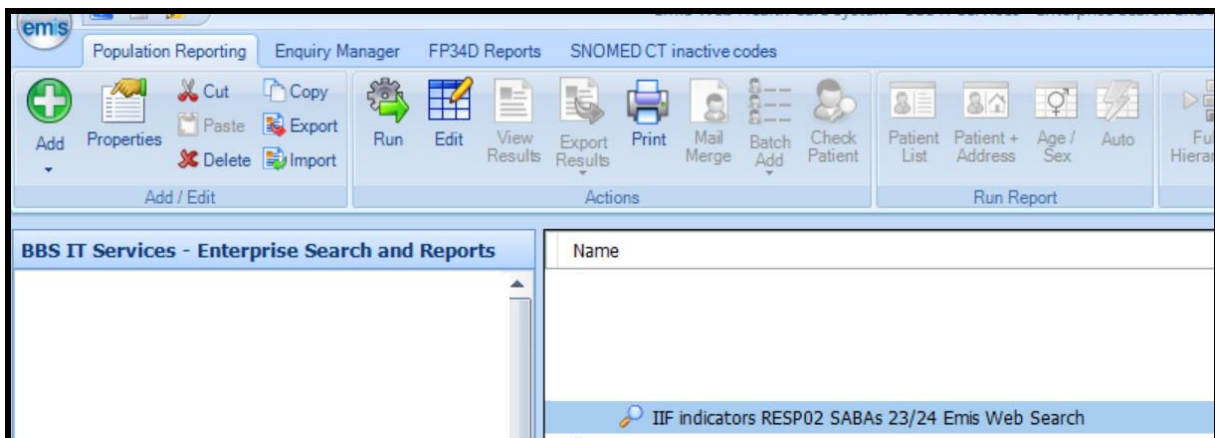

4. Select the search file and then click 'Open'.

5. On this screen click 'OK'.

6. The searches will appear in your folder as shown below.

7. The searches are now ready for you to run.