

A large, thick teal-colored arc that starts from the left edge of the page, curves upwards and to the right, and then curves downwards and to the left, ending at the bottom edge. It frames the central text.


Launching the GP Portal within EMIS Web

A protocol has been created to give practices the ability to launch the GP Portal from within a patient record.

The protocol will need to be imported into your unit. To do this follow the steps below:

Navigate to

- EMIS bubble > Configuration > Template Manager.
- Select the Templates & Protocols tab (located on the left hand-side of the screen)

Note: click the left/right arrows  if the tab is not displayed.

- Click to select the folder to house the protocol

In the EMIS Ribbon:



- Click Import

Navigate to where the protocol has been saved

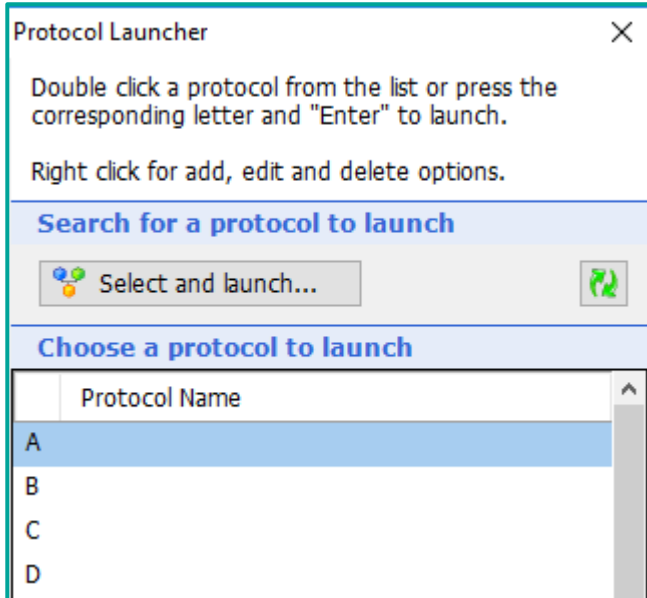
- Click to highlight
- Click Open

The protocol will be imported and displayed in the pane on the right of the screen.

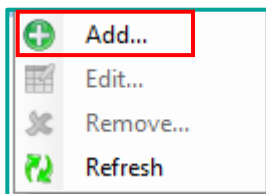
The protocol will need to be added to the F12 (protocol launcher) **for each user in the practice**. To do this follow the instructions below:

- Push F12 on the keyboard

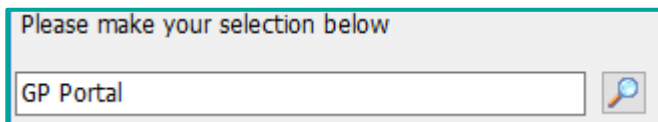
The protocol launcher will display



- Right click on a spare letter
- Click Add



- Enter GP Portal into the search box

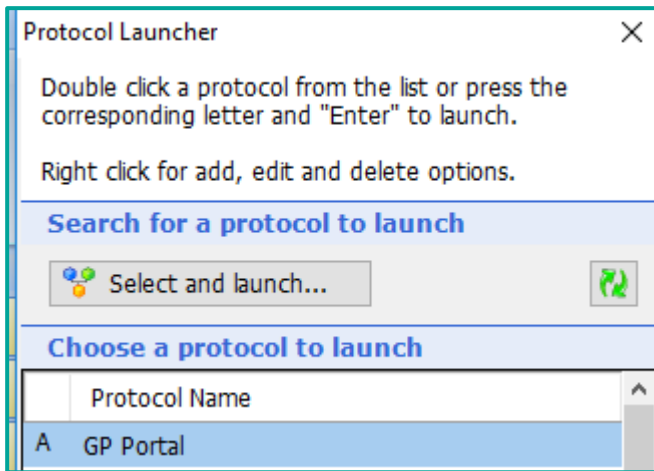


- Select the protocol and click OK

The protocol has now been added to the launcher

To access the GP Portal from within a patient's record

- Press F12. The protocol launcher will display
- Double click on the GP Portal to launch it



The website address will be displayed.

Select the CTRL key on the keyboard and click the website address to launch it.