

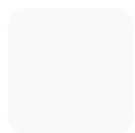
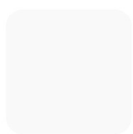
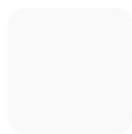
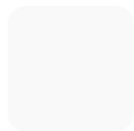
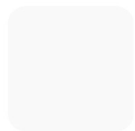
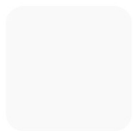
Search Guide: Uploading and Running the LMC Wound Care Audit Search in EMIS Web



This guide explains how to download, upload and run the **LMC Wound Care Audit search** in EMIS Web.

The search is designed to identify patients with relevant SNOMED codes recorded within the last month, helping practices review wound care activity and meet audit requirements.

The search is available from TeamNet or on request from the One Care Digital Team at Digital@onecare.org.uk



How to add the Protocol to F12 Protocol Launcher:

Step 1:

Download the Search File from Email

- Open the email containing the search file attachment
- Locate the attached file:  LMC Wound Care Audit Resources
- Click Download*
- Save the file to an easily accessible location (e.g. Downloads or Desktop)

Or

Download the Search File from TeamNet

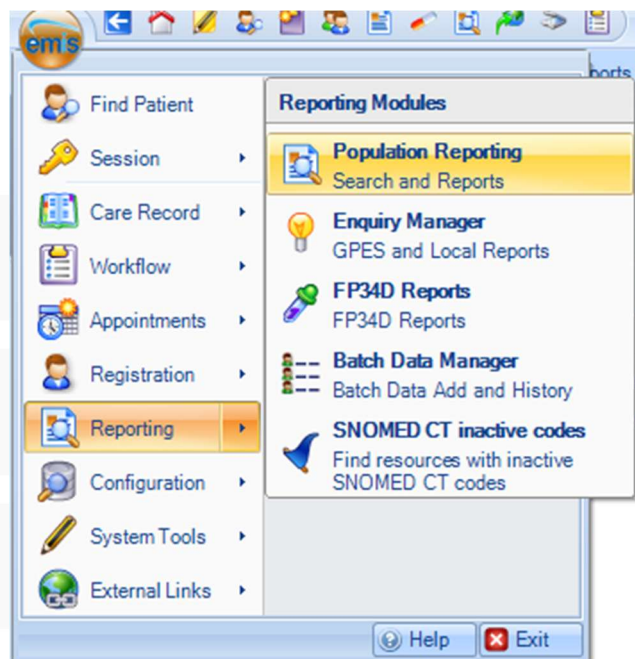
- Open TeamNet page: [LMC Wound Care Audit Resources](#)
- Locate the attachment file:  LMC Wound Care Audit Resources
- Click one file to start download*
- Save the file to an easily accessible location (e.g. Downloads or Desktop)

****Do not rename or alter the file before uploading to EMIS.***

Step 2: Open Population Reporting in EMIS

- Log into EMIS Web.
- Navigate via the EMIS menu:
 - Reporting
 - Population Reporting

This will open the Population Reporting module where searches are stored and run.



Step 3: Create a New Folder

- In Population Reporting, locate the **Add** button in the top ribbon (far left)
- Click add and select **Folder**
- Name the folder:
 - **LMC Wound Care Audit Resources**
- Click OK.

Add Folder

Name

☐ Include data from other organisations

Reporting level

Specialities Organisations

Name	NPC	Agreement	Folder
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OK Cancel

Step 4: Import the Search

- Ensure your new folder (**LMC Wound Care Audit Resources**) is selected.
- Select **Import** in the top ribbon
- In the Enquiry Document Import window click on the three dots and browse to the location where the downloaded file is saved
- Select the search file:  **LMC Wound Care Audit Resources**
- Click Open
- Then click OK

Enquiry Document Import

Enquiry Document

Destination Folder

Enquiry Document Destination Folder

The folder will now appear within your LMC Wound Care Audit folder.

Name	Population Count	%	Last Run
 LMC Wound Care Audit Resources			

Inside this folder will be the search and report

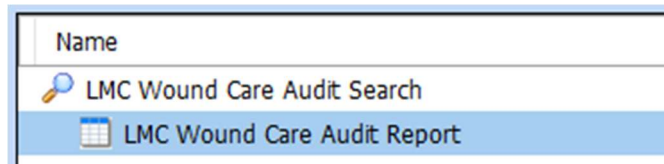
Name	Population Count	%	Last Run
 LMC Wound Care Audit Search			
 LMC Wound Care Audit Report			



How to Manually Run the Wound Care Audit Search

Step 1: Run the Search and Report

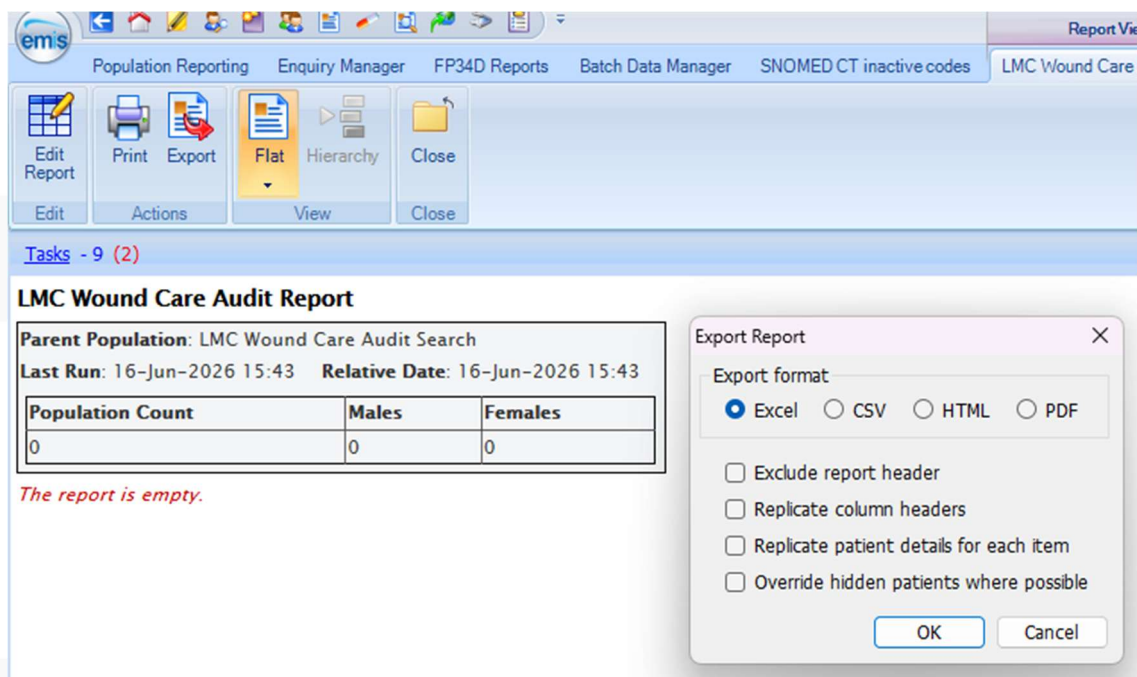
- Click on the imported report (second file) to highlight it



- Select **Run** in the top ribbon (or right-click on the report and choose **Run**)
- Click **Yes**

Step 2: View the Results

- Once the search has completed, click **View Results** (top ribbon)
- Review the list of patients identified to ensure correct data has been pulled
- Export** results (top ribbon)
- Save report as excel file
- Click OK
- Save the file to an easily accessible location (e.g. Downloads, Desktop or prepared folder)



The screenshot shows the 'ems' software interface. The top ribbon includes 'Population Reporting', 'Enquiry Manager', 'FP34D Reports', 'Batch Data Manager', 'SNOMED CT inactive codes', and 'LMC Wound Care Audit Report'. Below the ribbon, there are buttons for 'Edit Report', 'Print', 'Export', 'Flat', 'Hierarchy', and 'Close'. The main area displays 'Tasks - 9 (2)' and 'LMC Wound Care Audit Report'. Below this, it shows 'Parent Population: LMC Wound Care Audit Search' and 'Last Run: 16-Jun-2026 15:43 Relative Date: 16-Jun-2026 15:43'. A table shows 'Population Count', 'Males', and 'Females' with all values at 0. Below the table, it says 'The report is empty.' An 'Export Report' dialog box is open, showing 'Export format' with 'Excel' selected, and checkboxes for 'Exclude report header', 'Replicate column headers', 'Replicate patient details for each item', and 'Override hidden patients where possible'. The dialog has 'OK' and 'Cancel' buttons.

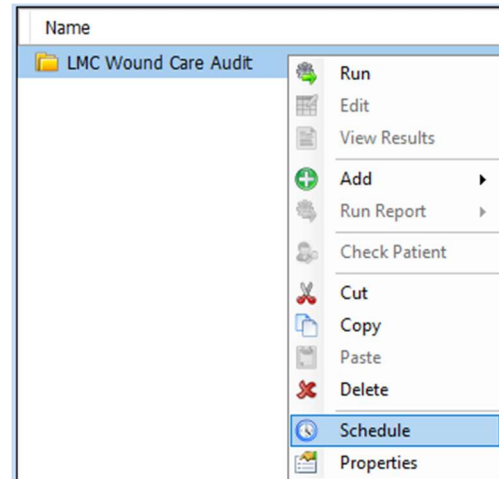
Population Count	Males	Females
0	0	0

How to Schedule the Search and Report to Run every 6 weeks

The search and report can be scheduled to run automatically every six weeks, capturing data from the previous six-week period each time it runs.

Step 1: Access the Schedule Menu

- Right-click on the **LMC Wound Care Audit Resources** folder
- Select **"Schedule"**



Step 2: Setting up the Schedule

In the Scheduling window, set the following options:

Recurrence Pattern

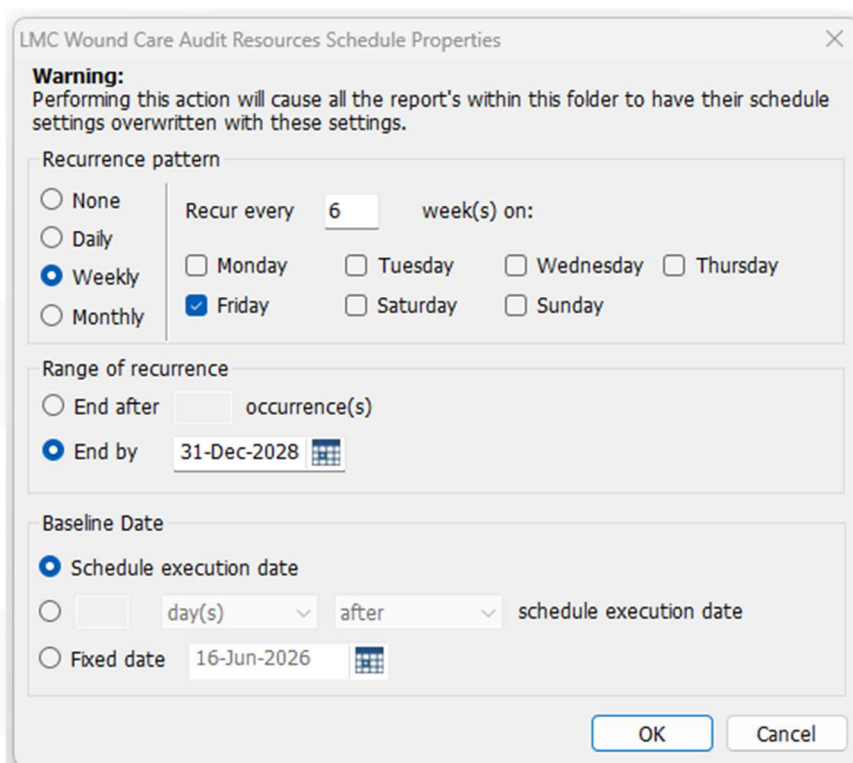
- Select **Weekly**
- Set to recur every **6 week(s)**
- Tick **Friday**

Range of Recurrence

- Set an end date (e.g. **31-Dec-2028**)

Baseline Date

- Set to the **schedule execution date**



Warning:
Performing this action will cause all the report's within this folder to have their schedule settings overwritten with these settings.

Recurrence pattern

☐ None Recur every week(s) on:

☐ Daily

☒ Weekly ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday

☐ Monthly ☒ Friday ☐ Saturday ☐ Sunday

Range of recurrence

☐ End after occurrence(s)

☒ End by 

Baseline Date

☒ Schedule execution date

☐ day(s) after schedule execution date

☐ Fixed date 

OK Cancel

Version history

Version	Date	Author	Notes
V1	16/06/2026	Stephanie Hatton	Creation of Wound Care Audit Search guide