



# Support Essentials

## **User Guide**

Changing Conduit Settings for EMIS Web

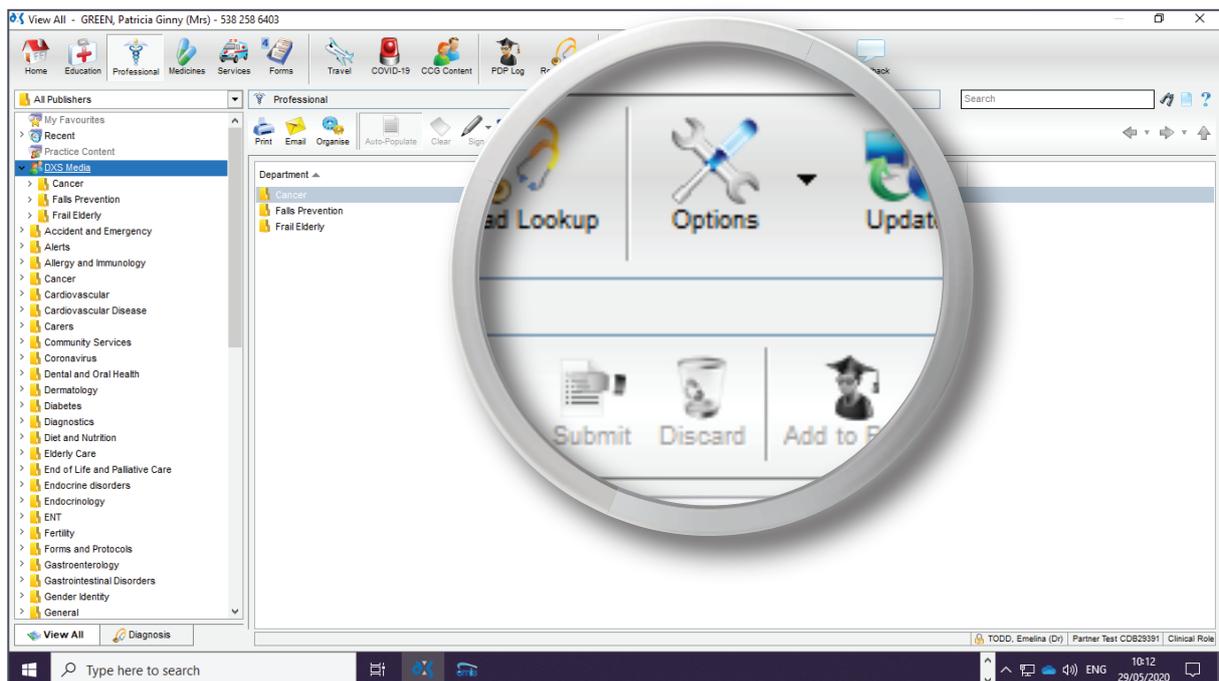
# Introduction

This guide shows you how a practice can edit their conduit settings to ensure data populated onto Point-of-Care referral forms is filtered appropriately.

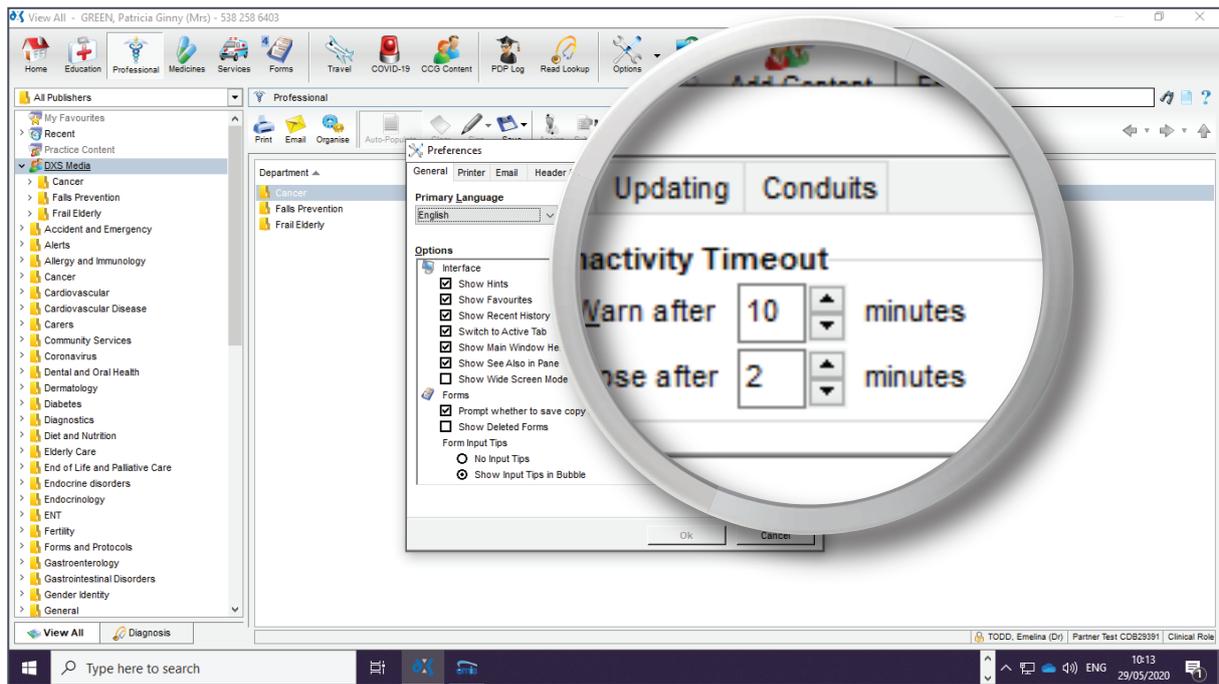
Please note: by using these settings, the system allows you to adjust the amount of data merged and displayed on referral forms.

# Instructions

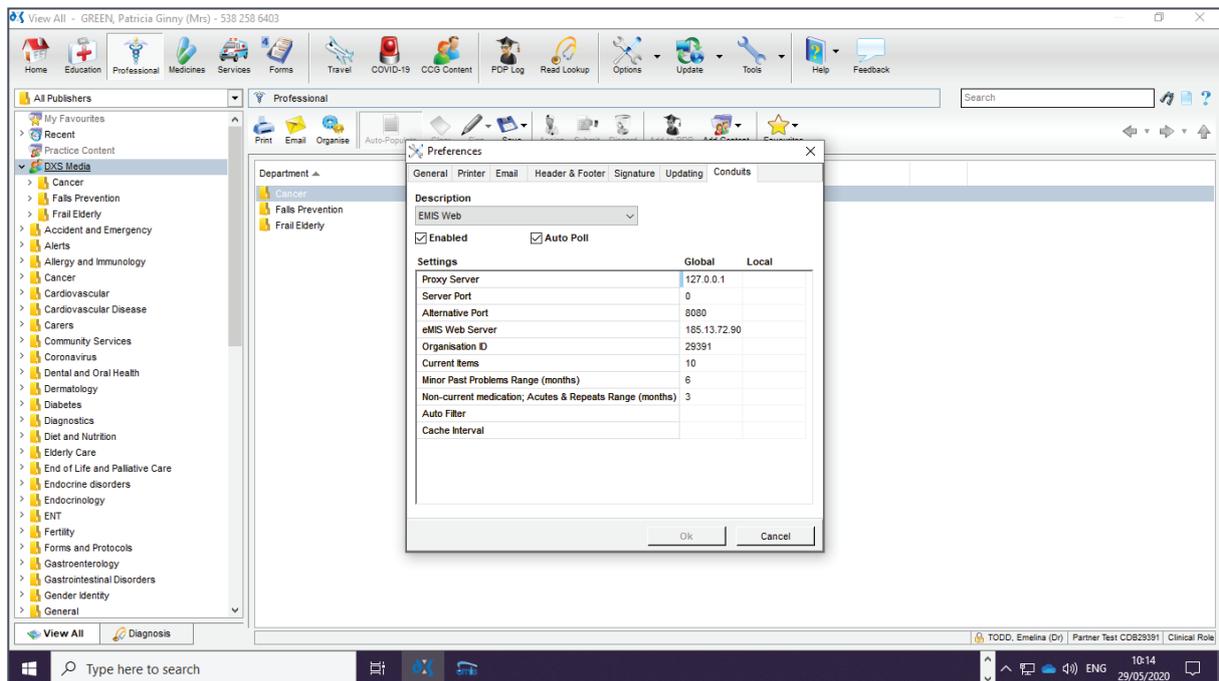
1. Open **DXS Point-of-Care** and click **'Options'**.



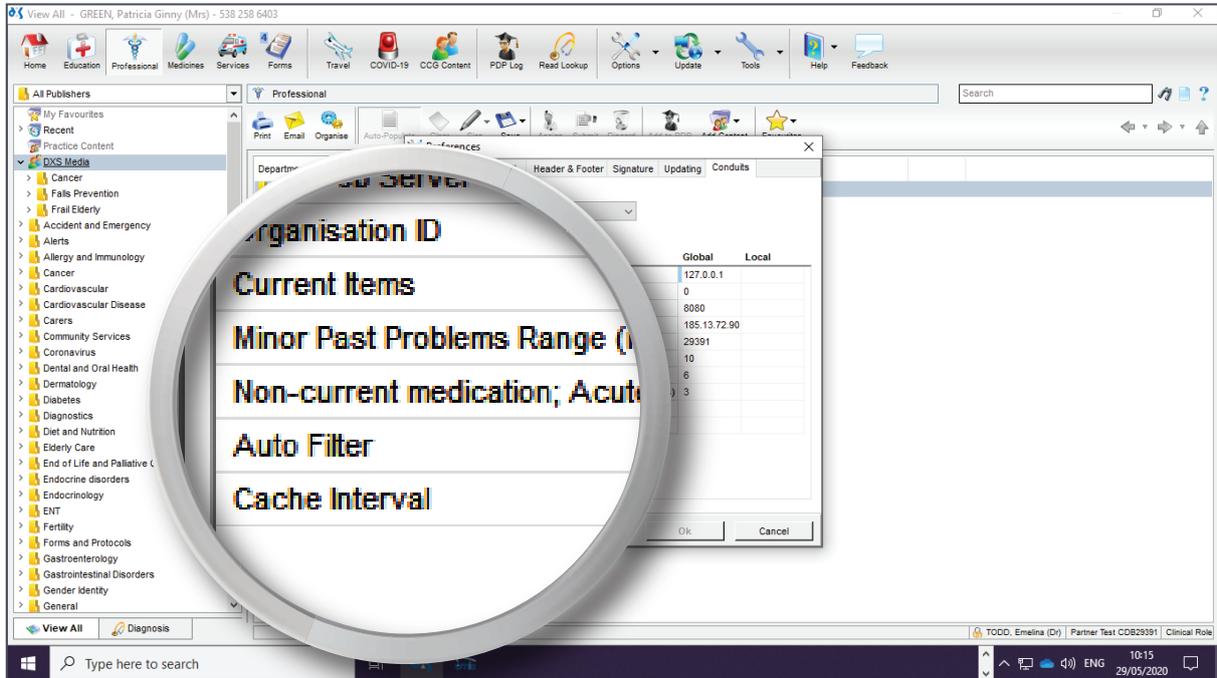
2. In the 'Preferences' window, select 'Conduits'.



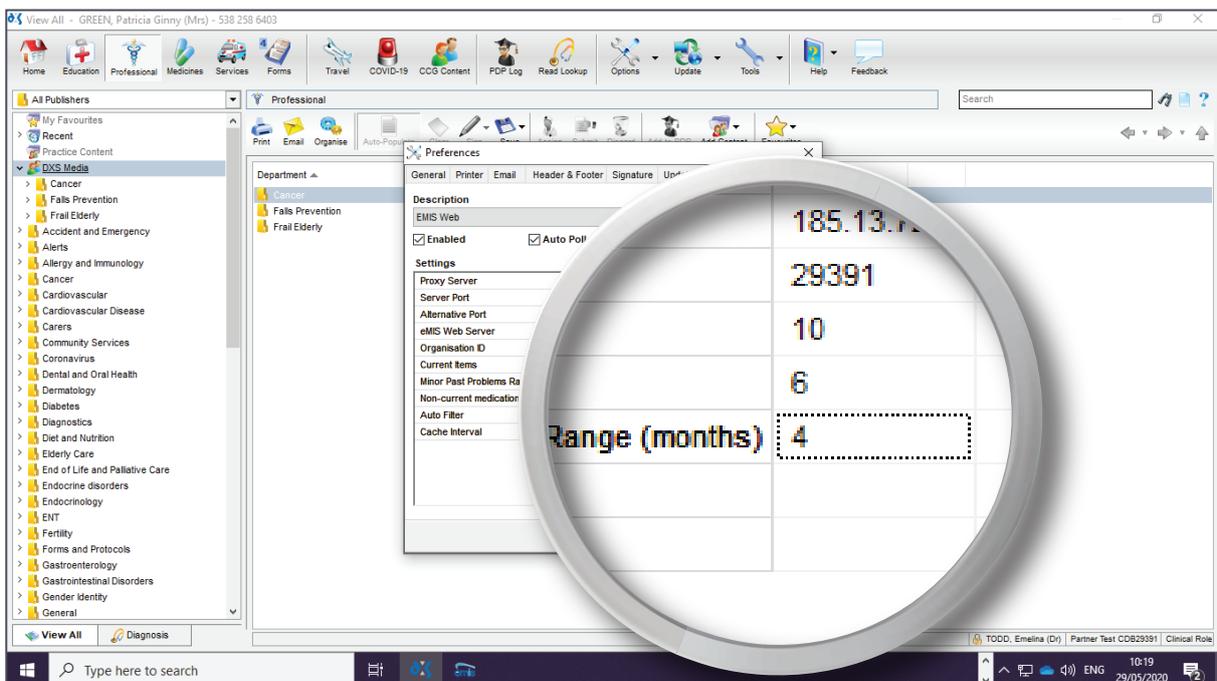
3. All current conduit settings will be displayed.



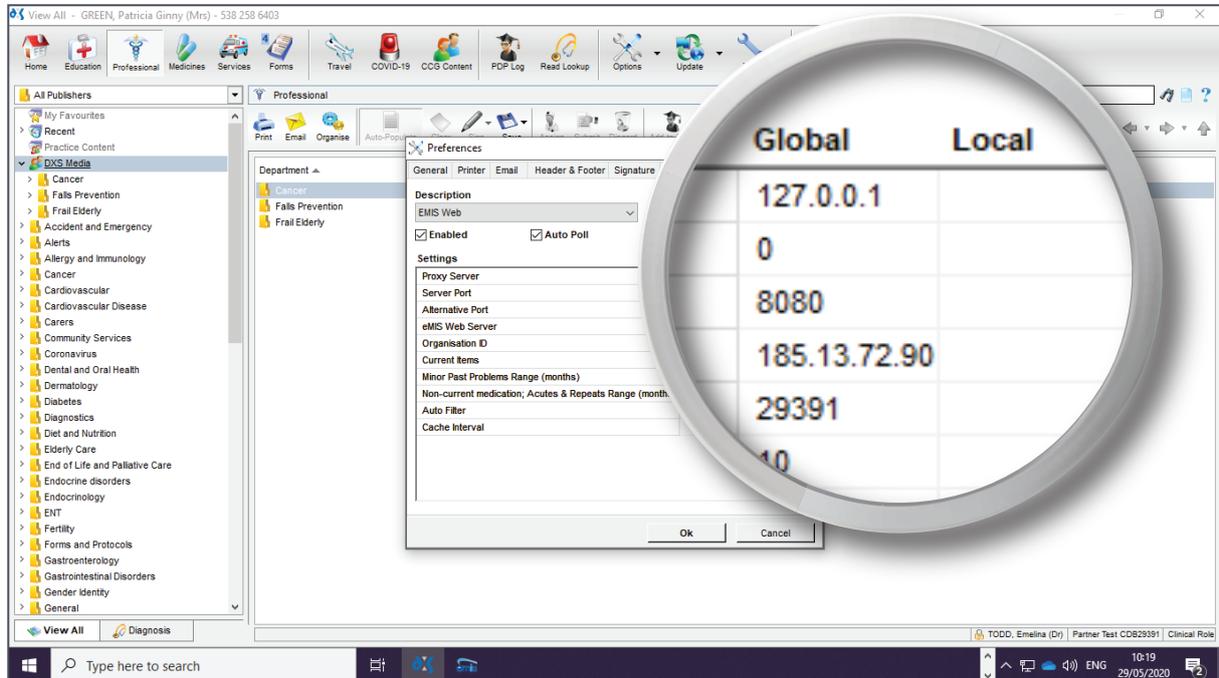
4. Conduit settings can be changed for the following fields:
  - **Minor Past Problems Range (months)** – Which will apply filters to minor past problems.
  - **Non-current medication; Acutes & Repeats Range (months)** – Which will apply filters to any repeat or acute medication within a specific range NOT marked as current.



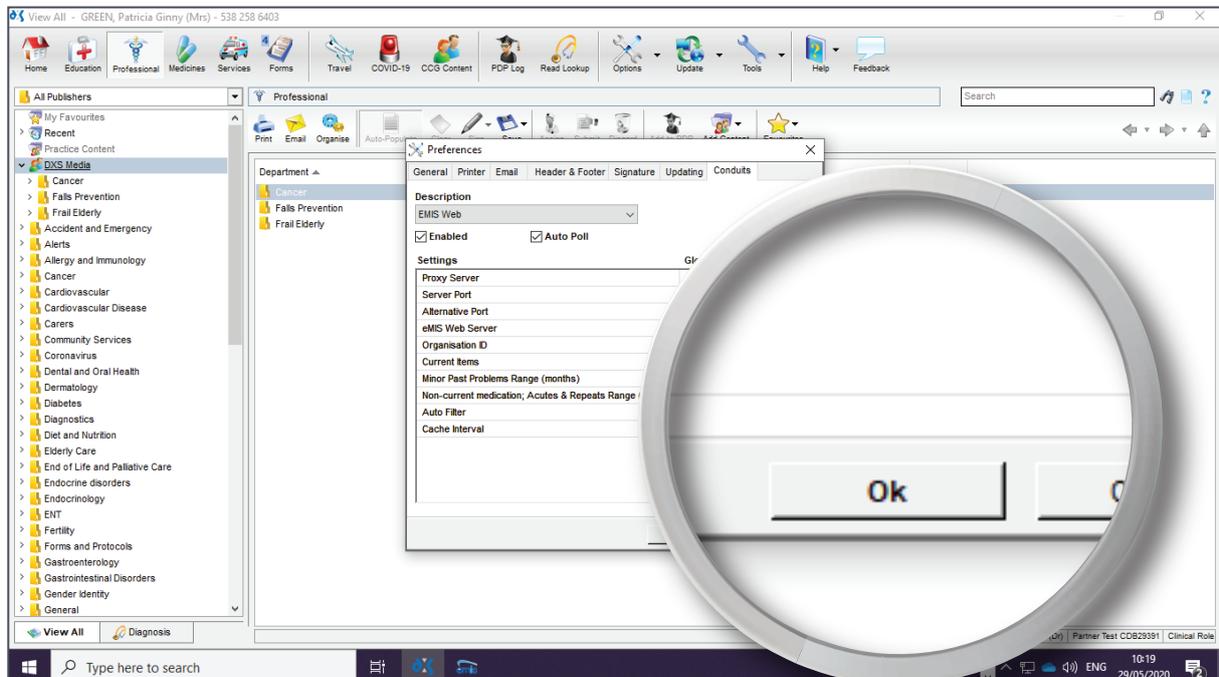
5. To change settings, edit the numbers in the appropriate boxes.



6. Conduit settings can be changed for both **'Global'** and **'Local'** variables.
- **'Global'** level applies settings practice wide.
  - **'Local'** level applies settings to the workstation and takes precedence over **'Global'**. Anyone using the workstation will see data filtered according to the changes.



7. Click **'Ok'** to apply changes.



# Support

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# Training

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