



Installing EMIS PCS templates onto your system

Download template from the Escro website and save to the desktop or preferred location.

http://win1966.vs.easily.co.uk/Trusts/Lothian/gdln_templates.htm

Importing template:

From template designer in EMIS PCS >

1. Highlight the folder where you want the templates to be placed (usually an Escro folder)
2. Click 'I' for import template
3. Navigate to the location holding your template (e.g. on your desktop where you saved it from the web download)
4. Double click the file and accept OK when it says the file has been imported.