

EMIS Synonyms Disease Codes List

Import the Synonym List

1. From the main menu, click **Dictionaries** in the Configuration section, or type **DT**.
2. Click **Practice Synonyms List** or press **C**. The Practice Synonym screen is displayed.
3. Click **Import**.
4. Navigate to the required location, click the file name to select it then click **Open**.
5. Add synonym set box will pop up , **enter name of synonym set**
6. Once the import is complete the **Practice Synonyms Set** is added to your list of synonyms.

NB While the installation is in progress the computer may appear to frozen – please leave the installation to run for 30 minutes and if it has not successfully completed by this time then contact Paul Donnelly - paul.donnelly@nhslothian.scot.nhs.uk

7. The selected synonym name should appear in the Practice synonym set once import is complete.

Set the newly imported synonym list as default

1. Click **Set User Default Synonym Set**. The User Default Synonym Sets screen is displayed which shows the default formulary currently applied to users.
2. Click **Select all** and all users will be highlighted.
3. Click **Options, change synonym set** and select the newly imported synonym list.
4. The selected formulary is displayed next to the user's name on the **Default Synonym Set**
5. To delete the previous version of the synonym list, click on it to highlight open. Click **Delete**.
6. A box pops up asking for confirmation, select **yes**.
8. **NB** Any user still assigned to the deleted synonym list is re-assigned to the default synonym list.