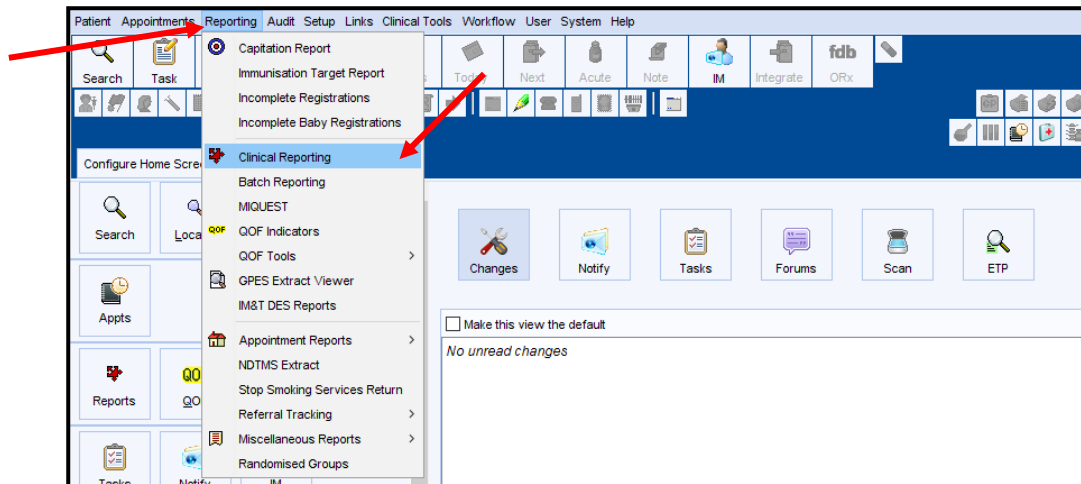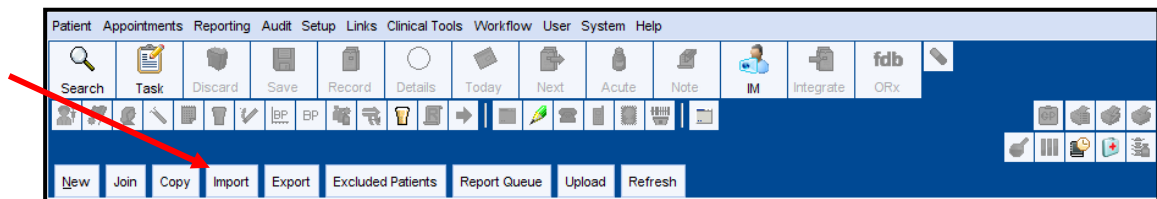**High Dose ICS: SystmOne Guide**
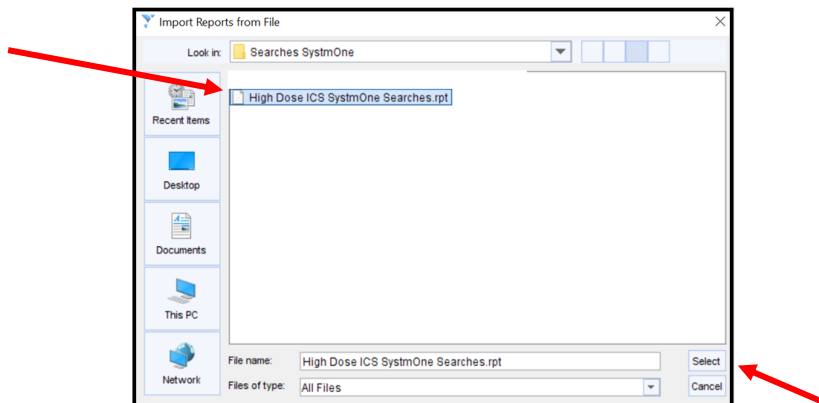**Importing a Search**

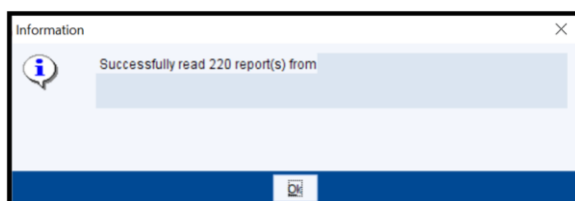1. Go to Reporting > Clinical Reporting
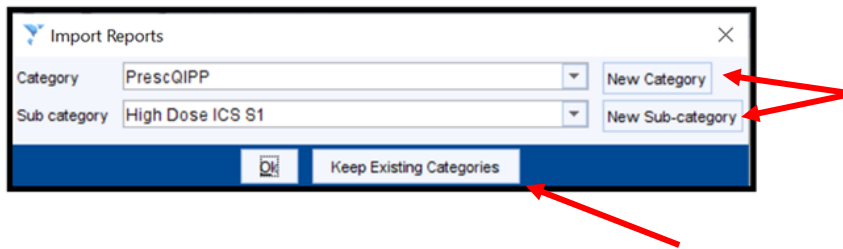

2. Select the "Import" button

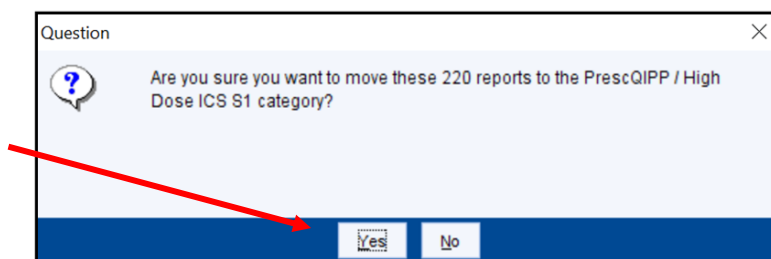3. Go to the file location (i.e. the file the search was saved in). "Select / Open" to import.

4. Press "Ok"

5. SystmOne will ask where the reports are to be saved. New categories / sub categories can be selected at this point, or the keep the existing categories

6. Once the location of the search has been selected. SystmOne will ask for confirmation. Select "Yes"

7. The search file has now been imported in to SystmOne under the chosen category / sub-category.

8. Click on the searches (search 1, 2, 3) and press run ▷

9. Once the search has run press on the magnifying glass to view the patients 🔍