**Useful Information When Using Ardens**

* Please ensure: **EMIS** practices on Resource Publisher have activated your Pro Data Sharing Agreement, Template Manager sites will receive a manual install by the deployment team and an email to confirm. **S1** sites need to have accepted their “Ardens Ltd Referrals” unassigned task in order to access the forms
* If you are unable to locate the Ardens hosted forms within your system, please log out, back in and refresh your software. If you are still experiencing technical issues, please contact documents@ardens.org.uk
* **EMIS** - The forms can either be located via the search function , or via the folder structure:



Ardens hosted forms within EMIS are pre-fixed with either “2ww, Ref or Info”

* **S1** – The forms can be accessed within a patient record via the orange arrow , this will bring up the communications template where your Ardens forms are hosted:



* Please ensure you have checked all the steps above before emailing me with your query. These steps may save you some time

**PLEASE NOTE:** Any amendment to documents, or requests for new documents to be held on Ardens require sign off from the **clinical lead** or **lead commissioner** and then sent to myself (matthew.davies40@nhs.net) who will then liaise with Ardens to upload the revised or new document