**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](mailto: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 Shape, arrow

  Description automatically generated, this will bring up the communications template where your Ardens forms are hosted:

Graphical user interface, application

Description automatically generated

* 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](mailto:matthew.davies40@nhs.net)) who will then liaise with Ardens to upload the revised or new document