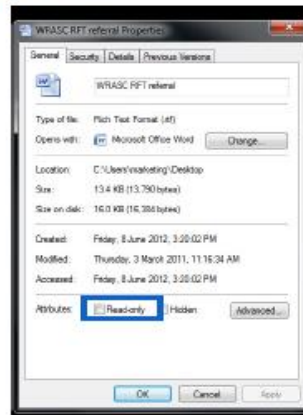
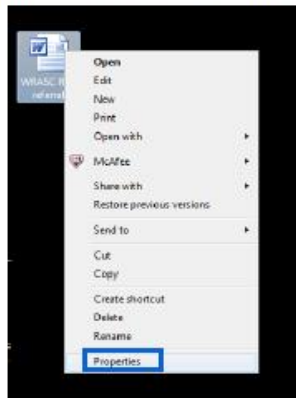


# Importing templates into ZedMed

**Please Note: These instructions assume you have CRS Role Administrator in your security settings.**

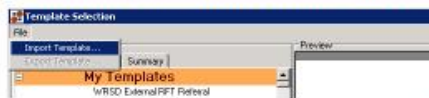
1. Save the referral template (.rtf) to a known, accessible location on your computer, for example your desktop.
  - **IMPORTANT: DO NOT OPEN THE TEMPLATE BEFORE IMPORTING IT.** This will corrupt the file and result in blank fields.
2. Without opening the file, right click on the template and select Properties. Check that the "Read Only" box is not selected. If it is, simply click on the check box to remove the tick. Once complete, click "OK" to escape from this screen



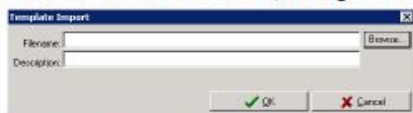
3. Open Zed Med as usual
4. Click on the "Clinical Records" button on the main screen. Once the Clinical Records screen opens, select from the toolbar Tools>Clinical WP setup>WP Templates



5. In the Template Selection Screen, click File/Import



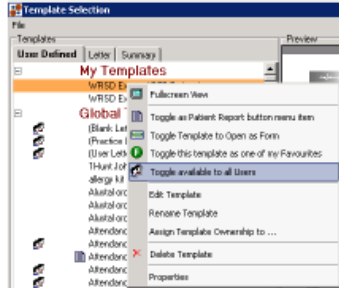
6. Click the Browse Button, navigate to the template location and select the desired template.



7. Enter a description and click OK.
8. Your Template should now be available to you.

**To Make The Template Available To All Users:**

9. Right click on the template
10. Select "Toggle available to all Users"



11. This puts a double head icon to the left of the template name, indicating it is available to all users.

*For any queries please contact our Business Development Manager, Julie Meaney, on 0434 745 510*