**IMPORTING TEMPLATES INTO MEDICAL DIRECTOR**

1. Right mouse click on the template you wish to import from the list provided
2. Click on **‘save target as’**
3. Left click on the ‘save in’ drop down arrow and select **‘desktop’**
4. Left click on the **‘save’** button
5. A ‘download completed’ screen will appear – left click on the ‘close’ button

Do not open this document before completing importing process as it will corrupt the

medical software coding!

1. **Open Medical Director** and (either in the main screen or through a patient file)
2. select **‘tools’** then **‘letter writer’**
3. Left click on **‘file’** then left click on **‘modify template’**
4. Left click on **‘blank template’** then left click on **‘open’**
5. Left click on **‘file’** then left click on **‘import’**
6. Left click on the **‘**look in’ drop down arrow and select **‘desktop’**
7. Left click on the template that you saved on the desktop earlier and left click on **“open”**
8. Left click on **‘file’** then left click on **“save as template”**
9. In the description field name the template **BHS SMART referral** (please nominate version number to assist in future updates)
10. Left click on **‘save’**
11. You have successfully downloaded and imported the template and can now access it via the Medical Director Letter Writer
12. Return to the desktop and delete document by a right click on document log and selecting delete