**IMPORTING TEMPLATES INTO ZEDMED**

**Please note – you may need to have administrator access to import templates into zedmed clinical**

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
6. Open **Zedmed** and from the Main screen, select **‘clinical records’, ‘tools’, ‘clinical**
7. **WP setup’, ‘WP templates’.** Select **‘file, ‘import template’**

Left click on the **‘browse’**, left click on the drop down arrow at **‘look in’** and select **‘desktop’**

1. Double click on the template that you saved on the desktop earlier
2. In the description field name the template **BHS SMART referral** (please nominate version number to assist in future updates)
3. To make template available to all workstations right click on the template and select

**Toggle as patient report button menu item**

AND

**Toggle available all users**

1. You have successfully downloaded and imported the template
2. Return to the desktop and delete document by a right click on document log and selecting date
3. To access downloaded templates in Zedmed, click on patient reports icon and double click on required template.