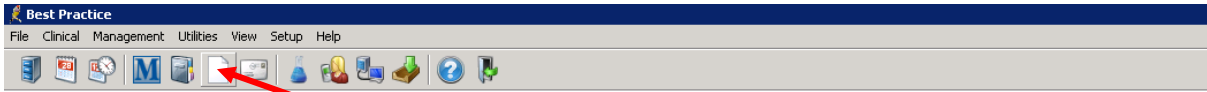


# How To Import Templates Into Best Practice Software

## Open Best Practice



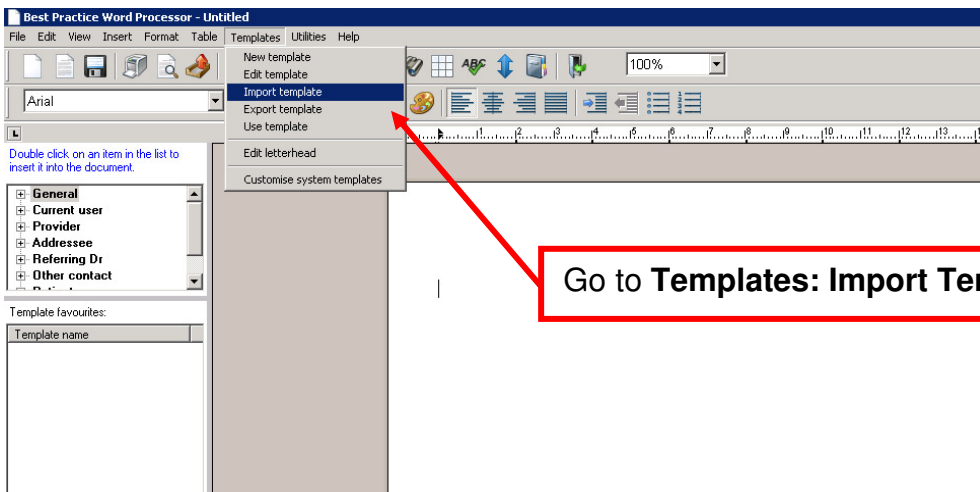
Open word processor

Go to the top tool bar  
Click on the document icon

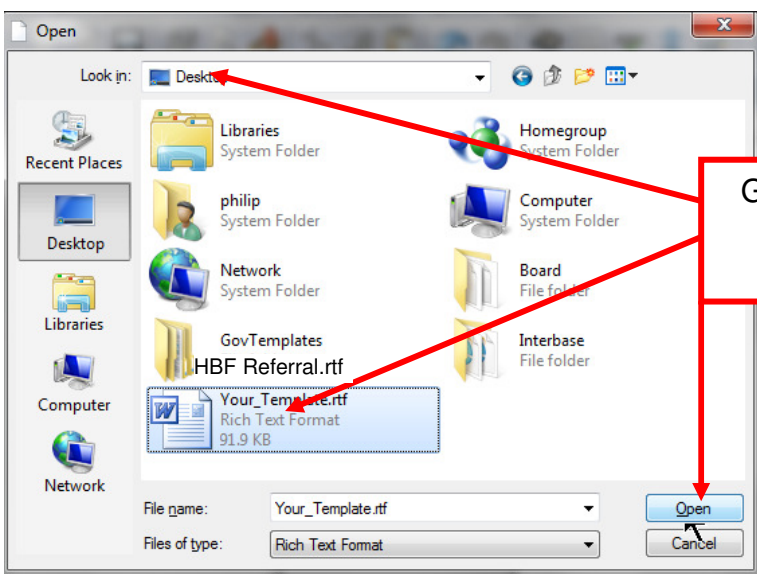
This will open up the word processing tool



Best Practice  
An evolution in GP software



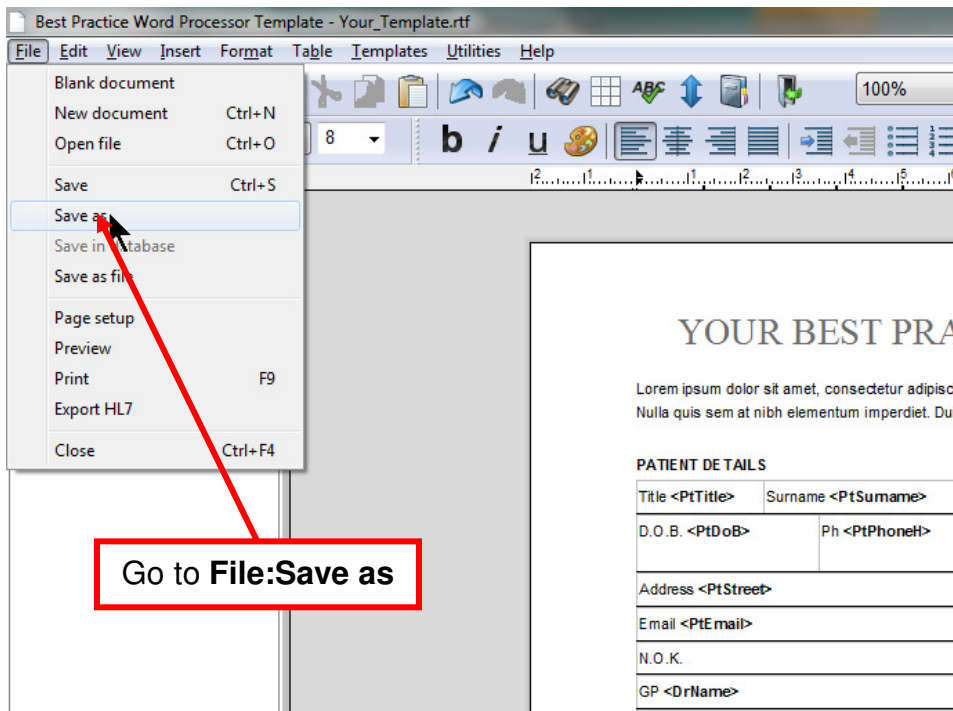
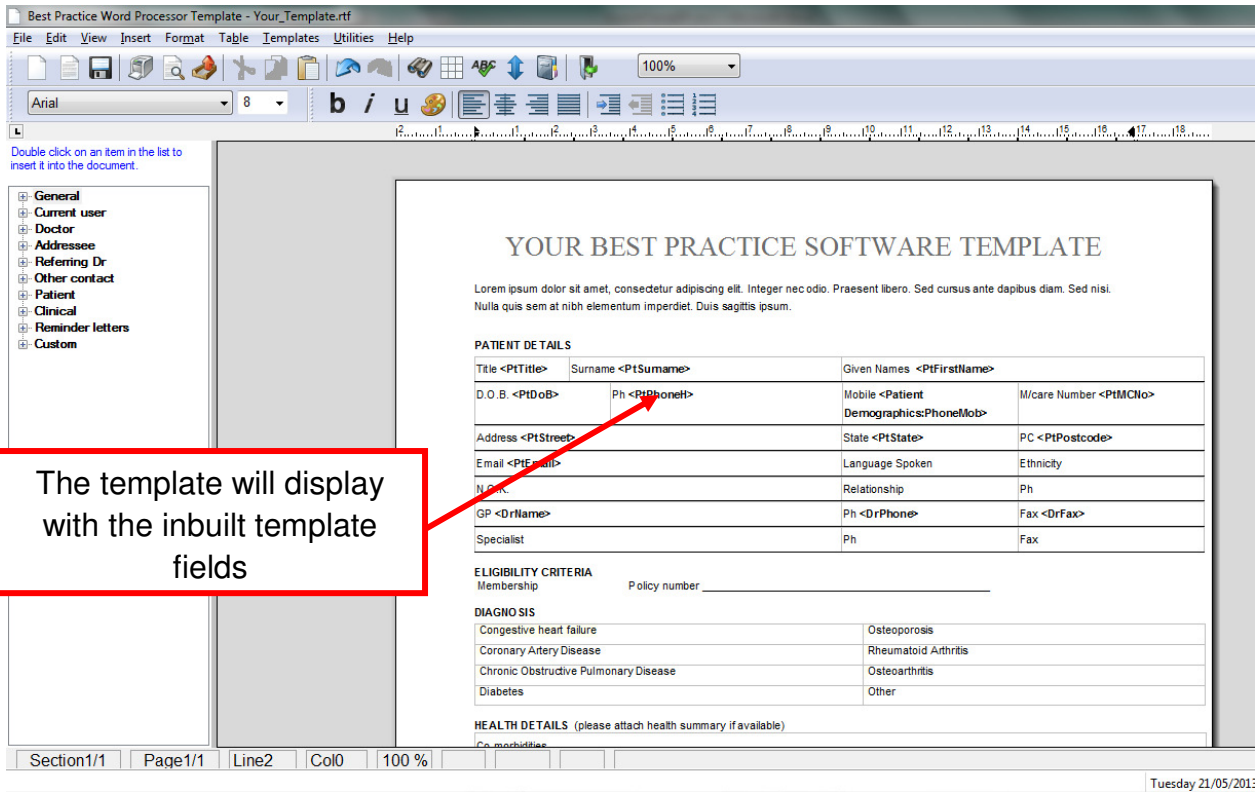
Go to **Templates: Import Template**



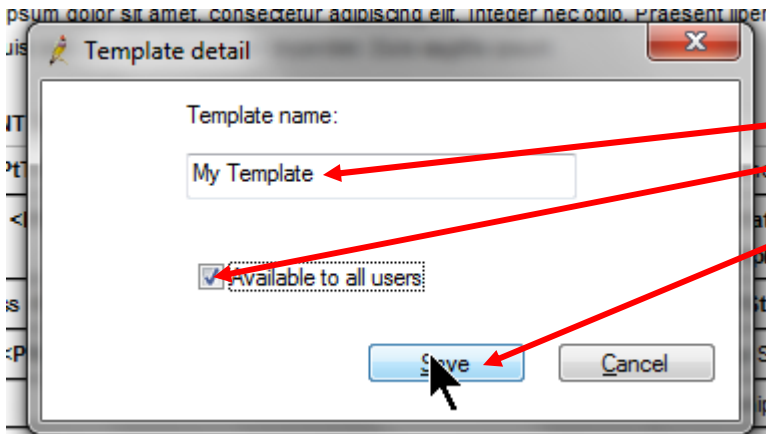
Go to the **Desktop** and locate your template.

Click on it then press **Open**

# How To Import Templates Into Best Practice Software



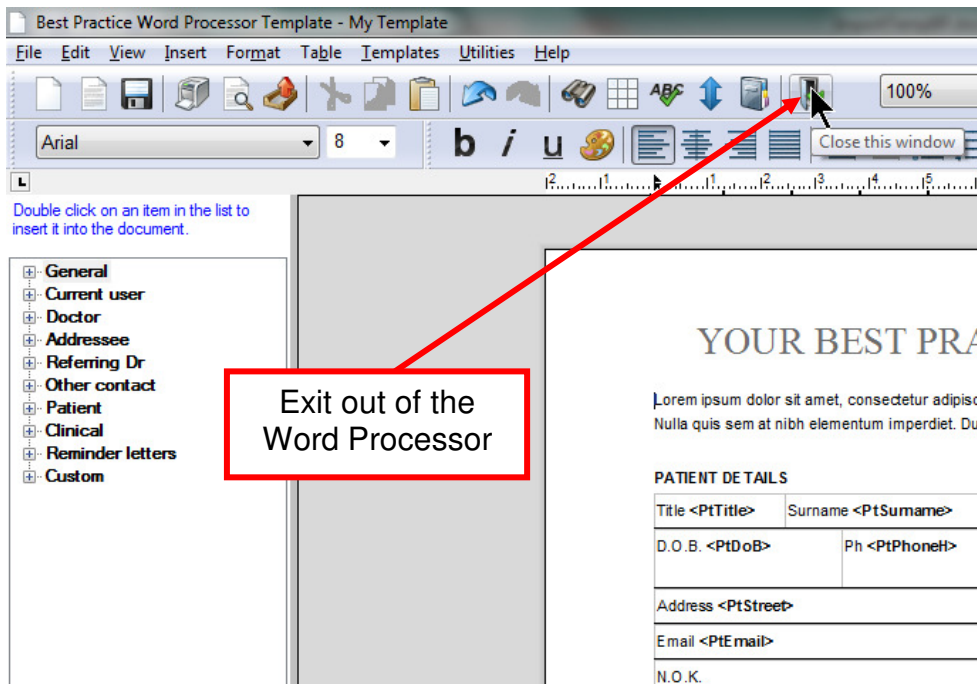
## How To Import Templates Into Best Practice Software



Type in the **Template name**

Tick the checkbox to make it **Available to all users**

Then select **Save**



Exit out of the  
Word Processor

The template has now been imported into Best Practice

## Importing Templates into Zedmed

All templates for import need to be in the form of an .rtf (Rich Text File) it is of the utmost importance that you do not open the template before you import into your software as opening the template will break the automated links created within the document.

\*you will need administrator access to import templates to Zedmed Clinical.

To import templates into your clinical software application requires you to complete the following steps.

- Right-mouse click on the **'File for Import'** and select **'Save As'** save the document in a location that is familiar to you and you can easily find/access again e.g. on your desktop.  
*\*if you download an rtf. Template from a website you will need to make sure you do not click open but instead click on "Save" save the document in a location that is familiar to you and you can easily find/access again.*
- Open your Zedmed clinical software, in the main screen select **'clinical records', 'tools', 'clinical 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'**.
- Double click on the template that you saved on the desktop earlier.
- In the description field name the template appropriately.
- To make template available to all users right click on the template and select **'Toggle as patient report button menu item' AND 'Toggle available to all users'**.

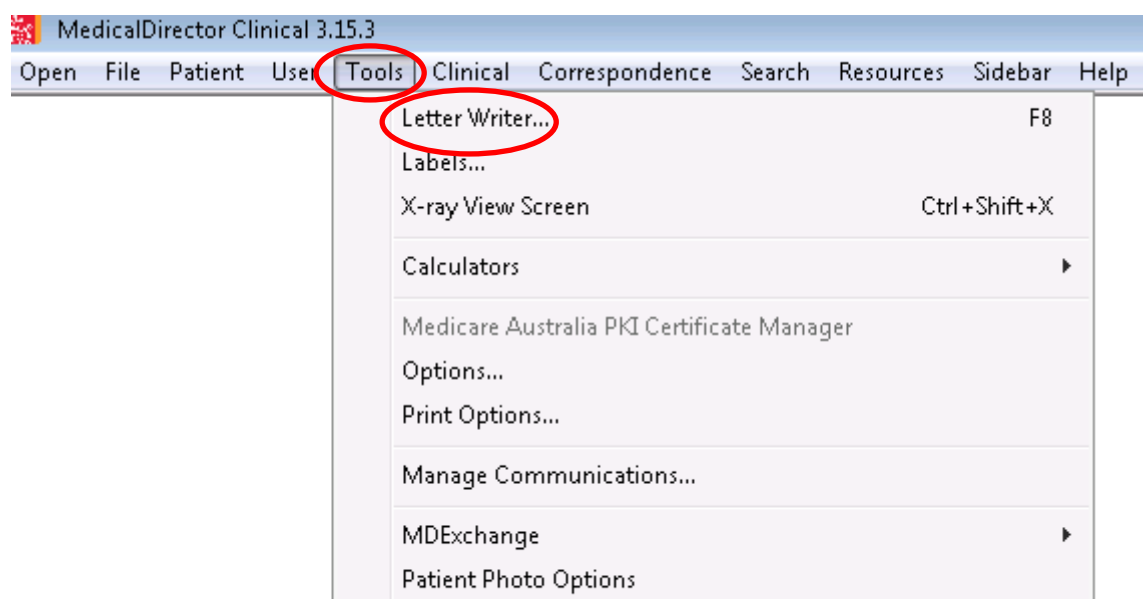
You have now successfully imported the template into your clinical software system.

If you require assistance with digital health please contact the Adelaide PHN Digital Health Team on 8219 5900 or [digitalhealthinfo@adelaidephn.com.au](mailto:digitalhealthinfo@adelaidephn.com.au)

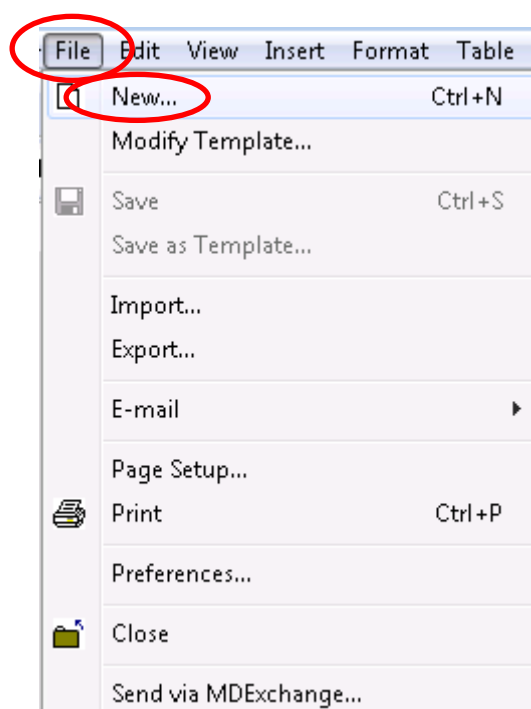
## Instructions for Importing Templates in to Medical Director

When importing templates in to Medical Director it is important that the document is saved in 'rtf' format and never opened before being imported in to the software. When saving a document to be imported, eg., from a USB, you must highlight the document by right-clicking and choosing **Save Target As**, (or similar), then save on to your computer in a place you can easily find it for importing, eg, on your desktop.

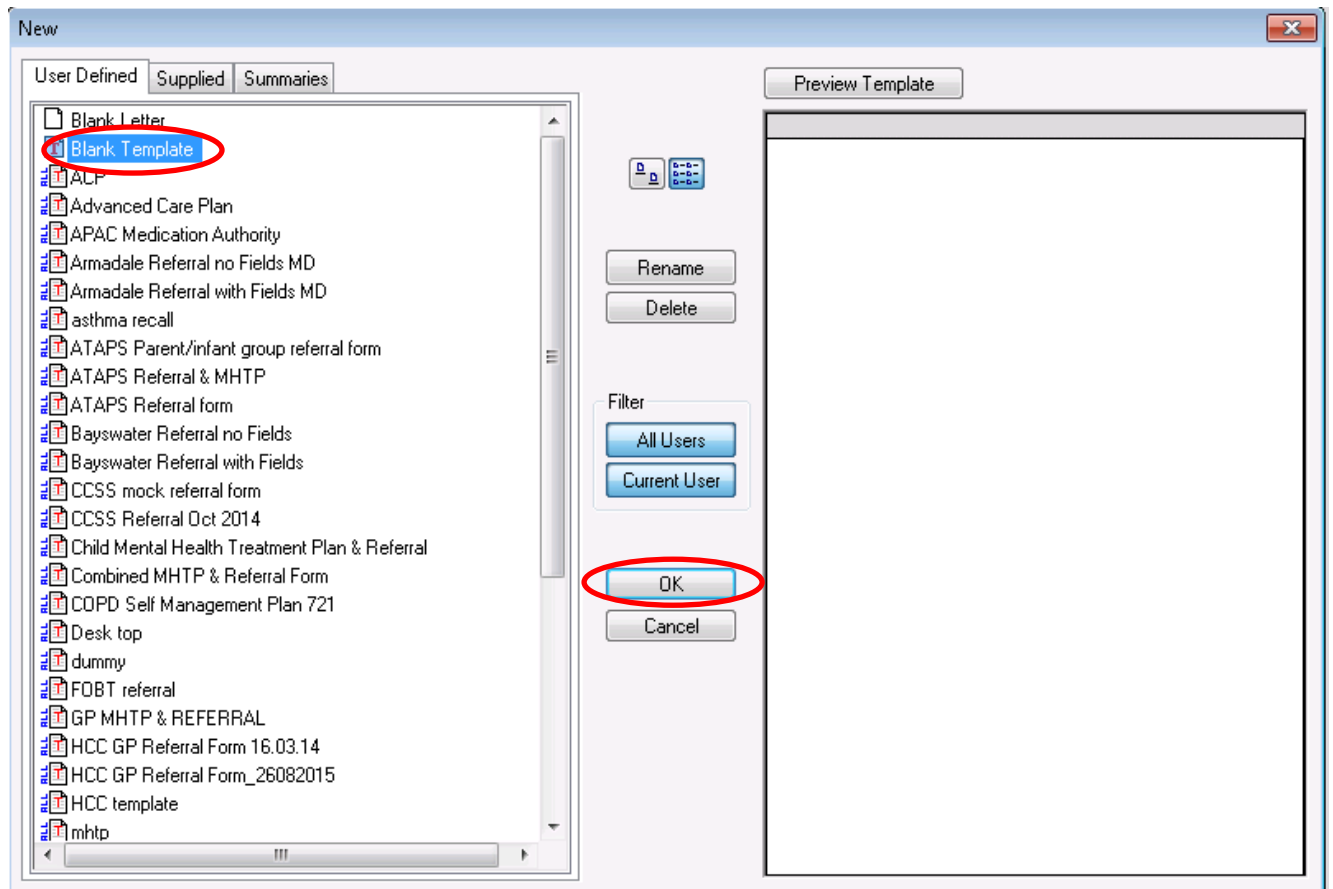
On the main screen, choose **tools** then **Letter Writer**



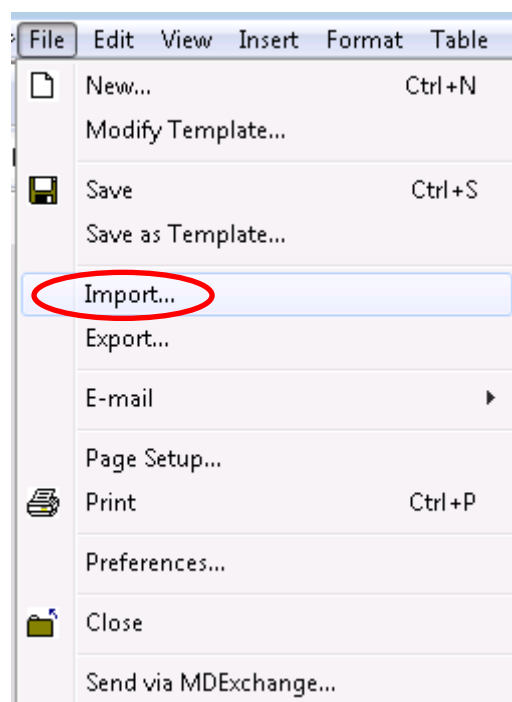
Choose **File**, then **New**



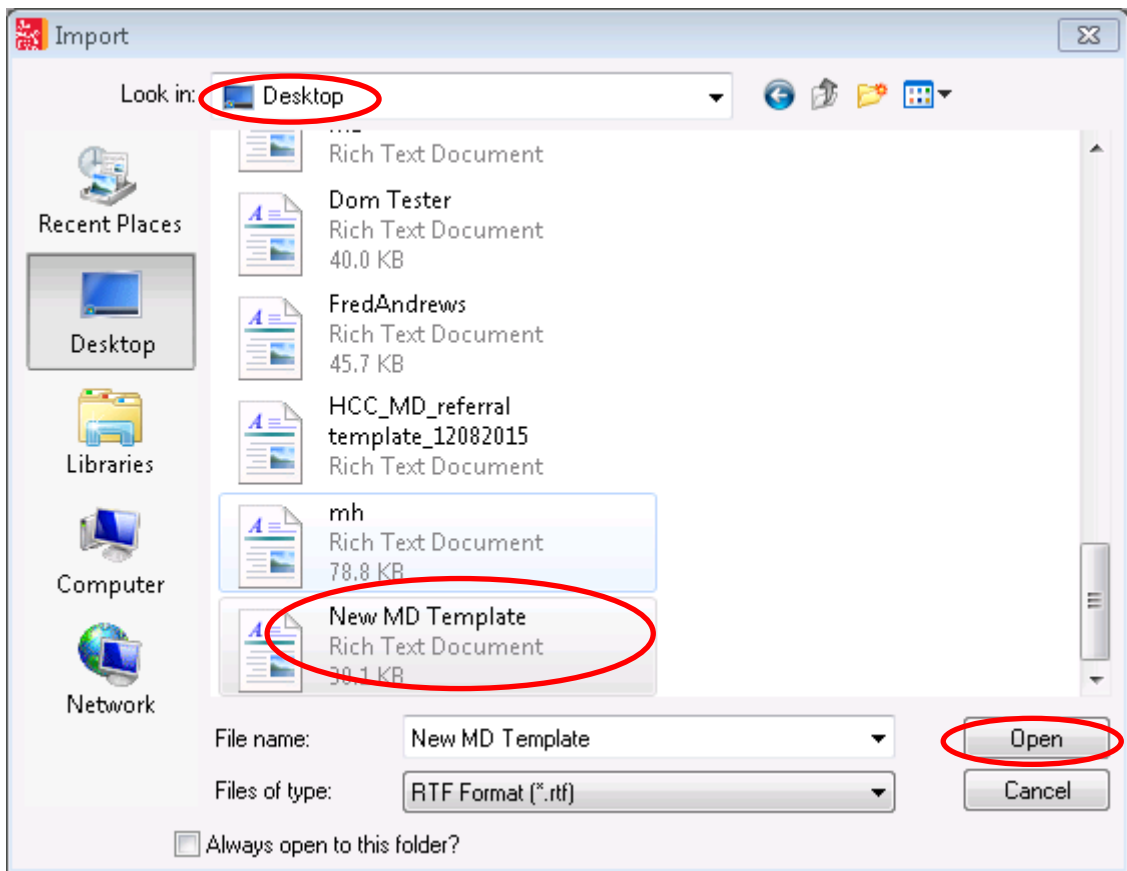
This screen will appear, choose **Blank Template**, then **OK**. A blank document will appear on the screen.



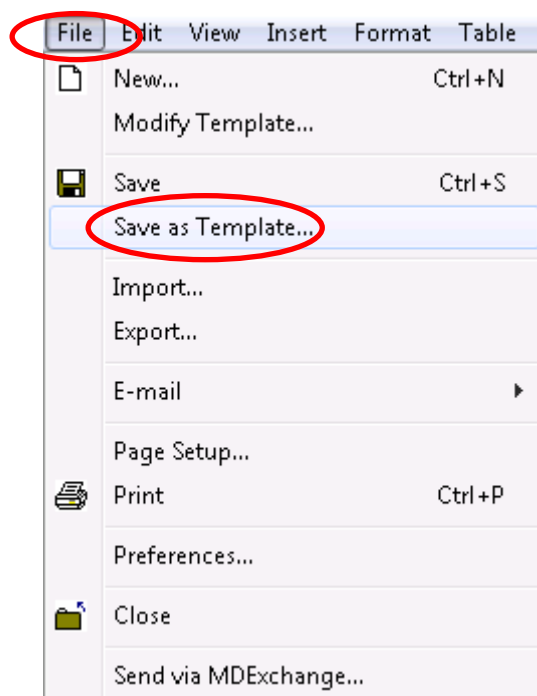
Click on **File** then **Import**



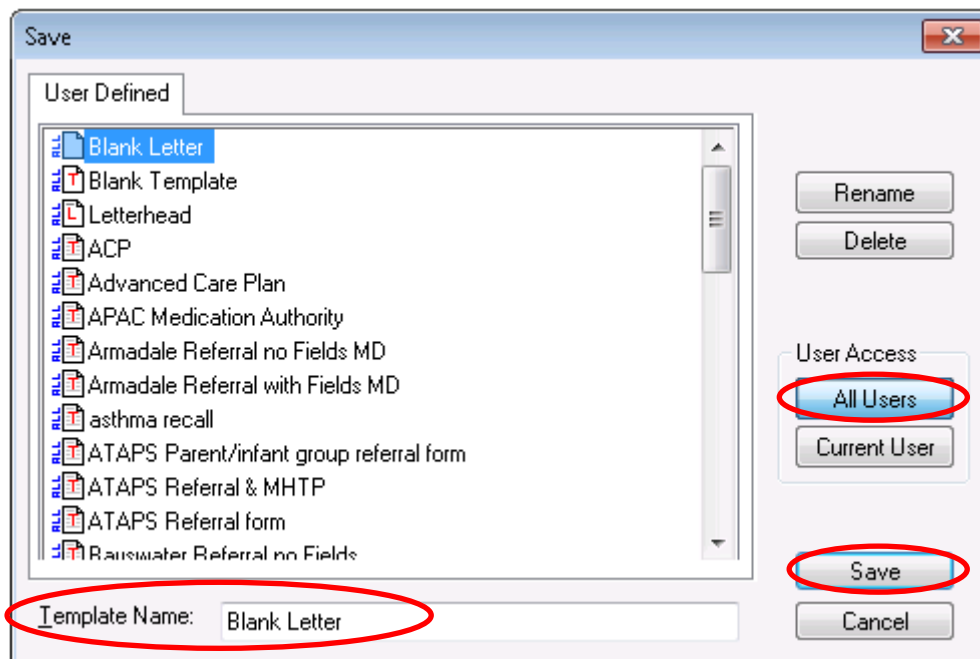
This box will appear, then navigate to where you have saved your 'rtf' document, eg **Desktop**. Highlight the document and click **open**. The document will then appear on your blank template in Medical Director.



To save the document, click on **file**, **Save as Template**.



This box will appear, go to the field, **Template Name** and give your template a name, ensure **All Users** is highlighted, then click **Save**.



The template will now appear in the list of User Defined templates within the clinical software.