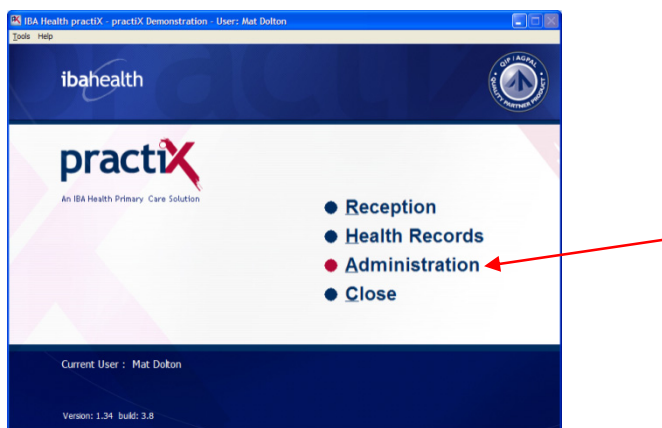


Importing Templates: Practix

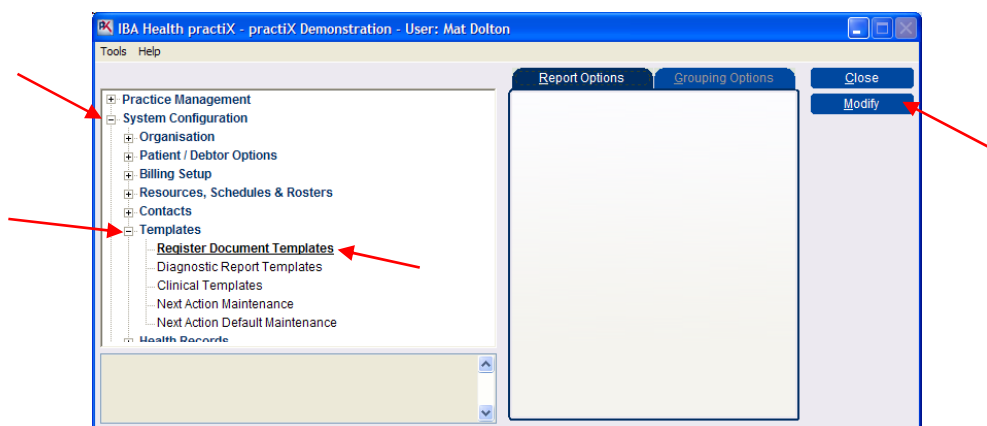


First, make sure you have imported the new template into **c:\msp\mspdata\templates**

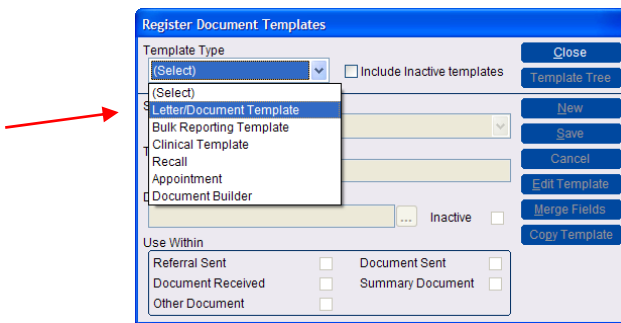
1. Start up PractiX, enter log on details and go into **Administration**.



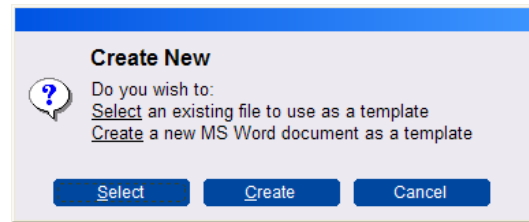
2. Next go into **System Configuration**. Select the **plus sign** in the box next to **Templates** then, click **Register Document Templates** and **Modify** at the top right of the screen.



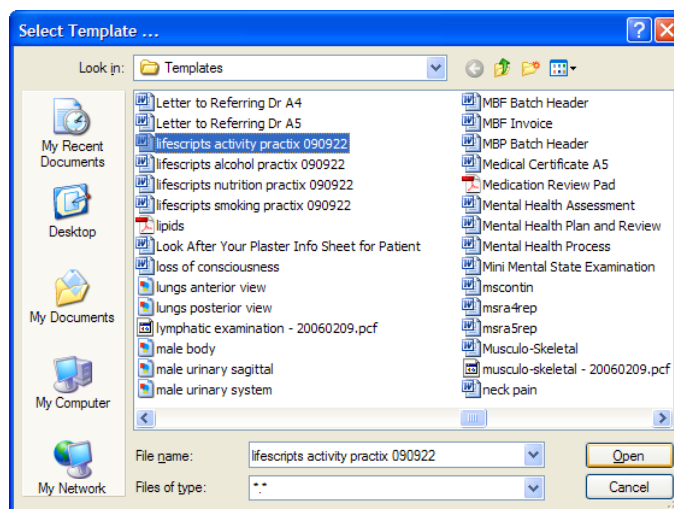
3. Select the down arrow next to **Template Type** to view the pull down menu. Select **Letter/Document Template** then **New** button.



Click the **Select** button.

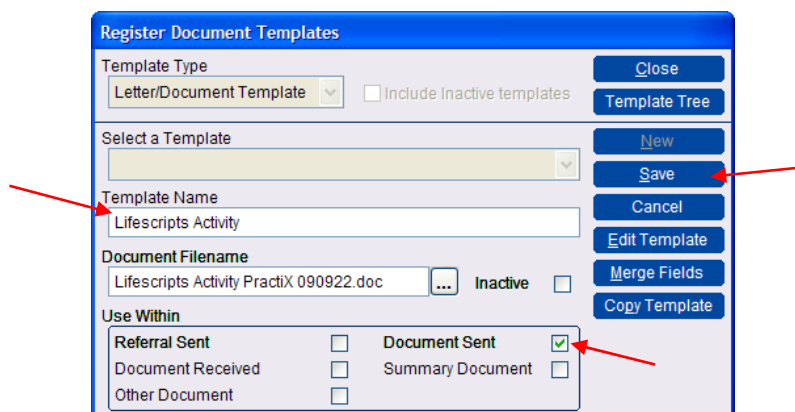


4. Find the file that you imported, click **Open** then 'yes' (if you're asked about replacing the files or anything similar).



5. Practix name the file the same as template name. If you wish you can change the template name, simply type into the **Template Name** box.

Then, in the **Use Within** box, select the **Document Sent** box and click **Save**.



Note: There are several different categories within the **Use Within** box. You need to select the most appropriate box for the document you are importing. If it is a referral, best to tick the **Referral Sent** box. Likewise, if you are importing a health summary template, the **Summary Document** box should be ticked. You can also tick more than one box.

Now that **should** be it. Open up a patient record to and test run by trying to create the document.