IMPORTING TEMPLATES INTO ZEDMED

1. **Check first – you may need to have administrator access to import templates into zedmed clinical**

2. Right mouse click on the template you wish to import from the list provided

3. Click on **'save target as'**

4. Left click on the **'save in'** drop down arrow and select **'desktop'**

5. Left click on the **'save'** button

6. A 'download completed' screen will appear – left click on the 'close' button

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

8. Left click on the **'browse'**, left click on the drop down arrow at **'look in'** and select **'desktop'**

9. Double click on the template that you saved on the desktop earlier

10. In the description field name the template appropriately ensuring it is prefixed with BH to ensure all Barwon Health templates are grouped together. eg. **BH Orthopaedic Outpatients, BH Diabetes Referral Centre**

11. 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**

12. You have successfully downloaded and imported the template

13. Return to the desktop and delete document by a right click on document log and selecting delete

14. To access downloaded templates in Zedmed, click on patient reports icon and double click on required template.