



## Importing e-Referral Templates

### Zedmed

#### 1. Move the Template to your Computer

- Right mouse click on the template you wish to import from [www.northsideendoscopy.com.au](http://www.northsideendoscopy.com.au)
- Click on 'save target as'
- Left click on the 'save in' drop down arrow and select 'desktop'
- Left click on the 'save' button
- A 'download complete' screen will appear
- Left click on the 'close' button

Note: Do not open this document before completing importing process as it will corrupt the medical software coding.

#### 2. Save the Template to Zedmed

- Open Zedmed and select:
- Clinical Records → Tools → Clinical WP Setup → WP Templates → File → Import Templates
- Left Click on 'Browse', Left click on the drop down arrow at 'look in' and select 'desktop'
- Double click on the template you saved at step 1 to your desktop
- Name the template: (we recommend Northside Endoscopy Referral)
- Right Click on Template and select:
- Toggle as patient report button menu item; and
- Toggle available to all users

You have now successfully downloaded and imported the template.

The template has now been successfully saved and can be accessed via 'template', 'use template' or by clicking on the 'new document' icon.

#### 3. After the template has been imported into Zedmed, go back to your desktop and delete the file you originally saved there in the first step.